

Regular Meeting of Council Agenda October 17, 2022

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 **7:00 p.m.** for **Regular Council Meeting**.

Please click the link below to join the webinar for the **Regular Council Meeting**:
<https://us02web.zoom.us/j/82915277468?pwd=eWMrRUJrd3NwSFdYRXpsV1dZQU5lUT09>

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

Canada: 1-647-558-0588, 1-778-907-2071, 1-204-272-7920, 1-438-809-7799,
1-587-328-1099, 1-647-374-4685

Webinar ID: 829 1527 7468 Passcode: 532847

International numbers available: <https://us02web.zoom.us/j/kb3NB8VWi5>

1 CALL TO ORDER (7:00 P.M.)

2 ADOPTION OF AGENDA

3 DELEGATION: Nil

4 COUNCIL MEETING MINUTES FOR APPROVAL:

RESOLUTION: THAT the following Minutes be adopted:

(a) Regular Meeting Minutes – October 3, 2022

5 RESOLUTION TO ADOPT COMMITTEE OF THE WHOLE RECOMMENDATIONS: Nil.

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

7 CORRESPONDENCE: Nil.

8 REPORTS OTHER:

9 MAYOR'S REPORT:

- (a) Presentation to previous Castlegar Mayors for their service and commitment to the community:
- Audrey Moore 1977-1993
 - Michael O'Connor 1993-2005
 - Lawrence Chernoff 2005-2018
 - Bruno Tassone 2018-2021
 - Kirk Duff 2021-2022

10 NEW & UNFINISHED BUSINESS:

11 BYLAWS FOR CONSIDERATION: Nil.

12 NEXT MEETING(S):

November 7, 2022 at 7:00 p.m. for the Inaugural Council Meeting, held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

13 NOTICE OF MOTION: Nil.

14 QUESTION PERIOD:

15 ADJOURNMENT

16 2022 STRATEGIC PLAN INFORMATION PAGE



Regular Meeting Minutes of Council October 3, 2022

Regular Meeting Minutes of the City of Castlegar Council held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting, commenced at 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

Mayor Kirk Duff

Present

Councillor Brian Bogle

Councillor Sue Heaton-Sherstobitoff

Councillor Cheryl MacLeod

Councillor Maria McFaddin

Councillor Dan Rye

Absent

Councillor Bergen Price

Staff

Chris Barlow, Chief Administrative Officer

Present

Tracey Butler, Director of Corporate Services

Nick Ahlefeld, Deputy Fire Chief

David Bristow, IT Manager

Nicole Brown, Manager of Corporate Services

Travis Christianson, Manager of Engineering and Infrastructure

Meeri Durand, Manager of Planning, Development and Sustainability

Chris Hallam, Director of Municipal Services

Maciej Habrych, Airport Manager

Rose Jia, Senior Financial Analyst

Samuel Shine, Operations Manager

Monty Taylor, RCMP Sergeant

Bree Seabrook, Communications Manager

Aimee Uhlenbrauck, Manager of Finance

Other

Public and Media

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

2 ADOPTION OF AGENDA:

R230-22

Moved and seconded, and

RESOLVED:

THAT the agenda for the Regular Council Meeting of October 3, 2022 be adopted.

CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R231-22

Moved and seconded, and

RESOLVED: THAT Council now resolve itself into Committee of the Whole.

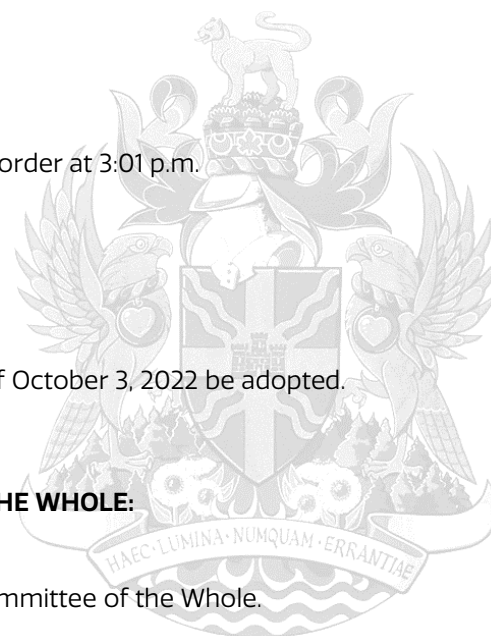
CARRIED.

4 DELEGATION: Nil

5 COMMUNITY WELLNESS & SOCIAL SERVICES (Councillor Rye assumed the Chair): Nil.

6 CULTURAL & CIVIC PRIDE (Councillor McFaddin assumed the Chair): Nil.

7 FINANCE AND CORPORATE SERVICES (Councillor MacLeod assumed the Chair)



Finance Department Verbal Update (Manager of Finance)

- No tax sale was required for 2022.
- Utility bills will be sent to residents mid-October.
- Preparing for the interim audit.

2022 Community Grants Applications (Report No. 22-111)

Report from the Senior Financial Analyst to seek Council's approval to defer consideration for grant funding to Castlegar Refugee Project until January 2023.

COW124-22

Moved, and
RECOMMENDED:

THAT Council defer the consideration of the application from Castlegar Refugee Project until January 2023, as part of the fourth quarter applications, in order to comply with the City's standard grant process.

CARRIED.

Corporate Services Department Verbal Update (Director of Corporate Services)

- New Health and Safety Specialist will begin employment on October 31, 2022.
- Two assistant Manager positions are currently posted.
- Bears are still active in the community.
- Update on advance voting and general voting days.
- Reminder that it is an offence under the *Criminal Code of Canada* and *Elections Act* to tamper with election signs.

Communications Department Verbal Update (Communications Manager)

- Community Giving Thanks Event on Saturday and Millennium Park & Ponds.
- Curbside yard waste collection October 4 and 5 in Castlegar.
- Rural and Northern Immigration Program update, funding for the pilot program has been extended.

8 GREEN AND TECHNOLOGY (Councillor Heaton-Sherstobitoff assumed the Chair)

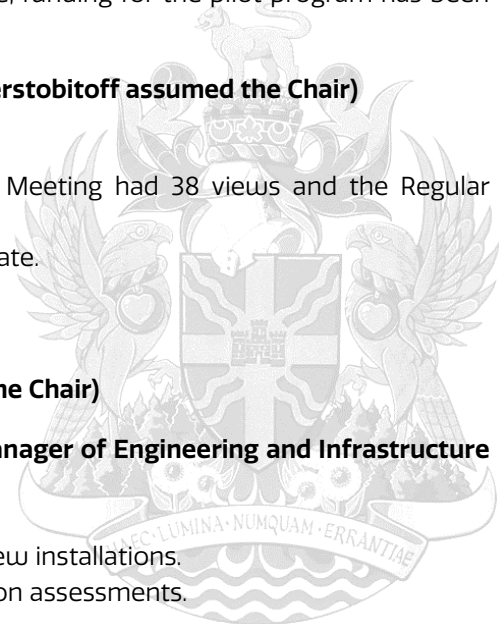
IT Department Verbal Update (IT Manager)

- September 20, 2022 Committee of the Whole Meeting had 38 views and the Regular Meeting had 23 views.
- Helpdesk has responded to 760 tickets year to date.
- Updating technology items at Civic Works.
- Updating cyber security.

9 MUNICIPAL SERVICES (Councillor Bogle assumed the Chair)

Municipal Services Department Verbal Update (Manager of Engineering and Infrastructure and Director of Municipal Services)

- Meter reading being completed.
- Hydrant maintenance, sewer line flushing and new installations.
- Working on preparing for inspection and condition assessments.
- Winterizing irrigation systems and splash park.
- Millennium Park Pavilion will be closed after this week.
- Working on end of season flower bed maintenance.
- Sidewalk repairs, compost screening and tree trimming taking place.
- Paving on 13th Avenue taking place next week.
- Fleet department working on vac truck repairs.
- Columbia Avenue and 17th CPR crossing repairs are complete.
- Wayfinding signage project update.



Millennium Park & Ponds Castle Play Structure Supply & Delivery – Recommendation for Award (Report No. 22-105)

Report from the Manager of Engineering & Infrastructure seeking Council authorization for staff to award the Millennium Park & Ponds Castle Play Structure Supply & Delivery to Parkworks Solutions Corp. for a total value of \$827,483.43 plus taxes.

COW125-22

Moved, and
RECOMMENDED:

THAT Council authorize staff to award the Millennium Park & Ponds Castle Play Structure Supply & Delivery to Parkworks Solutions Corp. for a total value of \$827,483.43 plus taxes.

CARRIED.

Community Sani-Dump Relocation Study (Report No. 22-106)

Report from the Manager of Engineering & Infrastructure to seek Council authorization for staff to proceed with the detail design of Option 1 – Heritage Way for the relocation of the City's sani-dump and determine a user rate fee for the service.

COW126-22

Moved, and
RECOMMENDED:

THAT Council authorize staff to proceed with the detail design for Option 1 – Heritage Way for the relocation of the City's Sani-Dump,

AND FURTHER;

THAT Council authorize staff to determine a user rate fee for the service.

CARRIED.

Castlegar Biosolids Reuse Program – Recommendation for Award (Report No. 22-112)

Report from the Director of Municipal Services seeking Council authorization for staff to award the Castlegar Biosolids Reuse Program to Sylvis Environmental Services for a total value of \$180,000 plus taxes.

COW127-22

Moved, and
RECOMMENDED:

THAT Council amend the Five-Year Financial Plan and the 2022 Sewer Operating Budget to include \$200,000 for the Castlegar Biosolids Reuse Program.

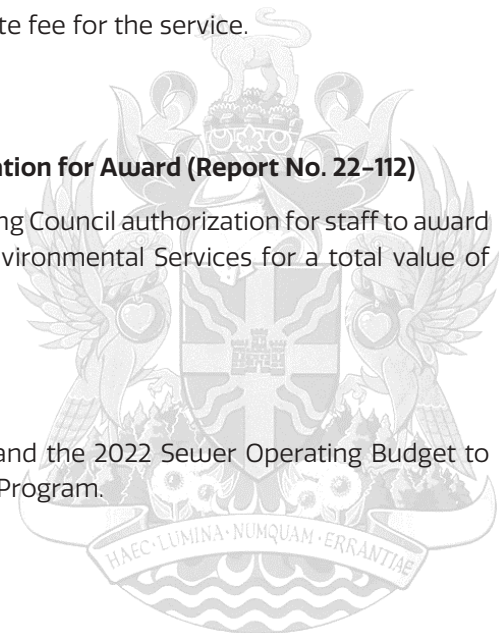
CARRIED.

COW128-22

Moved,
RECOMMENDED:

THAT Council authorize staff to award Request for Proposal 2022-23 for the Castlegar Biosolids Reuse Program to Sylvis Environmental Services for a total value of \$180,000 plus taxes.

CARRIED.



West Kootenay Regional Airport Verbal Update (Airport Manager)

- 95% reliability rate for last month.
- Air Canada has one flight daily to and from Vancouver currently.
- Arrive Can requirement is no longer required.
- Review of upgrades and progress at the Airport.

10 PLANNING, DEVELOPMENT AND SUSTAINABILITY (Councillor Heaton–Sherstobitoff assumed the Chair)

Planning, Development and Sustainability Department Verbal Update (Manager of Planning Development and Sustainability)

- Update on issuance of building permits in September.
- Changes to BC building code and step code. Department staff will be learning more on the changes and bring forward a report to Council in the future.

11 PROTECTIVE SERVICES (Mayor Duff assumed the Chair)

Protective Services Department Verbal Update (Deputy Fire Chief)

- Department has received 592 calls for service year to date.
- Department hosting an Emergency Operations Essentials Course.
- Fire Prevention Week is next week.

RCMP Detachment Verbal Update (Sergeant Taylor)

- New member beginning in November 2022.
- Partnered with local schools for a bike rodeo.

12 QUESTION PERIOD: Nil

13 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R232–22

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

CARRIED.

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

R233–22

Moved and seconded, and
RESOLVED:

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

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

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

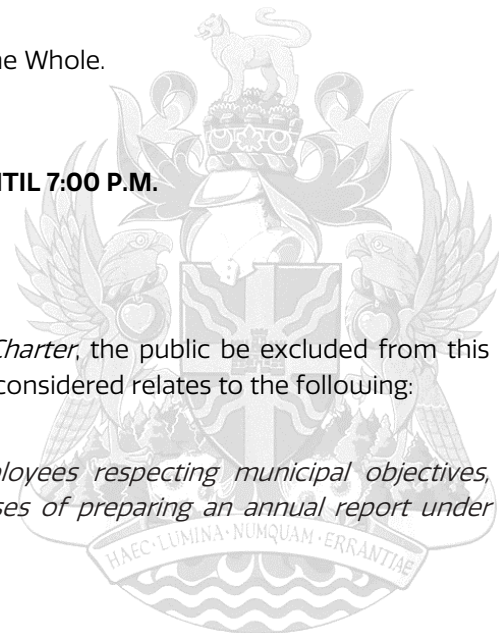
AND FURTHER;

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

AND FURTHER;

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

CARRIED.



The meeting recessed at 4:35 p.m.

15 RECONVENE: Mayor Duff reconvened the meeting at 7:00 p.m.

Members

Mayor Kirk Duff

Present

Councillor Brian Bogle
Councillor Sue Heaton-Sherstobitoff
Councillor Cheryl MacLeod
Councillor Maria McFaddin
Councillor Dan Rye

Absent

Councillor Bergen Price

Staff

Chris Barlow, Chief Administrative Officer

Present

Tracey Butler, Director of Corporate Services
Ola Oladele, Director of Finance
Nicole Brown, Manager of Corporate Services
Chris Hallam, Director of Municipal Services
Bree Seabrook, Communications Manager

Other

Public and Media

16 DELEGATION: Nil

17 COUNCIL MEETING MINUTES FOR APPROVAL:

R234-22

Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – September 20, 2022.

CARRIED.

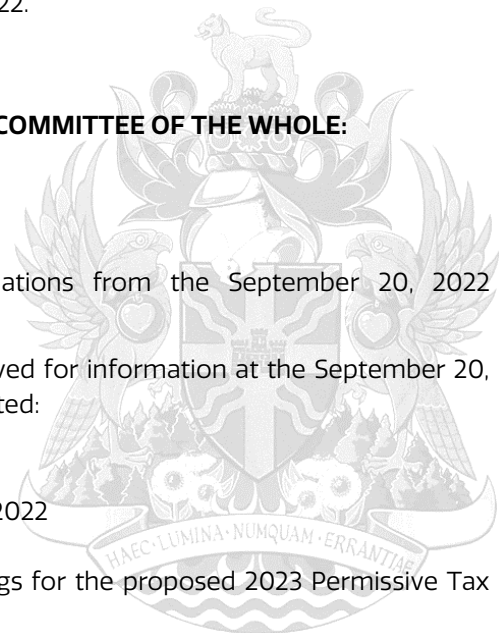
18 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

R235-22

Moved and seconded, and
RESOLVED:

THAT Council adopt the following recommendations from the September 20, 2022 Committee of the Whole Meeting:

1. THAT the following items considered and received for information at the September 20, 2022 Committee of the Whole meeting, be adopted:
 - Building Permit Report August 2022
 - Business Licence Report August 2022
 - Emergency Services Monthly Report August 2022
2. THAT Council proceed with the required readings for the proposed 2023 Permissive Tax Exemption Bylaw No. 1393.
3. THAT Council refer the topic of Permissive Tax Exemption to the 2023 Strategic Planning session.
4. THAT Council approve grant funding in the amount of \$275 to Castlegar & District Chamber of Commerce for their 24th Annual Business Awards to be held on November 5, 2022.
5. THAT the funding commitment for the Castlegar & District Chamber of Commerce Annual Business Awards be included as a line item in the 5-year Financial Plan.



6. THAT the City extend the Fairview and Area Fire Protection and Assistance Response Agreement with the Regional District of Central Kootenay for five years effective January 1, 2023.
7. THAT the City extend the Fibre Optic Agreement with the Regional District of Central Kootenay for three years effective October 1, 2022.
8. THAT the City extend the Advertising Agreement at the West Kootenay Regional Airport with Mountain Valley Media for 1 year effective October 1, 2022 with the option to renew for an additional two years provided conditions stated within the Agreement are met.
9. THAT the City enter into a 12-month Agreement with Rotary Club of Castlegar #232 for space at the West Kootenay Regional Airport.
10. WHEREAS proposed Twin River Phase 2A and 2B located at 3805 Columbia Avenue has triggered the requirement for upgrading the CPR crossing at 5th Avenue for a total cost of \$333,576.46.

The City has determined that those improvements will provide extended benefit and will require Cost Sharing and Latecomer Charges to be applied.

BE IT RESOLVED:

THAT the City enter into a Cost Sharing Agreement in the amount of \$302,521.12 with the property owner of lands located at 3805 Columbia Avenue and legally described as Lot 1 Plan NEP4520 District Lot 4598 Land District 26 Except Plan 7849 & NEP87626 (PID 014-793-512) under subdivision based on the following cost breakdown:

a. 3805 Columbia Avenue (Twin Rivers Phase 2A)	\$83,590.62
b. 3805 Columbia Avenue (Twin Rivers Phase 2B)	\$128,103.27
c. Twin Rivers Phase 1 (City)	\$90,827.23

AND FURTHER;

THAT Latecomer Charges of \$31,055.34 be applied for the remainder of costs from the owner of lands located at 3705 Columbia Avenue (Toba Road).

AND FURTHER;

THAT the City cover its portion of the Cost Sharing Agreement of \$90,827.23 and the initial Latecomer Charges of \$31,055.34 for a total upfront cost of \$121,822.57 out of the City's Land Reserve and recover costs accordingly over the 15 years in which they can be recovered.

CARRIED.

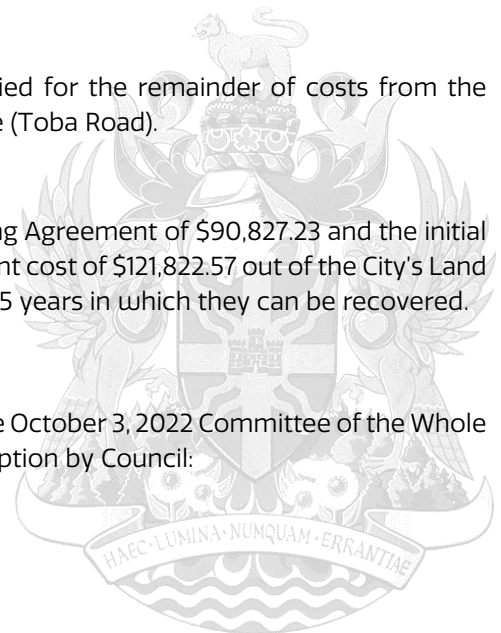
The following resolutions were recommended at the October 3, 2022 Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R236-22

Moved and seconded, and
RESOLVED:

THAT Council adopt the following recommendations from the October 3, 2022 Committee of the Whole Meeting:

1. THAT Council defer the consideration of the application from Castlegar Refugee Project until January 2023, as part of the fourth quarter applications, in order to comply with the City's standard grant process.



2. THAT Council authorize staff to award the Millennium Park & Ponds Castle Play Structure Supply & Delivery to Parkworks Solutions Corp. for a total value of \$827,483.43 plus taxes.
3. THAT Council authorize staff to proceed with the detail design of Option 1 – Heritage Way for the relocation of the City's Sani-Dump,

AND FURTHER;

THAT Council authorize staff to determine a user rate fee for the service.

4. THAT Council amend the Five-Year Financial Plan and the 2022 Sewer Operating Budget to include \$200,000 for the Castlegar Biosolids Reuse Program.
5. THAT Council authorize staff to award Request for Proposal 2022-23 for the Castlegar Biosolids Reuse Program to Sylvis Environmental Services for a total value of \$180,000 plus taxes.

CARRIED.

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

R237-22

Moved and seconded, and
RESOLVED:

THAT the following minutes be received for information:

- RDCK Regular Meeting Minutes – August 18, 2022

CARRIED.

20 CORRESPONDENCE: Nil.

21 REPORTS OTHER:

Councillor Rye provided a report on his attendance at the 2022 Union of BC Municipalities convention that was held in Whistler, BC on September 12 – 16, 2022.

Councillor Heaton-Sherstobitoff reported on her attendance at the toxic drug educational session held last week for elected officials.

22 MAYOR'S REPORT:

23 NEW & UNFINISHED BUSINESS: Nil

24 BYLAWS FOR CONSIDERATION:

2023 Permissive Tax Exemption Bylaw No. 1393 – Adoption (Report No. 22-107)

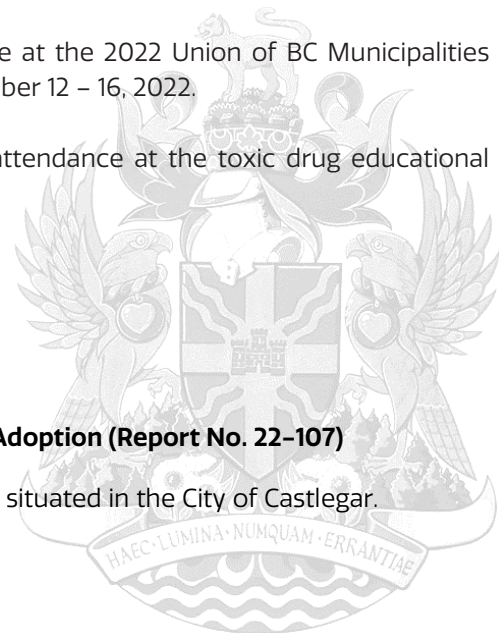
A Bylaw to exempt from taxation certain properties situated in the City of Castlegar.

R238-22

Moved and seconded, and
RESOLVED:

THAT 2023 Permissive Tax Exemption Bylaw No. 1393 be adopted.

CARRIED.



25 NEXT MEETING(S):

October 17, 2022 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.

26 NOTICE OF MOTION: Nil

27 QUESTION PERIOD:

Rudiger Klaus inquired about the following:

- Grant funding for the play structure at Millennium Park & Ponds and if the funds could be used for other projects.
- Consequences for residents who do not follow the rules regarding wildlife attractants.
- Illegal dumping of rubbish at the end of Woodland Drive.

28 ADJOURNMENT:

R239-22

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

CARRIED.

The Regular Meeting was adjourned at 7:20 p.m.

CERTIFIED CORRECT:

Tracey Butler
Director of Corporate Services

Kirk Duff
Mayor



2022 STRATEGIC PRIORITIES



ENGAGED AND INFORMED CITIZENS AND STRONG CIVIC ORGANIZATION

PRIORITIES	RESOURCES/COMMENTS
Expanded Communications	Expanded communications will provide resources and guidance for the City to continue to build relationships with our community through strategic and relevant communications.
Evaluate Staffing Levels to Meet Service Demand	Continue to evaluate service levels of Castlegar and ensure that the union and staff levels are appropriate to accomplish the Community's expectations.
Develop & Finalize Taxation Policy	The lifeblood of a growing and evolving City is its financial system. Long-term financial planning and policies that support the Community's vision shape responsible use of scarce resources today and tomorrow.
Records Management	Information and records are key strategic assets of an organization. These assets need to be actively managed to maintain and improve value. Policy and software upgrades will support an effective and modern records management system.
Increase City Services Online	The future City will interact more and more with its citizens online and through apps and devices. As a priority, the City will consider opportunities to modernize its online services.



THRIVING & RESILIENT BUSINESS AND INDUSTRY

Complete Airport Master Plan and Implementation	Expand the Airport's importance as an economic driver for the Community and guide the growth of WKRA over the next 25 years.
Keep Advocating for Increased Reliability at WKRA	Year round airport reliability remains a top priority of Council.
Complete and Implement Planning for the Airport Lands	The Airport Lands represent the largest flat developable, serviced section of lands in the West Kootenays.
Redevelop Strategic Plan	A 5-year Strategic Plan developed in partnership with the Castlegar and District Economic Development Committee. Implementation of the Plan begins in 2021.



WELLBEING HUB AND SAFE COMMUNITY

2022 STRATEGIC PRIORITIES

PRIORITIES

RESOURCES/COMMENTS

Continue to Advocate for Expanded Health Care Services

Demographics and Health Care are changing in BC and Castlegar. The City will continue to pursue all options to increase ambulatory and primary care services.

Continue to Advocate for Affordable Housing and Ensure City's Regulations Support the Development of Such

Complete the Housing Needs assessment and develop next steps to address affordable and all other identified housing needs. Strategically work with community, provincial and federal partners to improve housing in the City.

Update Community Wildfire Protection Plan

The Community Wildfire Protection Plan, which identifies the wildfire risks within and surrounding a community, and describes the consequences if a wildfire was to impact the community and to examine ways to reduce the wildfire risk, is complete. Implementation of the Plan begins in 2021.



SOLID AND SUSTAINABLE CIVIC INFRASTRUCTURE

Columbia Avenue Phase 2 – Infrastructure Renewal Project

Complete the design work and cost estimating for the third Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.

Columbia Avenue Phase 3 Construction - Infrastructure Renewal Project

Complete the second Phase of the Columbia Avenue corridor, including improvements to underground and surface infrastructure.

Capacity and Long Term Sustainability of the Sanitary System

Assess the Capacity and Long Term Sustainability of the Sanitary System Through a Sanitary Master Plan with Short Term Improvement at the South Sewage Treatment Plant



CREATING SPECIAL PLACES AND RECREATION FOR EVERYONE

Revisit the OCP to Address Current Community Needs and Goals

An Official Community Plan review is an opportunity for the City to ensure that the goals and objectives, which were set out in the OCP, are still important to the community.

Modernize the Zoning Bylaw to Support and Drive Growth

Continue to Support Recreation Upgrades With the Recreation Commission

Continue to pursue upgrades at the Castlegar Community Complex and alternative sources of funding.

Millennium Park Playground Upgrades

An upgrade of the current undersized and underutilized play structure to one that is fitting for the regional park that Millennium Park has become.

Long Term Health and Sustainability of Parks and Playgrounds

Address the Long Term Health and Sustainability of the City's Parks and Playgrounds by Completing a Parks and Playground Asset Management Plan.