

Regular Meeting of Council Agenda September 21, 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=WTLZWbRCR5BQBhcQ9cAbGcSydCalqR.1>

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Canada: 1-780-666-0144, 1-204-272-7920, 1-438-809-7799,
1-587-328-1099, 1-647-374-4685

Webinar ID: 823 0888 6136 Passcode: 634712

International numbers available: <https://us02web.zoom.us/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.**
- 6 **CULTURAL & CIVIC PRIDE (CHAIR HEATON-SHERSTOBITOFF / DEPUTY BOGLE / DEPUTY MACLEOD):**
 - (a) **COUNCIL COMMITTEE LIAISON VERBAL UPDATE**
 - (b) **Castlegar & District Public Library Meeting Minutes**

RECOMMENDATION: Council consider and resolve to receive for information:

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



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) **FINANCE DEPARTMENT VERBAL UPDATE.**

8 MUNICIPAL SERVICES (CHAIR MACLEOD / DEPUTY BELL):

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

9 QUESTION PERIOD:

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

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

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

RESOLUTION:

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

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

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

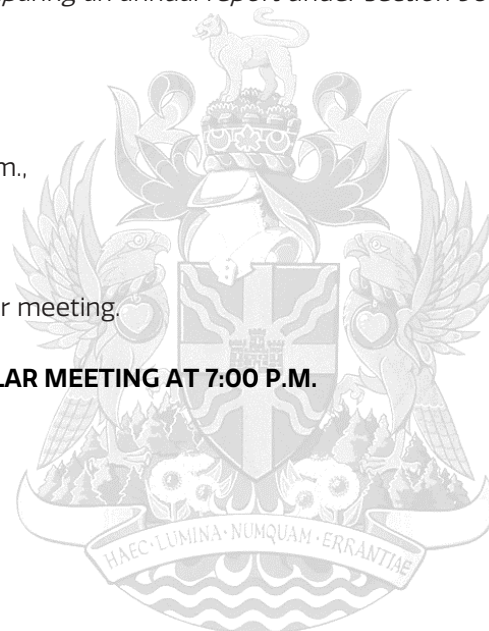
14 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

- (a) Regular Meeting Minutes – September 8, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the September 8, 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 8, 2026, Committee of the Whole Meeting.

1. THAT the following items considered and received for information at the 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
2. 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.

- (b) Committee of the Whole recommendations from the September 21, 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 September 21, 2026, Committee of the Whole Meeting.

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

17 CORRESPONDENCE: Nil

18 REPORTS OTHER:

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

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

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

A Bylaw to amend Development Procedures and Fees Bylaw 1418.

RECOMMENDATION: Council consider and resolve:

THAT Development Procedures & Fees Amendment Bylaw 1466 be adopted.

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., 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





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Regular Board Meeting Minutes

June 10th 2026, 6:00 p.m.

Call to order: June 10th, 2026, 6:04 p.m.

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

Territorial acknowledgement:

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

Item	Motion	Second
1. Consensus Agenda: June Agenda May Meeting Minutes Director's Report: - The library received the first 2026 funding installment from the City. - Two Summer Reading Club Coordinators, Laura Belanger-Ihlen and Sasha Bryanton, were hired and began work on June 1. - Summer Reading Club registration opens June 17, with programming scheduled throughout July and August. This year's theme is "Under the Sea." - Staff are reviewing options to replace the public computer management system due to the discontinuation of the current provider's service. - A replacement router and upgraded firewall are being considered following storm-related damage to the existing equipment. - The City has implemented a Hazardous Materials Program for municipal buildings, including the library. - Accessibility improvements, including automated door openers for washroom and entrance doors, are anticipated to be added to the City's work plan later this summer.	Terry	Diane
2. Committee Reports		
a. Finance - Review of the April Balance Sheet and Income Statement. - Discussion regarding the library's lease agreement with the City and potential future financial implications. - Ongoing efforts to monitor monthly and year-over-year financial variances. - Review of accrued sick time liabilities. - Discussion regarding bookkeeping costs, including the		



possibility of transitioning from an hourly billing model to a monthly fee structure. Confirmation that the City of Castlegar funding installment has been received.		
b. Personnel The Personnel Committee reported that a Memorandum of Agreement (MOA) has been reached through the collective bargaining process. The collective agreement is now proceeding through the approval process.		
c. Friends of the Library - The Friends of the Library reported a successful book sale, generating just over \$2,100 (unofficial total). - The Board acknowledged and thanked Alex, library staff, and Terry V. for their support and assistance with the event. - Additional updates included: - The Friends will be holding a Harry Potter-themed raffle. - The Friends of the Library AGM is scheduled for June 18, 2026. - Future Friends of the Library activities will begin transitioning to evening hours.		
d. Kootenay Library Federation (KLF) - The recent KLF meeting was successfully hosted in Castlegar. - A new KLF Executive Committee has been established. - A shared Summer Reading Club performance by Rhythm by Nature will be offered to participating member libraries. - Professional development opportunities for library staff continue, including leadership and legal research training. - Free human resources advice remains available to library boards and directors through KLF's HR advisor. - Work has begun on reviewing and updating the shared Kootenay Libraries Accessibility Plan. - The Privacy Impact Assessment (PIA) project is nearing completion. The importance of completing PIAs for new programs, systems, or projects involving personal information was emphasized. - Information was shared regarding upcoming British Columbia Library Trustees' Association (BCLTA) board training and educational opportunities. - The next KLF meeting will be held online in September 2026.		
e. Policy None at this time		
f. Building - One of the public search computers will be relocated to a lower workstation to improve accessibility for wheelchair users. - The Committee reviewed the City's Hazardous Materials		



Program and the associated report for the library building.		
g. Board Succession / Recruitment None at this time		
h. Occupational Health & Safety (OHS) - Linda and Alex met to review workplace safety matters and identify current safety priorities. - Sarah and Linda will be meeting to discuss next steps, with planning for the Occupational Health & Safety Committee continuing throughout the summer.		
4. Old Business Geeta was nominated for the position of Treasurer and confirmed her willingness to serve in the role.		
5. New Business: Strategic Plan Review The Board reviewed Goal 2: <i>Revitalize the library for accessibility, conversations, and gatherings.</i> Objective 2.1 – Objective: The library is modernized to meet the current needs and interest of the community and the goals of the board. - The Board discussed removing this objective from the Strategic Plan. - It was suggested that the Building Committee transition to an "Upgrade Committee" to focus on future facility improvements and modernization initiatives. Objective 2.2 – The library is accessible to people of all ages and abilities - Alex reported that grant funding has been secured to support an accessibility assessment. - A professional consultant will be engaged to review the library and identify accessibility opportunities and recommendations. Objective 2.3 – Upgrade library facilities to facilitate conversations and accommodate gatherings - The Board discussed ensuring this objective remains a key component of a future comprehensive library upgrade plan. - Ideas discussed included repurposing the current quiet room into a lounge or flexible gathering space. - Additional concepts included meeting/study pods and creating spaces that encourage community connection, inclusivity, and collaboration.		



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

6. Votes and Due Process		
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None at this time		
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Adjourned: 7:33p.m.

Next regular meeting: September 9th 2026 at 6:00pm

Regular Meeting Minutes of Council September 8, 2026

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

Members Present Mayor Maria McFaddin
Councillor Darcy Bell – arrived at 3:14 p.m.
Councillor Brian Bogle
Councillor Sandy Bojechko
Councillor Shirley Falstead
Councillor Sue Heaton-Sherstobitoff
Councillor Cheryl MacLeod

Absent Nil

Staff Present Chris Barlow, Chief Administrative Officer
Bree Seabrook, Director of Corporate Services
Steffan Klassen, Director of Finance & Technology
Chris Hallam, Director of Municipal Services
Nick Ahlefeld, Fire Chief
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Danny Clarke, Airport Manager
Meeri Durand, Director of Community Safety & Development
Ali Garcia, Sea to Sky IT
Deanna Hooper, Manager of Civic Works
Ginger Lester, Communications Manager
Ryan Niddery, Manager of Engineering and Infrastructure
Monty Taylor, RCMP Sergeant
Robert Watson, Sea to Sky IT

Other Public and Media

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

2 ADOPTION OF AGENDA:

R216-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of September 8, 2026 be adopted as amended by including item 19.a Mayor Travel.

CARRIED.

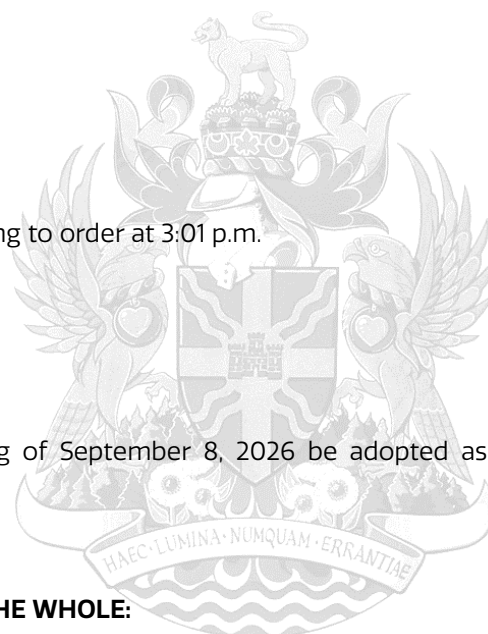
3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R217-26 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 Bojechko, Deputy Chair)



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

- Nil

(b) **FIRE DEPARTMENT VERBAL UPDATE**

- Nil

(c) **Emergency Services Monthly Report – July & August 2026**

COW103-26

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – July 2026
- Emergency Services Monthly Report – August 2026

CARRIED.

(d) **RCMP DETACHMENT VERBAL UPDATE**

- Currently have 14 of 17 Members.
- Cops for Kids riders in Castlegar on Sunday.

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

- Twenty-six of twenty-nine flights were successful since August 11, 2026. Cancellations were due to weather and wildfire smoke. These cancellations were supported by bus service.

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

- Continue to see high volume of business licensing and permitting inquiries.

(g) **Building Permit and Business Licence Reports – June, July and August 2026**

COW104-26

RECOMMENDATION: Council consider and resolve to receive for information:

- 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

(h) **Development Procedures & Fees Amendment Bylaw 1466 (Report No. 26-71)**

Report from the Planner – Policy to seek the required readings of Development Procedures & Fees Amendment Bylaw 1466.

COW105-26

Moved, and
RECOMMENDED:

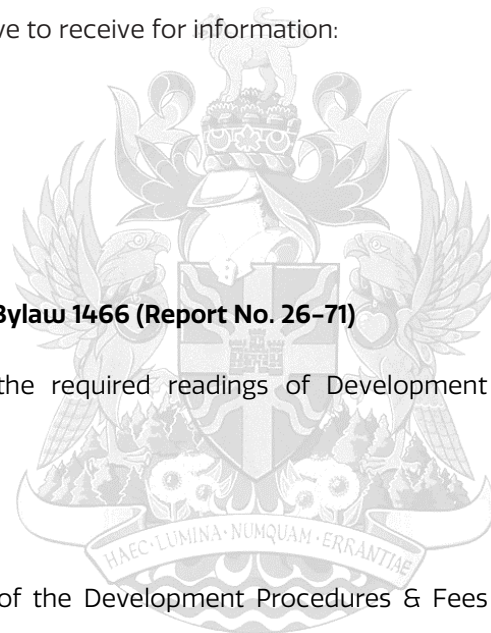
THAT Council consider the required readings of the Development Procedures & Fees Amendment Bylaw 1466.

CARRIED.

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

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

- Cops for Kids event this weekend.



- Castlegar and District Hospital Foundation Meeting.
- Kootenay Gallery of Art Board Meeting.
- Winter Wonderland planning.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

(a) Finance and Corporate Services Community Liaison Verbal Update

- Chamber of Commerce Board Meeting.

(b) Corporate Services Verbal Update

- Update on the 2026 Election.

(c) Ministry of Transportation and Transit Electric Kick Scooter Pilot Project (Report. No. 26-69)

Report from the Manager of Legislative Services to provide Council with an overview of the Province of British Columbia's Electric Kick Scooter Pilot Project and seek Council resolution to participate in the Pilot Project.

COW106-26

Moved, and
RECOMMENDED:

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.

Recess/Reconvene The meeting recessed at 4:25 p.m. and reconvened at 4:37 p.m.

(d) Council Procedures Bylaw 1462 (Report No. 26-68)

Report from the Manager of Legislative Services to seek Council authorization to update and replace Council Procedures Bylaw 986 and seek the required readings of Council Procedures Bylaw 1462.

COW107-26

Moved, and
RECOMMENDED:

THAT Council proceed with the required readings of Council Procedures Bylaw 1462.

CARRIED.

(e) Appointment of Municipal Insurance Association of BC Voting Delegate and Alternate 2026 (Report No. 26-72)

Report from the Executive Assistant to seek Council appointment of a voting delegate and alternate voting delegate to represent the City of Castlegar's interest at the Municipal Insurance Association of BC Annual General Meeting on September 15, 2026.

COW108-26

Moved, and
RECOMMENDED:

THAT Council appoint Councillor Brian Bogle as the City of Castlegar voting delegate and Councillor Cheryl MacLeod as the alternate voting delegate for the Municipal Insurance Association of BC Annual General Meeting to be held during the UBCM Convention on September 15, 2026.

CARRIED.

(f) **Finance Department Verbal Update**

- Kicking off the 2027 budget process.

(g) **2027 Budget Calendar (Report 26-73)**

Report from the Director of Finance & Technology to obtain Council approval of the 2027 Budget Calendar and to advise Council of the early input period.

COW109-26

Moved, and
RECOMMENDED:

THAT Council approve the 2027 Budget Calendar attached to Report #26-73.

CARRIED.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

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

- Ponds are closed for the season.
- West Kootenay Kennel Club 2027 event update.
- Preparing for the change in season.
- Summer students are almost done for the year.

9 QUESTION PERIOD:

- Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R218-26

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

CARRIED.

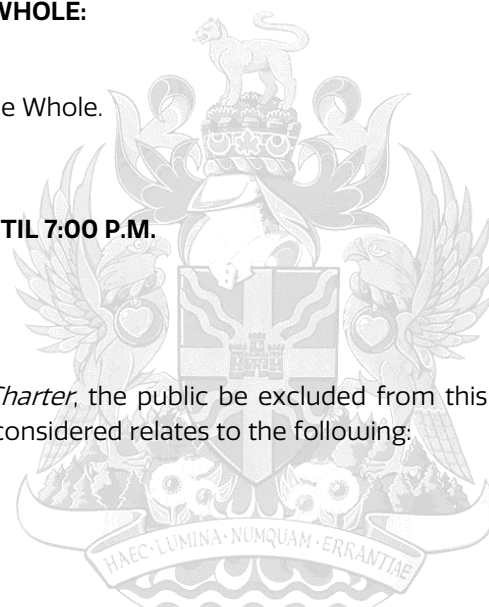
11 RESOLUTION TO RECESS THE PUBLIC MEETING UNTIL 7:00 P.M.

R219-26

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)(C)***
Labour relations or other employee relations.
- ***Community Charter Section 90(1)(F)***
Law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- ***Community Charter Section 90(1)(L)***
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].



AND FURTHER;

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

AND FURTHER;

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

CARRIED.

The meeting recessed at 5:01 p.m.

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

Members Present	Mayor Maria McFaddin Councillor Darcy Bell Councillor Brian Bogle Councillor Sandy Bojecho Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff Councillor Cherryl MacLeod
Absent	Nil
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Chris Hallam, Director of Municipal Services Nicole Brown, Manager of Legislative Services Meeri Durand, Director of Community Safety and Development Ali Garcia, Sea to Sky IT Robert Watson, Sea to Sky IT
Other	Public and Media

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R220-26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – August 10, 2026

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the August 10, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R221-26 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the August 10, 2026, Committee of the Whole meeting, be adopted:
Castlegar & District Public Library Meeting Minutes:



- Annual General Meeting Minutes – March 12, 2025
- Regular Board Meeting Minutes – April 8, 2026
- Regular Board Meeting Minutes – May 13, 2026

CARRIED.

R222-26

Moved and seconded, and
RESOLVED:

THAT Council direct staff to prepare a report exploring the option of joining the Provincial Electric Kick Scooter Pilot Project.

CARRIED.

R223-26

Moved and seconded, and
RESOLVED:

THAT Council receive for information Report #26-62 titled "2026 Council Strategic Plan Implementation Report – Quarter 2 Update."

CARRIED.

R224-26

Moved and seconded, and
RESOLVED:

THAT Council rescind Financial Administration and Procurement Policy 3-1,

AND FURTHER;

THAT Council approve Procurement Policy 3-1,

AND FURTHER;

THAT staff be directed to provide quarterly information reports to Council summarizing awards between \$75,000 and \$250,000.

CARRIED.

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

R225-26

Moved and seconded, and
RESOLVED:

THAT Council appoint Councillor Brian Bogle as the City of Castlegar voting delegate and Councillor Cherryl MacLeod as the alternate voting delegate for the Municipal Insurance Association of BC Annual General Meeting to be held during the UBCM Convention on September 15, 2026.

CARRIED.

R226-26

Moved and seconded, and
RESOLVED:



THAT Council approve the 2027 Budget Calendar attached to Report #26-73.

CARRIED.

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

R227-26

Moved and seconded, and
RESOLVED:

THAT the following minutes be received for information:

- Regular Board Meeting Minutes – July 16, 2026

CARRIED.

17 CORRESPONDENCE:

Council and the Director of Municipal Services discussed the correspondence from Lui Marinelli on behalf of the Castlegar Villa Society regarding the new Regional District of Central Kootenay requirements to compost commercial organics. The City will respond to the Castlegar Villa Society providing information on the Regional District program.

Council discussed the correspondence from Mikko Segarra letter regarding the eliminated bus stop at Blueberry Creek. The Mayor as part of the West Kootenay Transit Committee, explained Transit eliminated that stop as it became unsafe to turn around at that location. There is another bus that runs at an alternate time and stops in Blueberry. However, this timing may not align with scheduling. The City will respond providing context on the decision by West Kootenay Transit.

R228-26

Moved and seconded, and
RESOLVED:

THAT Council provide the City of Prince George with a letter in support of their UBCM resolution concerning the Northern-Rural Homeowners Grant.

CARRIED.

18 REPORTS OTHER:

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

- Update on the information report in the Commission agenda package on the potential upgrades to the Recreation Centre.
- Rebels Hockey Group presented to the Commission.

19 MAYOR'S REPORT:

R229-26

Moved and seconded, and
RESOLVED:

THAT Council authorize the Mayor to attend the Independent Lumber Manufacturers' Association Convention to be held in Osoyoos, BC September 21 – 22, 2026.



CARRIED.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

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

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

R230-26

Moved and seconded, and
RESOLVED:

THAT West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450 be adopted.

CARRIED.

South Sewage Treatment Plant North Train Renewal Project Loan Authorization Bylaw 1451 – Adoption (Report No. 26-20)

A Bylaw to authorize the borrowing of funds for the South Sewage Treatment Plant North Train Renewal Project.

R231-26

Moved and seconded, and
RESOLVED:

THAT South Sewage Treatment Plant North Train Renewal Project Loan Authorization Bylaw 1451 be adopted.

CARRIED.

Development Procedures & Fees Amendment Bylaw 1466 – First, Second, and Third Readings (Report No.26-71)

A Bylaw to amend Development Procedures & Fees Bylaw 1418.

R232-26

Moved and seconded, and
RESOLVED:

THAT Development Procedures & Fees Amendment Bylaw 1466 be read a first, second, and third time.

CARRIED.

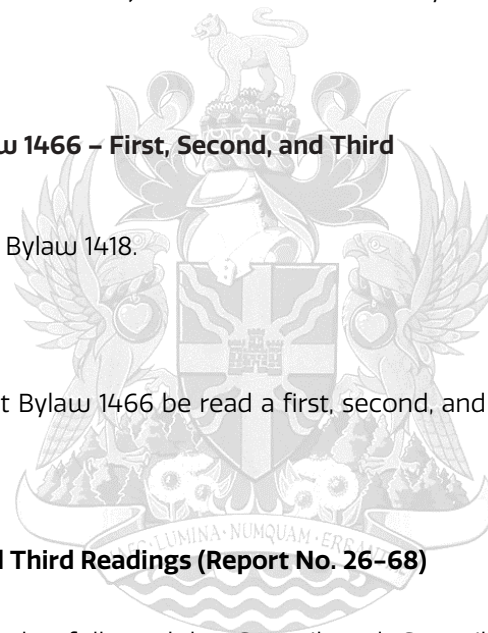
Council Procedures Bylaw 1462 – First, Second, and Third Readings (Report No. 26-68)

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

R233-26

Moved and seconded, and
RESOLVED:

THAT Council Procedures Bylaw 1462 be read a first, second, and third time.



CARRIED.

22 NEXT MEETING(S):

September 21, 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:

R234-26

Moved and seconded, and

RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:37 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor



Development Procedures & Fees Amendment Bylaw

Page 1 of 9

Bylaw 1466

A Bylaw to amend Development Procedures and Fees Bylaw No. 1418

WHEREAS the Council of the City of Castlegar shall, by bylaw, define procedures under which an owner of land may apply for amendment to an official community plan or zoning bylaw, or for the issuance of a permit pursuant to the *Local Government Act*;

AND WHEREAS Council may establish procedures for requiring Development Approval Information;

AND WHEREAS the *Community Charter* provides that Council may, by resolution, amend Development Procedures and Fees Bylaw No. 1418;

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

Citation

This Bylaw may be cited as "Development Procedures & Fees Amendment Bylaw 1466".

Amendments

1. That Part 2: Interpretation be amended by inserting the following definitions, in alphabetical order with the existing definitions:
Delegated Development Permit means a development permit delegated for consideration of issuance under 8.1.
Delegated Development Variance Permit means a development variance permit delegated for consideration under 8.3.
Delegated Permit means any permit delegated for consideration under Part 8.
2. That Part 5: General Provisions for Applications be amended by adding the following as 5.7, with the subheading "Pre-Application Meetings":
The City may, at the discretion of the Bylaw Administrator, require the Applicant to attend a Pre-Application Meeting with City staff:
 - a. Before the Pre-Application Meeting, the Applicant must submit, at minimum, a conceptual site plan and building drawings that identify the proposed uses, densities, floor area, and anticipated servicing requirements. Submissions must be received a minimum of 3 days prior to the meeting;
 - b. If the City requires a Pre-Application Meeting and the meeting has not been held, the Application will be considered incomplete.
3. That Part 10: Notification be amended by:
 - a. Removing "14 working days" and replacing it with "14 days" throughout that Part.
 - b. Deleting 10.1 and substituting in its place the following:
Notification of Application will be required by the City for any Application that involves Council approval for a Bylaw Amendment, Development Variance, or Temporary Use Permit, as set out in this Bylaw in accordance with applicable legislation.
 - c. Adding the following as 10.2.1.:
Where Written Notification of Application is required for a Temporary Use Permit, Notification will be published in a newspaper, once each week for two consecutive weeks

at least 3 days and not more than 14 days before adoption of the resolution to issue the permit.

- d. Deleting 10.3 and substituting in its place the following:
Written Notification of Application for a Bylaw Amendment will be mailed to registered Owners or Occupiers of real property located within 100-metres of the subject property or properties at least 14 days prior to Public Hearing. Written Notification will not be required for amendments of the OCP or Zoning Bylaw that involve more than 10 properties.
 - e. Deleting 10.4 and substituting in its place the following:
Where Written Notification of Application is required, the City may, following First Reading and at the Applicant's expense, require the Applicant to host a Public Meeting to inform the public about the Application and respond to enquiries. The Applicant shall submit a written record of the meeting to the Bylaw Administrator, outlining the notification methods used, number of attendees, and any questions or concerns raised.
 - f. Deleting 10.7 and substituting in its place the following:
Where Notification of Public Hearing or Notification of Public Hearing not being held is required, Notification will be published in a newspaper once each week for two consecutive weeks, not less than 3 days and not more than 10 days, before the Public Hearing, or in the case of a Public Hearing not being held, first reading of the bylaw.
 - g. Deleting 10.8 and substituting in its place the following:
Applications for a Bylaw Amendment or Temporary Use Permit shall be required to post a Notice of Proposal sign as provided by the City 10 days before:
 - i. Council consideration of a Temporary Use Permit; or
 - ii. A Public Hearing.
 - h. Deleting 10.9 d. and substituting in its place the following:
Proposal text shall be prepared by staff and include the application number, date of Public Hearing or consideration of Temporary Use Permit, and details about where more information about the proposal may be viewed in-person or online.
 - i. Deleting 10.9 h.
4. That Schedule A – Fees be amended by deleting Schedule A and substituting in its place the new schedule as attached to and forming part of this Bylaw as Schedule A.
 5. That Schedule C – Development Approval Information Area Reports be amended by deleting Schedule C and substituting in its place the new schedule as attached to and forming part of this Bylaw as Schedule C.

This Bylaw shall come into full force and effect upon its final adoption.

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 day of

Mayor

Director of Corporate Services

SCHEDULE A – FEES

APPLICATION TYPE	FEES AND CHARGES
Application Review Deposit	\$ 100
Official Community Plan Amendment	\$ 1,000
Zoning Bylaw Amendment	\$ 1,000
Joint Official Community Plan and Zoning Amendment	\$ 1,500
Public Notice Fee	\$ 500 per notice
Notice of Proposal Signage	\$ 350 per sign
Development Permit	\$ 1,000
Development Permit with Variance	\$ 1,500
Delegated Development Permit	\$ 500
Delegated Development Permit with Variance	\$ 750
Development Variance Permit	\$ 500
Delegated Development Variance Permit	\$ 250
Temporary Use Permit	\$ 500
The Application Review Deposit is non-refundable and is due at the time of applying for an Amendment, Development Permit, Development Permit with Variance, Development Variance Permit, Delegated Permits, or Temporary Use Permit. It will be subtracted from the total application fee once all required development approvals have been confirmed. Fees and charges are refundable under the following circumstances: 1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to Public Hearing. 2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit, including Delegated Permits, shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority. 3. Applications that are withdrawn or lapse prior to referral shall be refunded for the full amount of the application fee but charged a \$ 100 administrative fee.	

SCHEDULE C – DEVELOPMENT APPROVAL INFORMATION AREA REPORTS**Climate Action Report**

If the City requires information in the form of a report related to the impact of a proposed development on climate action, the report should:

1. Demonstrate how the development will contribute to GHG reduction and energy efficiency, incorporating strategic site, building, and landscape design to support the City's goal of achieving net-zero GHG emissions by 2050.
2. Demonstrate alignment with B.C Energy Step Code and Zero Carbon Code, outlining measures to enhance energy efficiency and detail the steps taken to minimize the volume of embodied carbon in construction materials and processes.
3. Present design and construction approaches that ensure new buildings are resilient and adaptable to climate change, highlighting features that mitigate climate-related risks.
4. Assess the development's contribution to urban heat island effects and propose cooling strategies, such as green roofs and increased tree cover in alignment with the City's Street Tree Master Plan.
5. Discuss water conservation strategies to be implemented **in** the development, aimed at reducing water consumption.
6. Provide a coherent approach to energy conservation, emissions reduction, and sustainable resource use within the development.

Cultural Heritage Impact Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on cultural heritage matters, the report should:

1. Identify cultural heritage values and features on the site, emphasizing the long-standing history of Indigenous persons in the area, and including sites protected under the *Heritage Conservation Act*.
2. Conduct a cultural heritage impact assessment, incorporating a mitigation strategy to analyze and address the potential development's impact on historical, cultural, and archaeological assets, with a focus on both pre-contact and post-contact heritage.
3. Undertake a cultural heritage impact assessment with a mitigation strategy, evaluating the proposed development's effect on cultural sites or assets, ensuring the project aligns with archaeological heritage conservation goals.
4. Document collaboration with local Indigenous persons and adherence to established protocols for archaeological and cultural heritage protection, showcasing a commitment to protecting and valuing the area's archaeological and heritage resources through engagement and consultation with Indigenous communities in alignment with the *Declaration on the Rights of Indigenous Peoples Act*.

Economic & Socio-Economic Impact Report

If the City requires information in the form of a report related to the impact of a proposed development on economic and socio-economic conditions, the report should:

1. Analyze economic indicators including market analysis, competition, absorption rates, and build-out timing, along with a project pro-forma to assess the development's viability.
2. Examine socio-economic indicators such as demographics, housing types and affordability, average housing costs, vacancy rates, and impacts on public amenities and socio-cultural issues.
3. Consider the diversity of residential unit sizes and types, and the development's alignment with adaptable housing, elder care, and childcare needs.
4. Examine affordable housing integration, detailing strategies for preserving or adding affordable units to support diverse community housing needs.
5. Assess the development's direct and indirect economic impacts on the community's quality of life, including effects on residents, visitors, and local services.
6. Delve into the everyday impacts of the development on community life, capturing the nuanced economic effects on residents, visitors, and local services.
7. Conduct sector-specific analyses for commercial and industrial components, addressing their unique impacts on local economies and communities.

Environmental Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on environmental conditions, the report should:

1. Analyze the locations, size and characteristics of these features:
 - a. Streams, watercourses, ditches, wetlands, lakes, and ponds either permanent or intermittent;
 - b. Rainwater and onsite drainage;
 - c. Groundwater quality and quantity;
 - d. Soil types, bedrock, topography and slopes;
 - e. Air quality, such as greenhouse gas emissions, pollution, dust, smoke, and odours; and
 - f. Vegetation and animals, and their relationships.
2. Examine how the proposed development may impact the site and adjacent properties and recommend how the Applicant can mitigate these potential impacts, such as alteration and possible contamination.
3. For stormwater and onsite drainage, provide options to ensure the quality and quantity of stormwater is like that which existed predevelopment, and include a sediment and erosion control plan.
4. Provide a plan for rehabilitation or revegetation using only native plant species to be undertaken by the Applicant during and after the construction of the proposed development or temporary use.

5. Evaluate the development's potential impact on shading and water sequestration, considering factors like changes in land surface and vegetation cover.
6. Assess the development's contribution to urban heat island effects and propose cooling strategies, such as increased tree cover.
7. Analyze potential disruptions to wildlife corridors and habitats, offering measures to maintain ecological connectivity and biodiversity, including measures to prevent the spread of invasive species, if present.
8. Incorporate a Riparian Area Assessment, completed by a Qualified Professional with the required certification, identifying areas consistent with a Streamside Protection and Enhancement Area, by applying the methodology outlined by the Riparian Areas Assessment Methods Manual.

Fire Underwriter Survey (FUS) Report

If the City requires information in the form of a report related to a Fire Underwriter Survey for a proposed development or temporary use, the report should:

1. Compute the required fire flows based on the size, type, and location of the proposed development, considering relevant standards and guidelines.
2. Analyze potential challenges or constraints in achieving necessary fire flows, such as infrastructure capacity, hydrant locations, or water pressure inconsistencies.
3. Provide professional recommendations to address any identified deficiencies, ensuring the development has adequate fire protection capacity.
4. Certify, through a sealed report, that the proposed development meets or exceeds the required fire flow standards.
5. Include an assessment of emergency access routes to the development, ensuring they meet standards for fire service access and egress during emergencies.

Form & Character & Built Environment Report

If the City requires information in the form of a report related to the form, character, and built environment of a proposed development, the report should:

1. Analyze the proposed development's compatibility with adjacent and community land uses, focusing on functionality, form, character, aesthetics, grade, and scale, ensuring a harmonious integration with the existing or desired urban form.
2. Assess landscape and visual impacts, including effects on view corridors, shadow creation, prominent features, experiential characteristics, and the overall landscape character, considering the development's visual relationship with its surroundings.
3. Detail the development's phasing and timing, discussing potential impacts on the surrounding neighbourhood during and after construction, to anticipate and mitigate any adverse effects on residents and businesses.
4. Include a vision context statement that articulates how the development aligns and enhances the City's local identity and aligns with the City's Official Community Plan.

5. Highlight the use of low-carbon and local construction materials, underlining the development's commitment to reduced environmental impact.
6. Discuss the integration of public amenity spaces and biodiversity enhancements to foster ecological connectivity and community well-being.
7. Explore the inclusion of renewable energy sources and energy-efficient designs to minimize the carbon footprint of the development.

Geotechnical & Hazardous Conditions Report

If the City requires information in the form of a report related to the impact of a proposed development on geotechnical and hazardous conditions, the report should:

1. Assess the geomorphology, topography, and soil composition of the land to be developed, integrating current conditions and climate change projections, including possible impacts to and from surrounding areas.
2. Analyze hazardous conditions, such as (but not limited to) mud flow, debris torrents, erosion, land slip, rock falls, subsidence, wildfire, flood and inundation.
3. Provide professional recommendations to mitigate against any hazardous conditions identified including siting, design and construction of buildings, infrastructure, earthworks (e.g., excavation and filling), and any areas that should be maintained free of disturbance.
4. Certify that the land is *'safe for the use intended'*.
5. Include a preliminary or detailed hazard assessment as applicable, detailing the methodology, findings, and recommendations to ensure the site's suitability for the use intended, consistent with the professional best practice guidelines of Engineers and Geoscientists BC.
6. Address risk posed to and from the proposed development, including potential impacts beyond site boundaries.
7. Incorporate a Landslide Assessment Assurance Statement or Flood Assurance Statement, completed by a Qualified Professional, to confirm the site's safety for the intended use, especially for developments on slopes 30% or greater or located within the floodplain of the East Kootenay and/or Columbia Rivers.

Local Infrastructure Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on local infrastructure relating to sewer and water capacity, storm water management, and drainage, the report should:

1. Ensure alignment with local regulations and best practices.
2. Evaluate existing water, sewer, stormwater, and utilities infrastructure systems serving the proposed development. Identify potential impacts and servicing constraints, taking into consideration climate change projections.
3. Estimate water demand and sewage production associated with the proposed development, taking into consideration water conservation measures.

4. Analyze the capacity of existing municipal systems to accommodate the proposed development. The City may complete the analysis directly or retain a third-party consultant, with the associated costs payable by the applicant.
5. Assess stormwater management strategies, detailing methods for capture, redirection, treatment, and disposal, including an evaluation of potential environmental impacts.
6. Propose a servicing scenario including infrastructure layout plans for any required servicing, upgrades, or extensions.
7. Detail required capital works for infrastructure support, including cost assessments and funding strategies.
8. The City may request that the report include details on asset management best practices for the required capital works, including estimated life cycle, replacement cost and anticipated operation and maintenance requirements.

Traffic Impact Assessment Report

If the City requires information in the form of a report related to the impact of a proposed development on traffic and transportation, the report should:

1. Estimate the additional daily vehicle trips anticipated from the proposed development or temporary use, incorporating an analysis of traffic flows during different times (weekday, weekend, peak morning, and evening) and an origin-destination analysis to understand the impact on local traffic dynamics and intersection points.
2. Propose measures to mitigate increased traffic volumes and enhance safety for all road users. This includes improving pedestrian and cyclist safety, facilitating the use of cycling and public transit, enhancing accessibility, ensuring network connectivity, and integrating pedestrian sidewalks, paths, and cycling infrastructure into the overall transportation network.
3. Assess the proposed development's compatibility with existing transportation, transit, parks, and greenways strategies and plans, including considerations for growth areas identified in the OCP and adjacent potential growth areas.
4. Provide detailed onsite parking and loading requirements, including secure bike storage and e-bike charging stations, identification of electric vehicle charging infrastructure, show internal circulation routes, and analyze the proposed development's impact on public rights-of-way, which may involve City roads and the Provincial highways, focusing on traffic circulation, road vehicular capacity, intersection size and configuration, turning lanes, traffic lights, bike lanes, sidewalks, etc.
5. Identify necessary upgrades, reconstructions, reconfigurations, or expansions of public rights-of-way to accommodate the additional pedestrian, bicycle, and vehicle trips generated by the proposed development. This includes considerations for City facilities and Provincial highways.
6. Highlight opportunities and required improvements to facilitate transit use and ensure the safety of the planned road network, considering aspects like horizontal and vertical profiles, intersection geometrics, pedestrian crossing locations, truck routes, emergency routes, and sight visibility.

7. Provide a context map illustrating the connections between the proposed development and the existing City network of roads, pedestrian routes, bicycle routes, and trails, to ensure seamless integration and support for the anticipated increase in traffic and transportation usage.

Visual Impact/ View Corridor Assessments

If the City requires information in the form of a report related to the Visual Impact or View Corridor Assessment for a proposed development, the report should:

1. Detail the projected visual profile of the proposed development from key vantage points and within established view corridors.
2. Analyze potential alterations or obstructions to existing vistas, panoramas, or significant landmarks caused by the development.
3. Provide professional recommendations to minimize adverse visual impacts, which may include design alterations, building reorientation, or use of specific materials to harmonize with the surrounding landscape.
4. Certify that the proposed development considers and mitigates any significant visual impacts, ensuring the preservation of valued visual aesthetics and view corridors.

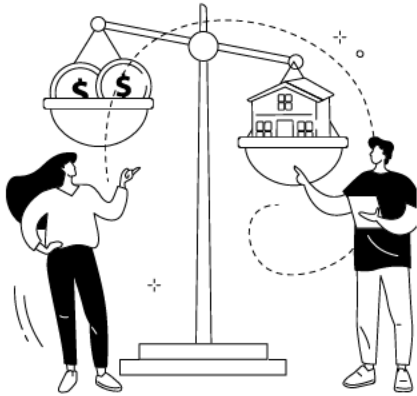
Wildfire Hazards

If the City requires information in the form of a report related to the Wildfire Hazard Assessment for a proposed development, the report should:

1. Conduct an assessment integrating current conditions and climate change projections to understand future wildfire risks.
2. Evaluate the site's specific vulnerabilities, including vegetation, topography, and proximity to forested areas.
3. Recommend mitigation strategies, such as creating defensible spaces, employing fire resistant materials, and designing fire smart landscaping.
4. Develop emergency response and evacuation plans, ensuring both property and community level preparedness and safety measures.
5. Perform a wildfire interface assessment to understand how the development interacts with adjacent wildland areas.
6. Provide interface planning recommendations to enhance resilience, such as windbreaks, strategic setbacks, and landscape management.

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



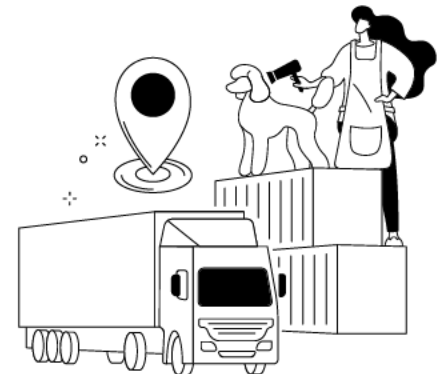
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY