

Regular Meeting of Council Agenda September 8, 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) **Emergency Services Monthly Report – July and August 2026**

RECOMMENDATION: Council consider and resolve to receive for information:

 - Emergency Services Monthly Report – July 2026
 - Emergency Services Monthly Report – August 2026
 - (d) **RCMP DETACHMENT VERBAL UPDATE**
 - (e) **WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE**
 - (f) **COMMUNITY WELLNESS, SAFETY AND DEVELOPMENT VERBAL UPDATE.**
 - (g) **Building Permit and Business Licence Reports – June, July and August 2026**

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.

RECOMMENDATION: Council consider and resolve:

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

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) **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.

RECOMMENDATION: Council consider and resolve:

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.

(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.

RECOMMENDATION: Council consider and resolve:

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

(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.

RECOMMENDATION: Council consider and resolve:

THAT Council appoint _____ as the City of Castlegar voting delegate and _____ 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.

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

(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.

RECOMMENDATION: Council consider and resolve:

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

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.

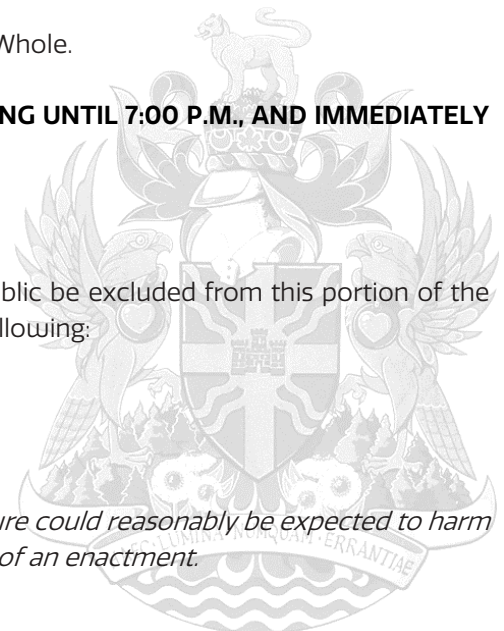
11 RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:00 P.M., AND IMMEDIATELY CONVENE INTO CLOSED SESSION:

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)(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.

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 – August 10, 2026

15 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS:

- (a) Recommendations from the August 10, 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 August 10, 2026, Committee of the Whole Meeting.

1. 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

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

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

4. THAT Council rescind Financial Administration and 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.

5. Committee of the Whole recommendations from the September 8, 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 8, 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 – July 16, 2026

17 CORRESPONDENCE:

- (a) Lui Marinelli, on behalf of the Castlegar Villa Society re: requirement to compost organic waste.
- (b) Mikko Segarra re: eliminated bus stop on Columbia Connector Route 98.
- (c) Frank Clegg, on behalf of Canadians for Safe Technology re: proposed changes to the current telecommunications (cell) tower antenna siting process.
- (d) Leslie Kellett on behalf of the City of Prince George re: letter of support for UBCM resolution concerning the Northern-Rural Homeowners Grant.

18 REPORTS OTHER:

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

19 MAYOR'S REPORT:

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION:

- (a) **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.

RECOMMENDATION: Council consider and resolve:

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

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

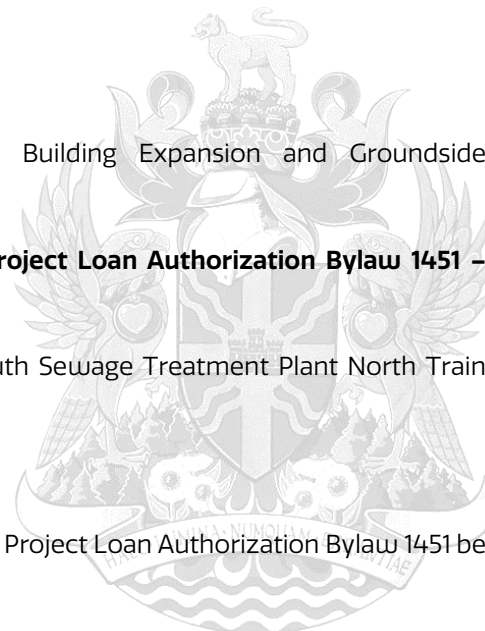
A Bylaw to authorize the borrowing of funds for the South Sewage Treatment Plant North Train Renewal Project.

RECOMMENDATION: Council consider and resolve:

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

- (c) **Development Procedures & Fees Amendment Bylaw 1466 – First, Second, and Third Readings (Report 26-71)**

A Bylaw to amend Development Procedures & Fees Bylaw 1418.



RECOMMENDATION: Council consider and resolve:

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

(d) **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.

RECOMMENDATION: Council consider and resolve:

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

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

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD:

25 ADJOURNMENT:

26 2023–2027 STRATEGIC PLAN INFORMATION PAGE



EMERGENCY SERVICES REPORT

July 2026

This report has been prepared for the September 08, 2026, meeting to council, file number 7300-25.

Fire Department Operations:

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

Incident	2026		2025	
	July 2026	Year to Date	June 2025	Year to Date
Fires	6	17	8	27
Rescue (EMCR* Task)	0	7	2	14
Rescue (BCAS Assist)	33	198	35	219
Aircraft	0	0	0	0
Motor Vehicle Accident/Incident	4	22	4	25
Hazardous Materials	2	14	0	12
First Responder Medical	3	29	4	19
False Alarms	6	52	9	54
Standby	9	47	3	95
Public Service	4	24	2	18
Complaints	6	48	10	82
Other	8	22	4	21
Monthly Totals	81	495	81	597
Service Charge (False/Nuisance)	0	0	0	0
Burning Permits	0	0	0	1
Reportable Fires (OFC)	1	4	1	5
Fire Damage Dollar Loss	\$0	\$475,000	\$350,100	\$355,100
Fire Dollar Amount Saved	\$2,264,000	\$5,300,600	\$64,191,000	\$114,191,000
Fire Injuries	0	0	0	1

EMERGENCY SERVICES REPORT

TRAINING:

1. Completed Ch. 9, 10, 11 review and tests
2. Weekend training Ch. 9, 10, 11 skills
3. Wildfire Familiarization and Airport Familiarization
4. Skills night, team building event
5. Driver training with pumps and pumping equipment
6. Aeronautical licencing

Other:

1. Operational meeting and Apparatus checks
2. Officer and Safety meetings
3. Hall tour
4. 7 FireSmart assessments

Prepared by

Nick Ahlefeld

Nick Ahlefeld
Fire Chief

EMERGENCY SERVICES REPORT

August 2026

This report has been prepared for the September 08, 2026, meeting to council, file number 7300-25.

Fire Department Operations:

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

Incident	2026		2025	
	Aug 2026	Year to Date	Aug 2025	Year to Date
Fires	3	20	4	21
Rescue (EMCR* Task)	1	8	0	14
Rescue (BCAS Assist)	33	231	40	259
Aircraft	0	0	0	0
Motor Vehicle Accident/Incident	5	27	1	26
Hazardous Materials	1	15	2	14
First Responder Medical	5	34	1	20
False Alarms	6	58	8	62
Standby	7	54	7	102
Public Service	5	29	4	22
Complaints	2	20	15	97
Other	8	30	5	10
Monthly Totals	76	571	87	684
Service Charge (False/Nuisance)	0	0	0	0
Burning Permits	0	0	0	1
Reportable Fires (OFC)	1	4	3	5
Fire Damage Dollar Loss	\$0	\$475,000	\$10,000	\$365,100
Fire Dollar Amount Saved	\$2,264,000	\$5,300,600	\$64,191,000	\$178,382,000
Fire Injuries	0	0	0	1

TRAINING:

1. Completed Ch. 13 review and test
2. Weekend training
3. Commercial fire attack scenarios
4. Driver Training
5. Auto Extrication training
6. Ground ladder review

Other:

1. Operational meeting and Apparatus checks
2. Officer and Safety meetings
3. Hall tours
4. 7 FireSmart assessments
5. Annual hose testing

Prepared by

Nick Ahlefeld

Nick Ahlefeld
Fire Chief

Building Permit Report

June 2026

This report has been prepared for the September 8th meeting to council, file number 3800-01.

Value of Work & Permits

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

	2026		2025	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential, New Single/Duplex				
Residential, New Multi-Family				
Residential, New Garages/Carports				
Residential, Alterations & Additions	\$65,000.00	3	\$47,650.00	4
Secondary Suites				
Commercial, New				
Commercial, Alterations & Additions			\$95,000.00	3
Industrial, New				
Industrial, Alterations & Additions				
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions				
Demolition				
Monthly Totals	\$65,000.00	3	\$142,650.00	7
Year-to-Date Totals	\$33,119,606.00	46	\$24,398,940.00	54

Major Projects Started June 2026

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling		
▪ 1564 Woodland Drive	▪ 1513 Aspen Lane	▪ 3730 Toba Road
▪ 3937 Grandview Drive	▪ 2632 9th Avenue	
▪ 3701 Powell Road	▪ 3702 Toba Road	
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	▪ 630 17 th Street
▪ 3937 Grandview Drive	▪ 316 8 th Avenue	▪ 1126 B 7 th Avenue
▪ 3405 3 rd Avenue	▪ 309 3 rd Avenue	▪ 1209 1 ST Street
▪ 1217 1 st Street	▪ 209 5th Avenue	
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	
▪ 215 Orchard Avenue, Office Building	▪ 901 Columbia Ave – 78-unit dwelling	
▪ 2108 & 2110 8th Avenue, Duplex & Suite	▪ 1013 2 nd Street – 7-unit Mixed-Use Building	
▪ 1114 4 th Street, Mixed Use Building	▪ 1389 Forest Rd – Covered Deck Build	
▪ 1921 Arrow Lakes Drive Retaining Wall	▪ 556 9 th Avenue – Garage Rebuild	
▪ 2408 11th Avenue, Suite		

PART B. NUMBER OF STEP CODE BUILDINGS

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

PART B. COMPLETED IN JUNE 2026

- Unit 104 1502 Columbia Avenue – Daycare
- 2001 Columbia Avenue – Commercial Renovation
- 2810 1st Avenue – Single Family Dwelling

Business Licence Report

June 2026

This report has been prepared for the September 8th, 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	\$2,350.00	12	\$700.00	5
New ICBL Licences	\$500.00	5	\$100.00	1
ICBL Licence Year-to-Date Totals	\$12,100.00	99	\$7,900.00	79
All Licence Monthly Total	\$3,900.00	17	\$1,700.00	11
All Licence Year-to-Date Totals	\$140,425.00	823	\$112,021.26	657

New Licences

BL# 3396 – Kalesnikoff Mass Timber Inc
215 Orchard Avenue
Castlegar, BC
Mass Timber and Modular Manufacturing

BL# 3403 – Jassal Signs
Non-Resident
Abbotsford, BC
Sign Manufacturing and Installation

BL# 3407 – Squeeze Window & Exterior Care
1687 Greystone Place
Castlegar, BC V1N 4J4
Window Cleaning and Exterior Care

BL# 3409 – Canadian Sheild Roof Rejuvenation
1672 Ridgewood Drive
Castlegar, BC, V1N 1L8
Soft Wash and Roof Rejuvenation

BL# 3401 – Kootenay Deluxe Construction
Non-Resident
Rossland, BC
Electrical Contracting and Home Renovations/Construction

BL# 3404 – BFG Enterprise Services
Non-Resident
Markham, ON
Data/Electrical Contractors

BL# 3408 – 1250 Asset Management
3308 5th Avenue
Castlegar, BC V1N 2V5
Property Management and Rubish Removal and Small Repairs

BL#3412 – Comfort Sole Foot Care
Resident
Castlegar, BC
Nursing Mobile Foot Care

BL#3413 – Double Barrel Bar & Lounge

120 – 1800 8th Avenue

Castlegar, BC V1N 2Y2

Licensed Bar and Lounge

BL#3414 – Taphouse Table

120 – 1800 8th Avenue

Castlegar, BC V1N 2Y2

Food and Beverage Mobile Vendor

BL# 3415 – Curio Cove Childcare Inc

104 – 1502 Columbia Avenue

Castlegar, BC V1N 4J4

Childcare – Mixed Age

Building Permit Report

July 2026

This report has been prepared for the September 8th 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			\$700,000.00	2
Residential, New Multi-Family	\$170,028.75	1		
Residential, New Garages/Carports	74,000.00	2		
Residential, Alterations & Additions	\$23,608.00	3	\$12,000.00	2
Secondary Suites				
Commercial, New				
Commercial, Alterations & Additions	146,000.00	5	\$91,100.00	4
Industrial, New				
Industrial, Alterations & Additions				
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions				
Demolition			\$1,060,000.00	3
Monthly Totals	\$172,752.75	11	\$1,863,100.00	11
Year-to-Date Totals	\$61,363,106.00	57	\$26,262,040.00	65

Major Projects Started July 2026

- 1700 Columbia Avenue – Car Chargers
- 2142 Crestview Crescent – Carport

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling		
▪ 1564 Woodland Drive	▪ 1513 Aspen Lane	▪ 3730 Toba Road
▪ 3937 Grandview Drive		
▪ 3701 Powell Road		
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	▪ 630 17 th Street
▪ 3937 Grandview Drive	▪ 316 8 th Avenue	▪ 1126 B 7 th Avenue
▪ 3405 3 rd Avenue	▪ 309 3 rd Avenue	▪ 1209 1 ST Street
▪ 1217 1 st Street	▪ 209 5th Avenue	
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	

PART B. NUMBER OF STEP CODE BUILDINGS

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

PART B. COMPLETED IN JULY 2026

- 215 Orchard Avenue, Office Building
- 2632 9th Avenue
- 3702 Toba Road

Business Licence Report

July 2026

This report has been prepared for the September 8th, 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	\$400.00	6	\$1,200.00	7
New ICBL Licences	\$500.00	5	\$100.00	1
ICBL Licence Year-to-Date Totals	\$12,600.00	104	\$8,000.00	80
All Licence Monthly Total	\$1,500.00	11	\$2,800.00	16
All Licence Year-to-Date Totals	\$141,925.00	834	\$114,821.26	657

New Licences

BL# 3399 – Kootenay Office Systems
(Tie'nax T'awai Limited Partnership)
 1800 8th Avenue
 Castlegar, BC V1N 2Y2
Office Equipment Sales and Service

BL# 3416 – Selkirk Property Services
 2529 6th Avenue
 Castlegar, BC V1N 21W3
Residential Property Management

BL# 3417 – Kootenay Shine
 Non-Resident
 Trail, BC
Cleaning Services

BL# 3418 – Syl's Design
 Non-Resident
 Castlegar, BC
Property Improvement and Project Design

BL# 3419 – Evolution of Change
Counselling
 626 8th Ave.
 Castlegar, BC V1N 1N8
Virtual Counselling Services

BL# 3422 – Amrose Home Recovery
 1672 Ridgewood Drive
 Castlegar, BC, V1N 1L8
Residential Cleaning Services

Building Permit Report

August 2026

This report has been prepared for the September 8th meeting to council, file number 3800-01.

Value of Work & Permits

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

	2026		2025	
	Value of Work	Permits Issued	Value of Work	Permits Issued
Residential, New Single/Duplex				
Residential, New Multi-Family				
Residential, New Garages/Carports				
Residential, Alterations & Additions	\$12,127.00	2	\$245,300.00	4
Secondary Suites				
Commercial, New				
Commercial, Alterations & Additions	\$1,000.00	1		
Industrial, New				
Industrial, Alterations & Additions			\$150,000.00	1
Institutional/Gov't, New				
Institutional/Gov't, Alterations & Additions	\$30,000.00	1		
Demolition			\$25,000	2
Monthly Totals	\$43,127.00	4	\$420,300.00	7
Year-to-Date Totals	\$63,406,233.00	61	\$26,682,340.00	72

Major Projects Started August 2026

PART A. ONGOING MAJOR PROJECTS

Single Family Dwelling		
▪ 1564 Woodland Drive	▪ 1513 Aspen Lane	▪ 3730 Toba Road
▪ 3937 Grandview Drive		
▪ 3701 Powell Road		
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	▪ 630 17 th Street
▪ 3937 Grandview Drive	▪ 316 8 th Avenue	▪ 1126 B 7 th Avenue
▪ 3405 3 rd Avenue	▪ 309 3 rd Avenue	▪ 1209 1 ST Street
▪ 1217 1 st Street	▪ 209 5th Avenue	
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	

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 AUGUST 2026

Business Licence Report August 2026

This report has been prepared for the September 8, 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	\$575.00	8	\$425.00	6
New ICBL Licences	\$100.00	1		
ICBL Licence Year-to-Date Totals	\$12,800.00	106	\$8,000.00	80
All Licence Monthly Total	\$875.00	9	\$1,875.00	12
All Licence Year-to-Date Totals	\$142,900.00	843	\$116,696.26	669

New Licences

BL #3421 – Abhishek Patel Environ Design Inc
1402 Columbia Ave
Castlegar, BC V1N 3K3
Interior Architecture Design, Building Permit & Design Consulting Services

BL #3423 – Classic 74 Construction & Contracting
Resident
Castlegar, BC V1N 3K3
Construction and Renovations

BL #3424 – Denise Currie RAC RMT
214 11th Ave.
Castlegar, BC V1N 1J2
Registered Acupuncture & Registered Massage Therapy

BL #3425 – Lakeview Excavating
Non-Resident
Kelowna, BC
Excavating for Utility Upgrades

BL #3426 – Exactly Light Inc
2436 11th Avenue
Castlegar, BC V1N 3A9
Architectural Lighting – Consulting and Technical Project Management

BL #3429 – Advanced Subsea Services Ltd
Non-Resident
Parksville, BC
Commercial Diving Services, Potable Water Reservoir Cleaning & Inspection, ROV Inspection s, Marine Construction, Underwater Infrastructure Inspection & Maintenance

BL #3430 – Resin Kitty Creations

1107 Columbia Avenue

Castlegar, BC V1N 4T9

Resin Art, Custom Printing, Handmade Gifts

BL #3432 – Kootenay Kubo Filipino

Restaurant

330 Columbia Avenue

Castlegar, BC V1N 1M3

Restaurant

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: September 8, 2026 **REPORT NO.:** 26-71
SUBMITTED BY: Planner - Policy **FILE NO.:** 3900-20
SUBJECT: Development Procedures & Fees Amendment Bylaw 1466

RECOMMENDATION:

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

PURPOSE:

A report seeking the required readings of Development Procedures & Fees Amendment Bylaw 1466.

This report is for consideration at the September 8, 2026, Committee of the Whole Meeting, three readings at the September 8, 2026, Regular Council Meeting, and adoption at the September 21, 2026, Regular Council Meeting.

SUMMARY/BACKGROUND:

Development Procedures & Fees Bylaw 1418 is a core component of the City's development approvals process and was adopted in 2024 in response to provincial legislative changes introduced through Bill 44. Since its adoption, additional clarity and best practices related to the implementation of Bill 44 have emerged, creating the need to amend the bylaw. The proposed Amendment Bylaw 1466 is intended to improve clarity, provide additional support for timely development approvals, maintain alignment with current legislation, and reflect professional best practices.

The attached draft Development Procedures & Fees Amendment Bylaw 1466 proposes the following amendments:

Topic	Reference*	Changes
Definitions	Part 1	Added three new definitions for delegated permits to support the implementation of reduced fees for these types of applications
Pre-Application Meetings	Part 2	Added the ability to require pre-application meetings when deemed appropriate
Notification Period	Part 3. a. & c.	Revised to count weekends and holidays in the required notice period, improving alignment with Council meeting dates as appropriate

TUP Notification	Part 3. b. & f.	Clarified publication requirements and applicability of notification signage requirement to temporary use permits considered by Council
Public Hearing Notification	Part 3. d. & e.	- Clarified publication requirements for public hearing/public hearing not held notifications - Revised the timing of notification so that Council has an opportunity to be introduced to the proposal before public notification
Public Meetings	Part 3. d.	Revised the timing of developer held public meetings so that Council has an opportunity to be introduced to the proposal before public notification
Notification Signage	Part 3. g. & h.	Updated notification sign requirements to support changes in process intended to provide improved access to application information
Fees	Schedule A	- Added a deposit for application review and parameters for refund - Added fees for delegated permits
Terms of Reference	Schedule C	- Added a requirement to the terms of reference for environmental assessment reports to ensure consistency with requirements for watercourses elsewhere in the province at the recommendation of provincial staff - Revised the terms of reference for geotechnical & hazardous conditions reports to include all types of conditions covered by development permit area guidelines - Revised terms of reference for local infrastructure impact reports to more accurately reflect current requirements

*Please refer to the attached draft amendment bylaw.

ALTERNATIVES:

1. Council could choose to not adopt the proposed Bylaw and keep the existing Development Procedures and Fees Bylaw 1418 as is. Staff do not recommend this as the Bylaw is not best meeting the needs of the City or community and does not reflect current best practice.
2. Council could direct staff to revise the proposed Bylaw and bring back to Council. Staff could support this if the revisions are in alignment with all applicable legislation.

IMPLICATIONS:

(1) Social

This bylaw amendment helps set clear expectations for development notification and public engagement.

(2) Environmental

This bylaw amendment clarifies the terms of reference for environmental and hazard area reports to ensure that

development protects the natural environment, does not create or increase hazards for neighbouring properties, and is suitably protected from risks associated with steep slopes and flooding.

(3) Personnel

Approximately 20 hours of combined staff time was spent researching and drafting this Bylaw and report.

(4) Financial

There are no additional costs associated with adopting this Bylaw.

POLICY IMPLICATIONS:

This supports Council's 2023-2027 Strategic Plan Principles of:

- Governance & Service Excellence: Goal 3 - Efficient and Effective Services.

IMPLEMENTATION:

If adopted, staff will take the required steps to consolidate Bylaw 1418. The consolidation will be uploaded to the website and shared with all staff who may be impacted by the changes.

COMMUNICATION:

Public information materials for development approval applications will be updated to reflect changes where necessary.

Respectfully submitted,



Sarah Martin,
Planner - Policy

Approved by,



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

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 day of
 READ A SECOND TIME this day of
 READ A THIRD TIME this day of
 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.

Development Approval Procedures & Fees

Bylaw 1418

A Bylaw to establish procedures and fees for the processing of development applications, establish development approval information, specify distances for notification, and to delegate powers, duties, and functions of Council.

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 has designated areas within where a Temporary Use Permit may be issued and within which Development Permits are required;

AND WHEREAS Council has established where Development Approval Information may be required within its Official Community Plan;

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

AND WHEREAS Council may, by bylaw, specify a distance from a property under application for the purposes of notifying owners and occupants of proposed bylaw amendments and permits;

AND WHEREAS Council may by bylaw, delegate its powers, duties and functions to an officer or employee of the municipality;

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

PART 1: INTERPRETATION

- 1.1. This bylaw may be cited as "Development Procedures & Fees Bylaw No. 1418, 2024".

PART 2: DEFINITIONS

- 2.1. In this Bylaw, unless context requires otherwise:

Applicant means the property owner or an authorized representation of the owner in relation to an Application pursuant to this Bylaw.

Application means written submission by an Applicant seeking to amend the Official Community Plan, the Zoning Bylaw, or obtain a Permit.

B.C. Land Surveyor (BCLS) means a professional licensed under the *Land Surveyors Act*

Bylaw Administrator means an officer or employee of the City responsible for planning and building or an officer or employee of the City designated to act on their behalf.

City means the City of Castlegar.

Complete Application means a submission that fulfills all requirements for Application as outlined in the Bylaw, including any additional supportive information as prescribed or requested.

Council means the Council of the City of Castlegar.

Delegate refers to the person Council has delegated its powers, duties, and functions related to land use approvals under the Delegation of Authority section of this Bylaw.

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.

Development Approval Information (DAI) outlines requirements for development application information focusing on environmental, infrastructure, and community impact assessments.

Development Approval Information Area (DAIA) means a designated area where the City may require development approval information pursuant to this Bylaw.

Development Permit (DP) means a permit approved by an officer or employee of the City as delegated by Council which conforms to the Development Permit Guidelines of the Official Community Plan and does not require any development variances.

Development Permit Area (DPA) means a development permit area as defined in the City's Official Community Plan where specific development guidelines or requirements are imposed to address specific objectives or potential impacts.

Development Permit with Variance (DPV) refers to the authorization within a development permit that allows specific development activities while also permitting deviations from standard land use regulations associated with servicing, siting, size and design elements within the City's Zoning Bylaw or Development Servicing Bylaw.

Development Variance Permit (DVP) means a permit approved by an officer or employee of the City as delegated by Council or Council that enables deviations from standard land use regulations within set parameters without altering land use or density provisions.

Fees means the specific costs and associated charges levied by the City for various services, permits, and applications under this Bylaw.

Landscape Plan means a detailed, scaled drawing that outlines the proposed external design features of a development showing elements such as landscaped buffer zones, fence placements, vegetation types, hard landscape features, and other key components as required.

Official Community Plan (OCP) means the City of Castlegar Official Community Plan Bylaw which outlines the City's long-term vision, goals, and policies for land use, development, and sustainability, as amended or replaced from time to time.

Owner or Registered Owner means the registered owner of a property, or holder or occupier of land, or their authorized agent as specified under the *Local Government Act*.

Permit refers to the various authorizations that municipalities can issue under the *Local Government Act* that pertain to the use of land and can include a Development Permit, Development Permit with Variance, Development Variance Permit or Temporary Use Permit.

Public Hearing means a public hearing held by Council in accordance with the *Local Government Act* that provides an opportunity for members of the public to present their views directly to Council regarding specific land use changes or requests.

Public Meeting refers to a meeting hosted by an Applicant or the City to provide opportunity to members of the public to participate or provide input on a proposed temporary or long-term land use change or request.

Qualified Professional means a professional, such as a professional engineer, geoscientist, architect, landscape architect, certified arborist, agrologist, biologist, planner, or other professional licensed to practice in B.C. with relevant expertise, and in good standing, as determined by the Bylaw Administrator.

Security means an unconditional irrevocable letter of credit or deposit of securities in a form satisfactory to the City.

Temporary Use Permit (TUP) means a permit issued under the *Local Government Act* to permit a use not currently permitted by a Zoning bylaw for a specified period on a temporary basis.

Terms of Reference (TOR) means a set of guidelines that outline the scope, objectives and procedures for creating a Development Approval Information (DAI) report. These guidelines aim to ensure each DAI is consistent in quality and detail, supporting a structured review of development plans.

Zoning refers to a planning control tool used by municipalities to regulate land use and development and may specify how the land can be used, and the type, size, and siting of buildings allowed.

Zoning Bylaw means the City of Castlegar's Zoning Bylaw as amended or replaced from time to time.

PART 3: SCOPE

3.1. This Bylaw applies to an Application:

- a. To amend an Official Community Plan Bylaw (OCP), a Zoning Bylaw, or both;

- b. For the issuance of a Development Permit (DP), Development Permit with Variance (DPV), Development Variance Permit (DVP); or Temporary Use Permit (TUP); or
- c. For an alteration to an approved Permit.

PART 4: APPLICATION FEES

- 4.1. The Applicant must pay the Application fee as set out in 'Schedule A – Fees' of this Bylaw before the Application can be accepted as complete.
- 4.2. If an Application involves one or more contiguous parcels of land, the parcels will be considered as one parcel for the purpose of determining applicable Application fees.
- 4.3. If an Application involves two or more parcels of land that are not contiguous, the parcels will be considered as separate parcels and separate Applications for the purpose of determining applicable fees by the Applicant.
- 4.4. Upon written request from an Applicant to withdraw an Application:
 - a. The Application will be closed;
 - b. Written confirmation will be provided to the Applicant; and
 - c. Any applicable fee refund will be paid to the Applicant in accordance with the Fee Schedule.

PART 5: GENERAL PROVISIONS FOR APPLICATIONS

- 5.1. The following is required for all Applications made pursuant to this Bylaw:
 - a. An Application will be provided to the Bylaw Administrator in writing by the Owner(s) of the land that is subject to the Application, or by a person authorized by the Owner(s);
 - b. An application must be endorsed in writing by all Owner(s) of the applicable lands;
 - c. If there is a change in ownership of a parcel of land that is the subject of an Application pursuant to this Bylaw, the City will require an updated title certificate and written authorization from the new Owner(s) prior to proceeding with the Application;
 - d. An Application must be submitted to the City on the prescribed Application form approved by the Bylaw Administrator and must include an Application fee, payable to the City, in accordance with this Bylaw;
 - e. Where an Applicant wishes to amend the OCP and/or Zoning designation for only a portion of a lot, the Applicant must provide a reference plan prepared by a B.C. Land Surveyor showing exact dimensions of the area subject to the proposed change;

- f. Any Application made pursuant to this Bylaw will be required to submit any requirements under the Development Approvals Information section of this Bylaw, and any other prescribed supportive information as specified.
- 5.2. Upon receipt of a Complete Application:
 - a. The Bylaw Administrator will acknowledge acceptance of the Application and direct staff to process the Application;
 - b. The Bylaw Administrator may choose to refer the Application to Council or a Committee of Council for information and direction; or
 - c. The Bylaw Administrator or Council may refer the Application to other agencies, groups, persons, or staff members for information and comment.
- 5.3. Where more than one Application is required for a single development, the Bylaw Administrator may at their sole discretion, accept and process more than one Application at a time, and determine the order that Applications will be accepted and processed.
- 5.4. Submitting an Application or fulfilling the information requirements specified herein does not guarantee development approval.
- 5.5. If an Application remains incomplete, or of which no communication has been received, for a period of 6-months from the date in which any missing information has been requested from the Applicant, it shall be deemed inactive, and the Applicant will be given 30-days written notice to provide the outstanding information.
- 5.6. For any incomplete or inactive Application:
 - a. If an incomplete Application is submitted, the Bylaw Administrator may refuse to accept or process the Application;
 - b. If the Bylaw Administrator refuses to process an incomplete Application, the Bylaw Administrator must inform the Applicant in writing as to why the Application was not accepted, including which areas were incomplete;
 - c. Upon an Application becoming inactive, the Applicant will be given 30-days written notice to provide outstanding information;
 - d. If the Applicant fails to respond within the 30-days, the Application may be closed, and the Bylaw Administrator will notify the Applicant in writing accordingly;
 - e. If the Applicant responds in writing within the 30-days, the Bylaw Administrator will consider a request for extension;
 - f. A new Application must be submitted for any Application that is closed due to inactivity or incompleteness;
 - g. Upon closure of an incomplete Application, the Applicant will be notified in writing, and any applicable fee refund will be paid to the Applicant in accordance with the Fee Schedule.

PRE-APPLICATION MEETINGS

- 5.7. 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.

PART 6: PERMIT ISSUANCE, ALTERATION, RENEWAL AND EXTENSION

- 6.1. The date of issuance for a Permit is the date of approval of the Permit by Council or its Delegate, unless otherwise specified in the Permit.
- 6.2. An Application for an alteration to an issued Permit will be determined by Council or its Delegate according to the Application type. Approval of any alteration does not constitute a renewal or extension to a Permit and a revised Permit will be issued without change to the expiry date.
- 6.3. Applications to renew or extend a Permit under this Bylaw must be made prior to the lapse of the Permit.
- 6.4. Council or its Delegate may consider an Application for one extension of an approved Permit provided no change in the approved Permit is proposed. A Permit may only be extended once.
- 6.5. Where an Application has been refused by Council or its Delegate, re-application will not be accepted for a 6-month period immediately following the date of refusal.
- 6.6. Despite Section 6.5, revised Applications that are, in the opinion of the Bylaw Administrator, substantially different from a Permit Application that has been refused may be accepted for reapplication immediately.

PART 7: PERFORMANCE SECURITY

- 7.1. Security required prior to issuance of a Permit will be provided by the Applicant in the form of cash, cheque, or irrevocable letter of credit, effective for a period determined by the Bylaw Administrator. Irrevocable letters of credit must be clean and unconditional, automatically renewing, and redeemable at a local bank.
- 7.2. In imposing Security requirements, the Bylaw Administrator must require Security in accordance with the following:
 - a. At least equal to 125% of the estimated cost of installation and construction for any and all works required under the Permit;
 - b. Where estimated costs of extent of work are subject to uncertainty, an amount equal to or greater than 125%, but not greater than 200%, depending on the degree of uncertainty;

- c. Where a hazardous condition or environmental damage may arise because of noncompliance, an amount equal to or greater than 125%, but not greater than 200%, depending on the hazard or risk.
- 7.3. At the request of the Bylaw Administrator, the Applicant must provide all information necessary to determine the cost of installing and constructing the works required under an approved Permit or undertake works to correct the unsafe condition or correct damage to the natural environment.
- 7.4. Security will be returned in whole or in part as specified in the Permit (as may be amended by written agreement between the City and the Applicant), or upon expiration of any predetermined term.
- 7.5. A partial return of Security must not result in the City holding less than \$1,000 or 10% of the Security required, whichever is greater.
- 7.6. If the required works are not implemented within 24-months of substantial completion of the development authorized within a Permit, or is not in substantial compliance with the approved Permit, or an unsafe condition or damage to the natural environment has resulted due to a violation of the Permit, the City may redeem the Security, enter onto the property and use the proceeds to complete outstanding works required by the Permit or undertake works to correct the unsafe condition or correct damage to the natural environment.

PART 8: DELEGATION OF AUTHORITY

- 8.1. Council delegates its powers, duties and functions to consider issuance of Development Permits and Development Permits: Specific Authorities under the *Local Government Act* to the Bylaw Administrator or their Designate, apart from Development Permits with Variances.
- 8.2. Council delegates its powers, duties and functions to consider issuance of Temporary Use Permits under the *Local Government Act* to the Bylaw Administrator or their Designate, where such use meets the following criteria:
 - a. Does not exceed 12-months in duration; and
 - b. Is in alignment with the City's OCP.
- 8.3. Council delegates its powers, duties and functions to consider the issuance of a Development Variance Permit under the *Local Government Act* where the Permit meets the following criteria:
 - a. Does not exceed 25% variance of minimum requirements for parking space provision, loading, bicycle parking, building setbacks, lot dimensions and frontages, lot coverage and building height where such variance does not allow for an increase in allowable density; and

- b. Must not be associated with another Application type that needs to proceed to Council.
- 8.4. Council delegates its powers to require Security as a Condition of Land Use under the *Local Government Act* in respect to matters under Sections 8.1, 8.2 and 8.3 to the Bylaw Administrator or their Designate.
- 8.5. An Applicant may request Council to reconsider a decision of the Delegate regarding the requirement to provide Security or the issuance of a Permit within 30-days immediately following written notification of the decision.

PART 9: COUNCIL DECISIONS

BYLAW AMENDMENT APPLICATIONS

- 9.1. Upon receipt of a report from the Bylaw Administrator regarding an Application to amend the City's OCP or Zoning Bylaw, Council may without limitation:
 - a. Proceed with the proposed Bylaw Amendment(s), with or without specifying changes, additional conditions, or requirements;
 - b. Forward the proposed Bylaw Amendment(s) to a Public Hearing or waive the requirements for a Public Hearing as per the *Local Government Act*;
 - c. Reject or Deny the Application; or d. Refer the Application to staff or a Committee of Council for recommendation prior to further consideration of the Application.
- 9.2. Council may proceed with the Adoption of a proposed Bylaw Amendment only:
 - a. After the Bylaw(s) has received Third Reading; and
 - b. Where approval from another authority or body is required by statute or regulation, following receipt of written approval from the authority.
- 9.3. Council may decline to proceed with Adoption of a Bylaw Amendment(s) until any of the following have been satisfied:
 - a. Where a DP is required by the OCP, upon receipt of a report from the Bylaw Administrator stating that the DP has been prepared and is ready for approval subject to Council's Adoption of the proposed Bylaw Amendment;
 - b. When all necessary covenants and statutory rights-of-way associated with the Application have been duly registered on the property title;
 - c. When all legal agreements associated with the Application have been duly executed and are in effect prior to Adoption; or
 - d. Any other pre-determined conditions have been satisfied.
- 9.4. Council may, by resolution, postpone consideration of an Application to amend an OCP or Zoning Bylaw where that bylaw is currently undergoing comprehensive review.

PERMIT APPLICATIONS

- 9.5. Except for Permits, which may be issued by the Bylaw Administrator pursuant to this Bylaw, Council may upon receipt of a report from the Bylaw Administrator regarding a Permit:
- a. Issue, amend, or refuse the Permit;
 - b. Impose requirements, and set conditions or standards;
 - c. Impose conditions for the sequence and timing of construction;
 - d. Require Security; or
 - e. Refer the Application to staff or a Committee of Council for recommendation.

PART 10: NOTIFICATION

- 10.1. 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.
- 10.2. Written Notification of Application for a Development Variance or Temporary Use Permit 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 consideration of Council.
- 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.
- 10.3. 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.
- 10.4. 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.

Notification of Public Hearing

- 10.5. Written Notification of Public Hearing, when applicable, 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 the Public Hearing. Written Notification will not be required for amendments of the OCP or Zoning Bylaw that involve more than 10 properties.

10.6. Public Hearing will not be held under the *Local Government Act* where:

- a. Public Hearing is prohibited, is consistent with the City's OCP, and is for the sole purpose in whole, or in part, to permit residential development where the residential component exceeds 50% of the proposed development; or
- b. Where Public Hearing is discretionary, and the proposed Bylaw Amendment is consistent with the City's OCP.

10.7. 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.

Notice of Proposal Signage

10.8. 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:

- a. Council consideration of a Temporary Use Permit; or
- b. A Public Hearing.

10.9. Notice of Proposal signage will meet the following specifications:

- a. Notice of Proposal Signage shall stay in place until such a time as Council has decided regarding the proposed development.
- b. Signage shall be at a minimum of 2.4 metres by 1.2 metres and comprised of corrugated plastic or another durable material.
- c. Signage shall be coloured with a white background.
- d. 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.
- e. The bottom edge of the sign must be at minimum 1 metre *above* the ground and not more than 1.5 metres *above* the ground.
- f. The sign shall be located within 3 metres of the edge of pavement on any fronting road in a manner that is clearly visible by those passing by.
- g. The sign shall be freestanding and installed in a manner that is capable of withstanding wind and weather events.
- h. A Public Hearing decal is to be installed by the Applicant on the location specified after the Public Hearing date has been determined and as instructed by staff. This decal shall indicate the date, time, and location of the Public Hearing.

PART 11: DEVELOPMENT APPROVAL INFORMATION

11.1. Where Development Approval Information (DAI) is required under the *Local Government Act* the Bylaw Administrator will advise the Applicant of information requirements, in

writing, which may take the form of setting out the Terms of Reference or requesting a Qualified Professional to develop a Terms of Reference.

- 11.2. The Applicant is responsible for submitted the DAI at their own expense, ensuring that it meets the following criteria:
 - a. The DAI should be formatted as a comprehensive report, unless otherwise agreed.
 - b. The DAI must be compiled by a Qualified Professional in good standing as listed in 'Schedule B – Qualified Professionals' or other professional of equivalent qualification as approved by the Bylaw Administrator.
 - c. Reports should meet the standards of professional practice, endorsed with the signature and professional seal of the Qualified Professional(s) responsible for preparation, along with a declaration of quality assurance where applicable.
- 11.3. The Terms of Reference will define the scope and procedural framework for the preparation of a DAI report [can include one or more], addressing the following matters as applicable:
 - a. Climate Action
 - b. Cultural Heritage
 - c. Economic & Socio-Economic Impacts
 - d. Environmentally Sensitive Lands
 - e. Fire Underwriter Survey
 - f. Form & Character/ Built Environment
 - g. Geotechnical & Hazardous Conditions
 - h. Local Infrastructure
 - i. Noise Impact
 - j. Traffic Impact
 - k. Visual Impact/ View Corridor Assessments
 - l. Wildfire Hazards
- 11.4. The Terms of Reference may require the DAI report to provide all, or part of the information contained in 'Schedule C – Development Approval Information Area Reports'.
- 11.5. The Bylaw Administrator may request, at the Applicant's expense, the presentation of any report to Council, the public and staff by the Qualified Professional who prepared the assessment.
- 11.6. The City reserves the right to distribute the report and publicize the results.
- 11.7. If the DAI report is determined to be deficient during the review process, the Bylaw Administrator shall notify the Applicant in writing of the deficiencies.
- 11.8. An Applicant who receives a deficiency notification must resubmit a complete DAI report that addresses all identified deficiencies within 30-days from the notification issuance.

Should this condition not be met, the Application will be considered inactive, unless the Bylaw Administrator agrees in writing to a longer period.

- 11.9. In cases where independent review is necessary, either due to limitation in staff capacity or concerns regarding the substance, procedure, or methodology of the original DAI report, the Bylaw Administrator may instruct the Applicant to arrange such review.
- 11.10. Where independent review applies:
- The independent review will name the City as the recipient and be conducted at the Applicant's expense.
 - Must be conducted by a Qualified Professional distinct and independent from the professional who prepared the initial submission.
 - Upon completion of the independent review, the Applicant is required to submit the DAI report in writing within the timeframe specified by the Bylaw Administrator.

PART 12: SEVERABILITY

- 12.1. If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

PART 13: REPEAL

- 13.1. 'Planning and Development Procedures and Fees Bylaw 1336' and all amendments thereto is hereby repealed.

PART 14: READINGS

READ A FIRST TIME this 15th day of July, 2024

READ A SECOND TIME this 15th day of July, 2024

READ A THIRD TIME this 15th day of July, 2024

ADOPTED this 12th day of August, 2024

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 B – QUALIFIED PROFESSIONALS

SUBJECT	QUALIFIED PROFESSIONAL
Climate Action	Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Accredited Professional (AP) Certified Energy Manager Professional Engineer (P.Eng.) with applicable expertise such as mechanical engineering Registered Professional Biologist (RP.Bio.) Professional Agrologist (P.Ag.) Economist
Cultural Heritage	Registered Professional Archaeologist (BCAPA)
Economic & Socio-Economic Impacts	Registered Professional Planner (MCIP, RPP) Chartered Professional Accountant (CPA) Economist Appraiser (AIC)
Environmentally Sensitive Lands	Registered Professional Biologist (R.P.Bio.) Registered Biology Technologist (RB.Tech.) Applied Biology Technician (A.B.Tech.) Registered Professional Forester (RPF) Professional Agrologist (P.Ag.)
Form & Character / Built Environment	Registered Professional Planner (MCIP, RPP) Architect (MAIBC) Landscape Architect (BCSLA) LEED Accredited Professional (AP)
Geotechnical & Hazardous Conditions	Professional Engineer (P.Eng.) with applicable expertise in hydrology, geotechnical, geology, slope hazards Professional Geoscientist (P.Geo.)
Local Infrastructure	Professional Engineer (P.Eng.) with applicable expertise in civil engineering
Stormwater Management	Professional Engineer (P.Eng.) with applicable expertise in civil engineering, hydrology, geology, geotechnical Professional Geoscientist (P.Geo.) Landscape Architect (BCSLA) Certified Professional in Erosion & Sediment Control (CPESC)
Traffic Impact	Professional Engineer (P.Eng.) with applicable expertise in traffic and transportation
Wildfire Hazards	Registered Professional Forester (RPF) Registered Forest Technologist

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 storm water and onsite drainage, provide options to ensure the quality and quantity of storm water 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 mud flow, debris torrents, erosion, land slip, rock falls, subsidence, wildfire, flood, and inundation.
3. Provide professional geotechnical recommendations to mitigate against any hazardous conditions from the development, including siting of buildings and infrastructure, and earthworks (e.g., excavation and filling).
4. Certify that the land is *'safe for the use intended'*.
5. Include a preliminary or detailed slope hazard assessment as applicable, detailing the methodology, findings, and recommendations to ensure the site's stability, particularly for developments on or near steep slopes.
6. Address landslide risk or rock fall risk, including potential impacts that may originate beyond site boundaries.
7. Incorporate a Landslide Assessment 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.

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.

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	September 8, 2026	REPORT NO.: 26-69
SUBMITTED BY:	Manager of Legislative Services	FILE NO.: 8330-20
SUBJECT:	Ministry of Transportation and Transit Electric Kick Scooter Pilot Project	

RECOMMENDATION:

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.

PURPOSE:

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.

This report is for consideration at the September 8, 2026, Committee of the Whole Meeting and adoption at the September 21, 2026 Regular Meeting.

SUMMARY/BACKGROUND:

At the August 10, 2026, Committee of the Whole Meeting, Council directed staff to prepare a report to Council providing information on the Province of British Columbia's Electric Kick Scooter Pilot Project and how to become a participating municipality.

From 2021 to 2024, the Ministry of Transportation and Infrastructure (now Ministry of Transportation and Transit) held a pilot project to test electric kick scooter use in participating pilot communities, along with guidelines for users and rules of the road. The initial pilot project ended on April 5, 2024, at which time a new four-year pilot was established under a new regulation and legislative framework. The *Motor Vehicle Act - Electric Kick Scooter Pilot Project Regulation* (B.C. Reg. 247/2023) now establishes clear safety standards, operating requirements, and enforcement mechanisms.

The Province will be analyzing data over the next four years including ridership and safety. When the pilot ends April 5, 2028 a decision could be made on whether to permanently authorize them for general use in BC.

Municipal Participation

The new pilot project provides participating municipalities with a revised, simplified process for participation and reporting. Participation in the pilot is voluntary. Municipalities that choose to participate must pass a resolution or adopt a bylaw authorizing the use of electric kick scooters within their jurisdiction.

Under the new pilot project, a bylaw is not necessary to set municipal rules and regulations for the pilot, as the new regulatory framework is legislated by the *Motor Vehicle Act - Electric Kick Scooter Pilot Project Regulation* (B.C. Reg. 247/2023).

Participating municipalities are required to complete an annual reporting form provided by the Province.

Regulations for individuals

To qualify under the pilot, a scooter must meet the Provincial definition of an electric kick scooter. Eligible scooters must have:

- handlebars, a standing platform, two to four wheels;
- an electric motor with a maximum continuous power output of 500 watts;
- weigh no more than 45 kilograms; and
- be incapable of travelling faster than 25 km/h on level ground.
- Scooters equipped with seats or pedals are not permitted under the regulation.

Participation does not require operators to obtain a driver's licence, vehicle registration, or insurance. However, operators must:

- be at least 16 years of age;
- wear a properly fitted bicycle helmet that meets approved safety standards;
- obey all traffic control devices and applicable rules of the road;
- yield to pedestrians where required;
- operate at a safe speed appropriate for surrounding conditions;
- use lights and reflectors when operating at night; and
- maintain proper control of the scooter at all times.

Operators are prohibited from:

- carrying passengers;
- towing another vehicle or device;
- using handheld electronic devices while riding;
- operating an electric kick scooter while impaired by alcohol or drugs; and
- from operating on sidewalks and controlled-access highways.

Other types of personal mobility devices are **not** included in the pilot and may be subject to other legislation or policies.

Examples not included:

- Mobility scooters and Motorized wheelchairs (power wheelchairs) – These devices are considered mobility aids rather than motor vehicles.
- Electric bicycles (e-bikes) – Equipped with pedals and regulated separately under the *Motor Vehicle Act*.
- Electric motorcycles, mopeds, and limited-speed motorcycles – These vehicles require registration, licensing, and insurance where applicable and are governed by separate provincial legislation.
- Gas-powered scooters – Scooters powered by gasoline engines are not permitted under the pilot project.
- Seated electric scooters – Electric scooters equipped with a permanent seat or saddle do not meet the provincial definition of an electric kick scooter.
- Electric skateboards, hoverboards, and self-balancing devices.

Enforcement

Responsibility for enforcement remains with the RCMP. Violations may be addressed under the *Motor Vehicle Act*, the *Electric Kick Scooter Pilot Project Regulation*. Operators are expected to comply with traffic laws and may be subject to enforcement action for unsafe or unlawful operation.

Participation in this pilot would permit for electronic kick scooters on City of Castlegar operated and maintained roadways and bike lanes. It is important to note that the Ministry of Transportation operates and maintains Columbia Avenue beginning at 18th Street and Columbia Avenue intersection and continues south towards Trail, BC. In accordance with the *Motor Vehicle Act - Electric Kick Scooter Pilot Project Regulation*, “if a pilot project highway located within a participating community has a speed limit of not more than 50 km/h, a person may operate an electric kick scooter on that highway if the highway has a cycle lane.”

ALTERNATIVES:

1. Council could choose not to participate in the Province of British Columbia Electric Kick Scooter Pilot Project. Electric kick scooters would remain illegal in Castlegar. Staff could support this if it is the direction of Council.
2. Council could choose to direct staff to allocate staff resources to assist the RCMP in providing community education and communications. Staff could support this direction; however, they recommend that any additional resources be considered during the 2027 budget and work planning discussions.

IMPLICATIONS:**(1) Social**

Electric kick scooters could improve social inclusion by providing an affordable and convenient way for people to travel short distances, especially for those who do not own a car or prefer not to drive. This can make it easier for people to participate in community events, visit friends and family, and access jobs or education.

(2) Environmental

Electric kick scooters are designed to provide a convenient, low-cost transportation option for short-distance travel. These devices could be considered a component of active transportation networks, reduce reliance on vehicles, and support greenhouse gas reduction.

(3) Personnel

Approximately 5 hours of staff time was spent researching and preparing this report.

It is anticipated an additional 2-4 hours will be required to complete annual reporting should Council approve participation in the pilot.

An increase in RCMP staff time will be required to monitor, educate, and enforce the regulations associated with electric kick scooter use, and well as potential increase in response to incidents.

(4) Financial

There is no provincial fee to participate in the Electric Kick Scooter Pilot Project, and no provincial funding available to participants.

Municipal costs are expected to be limited, but could include potential public education, signage, enforcement coordination, and program administration.

POLICY IMPLICATIONS:

This recommendation supports Council's 2023-2027 Strategic Plan Principle Quality of Life - goal of Champion Active Transportation.

IMPLEMENTATION:

Should Council adopt the recommendation, staff will provide a copy of the resolution to the Province of British Columbia Electric Kick Scooter Pilot Project administrators for approval and next steps.

Staff will inform the Castlegar RCMP of Council's direction.

COMMUNICATION:

Should Council adopt the recommendation, and once the Province approves the City's participation a joint media release with the RCMP will be prepared and distributed.

Information will be available on the City's website, and program brochures available to the public at City Hall.

Respectfully submitted,

Approved by

Nicole Brown

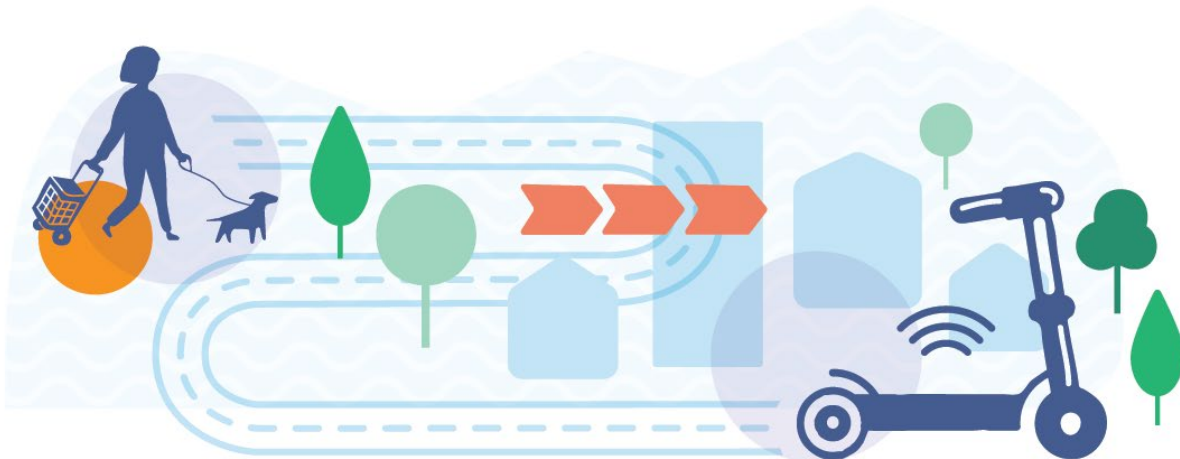
Nicole Brown,
Manager of Legislative Services

C Barlow

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

Frequently Asked Questions for Municipal Governments

Electric Kick Scooter Pilot Project (April 5, 2024 – April 5, 2028)



These FAQs provide information for municipalities on the four-year BC electric kick scooter pilot project that started on April 5, 2024. Communities are encouraged to review this information and the [Electric Kick Scooter Pilot Project Regulation](#) (B.C. Reg 247/2023). Municipalities can join by passing a resolution or bylaw and communicating it to the Ministry of Transportation and Transit.

Questions about the pilot project can be sent to the Ministry of Transportation and Transit at: MVA.Pilot.Project@gov.bc.ca.

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General information

1. What are electric kick scooters and why are they being piloted?

Electric kick scooters are battery-powered devices with a motor and two to four wheels, a platform for standing and handlebars for steering. Electric kick scooter use is not currently legal in all BC communities.

From 2021 to 2024, the Ministry of Transportation and Infrastructure (now Ministry of Transportation and Transit) held a pilot project to test electric kick scooter use in participating pilot communities, along with guidelines for users and rules of the road. The initial pilot project ended on April 5, 2024, at which time a new four-year pilot was established under a new regulation and legislative framework. The results of the pilot project will help to determine whether electric kick scooters should be authorized for permanent use in BC.

2. What's different about the new pilot project?

The new pilot project provides opportunity to collect more ridership and safety data before a decision is made on whether to permanently regulate these devices. It is longer (four years instead of three) and has simplified processes for participation and reporting. A new regulation also makes other key changes which are detailed below.

3. Why should communities join the pilot project?

Electric kick scooters are a popular clean, convenient and affordable mode of transportation. Participating communities provide the opportunity for residents and visitors to legally use these devices in their municipal boundaries. Police can issue tickets and fines for electric kick scooter use in a non-participating community.

The Province encourages communities to join the pilot project and assist in assessing the safety of these devices and a potential permanent regulatory framework.

4. Where can municipalities find information on the pilot project?

The [Electric Kick Scooter Pilot Project website](#) contains information on the pilot project, including rules for operators and devices, and the list of currently participating communities.

The Ministry also scheduled outreach sessions in 2024 and 2025 to assist with onboarding. Questions are welcome and can be sent to the Ministry at:

MVA.Pilot.Project@gov.bc.ca

How communities can join

5. How can a municipality join the pilot project?

To join, a municipal council must: 1) pass a resolution (or bylaw) that consents to the pilot project taking place within the municipality; and 2) communicate that decision to the Ministry of Transportation and Transit at: MVA.Pilot.Project@gov.bc.ca

The Ministry publishes the list of participating communities on the [Electric Kick Scooter Pilot Project website](#). Once a community is listed on the website, notice is provided that the pilot project is starting on the date specified. For the pilot project to take effect in a community, they must be listed on the website.

6. What must the resolution say?

The resolution (or bylaw) must fulfil the legislative requirements under [Part 13](#) of the *Motor Vehicle Act*.

Sample wording:

The [name of municipality] consents to the Electric Kick Scooter Pilot Project (B.C. Reg. 247/2023) taking place within the [name of municipality].

7. What happens after the resolution is passed?

A community that passes a resolution (or bylaw) must communicate it to the Ministry of Transportation and Transit at: MVA.Pilot.Project@gov.bc.ca. The name of the community is then posted on the [Electric Kick Scooter Pilot Project website](#), along with the start date (which is the date stated on the website).

8. What must previous pilot communities do to continue participating?

Communities that participated in the first pilot project must follow the same process to join the new pilot project, by passing a resolution (or bylaw).

9. Is a bylaw needed to set municipal rules for the pilot?

A bylaw is not necessary to set municipal rules for the pilot, as the new regulation provides a default regulatory framework, including locations where electric kick scooters may be operated.

Participating communities are authorized to set rules regarding specific matters stated in the regulation, such as prohibiting the use of electric kick scooters on certain roads. The regulation provides flexibility for participating communities to set rules, by either erecting a traffic control device or by enacting a bylaw.

If a pilot community wishes to continue using any bylaw they have for the previous pilot project, they must review it to ensure that it is authorized and necessary under the new pilot project framework.

10. Can a bylaw set different rules for the pilot project?

A bylaw may only be used for specific matters set out in the regulation. A bylaw cannot be inconsistent or conflict with the regulation, as that will render the bylaw inoperative and of no force and effect to the extent that it conflicts or is inconsistent with the regulation.

11. What will happen if a community does not join the new pilot project?

Electric kick scooter use is not legally permitted within a municipality unless the community is participating in the new pilot project. Contraventions can result in a person receiving a violation ticket and fine or facing other consequences.

12. Is the Province providing funding to help communities participate?

Any costs for participating are the responsibility of the community. Communities are also responsible for obtaining any related legal or policy advice to participate in the pilot project.

Pilot project rules

13. Where can I find the new pilot project rules?

The [Electric Kick Scooter Pilot Project Regulation](#) (B.C. Reg 247/2023) sets the main rules for the pilot project, including device standards and rules for operators. [Part 13](#) of the *Motor Vehicle Act* sets overall criteria for pilot projects.

The Ministry [Electric Kick Scooter Pilot Project website](#) provides public information on the current pilot project rules. The website includes a link to an [informational pamphlet](#) (PDF) containing simplified information on the pilot project.

14. What are the rules for devices?

Only devices that meet prescribed requirements set out in section 3 of the regulation are considered “electric kick scooters” and permitted to operate in participating communities. For example, an electric kick scooter must not have a continuous power output rating that exceeds 500W or be capable of travelling above 25 km/h on a flat surface. They must also be designed to transport one person and cannot have pedals, a seat or a structure enclosing the device. Other equipment requirements for electric kick scooters are set out in Part 5 of the regulation.

15. Are the rules for devices the same as in the previous pilot project?

The new regulation makes minor updates to certain device requirements, including the maximum speed (25 km/hr instead of 24 km/hr), braking performance and lighting requirements.

16. What are the rules for operators?

Generally, electric kick scooters can be operated in areas and in a similar manner as cycles but must be operated in a cycle lane if one is available. Rules for highway use depend on whether the highway is inside or outside of a participating community, the speed limits of the highway and who has jurisdiction of the highway.

Part 2 of the regulation sets out where an electric kick scooter can be operated *inside a participating community*. Part 3 of the regulation sets out where an electric kick scooter can be operated *outside a participating community* (e.g., in electoral areas outside of municipal boundaries).

17. Are the rules for operators the same as in the previous pilot project?

The new regulation makes minor updates to certain operator requirements, including where electric kick scooter use is permitted and rules for left turns at intersections. If a current pilot community wishes to continue using an existing bylaw for the new pilot project, they should review it to ensure that it is authorized and necessary under the new pilot project framework.

18. Who is responsible for enforcing the rules?

Law enforcement is responsible for enforcing provincial rules for the pilot project and can issue violation tickets with fines for offences or take other enforcement actions. Municipal bylaw officers are responsible for enforcing any bylaws.

19. What are the penalties for offences?

Penalties are similar to those for cycling-related offences and are set in the Violation Ticket Administration and Fines Regulation. Most offences have a \$109 fine, except the fine for not wearing a helmet, which is \$29. Penalties for contraventions of a bylaw are set by the municipality.

Data collection and reporting

20. What data will participating communities have to collect and report?

The regulation authorizes the Ministry to collect data from participating communities through an annual reporting form. An annual reporting form is being provided each year by the Ministry and requests information on things like community implementation, changes to bylaws and traffic control devices, shared use service providers, and ridership and incident data.

Instructions on completing the form, including the reporting period and deadline, will be stated in instructions in the form.

21. What other data is being collected for the pilot project?

The Ministry is directly obtaining data from other parties, including shared service providers, ICBC, BC Injury Research and Prevention Unit and other third parties.

22. What will the data be used for?

The data collected will help assess the safety of electric kick scooters and determine if and how electric kick scooters should be authorized for general use in BC. Results will also assist in the development of possible future pilot projects on other matters relating to the *Motor Vehicle Act*.

Miscellaneous

23. What was learned from the first pilot project (2021-2024)?

Interim results from the first pilot project were included in a backgrounder to the December 1, 2023 [News Release](#) announcing the new four-year pilot project. They included:

- British Columbians support the testing of electric kick scooters

- Electric kick scooters have environmental benefits and can help meet sustainable transportation goals
- Participating communities have higher levels of support
- Electric kick scooters can help meet sustainable transportation goals
- Injuries and conflicts with other road users are rare when operators follow the rules
- Overall awareness of the project and electric kick scooter laws is low

24. Why aren't other types of devices like one-wheeled devices being piloted?

The current pilot project only applies to electric kick scooters, which are the most popular new form of personal transportation. Other types of emerging personal mobility devices could be piloted in the future.

25. What will happen at the end of the new pilot project in 2028?

The Province will be analyzing the results of the pilot project over the next four years. When the new pilot project ends on April 5, 2028, a decision could be made on whether to permanently authorize electric kick scooters for general use in BC.

26. What other Canadian jurisdictions allow electric kick scooters?

Electric kick scooter use is currently allowed in cities in Alberta (Edmonton and Calgary), New Brunswick (Fredericton) and Saskatchewan (Regina and Saskatoon). Ontario and Quebec have pilot projects underway like B.C. Rules vary by jurisdiction. For example, Edmonton and Calgary only allow electric kick scooter rental companies. Saskatchewan only allows electric kick scooters within municipalities that authorize their use.



About the pilot project

On April 5, 2024, the Ministry of Transportation and Transit launched a four-year pilot project to allow electric kick scooters to be operated in participating communities.

The results of the pilot project will help determine the safety of electric kick scooters and whether they should be permanently allowed in BC.

Want to learn more?

VISIT OUR WEBSITE



www.gov.bc.ca/electrickickscooter

CONTACT US

MVA.Pilot.Project@gov.bc.ca

or

**Electric Kick Scooter Pilot Project
Ministry of Transportation and
Transit
5A-940 Blanshard St.
Victoria, BC
V8W 2H3**



Ministry of
Transportation
and Transit



Safety Checklist for New Riders





Electric kick scooters are a convenient and affordable way to move around.

Follow these steps to start riding safely.

1. Getting Started

Visit the pilot project website
(www.gov.bc.ca/electrickickscooter):

- ☐ **Read about the pilot project:** learn what is and how it works
- ☐ **See where you can ride:** participating communities are listed on the website
- ☐ **Learn the rules:** know what rules apply to operators and devices
- ☐ **Confirm you are 16 or older:** underage use is illegal



Full rules and safety tips are listed on the Ministry Electric Kick Scooter Pilot Project website

2. Preparing to Ride

Before riding on the road:

- ☐ **Check for municipal rules:** there may be additional rules where you can ride
- ☐ **Read the [Buying an Electric Kick Scooter Brochure](#):** see what devices are legal (cannot go over 25 km/h)
- ☐ **Follow instructions for your device:** know how to safely use it and any features
- ☐ **Have required safety gear:** you will need a helmet, a bell and lights for at night
- ☐ **Practice in a safe environment:** get used to riding before getting on the road
- ☐ **Review the rules again:** once ready for the road, refresh yourself on all the rules

3. When Riding

Stay safe and always:

- ☐ **Wear a helmet:** it's the law
- ☐ **Only ride where allowed:** stay right and use a cycle lane if one is available
- ☐ **Dismount to use sidewalks and crosswalks:** it's illegal to ride on them
- ☐ **Follow rules of the road:** obey signs and traffic lights like a driver
- ☐ **Not carry passengers:** you cannot carry anyone
- ☐ **Be careful and attentive:** take precautions near all other road users
- ☐ **Not be impaired or distracted:** don't use drugs, alcohol or your phone

Police can issue you a VIOLATION TICKET and \$109 FINE or higher if you break the rules

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	September 8, 2026	REPORT NO.: 26-68
SUBMITTED BY:	Manager of Legislative Services	FILE NO.: 3900-20
SUBJECT:	Council Procedures Bylaw 1462	

RECOMMENDATION:

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

PURPOSE:

Report to update and replace Council Procedures Bylaw 986 and seek the required readings of Council Procedures Bylaw 1462.

This report is for consideration at the September 8, 2026, Committee of the Whole Meeting, first three readings of the Bylaw at the September 8, 2026, Regular Council Meeting, and adoption of the Bylaw at the October 5, 2026, Regular Council Meeting after the required public notification period.

SUMMARY/BACKGROUND:

Procedure bylaws are a legislated requirement for local governments under section 124 of the *Community Charter*. They provide a framework for establishing shared expectations related to process, procedure, and conduct at Council meetings.

In 2022, the Ministry of Housing and Municipal Affairs, in partnership with the Local Government Management Association of British Columbia, developed a *Procedure Bylaw Guide for BC's Local Governments*. The guide assists local governments in proactively considering amendments to their procedure bylaws, where necessary, and highlights legislative requirements, best practices, and resources for establishing procedures for Council meetings.

The current Council Procedures Bylaw No. 986 was adopted in 2004 and has been amended several times as legislation and procedures have evolved. Staff reviewed the current Bylaw No. 986 alongside the Procedure Bylaw Guide and determined that, while the current bylaw remains effective and compliant, some components could be improved or added to support a strong, compliant, and clearly understood bylaw.

A copy of the new draft bylaw is attached. New additions and revisions are shown in red, while wording shown in black has generally been carried over from the existing bylaw, with minor inclusions and formatting changes where appropriate. The proposed revisions include:

- Updating the bylaw to the current Castlegar template, including reworking and renumbering sections.
- Adding a table of contents, additional definitions.
- Confirming referenced legislation and making any required updates.

- Updating part 4 section 11 – adjourning a meeting where no quorum from 15 minutes to 30 minutes.
- Updating the deadline for agenda submissions from Wednesday at 3:00 p.m. to Thursday at 8:30 a.m. prior to the meeting.
- Consolidating incoming correspondence and outgoing correspondence into a single correspondence section under the order of proceedings for meetings.
- Separating the public participation, delegation, and question period provisions into three individual sections, and strengthening the wording to reflect guidelines and best practices.
- Rewording part 4 sections 41-44 related to ruling on a point of order. Staff determined that the current wording is not easily interpreted and does not clearly reflect legislative requirements.
- Rewording part 4 section 52, which pertains to members speaking during a meeting. Staff determined that the current wording is not easily interpreted and does not clearly reflect legislative requirements or Robert's Rules of Order.
- Adding a Notice of Motion part 5 section 21 to align with current practices. This section is not included in the current bylaw.
- Revising and strengthening the wording of the Presiding Members at Committee of the Whole Meetings and Quorum part 7 section 7-8
- Separating the Standing and Select Committees part 8 into individual sections, adding an Advisory Committee section, and including applicable legislative references.
- Adding a Severability Section part 11, which is considered a good practice for most bylaws.

ALTERNATIVES:

1. Council could choose not to proceed with the required readings of the Bylaw. Staff does not recommend this as the current Bylaw has some outdated language and is missing some beneficial information.
2. Council could choose to direct staff to revise the draft Bylaw. Staff could support this, providing the revisions meet all applicable legislation.

IMPLICATIONS:

(1) Social	This Bylaw supports public confidence by establishing clear, consistent procedures for Council meetings, public attendance, delegations, and question period. These provisions support transparency, accessibility, and respectful engagement between Council and the community.
(2) Environmental	N/A
(3) Personnel	Approximately 20 hours of staff time has been spent preparing this Bylaw and report. One to two hours staff time will be required to advertise the required Public Notice of changes to the Council Procedures Bylaw, and to consolidate the Bylaw after adoption.

(4) Financial

Advertising costs will apply as public notice, under the *Community Charter*, must be served whenever changes are made to a Council Procedures Bylaw.

POLICY IMPLICATIONS:

Community Charter section 124 (3) requires “A bylaw under this section must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [public notice] describing the proposed changes in general terms.”

Council Procedures Bylaw 986 regulates Council meetings and their conduct.

This Bylaw and the revisions support Council’s 2023-2027 Strategic Plan Principle of Governance and Service Excellence - Make Transparent Decisions.

IMPLEMENTATION:

If Council adopts Council Procedures Bylaw 1462, staff will proceed with rescinding the old Bylaw 986.

COMMUNICATION:

Should Council give three readings to Council Procedures Bylaw 1462 staff will proceed with the required Public Notice under the *Community Charter*.

Ads will be included in the Castlegar News on September 17 and 24, 2026.

If adopted, staff will post the new Council Procedures Bylaw 1462 on the City website.

Respectfully submitted,

Approved by



Nicole Brown
Manager of Legislative Services

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



Council Procedures Bylaw

Bylaw 1462

Effective upon adoption

CASTLEGAR

Council Procedures Bylaw

Bylaw 1462

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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 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:
- a) The written consent of the absent Council member is presented to the Chair.
 - b) 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:
- a) Adjournment.
 - b) Recess.
 - c) Fixing the time to adjourn.
 - d) 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:
- a) Agree or disagree with the resolution.
 - b) Amend the resolution.
 - c) Refer the resolution back to the Committee of the Whole.
 - d) 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

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

Form of Bylaws

2. 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

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Mayor

Director of Corporate Services

City of Castlegar

BYLAW No. 986

COUNCIL PROCEDURES BYLAW

A bylaw to regulate Council meetings and their conduct.

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

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “COUNCIL PROCEDURES BYLAW NO. 986, 2004”.

Definitions

2. In this bylaw:
 - (1) “Act” means the *Community Charter*;
 - (2) “Administrator” means the person appointed by Council as Chief Administrative Officer of the City;
 - (3) “Chairperson” means the person presiding at a meeting of Council, of a Committee of Council or the person appointed as Chairperson of a Standing or Select Committee of Council, as the context requires;
 - (4) “City” means the City of Castlegar;
 - (5) “City Web Site” means the information resource found at an internet address provided by the City;
 - (6) “Committee” means a Committee of Council, but does not include the Committee of the Whole;
 - (7) “Committee of the Whole” means all of the members of Council present at a meeting sitting in Committee;
 - (8) “Corporate Officer” means the Corporate Officer for the City;
 - (9) “Council” means the elected Council of the City of Castlegar;
 - (10) “Mayor” means the Mayor of the City;
 - (11) “Member” means a duly elected member of the Council;

- (12) “Public Notice Posting Places” means the notice board at City Hall and the City of Castlegar Website; (*Bylaw 1363*)
- (13) “Primary Committee Meeting” means a meeting of the Committee of the Whole;
- (14) “Secondary Committee Meeting” means a meeting of a select committee as appointed by Council from time to time or a standing committee as appointed by the Mayor from time to time.

Application of Rules of Procedure

- 3.
 - (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, Newly Revised, 10th edition, October 2000 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, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- 4.
 - (1) Following the general local election, the first Council meeting must be held on the first Monday in November in accordance with s.124(2)(g) of the *Community Charter*. (*Bylaw 1304*)
 - (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 subsection (a), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.
- 5. The order of business for the Inaugural Meeting shall be as follows:
 - (1) Call to Order by the Corporate Officer
 - (2) Oath of Office of Council Members
 - (3) Invocation
 - (4) Mayor’s Address
 - (5) Appointments
 - (6) Other Business
 - (7) Adjourn

Time and Location of Meetings

6. (1) All Council meetings must 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. (*Bylaw 1363*)
- (2) 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.; (*Bylaw 1334*)
 - (c) be adjourned at 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 32(1) of this Bylaw.
 - (d) 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.
- (3) Regular Council meetings may:
 - (a) be postponed to a different day, time and place by resolution of Council, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council Meetings

7. (1) 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.
- (2) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before January 31st of the time and duration that the schedule of regular Council meetings will be available beginning on the first Friday of each year.
- (3) 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

8. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) 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, and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
- (3) Special meetings of Council shall be limited to subject matter as outlined in section 90 of the *Community Charter*.

Electronic Meetings and Electronic Participation (*Bylaw 1363*)

- 9. (1) Provided the conditions set out in subsection 128(2) 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. (***Bylaw 1363***)
 - (b) a member of Council or a Council Committee member who is unable to attend at 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.
- (2) The member presiding at a council or council committee meeting may participate electronically. (***Bylaw 1363***)
- (3) 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. (***Bylaw 1363***)
- (4) 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. (***Bylaw 1363***)

PART 3 – DESIGNATION OF A MEMBER TO ACT IN PLACE OF MAYOR

Member to Act in Place of the Mayor

- 10. (1) At the inaugural meeting the Mayor will recommend to Council (***Bylaw 1415***):
 - i. 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. (***Bylaw 1415***)
 - ii. The term for which the Deputy Mayor(s) be appointed (Council term, annually) (***Bylaw 1415***)

- (2) The Mayors recommendations under subsection 10(1) are to be appointed by Council resolution. **(Bylaw 1415)**
- (3) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in their absence. **(Bylaw 1415)**
- (4) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting. **(Bylaw 1415)**
- (5) The member designated under subsection (1) or chosen under subsection (4) has the same powers and duties as the Mayor in relation to the applicable matter. **(Bylaw 1415)**

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

11. (1) Matters pertaining to Council proceedings are governed by the Community Charter including those provisions found in Division 3 of Part 4 and Division 2 of Part 5.

Attendance of Public at Meetings

12. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) 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*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of 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.
- (4) Despite subsection (1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 10 may expel or exclude from a Council meeting a person in accordance with section 25.

Minutes of Meetings to be Maintained and Available to the Public

13. (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded,

- (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting
- (2) Subject to subsection (3), and in accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling Meeting to Order

- 14. (1) 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 section 10 must take the Chair and call such meeting to order.
- (2) 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 under section 10 do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Chief Administrative Officer must call to order the members present,
and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

- 15. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting:
 - a) the Corporate Officer must record the names of the members present, and those absent,
and
 - b) the Chief Administrative Officer must adjourn the meeting until the next scheduled meeting.

Agenda

- 16. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all items for consideration at that meeting.

- (2) The deadline for submissions to the Corporate Officer of items for inclusion on the Council meeting agenda must be 3:00 p.m. on the Wednesday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) 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 section 18.

Order of Proceedings and Business

17. (1) 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
 - (e) adoption of minutes
 - (f) reports of Council committees
 - (g) Regional District of Central Kootenay report
 - (h) correspondence for information
 - (i) correspondence for action
 - (j) reports other
 - (k) Mayor's report
 - (l) new and unfinished business
 - (m) consideration of bylaws
 - (n) notice of next regular Council meeting and other meetings
 - (o) receipt of notice of motion
 - (p) question period
 - (q) adjournment
- (2) 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. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the agenda for such matters.
- (2) If the Council makes a resolution under section 18(1), information pertaining to late items must be distributed to the members.
- (3) Items for consideration under section 18(1) shall be limited to those items not on the regular agenda that require "action prior to the next regular meeting".

Voting at Meetings

19. (1) Voting on questions, resolution and bylaws is governed by section 123 of the *Community Charter*.
- (2) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - (b) when the presiding member is putting the matter to a vote, a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure unless the interrupting member is raising a point of order.
 - (c) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
 - (d) the presiding member's decision about whether a question has been finally put is conclusive;
 - (e) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
 - (f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;
 - (g) a Council member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.

Recording of Votes

20. (1) 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 or whether the member abstained.

Recess

21. (1) When a meeting of Council has been in progress for one hour, the Mayor may declare a 15 minute recess, or sooner if confirmed by an affirmative resolution of Council.

Delegations

- 22(a). (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application on a prescribed form has been received by the Corporate Officer by 3:30 p.m. on the Wednesday prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Question Period

- 22(b). (1) During the 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.
- (2) All questions must pertain to items that are ideally on the current Agenda or issues Council is presently dealing with or on any other issues that is of interest to the general public.
- (3) Question Period is limited to one (1) question per person until all persons in the gallery have had the opportunity to speak, then to a maximum of three (3) questions per person.
- (4) Each question must be limited to two (2) minutes, with a total of fifteen (15) minutes per Question Period."
- (5) Council reserves the right to defer responding to a question in order to obtain the information required to provide a response.

- (6) Questions pertaining to litigation, legal, confidential matters or matters that were the subject of a concluded Public Hearing, will not be answered during Question Period.
- (7) Member of the public must use respectful language and must not use offensive gestures or signs. Member(s) of the public not adhering to this conduct will be asked to step away from the microphone by the presiding member. **(Bylaw 1315)**

Manner of Address

- 23. (1) Members must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
- (2) Members must address other non-presiding members by the title of Councillor.

Points of Order

- 24. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - (b) another member must not question or comment on the rule or authority cite by the presiding member under subsection (1)(b), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and Debate

- 25. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) No member must interrupt a member who is speaking except to raise a point of order.
- (3) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (4) 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, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the Community Charter.
- (5) 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, and
 - (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.
- (6) If a member does not adhere to subsection (5), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (7) A member may require 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.
- (8) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;

- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes, only with the permission of Council.

Motions Generally

- 26. (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) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (3) A motion made under subsections 2(c) to (g) is not amendable or debatable.
- (4) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.
- (5) When a motion does not receive a seconder, the motion will not be debated and will not be recorded in the minutes of that meeting. **(Bylaw 1223)**

Motion for the Main Question

- 27. (1) In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if 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, and
 - (b) if 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.
- (3) The decision of the presiding member as to whether the main question has been finally put shall be conclusive.

Amendments Generally

28. (1) A Council may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) 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.
- (5) An amendment may be amended only once.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) 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 a motion amending the main question;
 - (b) a motion to amend the main question, or
an amended motion amending the main question if the vote under subsection 8(a) is positive;
 - (c) the main question.

Reconsideration by Council Member

Note: Mayor's right of reconsideration is found under section 131 of the *Community Charter*.

29. (1) Subject to subsection (4), a Council member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken.
- (2) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (3) A vote to reconsider must not be reconsidered.
- (4) 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.

Privilege

30. (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1), has precedence over those matters listed after it.

Reports from Committees

31. (1) Council may take any of the following actions in connection with a resolution it received from the Committee of the Whole:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to the Committee of the Whole;
 - (d) postpone consideration of the resolution.

Adjournment

32. (1) A Council may continue a Council meeting after 10:30 p.m. only by an affirmative vote of 2/3 of the Council members present. Extension to the meeting shall be limited to one-half hour and in no case shall go beyond 11:30 p.m.

PART 5 – BYLAWS

Copies of Proposed Bylaws to Council Members

33. (1) A proposed bylaw may be introduced at a Council meeting only:
- (a) if a copy of it has been delivered to each Council member; and
 - (b) it is on the agenda for the meeting unless all Council members unanimously agree to waive these requirements.

Form of Bylaws

34. (1) A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections.

Reading and Adopting Bylaws

35. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer, or designate, read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with section 890(9) 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

36. (1) 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,
and
 - (c) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 – RESOLUTIONS

Copies of Resolutions to Council Members

37. (1) A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Resolution

38. (1) A resolution introduced at a Council meeting must be printed and have a distinguishing number.

PART 7 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

39. (1) At any time during a council meeting, Council may by resolution go into Committee of the Whole.
- (2) In addition to subsection (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. (*Bylaw 1304*)

Notice for Committee of the Whole Meetings

40. (1) Subject to subsection (2) 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;
and
 - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) Subsection (1) does not apply to a Committee of the Whole meeting that is called, in accordance with section 39, during a Council meeting for which public notice has been given under section 7 or 8.

Minutes of Committee of the Whole Meetings to be Maintained and Available to Public

41. (1) Minutes of the proceedings of Committee of the Whole must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

Presiding Members at Committee of the Whole Meetings and Quorum

42. (1) Any Council member may preside in Committee of the Whole.
- (2) The members of Council attending a meeting of Committee of the Whole must appoint a presiding member for the Committee of the Whole meeting.
- (3) The quorum of Committee of the Whole is the majority of Council members.

Points of Order at Meetings

43. (1) The presiding member must preserve order at a Committee of the Whole meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

44. (1) 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

45. (1) Votes at a Committee of the Whole meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

46. (1) Committee of the Whole may consider reports and bylaws only if:
- (a) they are 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 1(a) do not apply.
- (2) A motion for Committee of the Whole to rise and report to Council must be decided without debate.

Rising without reporting

47. (1) A motion made at a Committee of the Whole meeting to rise without reporting
- (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by Committee of the Whole at a meeting constituted under section 39(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – STANDING AND SELECT COMMITTEES

Establishment

48. Standing and Select Committees shall be established in accordance with Sections 141 and 142 of the *Community Charter*.
49. The Mayor is a member of all Standing and Select Committees.

Appointment of Members when Absent

50. A member may be appointed to a Standing or Select Committee, even in his or her absence.

Election of Chairperson

51. Unless otherwise provided by resolution or bylaw, every Standing and Select Committee shall elect a Chairperson.

General duties of Standing and Select Committees

52. The general duties of standing committees of the Council shall be as follows:
- (1) 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; and
 - (2) 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 meeting of Council thereafter, as specified in the instructions of Council; and
 - (3) In addition, to subsections (a) and (b), to carry out the duties and follow the procedure established by bylaw of Council.

Schedule of Committee Meetings

53. (1) At its first meeting after its establishment a Standing or Select Committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

54. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, 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:
and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee 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 committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under subsection (2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at Committee Meetings

55. (1) Council members who are not members of a committee may attend the meetings of the committee, however shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority vote of the members of the committee.

Minutes of Committee Meetings to be Maintained and Available to Public

56. (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the chair or member presiding at the meeting,
and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

Quorum

57. (1) The quorum for a committee is a majority of all of its members.

Conduct and Debate

58. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Dissolving a Select Committee

59. A Select Committee shall, upon completion of its assignment, or upon submitting its report to the Council, be automatically dissolved.

PART 9– GENERAL

60. 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.
61. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
62. City of Castlegar Procedures Amendment Bylaw No. 901 is repealed.
63. City of Castlegar Procedures Bylaw No. 657 is repealed.

READ A FIRST TIME THIS 15th day of March, 2004.

READ A SECOND TIME THIS 15th day of March, 2004.

READ A THIRD TIME THIS 15th day of March, 2004.

ADOPTED THIS 5th day of April, 2004.

Pat Mawhinney
Director of Corporate Services

Mike O'Connor
Mayor

List of Amending Bylaws

1223	November 16, 2015
1304	October 7, 2019
1315	March 2, 2020
1334	August 31, 2020
1363	November 1, 2021
1415	March 18, 2024

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	September 8, 2026	REPORT NO.: 26-72
SUBMITTED BY:	Executive Assistant	FILE NO.: 0230-20
SUBJECT:	Appointment of Municipal Insurance Association of BC Voting Delegate and Alternate 2026	

RECOMMENDATION:

THAT Council appoint _____ as the City of Castlegar voting delegate and _____ 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.

PURPOSE:

To appoint a voting delegate and alternate voting delegate to represent the City of Castlegar's interests at the Municipal Insurance Association of BC Annual General Meeting on September 15, 2026, during the 2026 Union of BC Municipalities Convention.

This Report is for consideration at the September 8, 2026, Committee of the Whole Meeting and adoption at the September 8, 2026, Regular Council Meeting in order to provide the Municipal Insurance Association of BC with the appointments' contact information as soon as possible.

SUMMARY/BACKGROUND:

The Municipal Insurance Association of BC (MIABC) Annual General Meeting (AGM) is scheduled for Tuesday, September 15, 2026, during the 2026 Union of BC Municipalities (UBCM) Convention in Vancouver, BC.

MIABC AGM booklets and voting information are provided to the voting delegate(s) prior to UBCM. In addition, MIABC will host a voting member orientation from 3:00 p.m. to 3:30 p.m. prior to the AGM scheduled for 3:30 p.m.

ALTERNATIVES:

Council could choose not to appoint a voting delegate and an alternate. Staff does not recommend this as a voting delegate and alternate provide the opportunity to represent the City's interest at the annual AGM.

IMPLICATIONS:

(1) Social	N/A
(2) Environmental	N/A
(3) Personnel	Less than 1 hour staff time was spent preparing this report.

(4) Financial

The 2026 AGM is held as part of the UBCM annual convention. There is no additional cost above the UBCM registration fee for members of Council to attend this AGM.

POLICY IMPLICATIONS:

N/A

IMPLEMENTATION:

Once appointments are made by Council, staff will provide MIABC with a copy of the resolution and contact information for the City's voting delegate and alternate.

COMMUNICATION:

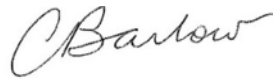
N/A

Respectfully submitted,



Jennifer Chamberlain
Executive Assistant

Approved by



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

CASTLEGAR

REPORT TO COUNCIL

MEETING DATE:	September 8, 2026	REPORT NO.: 26-73
SUBMITTED BY:	Director of Finance & Technology	FILE NO.: 1700-20
SUBJECT:	2027 Budget Calendar	

RECOMMENDATION:

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

PURPOSE:

To obtain Council approval of the 2027 Budget Calendar and to advise Council of the early input period available to Council members and the public from September 8 to September 25, 2026.

SUMMARY/BACKGROUND:

The 2027 Budget Calendar establishes the key milestones for developing, reviewing and adopting the City of Castlegar's 2027-2031 Financial Plan and 2027 tax rates.

The process begins at the September 8, 2026, Regular Council Meeting with the introduction of the budget process and the opening of an early Council and public input period. From September 8 to September 25, 2026, Council members and the public may suggest projects for consideration in the 2027-2031 Financial Plan by emailing budget@castlegar.ca.

The 2027 Budget Calendar includes:

- Utility rate review in November and December 2026.
- Delivery of the draft budget package in January 2027.
- Council budget deliberations, public review and comment period, and a public open house in January 2027.
- Financial Plan Bylaw readings in February 2027.
- Adoption of the Financial Plan Bylaw in March 2027.
- Tax rate review and readings in April 2027.
- Tax rate adoption in May 2027.

ALTERNATIVES:

Council could suggest alternate dates for the 2027 Budget Calendar. Staff could support this as long as the City can meet its financial requirements.

IMPLICATIONS:

- | | |
|--------------------------|--|
| (1) Social | The early input period and the January public review opportunities support public participation in the budget process. |
| (2) Environmental | N/A |

(3) Personnel

The annual budget process is a significant undertaking for the organization. Approximately 400 hours of staff time was required to prepare last years budget.

(4) Financial

Approval of the calendar does not itself authorize expenditures. Financial decisions will return to Council through the budget, utility rate, Financial Plan Bylaw and tax rate approval processes.

POLICY IMPLICATIONS:

The 2027 Budget Calendar supports Council's 2023-2027 Strategic Plan Principle of Governance and Service Excellence including:

- Make transparent decisions.
- Show fiscal stewardship.

IMPLEMENTATION:

Following Council approval, staff will follow the calendar to deliver the City's Five-Year Financial Plan.

COMMUNICATION:

The City will deliver a public communications and engagement program to support the 2027 budget process, including:

- Issuing a news release to launch the 2027 budget process and promote the public input period.
- Inviting residents to submit budget and project suggestions for consideration in the 2027-2031 Financial Plan from September 8 to 25, 2026.
- Promoting engagement opportunities and participation reminders through the City website, Facebook, online advertising, and local newspaper advertising.
- Publishing the draft 2027-2031 Financial Plan and supporting budget information on the City website in January 2027.
- Providing a public review and comment period from January 13 to 28, 2027.
- Hosting a public open house on January 28, 2027.
- Issuing news releases and engagement reminders throughout the process to encourage public awareness and participation.

Respectfully submitted,

Approved by



Steffan Klassen, CPA, CA
Director of Finance & Technology

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

CITY OF CASTLEGAR		
2027 Budget Calendar		
Date		Event
Tuesday, September 8, 2026	Regular Council Meeting	Introduce start of budget process and opening of Council & Public input period for 2027 budget priorities (Sept 8-25)
September 8 - 25, 2026		Council and public input period - chance to suggest projects for budget inclusion Email to budget@castlegar.ca
Monday, November 16, 2026	Regular Council Meeting	Utility Presentation to Council
Monday, December 7, 2026	Regular Council Meeting	Utility Rates given readings at Council Meeting & Presentations from community groups
Monday, December 21, 2026	Regular Council Meeting	Utility Rates are adopted
Tuesday, January 12, 2027		Draft Budget Package to Council
January 13- 28, 2027		Public Review & Comment Period
January 19 & 21, 2027	5PM Special COTW (2)	Council budget deliberations
Thursday, January 28, 2027		Public Open House 5 pm
Tuesday, February 16, 2027	Regular Council Meeting	2027 – 2031 Financial Plan Bylaw – Three Readings
Monday, March 1, 2027	Regular Council Meeting	2027 – 2031 Financial Plan Bylaw Adoption
Tuesday, April 13, 2027	Special COTW	Tax Rate and Mill Rate comparative analysis and explanation Rate Review
Monday, April 19, 2027	Regular Council Meeting	Tax rate readings
Monday, May 3, 2027	Regular Council Meeting	Tax Rate Adoption

Regular Meeting Minutes of Council August 10, 2026

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

Members Present Mayor Maria McFaddin
Councillor Darcy Bell
Councillor Brian Bogle
Councillor Sandy Bojecho – arrived at 3:04 p.m.
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 and Technology
Chris Hallam, Director of Municipal Services
Nick Ahlefeld, Fire Chief
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Danny Clarke, Airport Manager
Meeri Durand, Director of Community Safety & Development
Deanna Hooper, Manager of Civic Works
Ginger Lester, Communications Manager
Ryan Niddery, Manager of Engineering and Infrastructure
Monty Taylor, RCMP Sergeant

Other Public and Media

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

2 ADOPTION OF AGENDA:

R198-26 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of August 10, 2026 be adopted.

CARRIED.

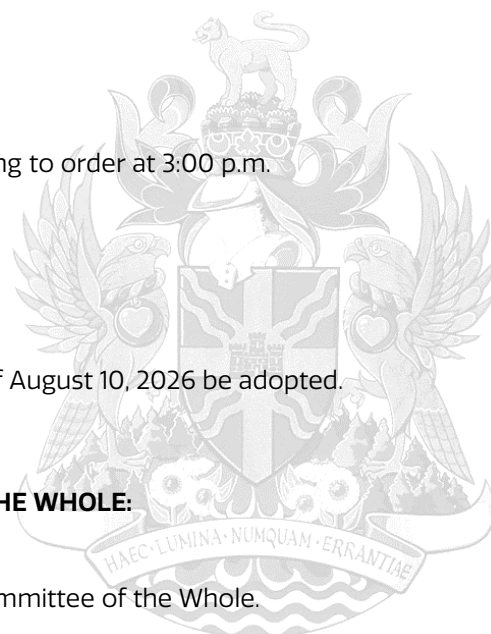
3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R199-26 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

4 DELEGATION:

Marilyn Johnstone, on behalf of active transportation residents of Castlegar s provided Council with a presentation re: the City's Active Transportation Plan and the B.C. Pilot Program for the use of e-scooters. Highlights of the discussion include:



- Advocate for Council to consider creating an active transportation committee to implement the recommendations from the City's Active Transportation Plan and make Columbia Avenue a safe transportation hub for cycling and scooters.
- Would like to see bike lanes built between 32nd Street to 2nd Street.
- Education campaigns encourage less vehicle transportation and more biking, walking, and scooter use.
- Asking for Council to consider being part of the Electric Kick Scooter Pilot Project.

COW095-26

Moved, and
RECOMMENDED:

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

CARRIED.

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

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Nil

(b) Castlegar & District Public Library Meeting Minutes

COW096-26

RECOMMENDATION: Council consider and resolve to receive for information:

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

CARRIED.

(c) FIRE DEPARTMENT VERBAL UPDATE

- Deputy Fire Chief on his way to inspect the new fire truck.
- Command vehicle arrival date of September or October.
- Provided N-95 masks to various locations in Castlegar for public use during the wildfire smoke.
- Embetsu student delegation tour of City facilities.
- Recreational vehicles are currently banned in the back areas due to wildfire risks.
- Cooling centres available at the library, other locations are opened when the Province triggers an extreme heat requirement.

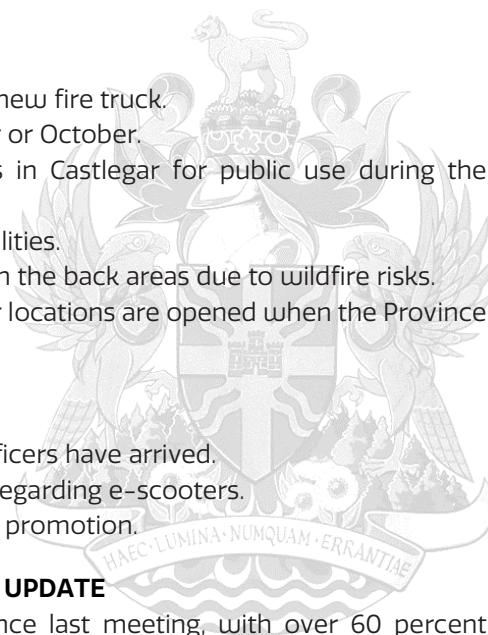
(d) RCMP DETACHMENT VERBAL UPDATE

- Currently have 15 of 17 officers. Two new officers have arrived.
- RCMP are providing education to residents regarding e-scooters.
- Council congratulations to Sgt. Taylor on his promotion.

(e) WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE

- 23 of 28 flights have been operational since last meeting, with over 60 percent occupancy.

(f) West Kootenay Regional Airport Operations and Maintenance Services Contract Extension (Report No. 26-63)



Report from the Airport Manager to seek Council approval to extend the existing contract with Dexterra Integrated Facilities Management (Dexterra) for operation and maintenance services.

COW097-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to extend the West Kootenay Regional Airport Operations and Maintenance Services Contract to Dexterra Integrated Facilities Management for an 18-month period commencing November 1, 2026, for a total value of \$1,073,646 plus tax,

AND FURTHER;

THAT the Mayor and Director of Corporate Services be authorized to sign the extension.

CARRIED.

(g) COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE.

- Nil

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

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Kootenay Gallery of Art AGM this month.
- Castlegar Integrated Services group meeting in July.
- Brandson Park Grand Opening in July.
- Tour of Shambhala in July.
- Communities in Bloom judges tour in July.
- Embetsu student delegation is currently visiting Castlegar.
- Heritage Society Museum event.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

(a) Finance and Corporate Services Community Liaison Verbal Update

- Chamber of Commerce 80th Anniversary Celebrations on August 27, 2026.

(b) Corporate Services Verbal Update

- Update on the 2026 Local Election, nominations packages are now available. Nomination period is September 1-11, 2026.
- Candidate Readiness Session for municipalities in Castlegar August 18, 2026, School District Trustees Candidate Readiness Session on August 26, 2026, in Trail.
- Update on press release regarding key dates for the 2026 election.
- Communities in Bloom judges visit.
- Encourage residents to sign up for Voyent Alert, the link is available on the website.
- Information on preregistration for emergency services in the event of any emergency.
- Human Resources update on current retirement, new hires, and current openings at various facilities.
- Update on the steps taken since the July 13, 2026, curling club delegation regarding parking.

(c) **2026 Council Strategic Plan Implementation Report – Quarter 2 Update (Report No. 26-62)**

Report from the Chief Administrative Officer to present Council with the 2026 Council Strategic Plan Implementation Report – Quarter 2 Update.

COW098-26

Moved, and
RECOMMENDED:

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

CARRIED.

(d) **Columbia River Basin Public Art Program Grant Application (Report No. 26-66)**

Report from the Chief Administrative Officer to seek Council authorization to apply to the Columbia River Basin Public Art Program, and if successful, to partner with Sculpturewalk to undertake a competitive process to commission a permanent public sculpture celebrating Castlegar's relationship with the Kootenay and Columbia Rivers.

COW099-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to submit an application to the Columbia River Basin Public Art Program for up to \$75,000 to commission a permanent public sculpture celebrating Castlegar's location at the confluence of the Kootenay and Columbia Rivers,

AND FURTHER;

THAT Council authorize staff to work with Castlegar Sculpturewalk to develop and administer a call to artists, artist selection process, project budget, and commission requirements consistent with the Columbia River Basin Public Art Program,

AND FURTHER;

THAT staff be authorized to execute the necessary documents should the application be successful.

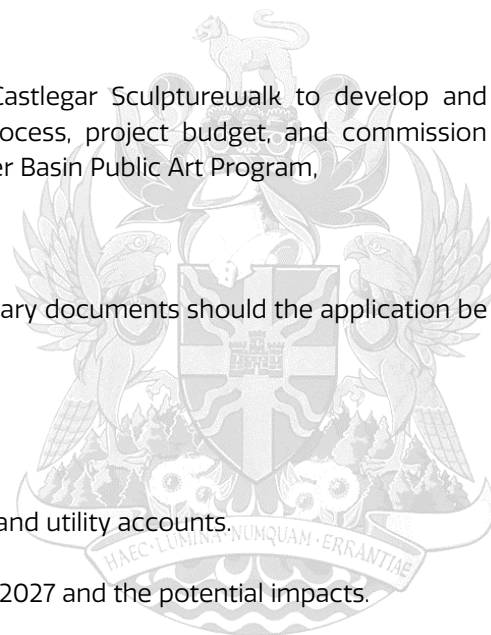
CARRIED.

(e) **Finance Department Verbal Update**

- Reminder notices sent to outstanding tax and utility accounts.
- Working on permissive tax exemption.
- Update on the new homeowner grants in 2027 and the potential impacts.

(f) **Rescind Financial Administration and Procurement Policy 3-1 and approve Procurement Policy 3-1 (Report No 26-58)**

Report from the Director of Finance & Technology to seek Council authorization to rescind Financial Administration and Procurement Policy 3-1 and approve Procurement Policy 3-1.



COW100-26

Moved, and
RECOMMENDED:

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.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

(a) Municipal Services Department Verbal Update:

- Nil

(b) Request for Pre-Qualification 2026-06 – SCADA Instrumentation & Control Services – Recommendation for Award (Report No. 26-64)

Report from the Manager of Engineering & Infrastructure to seek Council authorization to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for Supervisory Control and Data Acquisition (SCADA) instrumentation.

COW101-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for SCADA instrumentation and control services for a term of 3-years, with the option to extend the agreement for two, one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

(c) Request for Quotation 2026-14 – Plow Truck – Recommendation for Award (Report No. 26-65)

Report from the Manager of Civic Works to seek Council authorization to award Request for Quotation 2026-14 – Plow Truck to New West Truck Centres (BC) Inc.

COW102-26

Moved, and
RECOMMENDED:

THAT Council authorize staff to award Request for Quotation 2026-14 – Plow Truck to New West Truck Centres (BC) Inc., in the amount of \$353,082 plus applicable taxes,

AND FURTHER;



THAT Council direct staff to execute the necessary documents.

CARRIED.

9 QUESTION PERIOD:

Gordon Malcom commented on e-bikes riding on Columbia Avenue on the wrong side of the street.

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R200-26

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.

R201-26

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)(G)***
Litigation or potential litigation affecting the municipality.
- ***Community Charter Section 90(1)(L)***
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].
- ***Community Charter Section 90(2)(B)***
The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

AND FURTHER;

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

AND FURTHER;

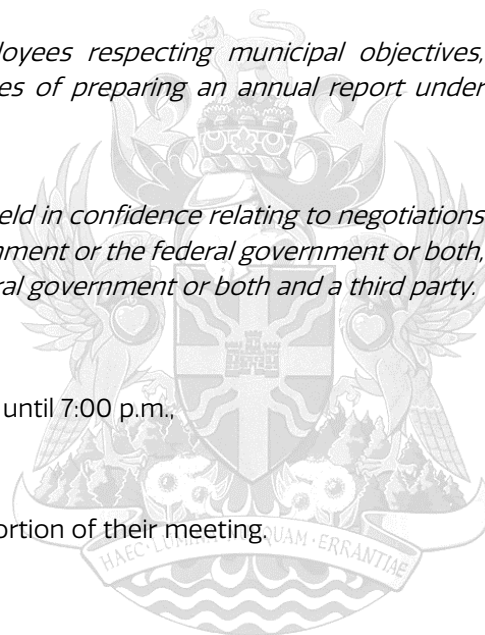
THAT Council immediately resolve into the closed portion of their meeting.

CARRIED.

The meeting recessed at 5:30 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 Chris Barlow, Chief Administrative Officer
Present Bree Seabrook, Director of Corporate Services
Steffan Klassen, Director of Finance and Technology
Chris Hallam, Director of Municipal Services
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Meeri Durand, Director of Community Safety and Development

Other Public and Media

13 ANNUAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2025 – OPPORTUNITY FOR PUBLIC SUBMISSIONS AND QUESTIONS

- The Annual Report was presented to Council at the July 13, 2026 Council Meeting.
- Public Notice was undertaken as legislated.
- No feedback, questions, or submissions were provided to the City.

14 DELEGATION: Nil

15 COUNCIL MEETING MINUTES FOR APPROVAL:

R202-26 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – July 13, 2026

CARRIED.

16 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the July 13, 2026, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R203-26 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the July 13, 2026, Committee of the Whole meeting, be adopted:

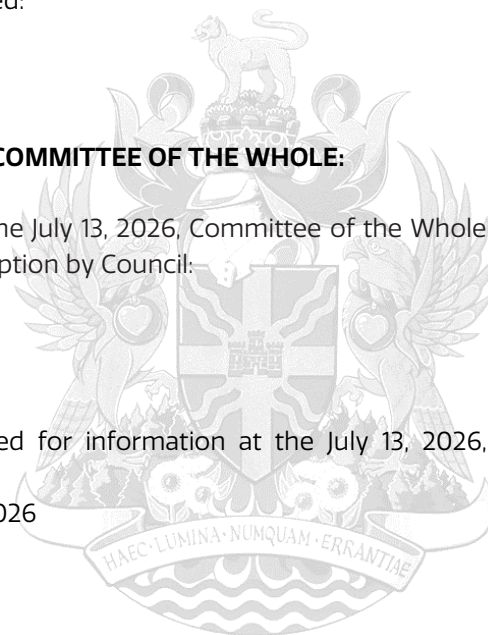
- Emergency Services Monthly Report – June 2026

CARRIED.

R204-26 Moved and seconded, and
RESOLVED:

THAT Council consider the required readings of Board of Variance Bylaw 14-64,

AND FURTHER;



THAT Council approve the Board of Variance Terms of Reference to take effect concurrently with Board of Variance Bylaw 1464.

CARRIED.

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

R205-26

Moved and seconded, and
RESOLVED:

THAT Council authorize staff to extend the West Kootenay Regional Airport Operations and Maintenance Services Contract to Dexterra Integrated Facilities Management for an 18-month period commencing November 1, 2026, for a total value of \$1,073,646 plus tax,

AND FURTHER;

THAT the Mayor and Director of Corporate Services be authorized to sign the extension.

CARRIED.

R206-26

Moved and seconded, and
RESOLVED:

THAT Council authorize staff to submit an application to the Columbia River Basin Public Art Program for up to \$75,000 to commission a permanent public sculpture celebrating Castlegar's location at the confluence of the Kootenay and Columbia rivers,

AND FURTHER;

THAT Council authorize staff to work with Castlegar Sculpturewalk to develop and administer a call to artists, artist selection process, project budget, and commission requirements consistent with the Columbia River Basin Public Art Program,

AND FURTHER;

THAT staff be authorized to execute the necessary documents should the application be successful.

CARRIED.

R207-26

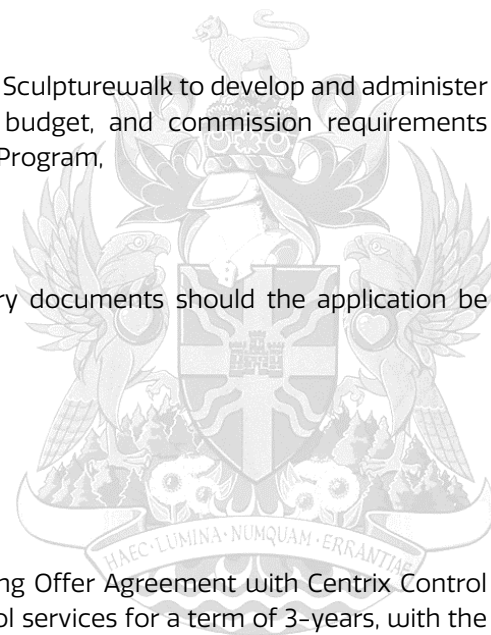
Moved and seconded, and
RESOLVED:

THAT Council authorize staff to enter into a Standing Offer Agreement with Centrix Control Solutions Inc. for SCADA instrumentation and control services for a term of 3-years, with the option to extend the agreement for two, one-year extensions,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.



R208-26

Moved and seconded, and
RESOLVED:

THAT Council authorize staff to award Request for Quotation 2026-14 – Plow Truck to New West Truck Centres (BC) Inc., in the amount of \$353,082 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

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

R209-26

Moved and seconded, and
RESOLVED:

THAT the following minutes be received for information:

- Regular Board Meeting Minutes – June 18, 2026

CARRIED.

18 CORRESPONDENCE:

R210-26

Moved and seconded, and
RESOLVED:

THAT Council approve the request from Lindsay Ellis on behalf of Canadian Association of Medical Radiation Technologists in British Columbia to illuminate the Kinnaird interchange overpass in blue and orange November 8-14, 2026, in recognition of Medical Radiation Technologist (MRT) week.

CARRIED.

Council discussed the correspondence from Chris MacBain on behalf the Royal Canadian Legion Castlegar/Robson Branch 170 requesting Council consider their proposal for a commemorative veteran's Crosswalk in Castlegar.

R211-26

Moved and seconded, and
RESOLVED

THAT Council refer consideration of the Royal Canadian Legion Castlegar/Robson Branch 170 proposal for a commemorative veteran's Crosswalk in Castlegar to the 2027 budget discussions.

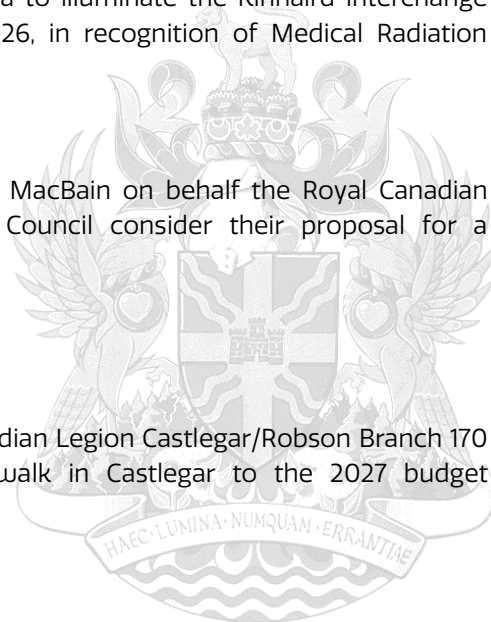
CARRIED.

R212-26

Moved and seconded, and
RESOLVED:

THAT Council provide an endorsement letter to the Castlegar Queen Committee for Miss Castlegar Princess to attend the West Kelowna Pageant weekend August 14-16, 2026.

AND FURTHER;



THAT Council provide an endorsement letter to the Castlegar Queen Committee for Miss Castlegar and Miss Castlegar Princess to attend the Oliver Pageant weekend September 18-20, 2026.

CARRIED.

19 REPORTS OTHER:

(a) Recreation Commission Member Verbal Update

- Arena and walking track referendum target date of February 2027.

(b) Councillor Bogle Report on attendance at the Ktunaxa Nation Council 2026 Annual General Assembly

- Councillor Bogle provided a review of his attendance at the Ktunaxa Nation Annual General Assembly July 15-16, 2026

(c) Councillor Falsted Report on attendance at the Ktunaxa Nation Council 2026 Annual General Assembly

- Councillor Falstead provided a review of her attendance at the Ktunaxa Nation Annual General Assembly July 15-16, 2026

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

- Embetsu student farewell dinner.

21 NEW & UNFINISHED BUSINESS: Nil

22 BYLAWS FOR CONSIDERATION:

Advisory Planning Commission Repeal Bylaw 1463 – Adoption (Report No. 26-54)

A Bylaw to repeal the Advisory Planning Commission.

R213-26

Moved and seconded, and

RESOLVED:

THAT Advisory Planning Commission Repeal Bylaw 1463 be adopted.

CARRIED.

Board of Variance Bylaw 1464 – Adoption (Report No. 26-54)

A Bylaw to establish a Board of Variance and establish a procedure for appeals.

R214-26

Moved and seconded, and

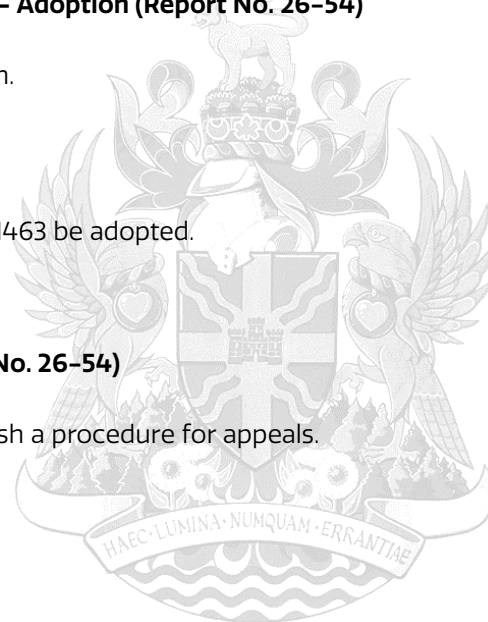
RESOLVED:

THAT Board of Variance Bylaw 1464 be adopted.

CARRIED.

23 NEXT MEETING(S):

September 8, 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.



24 NOTICE OF MOTION: Nil

25 QUESTION PERIOD: Nil

26 ADJOURNMENT:

R215-26 Moved and seconded, and
RESOLVED: THAT the Regular meeting be adjourned.

CARRIED.

The Regular Meeting was adjourned at 7:30 p.m.

CERTIFIED CORRECT:

Bree Seabrook
Director of Corporate Services

Maria McFaddin
Mayor





Regional District of Central Kootenay

REGULAR BOARD MEETING

Open Meeting Minutes

The **seventh** meeting of the Board of the Regional District of Central Kootenay in 2026 was held on Thursday, July 16, 2026 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS

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

ELECTED OFFICIAL

ABSENT	Director S. Hewat	Village of Kaslo
	Director A. McLaren-Caux	Village of Nakusp
	Director K. Page	City of Nelson

STAFF PRESENT

S. Horn	Chief Administrative Officer
A. Lund	Deputy Corporate Officer
D. Seguin	General Manager of Fire and Emergency Management Services
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
K. Calder	Regional Manager of Recreation and Client Services
N. Hannon	Disaster Mitigation and Adaptation Senior Advisor
A. Leffelaar	Climate Action Assistant
C. Scott	Planner
D. Elliott	Communications Coordinator
D. Zayac	Regional Deputy Fire Chief
J. Lay	RDCK FireSmart Coordinator

P. Marshall Smith	Sustainability Planner
S. Johnson	Planner
T. Dool	Research Analyst
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:

313/26 The agenda for the July 16, 2026 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 3.1.4 Joint Resource Recovery Committee: minutes July 15, 2026;
- inclusion of Item 7.3 Director Graham: Rink Development at Morning Mountain;
- inclusion of Item 8.4.5 Director Lockwood: WKT/ETSI-BC/FCM; and
- with the addition of the addendum

before circulation.

Carried

2.3 Adoption of the Minutes
Moved and seconded,
And Resolved:

314/26 The minutes from the June 18, 2026 Regular Open Board meeting be adopted as circulated.

Carried

2.4 **Introductions**

CAO Horn introduced the following staff:

- James Splinter, Bylaw Enforcement Supervisor, replacing Jordan Dupuis; and
- Lynsey Thompson, Emergency Program Coordinator, replacing Ian Briscoe.

2.5 **Delegation**

2.5.1 **Selkirk Innovates at Selkirk College**

Lauren Rethoret, Facility Researcher

Lauren Rethoret and Jonathan Doyle of Selkirk College presented the Risk Analysis Calculator, a new decision-support tool available through Columbia Basin Climate Source that helps local governments and other professionals assess climate-related risks using probability-based modelling. Unlike traditional climate tools that rely on long-term averages, the calculator estimates the likelihood that specific climate thresholds—such as extreme heat or heavy rainfall—will be exceeded over the life of a project. Lauren highlighted that the tool uses localized climate data for the Columbia Basin, making it more accurate for the region's mountainous terrain and better suited to infrastructure planning and risk management.

Jonathan demonstrated how the calculator can support local government decision-making by estimating when climate risks may warrant changes to infrastructure investments or operational planning, such as permanent cooling facilities or designing infrastructure to withstand future temperature extremes. He emphasized that the tool provides practical, defensible information for engineers, planners, and asset managers. Lauren concluded by asking the Board to share the resource with relevant local government staff and invited feedback on additional communities and climate indicators to include in future updates.

Lauren and Jonathon answered the Board's questions.

Chair Watson thanked Lauren and Jonathon for their presentation.

3. **COMMITTEES & COMMISSIONS**

3.1 **With Recommendations**

3.1.1 **All Recreation Committee: minutes June 24, 2026**

Staff received direction to investigate the use of Community Works Funds to support asset management assessments for community halls.

Moved and seconded,
And Resolved:

315/26 That the Board direct staff to prepare a draft policy regarding unstaffed indoor fitness recreation facilities.

Carried

3.1.2 **Castlegar and District Recreation Commission: minutes July 7, 2026**

Staff received direction to develop a project plan and feasibility assessment for future consideration for the following:

- disc golf course project; and
- cricket pitch project.

Moved and seconded,
And Resolved:

316/26

That the Board approve inviting Scott Builders Inc., Smith Bros. & Wilson (Construction) Ltd., and Kalesnikoff Mass Timber Inc. to participate in the Stage 2 Negotiated Request for Proposals (NRFP) for the Castlegar & District Arena and Walking Track Project, and authorize staff to issue the NRFP to those proponents, subject to final administrative confirmation, confirmation of the additional funding, and execution of the required Participation Agreements;

AND FURTHER, that the Board approve increasing the Stage 2 honorarium budget from \$100,000 to up to \$150,000, with the additional \$50,000 to be funded by the City of Castlegar and Electoral Area J through funding mechanisms to be confirmed by those participants, with any honorarium payable only if the applicable proponent submits a compliant NRFP proposal and satisfies the honorarium requirements in the NRFP and Participation Agreement;

AND FURTHER, that if the additional funding and required Participation Agreement confirmations cannot be completed in time to issue the NRFP without delaying the current project schedule, staff be authorized to proceed with the two highest-ranked Respondents, Scott Builders Inc. and Smith Bros. & Wilson (Construction) Ltd.

Carried

Moved and seconded,
And Resolved:

317/26

That the Commission recommend that the Board approve a fulsome public engagement program of up to \$45,000 for the Castlegar & District Arena and Walking Track Project, funded through the reallocation of \$12,000 from the existing advertising budget in Arena (Castlegar Complex) - Castlegar and Areas I and J Service S222 , \$15,000 from General Administration Service S100 from anticipated 2026 surplus, and the remaining \$18,000 from the City of Castlegar and Electoral Area J, conditional on those participants confirming their funding mechanisms, with the professional services agreement to be awarded to HCMA Architecture + Design under the Non-Competitive Purchase Method and delegated purchasing authority in RDCK Purchasing Policy No. 300-06-12;

AND FURTHER, that if the proposed service is established, the new service repay the \$12,000 and \$15,000 contributions carried by Services S222 and S100 in accordance with section 379(4) of the *Local Government Act*.

Carried

Moved and seconded,
And Resolved:

318/26

That the City of Castlegar and Electoral Area J provide funding to a maximum of \$90,000 from their respective financial resources, conditional on those participants confirming their funding mechanisms, to undertake the geotechnical assessment required to advance the Castlegar & District Arena and Walking Track Project and support the next phase of project development.

Carried

3.1.3 Riondel Commission: minutes July 7, 2026

Staff received direction to review the New Recycling and Tip-It Bins hours and report back to the Riondel Commission.

Moved and seconded,
And Resolved:

319/26

That the Board approve an amendment to the 2026 Financial Plan for Recreation Facility Area A - Riondel Service S209, to Decrease Repairs and Maintenance Specified by \$95,000, to Increase Transfer from Reserves by \$75,000, and Increase Capital Expenditures by \$170,000.

Carried

**DIRECTOR
PRESENT**

Director Newell joined the meeting at 9:38 a.m.

Moved and seconded,
And Resolved:

320/26

That the Board direct staff to review in six (6) months the reduction of service for the New Recycling and Tip-It Bins from two days per week to one day per week, including consideration of which day would best meet community needs, and report back to the Riondel Commission with recommendations. The current operating hours of 8:30 a.m. to 11:00 a.m. will be maintained.

Carried

3.1.4 Joint Resource Recovery Committee: minutes July 15, 2026

Moved and seconded,
And Resolved:

321/26

That the Board direct staff to initiate Landfill Gas Facilities Design Planning for the Ootischenia landfill in 2027 at the estimated cost of \$50,000;

AND FURTHER that the costs be apportioned between Service S187 Refuse Disposal - Central Subregion and S188 Refuse Disposal - West Subregion.

Carried

Moved and seconded,
And Resolved:

322/26

That the Board approve an amendment to the 2026 Financial Plan for Service S186 Refuse Disposal (East Subregion) to INCREASE Account TRANSFERS FROM RESERVES by \$156,000 and INCREASE Account CONTRACTED SERVICES by \$156,000.

Carried

Moved and seconded,
And Resolved:

323/26

That the Board approve an amendment to the 2026 Financial Plan for Service S188 Refuse Disposal (West Subregion) to INCREASE Account TRANSFERS FROM

RESERVES by \$312,000 and INCREASE Account CONTRACTED SERVICES by \$312,000 for Eco-Depot service establishments in Nakusp and Ootischenia.

Carried

Moved and seconded,
And Resolved:

324/26

That the Board approve the RDCK enter into a License of Occupation with the City of Nelson for the Nelson Lakeside Recycling Depot for the period of January 1, 2026 to December 31, 2027 at a total cost of \$124,290.75 (excluding GST), and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Service A117 Recycling Program – Central Subregion.

Carried

Moved and seconded,
And Resolved:

325/26

That the Board approve the RDCK enter into a Lease Agreement with the Village of New Denver for the New Denver Recycling Depot for the period of June 14, 2025 to June 13, 2027, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Moved and seconded,
And Resolved:

326/26

That the Board approve the RDCK extend the Site License Agreement with Arrow Mountain Car Wash & Mini Storage Ltd. for the Creston Car Wash Recycling Depot for the period of August 1, 2026 to July 31, 2027 at the cost of \$42,000 (excluding GST), and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Service No. A116 Recycling Program – East Subregion.

Carried

3.2 Membership/Appointments

3.2.1 Forest Landscape Planning Advisory Group

That the Board appoint one municipal and one rural elected officials at the next two Kootenay Lake Forest Landscape Plan Advisory Group sessions for scoping purposes only, with staff participation to continue the receipt of materials and administrative coordination, and that any technical or ongoing staff involvement return to the Board once the process reaches mapping, modelling, target setting, or draft objective review.

Directors Vandenberghe and Alternate Director Zeleznik were nominated.

Moved and seconded,
And Resolved:

- 327/26 That the Board appoint the following Directors as representatives to the Forest Landscape Planning Advisory Group for the term to end December 31, 2026 with stipends and usual expenses to be paid from General Administration Service S100:
- Director Vandenberghe (Rural)
Alternate Director Zeleznik (Municipal)
- Carried**
- 4. BYLAWS**
- 4.1 Bylaw 3063: City of Castlegar and Area J Arena and Indoor Walking Track Construction and Asset Renewal Service Establishment**
Moved and seconded,
And Resolved:
- 328/26 That the City of Castlegar and Area J Arena and Indoor Walking Track Construction and Asset Renewal Service Establishment Bylaw No. 3063, 2026 be read a THIRD time by content.
- Carried**
- 4.2 Bylaw 3064: City of Castlegar and Area J Arena and Indoor Walking Track Construction Loan Authorization**
The Board Report from Yev Malloff, General Manager for Finance, IT and Procurement, seeking Board approval for financial plan amendments for the Castlegar & District Arena & Walking Track project, has been received.
- Moved and seconded,
And Resolved:
- 329/26 That the City of Castlegar and Area J Arena and Indoor Walking Track Construction Loan Authorization Bylaw No. 3064, 2026 be read a THIRD time by content.
- Carried**
- Moved and seconded,
And Resolved:
- 330/26 That the Board approve an amendment to the 2026 Financial Plan for Arena – Castlegar and Areas I & J Service S222 to INCREASE External Contributions and Contracts – Specified by \$116,130 and INCREASE Contracted Services by \$13,230 and Increase Capital Expenditures by \$102,900.
- Carried**
- Moved and seconded,
And Resolved:
- 331/26 That the Board approve an amendment to the 2026 Financial Plan for General Administration Service S100 to INCREASE Current Year Surplus by \$15,000 and INCREASE Contracted Services by \$15,000.
- Carried**
- Moved and seconded,
And Resolved:

332/26 That the Board approve the revised 10-year budget for the Castlegar & District Arena and Walking Track as presented in the Castlegar & District Arena & Walking Track Procurement Revisions report presented at the July 16, 2026 Board Meeting.

Carried

Moved and seconded,
And Resolved:

333/26 That the Board approve the change in the number of months to 12, from 24, for item a (number of months to exercise the naming rights), section 8 (Reversion Triggers) in the Naming Rights Guideline for the Castlegar & District Arena & Walking Track project.

Carried

4.3 Bylaw 3079: Electoral Area B Comprehensive Land Use Amendment

The Board Report from Zachari Giacomazzo, Planner, seeking Board approval for third reading and adoption of Bylaw 3079, has been received.

Moved and seconded,
And Resolved:

334/26 That Electoral Area 'B' Comprehensive Land Use Amendment Bylaw No. 3079, 2026 being a bylaw to amend Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 is hereby given THIRD READING; AND FURTHER, That the consideration of adoption BE WITHHELD for Bylaw No. 3079 until the following item has been satisfied:

- Amendment Bylaw No. 3079 has been approved by the Ministry of Transportation and Transit, pursuant to Section 52 (3)(a) of the Transportation Act.

Carried

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

The Board Report from Yev Malloff, General Manager of Finance, IT and Procurement, seeking Board approval for first and second reading of Bylaw 3088, has been received.

Moved and seconded,
And Resolved:

335/26 That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 amend Section 1 Definition 2 Board Workshop by deleting the words "orientation and strategic planning session".

Carried

Director Davidoff recorded opposed.

Moved and seconded,
And Resolved:

336/26 That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 amend Schedule A to adjust the Municipal Directors' monthly stipend from one half of rural directors' monthly stipend back to the base rate as of January 1, 2026.

Carried

**RECESS/
RECONVENED**

The meeting recessed at 10:43 a.m. for a break and reconvened at 10:57 a.m.

Moved and seconded,
And Resolved:

337/26

That Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a FIRST and SECOND time as amended.

Carried

5. NEW BUSINESS

5.1 Development and Community Sustainability

5.1.1 For Information: 2025 State of Climate Action (SOCA)

The Board Report from Alex Leffelaar, Climate Action Assistant, providing the Board with the 2025 State of Climate Action (SOCA) report, has been received for information.

5.1.2 For Information: Floodplain Management Bylaw Review Project

The Board Report from Stephanie Johnson and Corey Scott, Planners, providing the Board with the Engagement Summary Report and Flood Hazard Policy and Regulations Review Summary Report, has been received for information. BGC will present to the Board regarding the Floodplain Management Bylaw Review Project.

Elisa Scordo and Kris Holm of BGC Engineering presented the findings and recommendations from the RDCK Floodplain Management Bylaw Review, undertaken in collaboration with RDCK and the Village of Salmo. They explained that the proposed updates are intended to modernize the bylaws by incorporating the latest flood and geohazard mapping, using clearer and more consistent hazard terminology, and updating regulatory language to reflect current professional practice and provincial guidance. The recommendations also integrate new mapping into the RDCK's public web map and clarify the role of qualified professionals in assessing site-specific development in hazard-prone areas. Elisa and Kris emphasized that the changes will support more informed, risk-based land use decisions while improving consistency, transparency, and implementation. The draft bylaw and supporting recommendations will now move to the implementation phase, including legal review, stakeholder engagement, and formal bylaw consideration by the Board.

Chair Watson thanked Elisa and Kris for their presentation.

Chair Watson acknowledged the passing of RDCK employee Wayne Popoff, who joined the organization in 2023 and served in several casual roles, including Class 3 driver, site attendant at Grohman, and most recently at Central Compost. The Chair extended sincere condolences to Wayne's family, and the Board observed a moment of silence in his memory.

**ORDER OF AGENDA
CHANGED**

The Order of Business changed to address public time with Item 9.0 Public Time considered at this time.

9. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:57 a.m.

A member of the public addressed the RDCK's traditional land acknowledgement.

**RECESS/
RECONVENED**

The meeting recessed at 12:01 p.m. for lunch and reconvened at 1:01 p.m.

**ORDER OF AGENDA
RESUMED**

Item 5.2 Environmental Services considered at this time.

5.2 Environmental Services

5.2.1 2025/2026 Wildsight Final Report and Proposal for 2026-2028

The Board Report from Todd Johnston, Environmental Services Coordinator, seeking Board approval to enter into a contract with Wildsight, has been received.

Moved and seconded,
And Resolved:

338/26

That the Board approve the RDCK enter into a two-year contract with Wildsight for the delivery of the “Beyond Recycling” Program for the 2026/2027 and 2027/2028 school years and that the contract include the option for a one year extension with a cost not to exceed \$30,500 plus applicable taxes per year and that the contract be funded by Environmental Services Service A100;

AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

5.3 Administration & Finance

5.3.1 For Information: Community Works - Asset Management Assessments for Community Halls

The Board Report from Yev Malloff, General Manager of Finance, IT and Procurement, providing the Board with an update regarding additional funding streams for asset management, has been received.

5.3.2 For Information: 2026 RDCK Quarterly Report (Q2)

The 2026 RDCK Quarterly Report (Q2) from Mike Morrison, Corporate Officer, has been received.

5.4 Fire and Emergency Services

5.4.1 Fire Protection Agreement: Village of Nakusp

The Board Report from Dan Seguin, Acting General Manager of Fire and Emergency Management Services, seeking Board approval for a six-month extension to the existing fire services agreement with Village of Nakusp, has been received.

Moved and seconded,
And Resolved:

339/26

That the Board authorize a six-month extension to the existing fire services agreement from June 30, 2026 to December 31, 2026 with the Village of Nakusp to allow completion of negotiations for a new five-year agreement, and the Board Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Fire Protection Defined Area K (Nakusp Contract) Service S139.

Carried

5.4.2 Fire Protection Agreement: Village of Salmo

The Board Report from Dan Seguin, Acting General Manager of Fire and Emergency Management Services, seeking Board approval for a six-month extension to the existing fire services agreement with Village of Salmo, has been received.

Moved and seconded,
And Resolved:

340/26

That the Board authorize a six-month extension to the existing fire services agreement from July 1, 2026 to December 31, 2026 with the Village of Salmo to allow completion of negotiations for a new five-year agreement, and the Board Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that costs be paid from Service S135 Fire Protection Area G (Salmo Contract).

Carried

5.4.3 Lease Agreement: Kaslo Fire Department and Kaslo Search and Rescue

The Board Report from Dan Zayac, Regional Deputy Fire Chief, seeking Board approval to enter into a lease agreement with Kaslo Search And Rescue, has been received.

Moved and seconded,
And Resolved:

341/26

That the following recommendation **BE REFERRED** to the August 17, 2026 North Kootenay Lake Committee meeting:

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 1 year, with an annual option to renew up to 5 years, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

5.4.4 Lease Agreement: Ambulance Bay - Lardeau Valley Community Centre and RDCK Fire Service

The Board Report from Dan Zayac, Regional Deputy Fire Chief, seeking Board approval enter into a lease agreement with Lardeau Valley Community Centre, has been received.

Moved and seconded,
And Resolved:

342/26

That the Board approve the RDCK enter into a lease agreement with Lardeau Valley Community Club for use of their building's rear parking garage for the Lardeau Valley First Responder medical response vehicle for the period of 5 years, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Service S299 Area D First Responder.

Carried

5.4.5 Financial Plan Amendment: Fire Services

The Board Report from Dan Zayac, Regional Deputy Fire Chief, seeking Board approval to the 2026 Financial Plan for Fire Protection-Areas E and F (Beasley, Blewett) Service S144, has been received.

Moved and seconded,
And Resolved:

343/26 That the Board approve an amendment to the 2026 Financial Plan for Fire Protection-Areas E and F (Beasley, Blewett) Service S144 to Decrease Account Reserves (Blewett) by \$7,235.50 and INCREASE Account Equipment (Blewett) by \$7,235.50.

Carried

5.4.6 Wynndel/Lakeview Alternative Water Supply
The Board Report from Stuart Horn, Chief Administrative Officer, seeking Board approval to amend the 2026-2030 Financial Plan for Fire Protection-Areas A and C (Wynndel, Lakeview) Service S129, has been received.

Moved and seconded,
And Resolved:

344/26 That the Board approve an amendment to the 2026 year of the 2026-2030 Financial Plan for Fire Protection-Areas A and C (Wynndel, Lakeview) Service S129 to INCREASE External Contributions by \$48,826 and INCREASE Grant Expense by \$48,826; AND FURTHER, that the Board approve the payment of \$48,826 to the Wynndel Irrigation District for the purposes of supporting its capital project to provide alternative water supply services in the Wynndel/Lakeview fire protection area.

Carried

5.4.7 Johnson Landing Landslide Geotechnical Re-assessment
The Board Report from Nora Hannon, Acting Emergency Program Manager, requesting no further action regarding a geotechnical re-assessment of the Johnsons Landing high hazard area, has been received.

Moved and seconded,
And Resolved:

345/26 That the recommendation **BE REFERRED** to after the Area D Community Planning session:

That the Board direct staff to take no further action regarding a geotechnical re-assessment of the Johnsons Landing high hazard area.

Carried

5.4.8 For Information: Kootenay Lake Landslide Study
The Board Report from Nora Hannon, Acting Emergency Program Manager, providing information to the Board regarding a supporting partnership in a potential Landslide Study for Kootenay Lake, has been received.

5.5 Grants

5.5.1 Discretionary
Moved and seconded,
And Resolved:

346/26 Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

<u>AREA A</u>		
Creston Valley Cycling Association	Wynndel Mountain Bike Trail Network	\$5,000

East Shore Trail and Bike Association	Spring Storm Clean Up	\$4,200
Wynndel Community Centre	Community Centre Redevelopment Concept	\$10,000
<u>AREA B</u>		
Yahk Kingsgate Recreation Society	Yahk Dayz	\$1,000
<u>AREA E</u>		
Queens Bay Residents Association	Queens Bay Community First Aid Kit	\$796.75
<u>AREA F</u>		
Balfour Recreation Commission	Ping Pong Table	\$1,000
<u>AREA J</u>		
Castlegar Pride Association	Pride Extravaganza	\$500
<u>AREA K</u>		
Burton Community Learning Center	Find You Fun	\$1,000
		Carried

5.5.2 **Community Development**
Moved and seconded,
And Resolved:

347/26

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

<u>AREA B</u>		
Diverse Family Roots	Sensory GO Bags	\$500
<u>AREA C</u>		
Wynndel Community Centre	Wynndel Community Centre Redevelopment Concept	\$10,000
<u>AREA D</u>		
Argenta Safety and Preparedness Society	Reflective Road Marker Signs	\$1,471
Kaslo Community Services Society	Holiday Hampers 2026	\$4,000
Kaslo to Sandon Rails to Trails Society	Zwicky Road public access	\$3,000
Lardeau Fire Prevention Association	Econoline 3/4” Hose Completion	\$5,000
<u>AREA E</u>		
Harrop District Community Centre	Harrop Hall Energy Upgrades	\$6,000
Procter Community Society	Procter Schoolhouse Parking entrance	\$5,000
Regional District of Central Kootenay	Annual Support to S111 Service	\$20,000

AREA F

Diverse Family Roots	Sensory GO Bags	\$1,000
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AREA H

Diverse Family Roots	Sensory GO Bags	\$1,000
Nelson and District Hospice Society	West Kootenay Boundary Caregiver Support	\$1,000
Regional District of Central Kootenays	New Denver - Silverton Corridor Plan	\$10,000

AREA I

Diverse Family Roots	Sensory GO Bags	\$1,000
Mount Sentinel Secondary School	Greg Patterson Bursary for Graduate	\$500

AREA J

RDCK Robson Fire Department	Garage Door Opener Replacement	\$5,500
RDCK Robson Fire Department	Electrical Upgrades	\$6,000
Renata Development Society	Falls trail rehabilitation	\$4,202.84
Renata Development Society	Fire truck and AED maintenance	\$1,496.04

AREA K

Fauquier Community Club	Legal Fees	\$1,491.42
Kootenay Social Support Society	WK Nav-CARE volunteer mileage	\$1,000
Slocan Solutions Society	Friends of the Valley Voice - Picnic in the Park	\$800
Wildsight	Columbia River Field School	\$700

KASLO

Kaslo Community Services Society	Holiday Hampers 2026	\$4,000
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NEW DENVER

Village of New Denver	Boat Launch Pilings Replacement	\$50,000
Village of New Denver	Centennial Park Swim Platform Replacement	\$30,000

Carried

5.5.3 Nakusp and Area K Recreation Commission No. 4: Grant Funding
Moved and seconded,
And Resolved:

That the Board approve the payment of the following grants from the Recreation Commission No. 4 - Nakusp and Area K Service S228 2026 budget:

Nakusp and Area Bike Society	\$2,000
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Carried

5.6 Chair/CAO Reports

The CAO provided a verbal report to the Board and the Chair had no items.

CAO Horn shared updates on the upcoming pre-election workshop for prospective local government candidates and reminded residents that election information and election worker opportunities are available through the RDCK website. He also noted varied feedback on the prioritization process and will bring forward options for improvement in September.

6. RURAL AFFAIRS COMMITTEE

Moved and seconded,
And Resolved:

- 349/26 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 Railway Ave, Electoral Area B, and legally described as LOT 1, BLOCK 3, PLAN NEP1407, DISTRICT LOT 4683, KOOTENAY LAND DISTRICT & LOT 2, BLOCK 3, PLAN NEP1407, DISTRICT LOT 4683 KOOTENAY LAND DISTRICT PID 012-042-927 & 012-042-935; 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:

- 350/26 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 1715 West Creston Road, Electoral Area C, and legally described as LOT C, PLAN NEP13800, DISTRICT LOT 9558, KOOTENAY LAND DISTRICT MANUFACTURED HOME REG. # 6691 PID 005-695-961; 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:

- 351/26 That the Board APPROVE the issuance of Development Variance Permit V2608B to Jenna Traxel and Jeshua Gibson for the property located at 7745 Highway 3, Electoral Area B and legally described as DISTRICT LOT 12974, KOOTENAY DISTRICT, EXCEPT THE MOST SOUTHERLY 40 CHAINS (PID: 013-872-664) to vary Section 20.10 of Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 in order to permit an accessory building with a footprint of 297 square metres whereas the bylaw requires a maximum footprint of any accessory building or structure shall not exceed 250 square metres.

Carried

Moved and seconded,
And Resolved:

- 352/26 That the Board APPROVE the issuance of Development Variance Permit V2610F to Matthew Stanley for the property located at 3305 Hamilton Road, Electoral Area F and legally described

as LOT A, DISTRICT LOT 4397, KOOTENAY DISTRICT PLAN EPP143219 (PID: 032-440-791) to vary Section 604.4 of RDCK Zoning Bylaw No. 1675, 2004 in order to vary the allowable projection into a setback from 0.6 m to 1.0 m to accommodate the eaves of a residence.

Carried

Moved and seconded,
And Resolved:

- 353/26 That the Board APPROVE the issuance of the Development Variance Permit to Allie Batchelor and Jarred Batchelor for the property located at 1993 Highway 3A, Electoral Area I and legally described as LOT 2, DISTRICT LOT 1239, KOOTENAY DISTRICT PLAN 857, EXCEPT PART OUTLINED RED ON EXPLANATORY PLAN 35476I (PID: 016-022-181) to vary Section 2701.3 and 2701.4 of RDCK Zoning Bylaw No. 1675, 2004 in order to authorize the maximum size of the Farm Residential Footprint to be 6,000 m² and the maximum depth of the Farm Residential Footprint to be 150 metres from the Front Lot Line.

Carried

Moved and seconded,
And Resolved:

- 354/26 That the Board APPROVE the issuance of Development Variance Permit V2606I to Brandon Loukianoff for the property located at 2295 Highway 3A, RDCK Region and legally described as PARCEL A (SEE 7559I) BLOCK 8 DISTRICT LOT 302A KOOTENAY DISTRICT PLAN 781 EXCEPT THAT PART OUTLINED IN RED ON REFERENCE PLAN 69327I AND PLAN 6580 (PID: 011-939-893) to vary Section 623.4 of RDCK Zoning Bylaw No. 1675, 2004 in order to permit a 155 m² ADU whereas the bylaw permits only a 90 m² ADU and to vary Section 2701.3 of RDCK Zoning Bylaw No. 1675, 2004 in order to allow a 12,000 m² farm residential footprint area whereas the bylaw only allows a 2500 m² farm residential footprint area and to vary Section 2701.4 of RDCK Zoning Bylaw No. 1675, 2004 in order to allow a 646 m farm residential footprint depth whereas the bylaw only allows a 60 m farm residential footprint depth.

Carried

Moved and seconded,
And Resolved:

- 355/26 That the Board SUPPORT application A2602B for the purposes of a Non-Farm Use in the ALR proposed by Cory Huscroft and Rebecca Huscroft for the property located at 924 25 Avenue South, Electoral Area B and legally described as LOT 26, DISTRICT LOT 891, KOOTENAY DISTRICT PLAN 698, EXCEPT (1) PARCEL A (SEE DD 18512) AND (2) PART INCLUDED IN PLAN 3031 (PID: 015-493-211); 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:

- 356/26 That the Board SUPPORT application A2604B for the proposed Subdivision in the Agricultural Land Reserve proposed by Joel Comer for the properties located on 905 32nd Ave South, Electoral Area B and 1023 32nd Ave South, Electoral Area B and legally described as LOT 16, DISTRICT LOTS 812 AND 3864 KOOTENAY DISTRICT PLAN 1455, EXCEPT PARCEL A (SEE 166370I) (PID: 015-696-235) and LOT 3, DISTRICT LOTS 812 AND 3864 KOOTENAY DISTRICT PLAN 17744 (PID: 009-611-037); and that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

Carried

Moved and seconded,
And Resolved:

- 357/26 That the Board APPROVE a Site Specific Exemption to reduce the required setback to Crystal Creek from 15 metres from the natural boundary to 7 metres from the natural boundary in accordance with the Engineering Report prepared by SNT Geotechnical Ltd. for property located at 2168 Annable Road, Electoral Area F and legally described as LOT 3, DISTRICT LOT 4780, KOOTENAY DISTRICT PLAN 5416 (PID 014-442-698) SUBJECT to preparation by Lindsey and Kurt Myram of a restrictive covenant under Section 219 of the Land Title Act and Section 56 of the Community Charter in favour of the Regional District of Central Kootenay.

Carried

Moved and seconded,
And Resolved:

- 358/26 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 hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

Carried

Moved and seconded,
And Resolved:

- 359/26 That in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area G Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

Carried

Moved and seconded,
And Resolved:

- 360/26 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 given FIRST and SECOND and THIRD READING by content;
- And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3049, 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

Moved and seconded,
And Resolved:

- 361/26 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 given FIRST and SECOND and THIRD READING by content;

- And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3050, 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

Moved and seconded,
And Resolved:

362/26 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 given FIRST and SECOND and THIRD READING by content;

- And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3051, 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

Moved and seconded,
And Resolved:

363/26 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 given FIRST and SECOND and THIRD READING by content;

- And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3052, 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

Moved and seconded,
And Resolved:

364/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026 being a bylaw to amend the District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST and SECOND and THIRD READING by content;

- And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 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

Moved and seconded,
And Resolved:

- 365/26 That the Community Works Fund application submitted by the RDCK for the RDCK North Shore Fire Station Upgrades in the total amount of \$45,787.20 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area F as an internal transfer to Service S134 Northshore Fire Protection – Area F.

Carried

Moved and seconded,
And Resolved:

- 366/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Pass Creek Firehall Upgrades in the total amount of \$75,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area I as an internal transfer to Service S137 Pass Creek Fire Protection – Area I.

Carried

Moved and seconded,
And Resolved:

- 367/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Pass Creek Wildland Apparatus in the total amount of \$250,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area I as an internal transfer to Service S137 Pass Creek Fire Protection – Area I.

Carried

Moved and seconded,
And Resolved:

- 368/26 That the Community Works Fund application submitted by the RDCK for the RDCK Slocan River Foreshore Inventory Mapping and Guidance in the total amount of \$100,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area H.

Carried

Moved and seconded,
And Resolved:

- 369/26 That the Community Works Fund application submitted by the RDCK for the RDCK Slocan Valley Firehall Infrastructure Upgrades in the total amount of \$190,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area H as an internal transfer to Service S142 Slocan Valley Fire Protection Area H.

Carried

Moved and seconded,
And Resolved:

- 370/26 That the Community Works Fund application submitted by the RDCK for the RDCK South Slocan Water Distribution System Upgrades in the total amount of \$60,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area H as an internal transfer to Service S245 Water Utility – Area H (South Slocan).

Carried

Moved and seconded,
And Resolved:

- 371/26 That the Community Works Fund application submitted by the RDCK for the Castlegar & District Arena and Walking Track Project in the total amount of \$60,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area J as an internal transfer to Service S222 – Area J.

Carried

Moved and seconded,
And Resolved:

- 372/26 That the Board approve an amendment to the 2026 Financial Plan for Arena – Castlegar and Area I & J Service S222 to INCREASE Transfer from Community Works by \$60,000 and INCREASE Capital Expenditures by \$60,000.

Carried

7. DIRECTORS' MOTIONS

7.1 Director Vandenberghe: West Creston Community Hall Society

Moved and seconded,
And Resolved:

- 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.

Carried

7.2 Director Cunningham: Financial Service Grant - Salmo Wellness Center S215

Moved and seconded,
And Resolved:

- 374/26 That the recommendation **BE REFERRED** to the January 2027 Board meeting:

That Resolution 295/26, being the allocation of Financial Service Grant funds:

- *S215 - SALMO WELLNESS CENTRE 10,000.00 Village of Salmo*

BE WITHHELD pending receipt of a report similar to that required by S113 - Economic Development - Salmo & District Chamber of Commerce and S192 - Museum - Salmo & Area Museum Society and a strategic plan.

Carried

7.3 Director Graham: Rink Development at Morning Mountain

Moved and seconded,
And Resolved:

- 375/26 That the letter dated June 18, 2026 from Lukaz Armstrong, Blewett Community Society, regarding the rink development at Morning Mountain **BE REFERRED** to the July 22, 2026 Nelson, Salmo, Areas E, F and G Commission meeting.

Carried

8. CONSENT AGENDA

8.1 For Information: Committees & Commissions

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

8.1.1 Riondel Commission: minutes June 2, 2026

8.1.2 Creston Valley Agricultural Advisory Commission: minutes June 8, 2026

Staff received direction regarding the Agricultural Land Reserve (Inclusion) Referral applications.

8.1.3 Nelson, Salmo, Areas E, F and G Regional Parks Commission: minutes June 10, 2026

8.1.4 Sunshine Bay Regional Park: minutes June 11, 2026

8.1.5 West Kootenay Transit Committee (WKTC): minutes June 23, 2026

At the WKTC meeting BC Transit was directed to do a fare review and present it to the WKTC. The WKTC agrees to the objectives, deliverables, and scope of work of the Transit Service review.

Update the Committee Members list to reflect Frank Marino – Village of Warfield instead of Steve Morisette.

8.1.6 Creston Valley Services Committee: minutes July 2, 2026

8.1.7 Area A Economic Development Commission: minutes July 7, 2026

8.2 For Information: Communication

8.2.1 The letter dated June 16, 2026 from Ray Knight, Canadian Food Inspection Agency, regarding the expansion of Dutch elm disease (DED) regulated area.

8.2.2 The letter dated June 26, 2026 from Grace McGregor, Regional District of Kootenay Boundary, regarding communication with Ministry of Transportation and Transit.

8.2.3 The letter dated June 30, 2026 from Kevin Murdoch, District of Oak Bay, regarding Local Government Climate Action Program (LGCAP) funding.
Moved and seconded,
And Resolved:

376/26

That the Board send a letter of support to the Ministry of Energy and Climate Solutions for the continuation of the Local Government Climate Action Program funding.

Carried

8.3 For Information: Accounts Payable

The Accounts Payable Summary for June, 2026 in the amount of \$3,890,835 has been received for information.

8.4 For Information: Directors' Reports

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

**DIRECTOR
ABSENT**

Director Weatherhead left the meeting at 2:11 p.m.

8.4.1 Director Jackman: RCC/IJC/CBRAC/AKBLG/FCM

8.4.2 Director Popoff: Letter of Support - Sandon Museum Roof Replacement

8.4.3 Director McLaren-Caux: Activities - June 8 - July 6, 2026

8.4.4 Director Hewat: CBT/FCM/Activities

8.4.5 Director Lockwood: WKT/ETSI-BC/FCM

10. CLOSED

10.1 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:

377/26

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;
- (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

10.2 Recess of Open Meeting

Moved and seconded,
And Resolved:

378/26

The Open meeting be recessed at 2:18 p.m. in order to conduct the Closed Board meeting and reconvened at 2:23 p.m.

Carried

11. MATTERS ARISING FROM CLOSED MEETING

No items.

12. ADJOURNMENT

Moved and seconded,
And Resolved:

379/26

That the meeting adjourn at 2:23 p.m.

Carried

Originally signed by

Aimee Watson, RDCK Board Chair

Originally signed by

Angela Lund, Deputy Corporate Officer

CASTLEGAR VILLA SOCIETY

EVERY SENIOR HAS SAFE, AFFORDABLE HOUSING TO LIVE WITH DIGNITY



August 19, 2026

City of Castlegar
460 Columbia Ave,
Castlegar, BC V1N 1G7

Re: Compost mandate:

Dear Mayor and Council,

I am writing on behalf of the Castlegar Villa Society regarding a recent communication we received from our waste management provider advising us that we are now required to separate and compost organic waste at our facility. We were advised that this requirement is being mandated by the Regional District of Central Kootenay (RDCK).

We have reviewed the information available from both the RDCK and the City of Castlegar, and we would appreciate clarification from the City on how these new requirements apply specifically to Castlegar Villa Society.

We have the following questions:

- 1. Is this requirement being mandated by the City of Castlegar or the RDCK?**
Castlegar Villa Society is located within the City of Castlegar, rather than an electoral area of the RDCK. We would therefore like clarification as to which authority has implemented this requirement and what specific bylaw, regulation, or policy requires our facility to participate.
- 2. How will contaminated organic waste be handled?**
We have been advised that if our compost bins are contaminated, there may be additional charges associated with the disposal of the contaminated material. As a non-profit seniors' housing society, we do not have the financial resources or staffing to monitor every item residents place into the compost bins or absorb significant additional waste disposal charges.

CASTLEGAR VILLA SOCIETY

EVERY SENIOR HAS SAFE, AFFORDABLE HOUSING TO LIVE WITH DIGNITY



[REDACTED]

Could you please clarify who will be responsible for monitoring contamination, how contamination will be assessed, and what charges Castlegar Villa Society could be responsible for?

3. **What are the consequences of not complying?**

Please advise what penalties, additional fees, fines, or other consequences could apply if our facility does not comply with the new requirements.

4. **Why was there no direct communication to our Society?**

We are particularly concerned that Castlegar Villa Society did not receive any direct communication from the City or RDCK explaining this change, the requirements, implementation timeline, or how it would affect our facility.

Castlegar Villa is a seniors' housing complex, and implementing a significant change to waste disposal will require communication, education, and time for our residents to adjust. Many of our residents will need clear instructions and assistance understanding what can and cannot be placed in the organic waste bins.

We certainly understand the environmental benefits of diverting organic waste from the landfill and want to do our part. However, before we proceed with changes that could create additional costs and responsibilities for the Society, we would appreciate clarification regarding the authority for this requirement and exactly what is expected of us.

We would respectfully ask that the City provide us with written clarification on the above questions, including the applicable bylaw or regulation, before we move forward with implementing these changes at Castlegar Villa.

Thank you for your time and assistance. We look forward to your response.

Sincerely,

Lui Marinelli
Board Chair

Cc: board of directors, director of operations, operations assist

From: [REDACTED]
To: [Castlegar City of](#)
Cc: [REDACTED]
Subject: Columbia Connector Blueberry Bus Stop Eliminated
Date: August 27, 2026 11:31:02 AM
Importance: High

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

Hello,

I'm writing with concerns that the Columbia Connector Route 98 doesn't stop in Blueberry anymore. I'm a single father with 2 children that go to school in Trail, last year my kids were able to get out of the house by themselves and take the bus from Blueberry directly to their school. With the bus not stopping in Blueberry, I now need to take time off work to get them to school which does not work for me, my only other option is to move out of the community I just moved to.

My understanding is that the bus still drives by Blueberry but doesn't take the 3 minutes to stop in our community, this really isolates Blueberry and I've talked to neighbors that this also negatively impacts.

My ask is that council reaches out to BC Transit to have this stop reinstated to the route ASAP as this puts me in a very difficult position!

Thank you in advance for following through with my request,

Kind regards,

Mikko Segarra
Generation Project Manager
Cell [REDACTED]
[REDACTED]

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From: [REDACTED]
To: [Castlegar City of](#)
Subject: Time Sensitive. Request to submit comments regarding proposed changes to cell tower siting process
Date: August 24, 2026 6:20:09 PM

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

Dear Mayor, Members of Council and the Municipal Administration,

I am writing on behalf of Canadians for Safe Technology (C4ST) to draw your attention to an ongoing public consultation by the federal government on proposed changes to the current telecommunications (cell) tower antenna siting process. It appears that many municipalities and other land-use authorities (LUAs) were not directly informed of this consultation which closes on September 22, 2026. Only a small number of LUAs submitted comments so far, while major telecommunications companies like Bell Mobility, Rogers and TELUS have submitted detailed comments and recommendations supporting ISSED's recommendation and asking for more concessions.

This imbalance matters because the proposed changes would directly affect LUAs as the changes are heavily weighted to benefit the telecommunications companies, while shifting the responsibility and workload to LUAs such as municipalities.

C4ST has been involved in cell tower siting situations for more than a decade and has seen first-hand the valuable contributions local residents and the municipalities provide in influencing cell tower decisions, including identifying alternate, more suitable sites while still satisfying the cell tower proponent's connectivity goals. We hope you agree that your local role should be retained.

The public consultation we are referring to is, [Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences](#). DGSO-001-26. May 2026.

The proposed changes were initiated because of the federal government [Red Tape Review](#). ISSED states the proposed amendments are intended to "*reduce the regulatory and administrative burden on wireless communication operators*".

Reducing this "*burden*" for "*communication operators*," in effect, transfers the "*burden*" to LUAs such as municipalities and their constituents.

WHAT COULD CHANGE FOR YOUR MUNICIPALITY?

If ISSED's proposed changes are adopted, there will be a significant reduction of municipal authority and local decision-making. For example:

- The revised [CPC-2-0-03](#) would impose a **one-size-fits-all process** across Canada. All locally created antenna-siting processes, protocols and policies would be eliminated. We believe 50 LUA's across Canada have created their own, local

process for cell tower siting.

- **Municipalities would be excluded from involvement** in the ISED approval process **for new cell towers less than 15 metres in height**. This exclusion now applies to non-commercial users such as Amateur Radio Operators. The proposed amendment would extend this exclusion to broadcasters, third party- tower owners and telecommunications carriers such as Bell Mobility, Rogers and TELUS. The consequence is that these towers could be built almost anywhere if there is a "willing landlord." These excluded towers would not be entered into ISED's online portal because no LUA or public consultation would be required.
- For towers over 15 metres in height, LUAs such as municipalities would have **only 45 calendar days** to review proposals and consult residents, reduced from the current 120-day period. Failure to respond within that timeframe would result in **automatic approval** of the cell tower. The shortened timelines would make it much more difficult to identify and evaluate alternate sites, and for local elected officials and staff to become fully informed. Motivation for telecommunications companies to work collaboratively with LUAs to find an alternate site would be diminished.
- Municipalities would be **restricted to a narrow, federally prescribed set of reasons** when explaining a decision of non-concurrence (non-agreement).
- The **Dispute Resolution Process** would favour the cell tower proponents because the onus will be on the LUA to trigger the process although it is the cell tower proponent who is seeking the concurrence (agreement).

Our summary of these and other key issues can be read [HERE](#).

Several telecommunications-industry respondents are requesting further concessions, such as more exemptions from local consultation, reduced or less visible public notification requirements, and stricter limits on the concerns municipalities may consider. Following are three quotes from July 16, 2026 submissions about reducing the timeframe for considering an application from 120 days to 30 or 45 days, as well as increasing the height of cell towers that would be **excluded entirely from municipality involvement and public notification and consultation as part of the approval process**:

Bell Mobility: *"We recommend that ISED adopt a 30-calendar day timeframe for LUA concurrence ."*

and *"... 15 metres . increase to 25 metres."*

Rogers: *". supports a 30 calendar day timeline ."* and *". support increasing the 15 metre threshold to 25 metres in height ."*

TELUS: *"Deemed concurrence should be the default: ISED should establish that an LUAs failure to respond within the 45-day window triggers "Deemed Concurrence," allowing*

proponents to proceed immediately to construction and deployment, " and "Extend the exclusion floor from 15 metres to 20 metres ."

SUBMITTING A RESPONSE TO ISED'S PUBLIC CONSULTATION AND SENDING A MESSAGE TO MINISTER OF INDUSTRY MELANIE JOLY

Considering the magnitude of ISED's proposed amendments and the far-reaching local impacts, our recommendation to ISED is that no changes should be made to CPC-2-0-03 until a broad study is completed. This has been done before. In 2003/2004 the federal government held country-wide meetings gathering feedback from all stakeholders and made changes to CPC-2-0-03 based on the 34 recommendations in the 250-page report, [The National Antenna Tower Policy Review](#) (Townsend Report).

Although it seems clear that a proper comprehensive study should be conducted; we believe that is unlikely. Hence, it is important for municipalities to **submit a reply to ISED before September 22, 2026** in case such a study is not conducted and ISED does proceed with its changes. If these proposed changes are made to CPC-2-0-03, they will be difficult to undo.

As far as we know, after this consultation there will be no further formal opportunities for municipalities to give input on what the revised CPC-2-0-03 would contain, so it is critical that municipalities and other LUAs make their preferences known now.

The first stage of the public consultation closed on July 16, 2026 with submissions made by telecommunications companies, municipalities, the Federation of Canadian Municipalities and others.

The second stage, called Reply Comments, is open until September 22, 2026 and provides interested parties with an opportunity to review and respond to the comments already submitted.

Link to: [Comments received on Consultation on Amendments to the Tower Siting Process and Decision on Roaming. Tower Sharing and Annual Reporting Requirements for Terrestrial Licences.](#)

We encourage you to read the following [submissions](#):

- The Town of Penetanguishene, Ontario - provides concerns about the significant reduction of municipal and public involvement in decisions that have important local impacts;
- Mattamy Homes, based in Ontario and one of Canada's largest residential real estate developers - provides a post cell tower installation perspective and possible negative consequences for some businesses;
- Bell Mobility, Rogers and TELUS - these telecommunications companies want ISED

to make more restrictive changes.

We urge you to consider making a submission to ISED regarding the above linked "Comments received" with your municipality's preferences and recommendations. As per ISED's instructions, send submissions to: spectrumoperations-operationsduspectre@ised-isde.gc.ca and include all of the following in the subject line:

Reply Comments to Comments received on Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences. DGSO 001-26.

Also, please send your feedback and comments directly to the Minister of Industry, the Honourable Mélanie Joly: melanie.joly@parl.gc.ca

We would be glad to provide further information and assistance in any way we can.

Please email us at info@c4st.org

Thank you for your attention to this important matter.

With best regards,

Frank Clegg, CEO

Canadians for Safe Technology

Link to our petition: https://c4st.org/eng/petition_ised.php

See our video [Canadians and Municipalities Must Have a Voice in Cell Tower Decisions](#)

La version française de ce courriel est disponible [ICI](#).

Canadians for Safe Technology (C4ST) is a national, non-profit, non-partisan, volunteer coalition of citizens and scientists, concerned about the health risks of wireless technology. Founded in 2012, C4ST is led by Frank Clegg, former President of Microsoft Canada, with the support of a volunteer Leadership Team. Together they collaborate with volunteer working groups and other non-governmental organizations, to raise awareness, to support communities who are concerned about proposed telecommunication tower applications that would negatively impact their community, and to meet with elected officials at all levels of government to share the state of the science and best practices from around the world.

From: [Kellett, Leslie](#)
Subject: Follow-Up: City of Prince George Requesting Support for the Northern and Rural Homeowners Grant
Date: September 1, 2026 1:00:42 PM
Attachments: [image001.png](#)
[Correspondence re Rural Homeowners Grant - BC.pdf](#)

You don't often get email from leslie.kellett@princegeorge.ca. [Learn why this is important](#)

Good afternoon,

On August 21, 2026, the City of Prince George circulated the attached letter regarding a UBCM resolution concerning the Northern-Rural Homeowners Grant.

Prince George City Council is seeking support from municipalities across British Columbia for the resolution and would appreciate your Council's consideration of providing a letter of support.

At its August 31, 2026 regular Council meeting, Council requested that Administration follow up with municipalities that have not yet responded.

If your municipality has already responded and was inadvertently included in this follow-up distribution, please accept our apologies and disregard this email.

Thank you for your consideration.

Best regards,



LESLIE KELLETT

Deputy Corporate Officer

5th Floor, 1100 Patricia Blvd., Prince George, B.C. V2L 3V9

p: 250.561.7655 | f: 250.561.0183

leslie.kellett@princegeorge.ca

www.princegeorge.ca

We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work, and play.

From: Kellett, Leslie
Sent: Friday, August 21, 2026 8:48 AM
Subject: City of Prince George Requesting Support for the Northern and Rural Homeowners Grant

Good morning,

Please review the attached correspondence from Mayor Yu, City of Prince George requesting your support of Resolution NR13 – Northern and Rural Area Homeowner Grant Benefit, forwarded for consideration at the 2026 UBCM Convention.

Thank you,

LESLIE KELLETT



Deputy Corporate Officer

5th Floor, 1100 Patricia Blvd., Prince George, B.C. V2L 3V9

p: 250.561.7655 | f: 250.561.0183

leslie.kellett@princegeorge.ca

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We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work, and play.



**CITY OF
PRINCE
GEORGE**

Office of the Mayor

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3A9
250-561-7600 | mayorandcouncil@princegeorge.ca | PrinceGeorge.ca

Rural Governments in British Columbia

Transmitted via email

August 20, 2026

RE: City of Prince George requesting support for the Northern and Rural Homeowners Grant

Dear Colleagues,

On behalf of Prince George City Council, thank you to the many local governments that have supported our request for the Province to reconsider its decision to end the Northern-Rural Homeowner Benefit.

Background:

The homeowner grant offered by the Government of British Columbia helps reduce the amount of property tax residents pay each year on their principal residence. The grant is available to homeowners who pay property taxes either to a municipality or directly to the Province if they live in a rural area.

The current regular grant amount is \$570 for properties in the Capital, Metro Vancouver, and Fraser Valley Regional Districts. For all other areas of the province, the grant amount is \$770. Effective for the 2027 and subsequent taxation years, the additional \$200 Northern and Rural Homeowner Benefit will be repealed.

Why this matters:

Repealing this benefit will have a disproportionate impact on northern and rural communities, where residents already face higher living costs associated with transportation, longer supply chains, increased heating and cooling expenses, and more limited access to services than those typically experienced in southern urban centres.

Maintaining regional recognition within provincial programs remains essential to supporting affordability, economic resilience, and fairness for northern and rural residents.

Requested action:

The resolution was endorsed at the North Central Local Government Association (NCLGA) Convention and has been forwarded to the Union of BC Municipalities (UBCM) for consideration at the September 2026 Convention. The resolution has been included in the 2026 UBCM Resolutions Book and can be found on [page 84](#).

We are also pleased to note that MLA Rosalyn Bird has expressed support for the resolution, and NCLGA is advocating to the relevant provincial ministers in support of maintaining the benefit.

We believe a strong and united voice opposing this planned provincial change remains important. We encourage northern and rural local governments affected by this decision to support the resolution at the September 2026 UBCM Convention by speaking in favour of it at the Pro Mic and voting to endorse the resolution.



**CITY OF
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250-561-7600 | mayorandcouncil@princegeorge.ca | PrinceGeorge.ca

We also welcome additional letters of support that the City can reference as part of ongoing advocacy efforts, including meetings with provincial ministers and government officials.

Finally, we encourage local governments to engage directly with their MLAs to reinforce the importance of maintaining fair and regionally responsive provincial programs that recognize the unique challenges facing northern and rural communities.

Respectfully,

Simon Yu
Mayor
City of Prince George

West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw

Bylaw 1450

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

WHEREAS; Section 179 of the *Community Charter* states Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing.

WHEREAS it is deemed expedient and in the public interest to complete the West Kootenay Regional Airport Air Terminal Building and Groundside Improvements.

AND WHEREAS the estimated cost of the West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements, including expenses, incidental thereto, is \$10,000,000 net of taxes in Canadian dollars, of which a maximum sum of five million, (\$5,000,000) in Canadian dollars is to be borrowed by this Bylaw.

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction and implementation of West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements to facilitate efficient operations of passenger services with multiple Q400 aircraft and in accordance with the general file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality, a sum of five million (\$5,000,000) in Canadian dollars.
2. The maximum term for which debentures may be issued to secure the debt created by this Bylaw is 30 years.
3. The Bylaw may be cited as "West Kootenay Regional Airport Air Terminal Building Expansion and Groundside Improvements Loan Authorization Bylaw 1450".

READ A FIRST TIME this 17th day of February, 2026.

READ A SECOND TIME this 17th day of February, 2026.

READ A THIRD TIME this 17th day of February, 2026.

INSPECTOR OF MUNICIPALITIES STATUTORY Approval received this 13th day of August 2026

ADOPTED this day of September, 2026

Mayor

Director of Corporate Services

South Sewage Treatment Plant North Train Renewal Project Loan Authorization Bylaw 1451

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

WHEREAS; Section 179 of the *Community Charter* states Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing.

WHEREAS it is deemed expedient and in the public interest to complete the South Sewage Treatment Plant North Train Renewal Project.

AND WHEREAS the estimated cost of the South Sewage Treatment Plant North Train Renewal Project, including expenses, incidental thereto, is \$6,939,000 net of taxes in Canadian dollars, of which a maximum sum of six million, nine hundred and thirty-nine thousand, (\$6,939,000) in Canadian dollars is to be borrowed by this Bylaw.

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction and implementation of South Sewage Treatment Plant North Train Renewal Project to facilitate the proper operation of municipal wastewater treatment and in accordance with the general file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality, a sum of six million, nine hundred and thirty-nine thousand (\$6,939,000) in Canadian dollars.
2. The maximum term for which debentures may be issued to secure the debt created by this Bylaw is 30 years.
3. The Bylaw may be cited as "South Sewage Treatment Plant North Train Renewal Project Loan Authorization Bylaw 1451".

READ A FIRST TIME this 2nd day of March, 2026.

READ A SECOND TIME this 2nd day of March, 2026.

READ A THIRD TIME this 2nd day of March, 2026

INSPECTOR OF MUNICIPALITIES STATUTORY Approval received this 13th day of August 2026

ADOPTED this day of September, 2026

Mayor

Director of Corporate Services

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 day of
 READ A SECOND TIME this day of
 READ A THIRD TIME this day of
 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.



Council Procedures Bylaw

Bylaw 1462

Effective upon adoption

CASTLEGAR

Council Procedures Bylaw

Bylaw 1462

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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 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:
- a) The written consent of the absent Council member is presented to the Chair.
 - b) 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:

- a) Adjournment.
- b) Recess.
- c) Fixing the time to adjourn.
- d) 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:

- a) Agree or disagree with the resolution.
- b) Amend the resolution.
- c) Refer the resolution back to the Committee of the Whole.
- d) 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

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

Form of Bylaws

2. 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

READ A SECOND TIME this

READ A THIRD TIME this

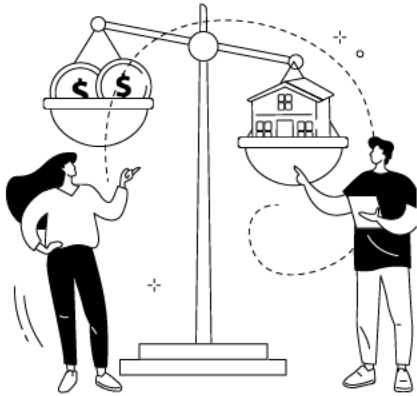
ADOPTED this

Mayor

Director of Corporate Services

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



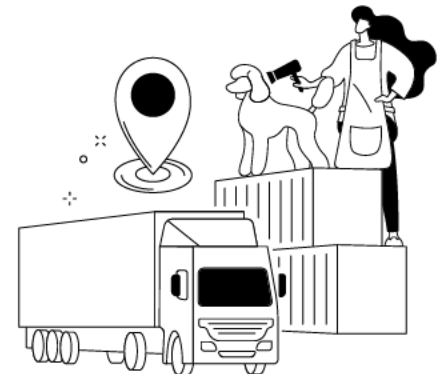
3 QUALITY OF LIFE



4 WEST KOOTENAY REGIONAL AIRPORT EXCELLENCE



5 ACCESS TO HEALTHCARE



6 A PROSPEROUS CITY