

Regular Meeting Minutes of Council July 14, 2025

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

Members Present	Deputy Mayor Brian Bogle Councillor Darcy Bell Councillor Sandy Bojecho – Via Zoom Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff Councillor Cherryl MacLeod
Absent	Mayor Maria McFaddin
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Steffan Klassen, Director of Finance & Technology Chris Hallam, Director of Municipal Services Nick Ahlefeld, Acting Fire Chief David Bristow, IT Manager Nicole Brown, Manager of Legislative Services Meeri Durand, Acting Director of Community Safety & Development Maciej Habrych, Airport Manager Alexandra Hadfield, Manager of Human Resources Ginger Lester, Communications Manager Tony Mackie, Assistant Fire Chief Ryan Niddery, Manager of Engineering and Infrastructure Kelly Robertson, Acting Manager of Finance Monty Taylor, RCMP Sergeant
Other	Public and Media
	1 CALL TO ORDER: Deputy Mayor Bogle called the meeting to order at 3:00 p.m.
	2 ADOPTION OF AGENDA:
R151-25	Moved and seconded, and RESOLVED: THAT the agenda for the Regular Council Meeting of July 14, 2025 be adopted. CARRIED.
	3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:
R152-25	Moved and seconded, and RESOLVED: THAT Council now resolve itself into Committee of the Whole. CARRIED.
	4 DELEGATION: Nil
	5 COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (Councillor Bell, Chair)

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

- Nil

(b) **FIRE DEPARTMENT VERBAL UPDATE**

- Introduction of one of the new Assistant Fire Chiefs.

(c) **Emergency Services Monthly Report – June 2025**

COW063-25

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – June 2025

CARRIED.

(d) **RCMP DETACHMENT VERBAL UPDATE**

- Currently have 15 of 16 members.
- RCMP Clerk position filled, waiting on security clearance approval.

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

- Commercial flights have higher loads.
- Fire fighting aircraft increasing at the airport.

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

- The Acting Director of Community Safety & Development provided an update on development approvals. Highlights of the presentation included:
 - 2024 changes to the Development Procedures Bylaw.
 - Development Approval statistics 2024/25.
- The Planner – Policy provided an update on the Accessory Dwelling Program. Highlights of the presentation included:
 - Fundings, grants and phase 1 of the project.
 - Overview of the social media campaign and metrics data.

(g) **Building Permit and Business Licence Reports – June 2025**

COW064-25

RECOMMENDATION: Council consider and resolve to receive for information:

- Building Permit Report – June 2025
- Business Licence Report – June 2025

CARRIED.

(h) **Castlegar Community Services Funding Request – Outreach Services (Report No. 25-56)**

Report from the Acting Director of Community Safety & Development to seek Council's endorsement of a \$10,000 funding request to support Castlegar Community Services extended Outreach Services for a period of three months.

COW065-25

Moved, and
RECOMMENDED:

THAT Council endorse \$10,000 in funding toward Outreach Services as requested by Castlegar Community Services.

CARRIED.

(i) **Funding Request for Two-Year Term Building Official Position (Report No. 25-58)**

Report from the Acting Director of Community Safety & Development to seek Council approval for re-allocation of revenue surplus from building inspection fees toward funding a two-year term Building Official position to address increased service demands.

COW066-25

Moved, and
RECOMMENDED:

THAT Council approve a budget amendment to re-allocate revenue surplus from building inspection fees toward the funding of a two-year term Building Official position to address the increased service demands.

CARRIED.

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

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

- Castlegar-Embetsu Education Exchange students going to Japan in July.
- Communities in Bloom Judges are coming to Castlegar next week.
- Doukhobor Borscht Cook-Off will take place on September 27, 2025.
- Skate Jam will take place on August 24, 2025.
- Chamber of Commerce Business After Business July 31, 2025 at SevAura.
- Councillor Heaton-Sherstobitoff provided a presentation on the highlights of the Castlegar Canada Day celebration and thanking all sponsors and volunteers.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

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

- Nil

(b) **Corporate Services Verbal Update**

- Utility bills being mailed this week along with a newsletter.
- Communities in Bloom Judges visit news release.
- Recruitment update, seeing an increase in applications for posted positions.
- Introduction of the new Director of Finance/CFO Steffan Klassen.

(c) **Citizen Survey Timing (Report No. 25-55)**

Report from the Director of Corporate Services to seek Council direction on the timing of the City's first citizen survey and recommend a schedule that aligns with Council's strategic planning and maximizes the value of resident feedback shaping the 2028-2032 Strategic Plan.

COW067-25

Moved and,
RECOMMENDED:

THAT Council approve initiating the City's first citizen survey in the fourth quarter of 2026 and every two years after that.

CARRIED.

(d) **Finance Department Verbal Update**

- 95% of taxes have been paid.

- Utility billing being sent next week.
- Working on permissive tax exemptions.

(e) IT Department Verbal Update

- The June 23, 2025 Committee of the Whole Meeting had 32 views, and the Regular Meeting had 20 views.
- Completed all system upgrades last week.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

- **Municipal Services Department Verbal Update**

- Park and Playground maintenance.
- Street sweeping, preparing for Communities in Bloom judging.
- Pothole patching.
- Fire Hall air conditioning installation.
- Hydrant maintenance and lagoon maintenance.
- Working on geotubes, odor complaints, continuing to work with the consultant and supplier to explore options.
- Discussion regarding Millennium Ponds and algae.
- Update on the Communities in Bloom mural completion.

- **Eco-link Feasibility Study Presentation by Urban Systems, Castlegar Rotary, and the Director of Municipal Services.**

Highlights of the presentation included:

- Introduction of the proposed project, the history, and fundraising for a feasibility study. Have been working on this for our four years. Like to get some feedback, and options for moving forward to have a project plan ready in advance of grant funding opportunities.
- Structural and crossing location options. Best options were Yew Street to the College or 15th Street to South College. Structural options: Pier and girder, cable stayed bridge or suspension bridge. Ropeway options. Both have operations, engineering and management requirements.
- Cost options estimates: Structural \$26 – 32 million, ropeway \$12 – 14 million. Both have maintenance cost considerations. Ropeway requires operational staff and electricity.
- Overview of environmental and archeological assessment requirements.
- Next steps would be functional planning, business case and preliminary design, source capital funding, detailed design, construction and implementation and take over.
- Feedback and direction from Council included:
 - Council is in support of the proposed project and recognizes this will not be a quick process and that grant funding options etc. need to be identified.
 - Council could take an aggressive approach and bring forward budget proposal sheets to the 2026 budget discussions or take the approach to take a slow and steady approach to work towards advancing the proposed project while the rotary continues to look for funding opportunities.

THAT Council direct staff to bring forward a report to the 2026 budget discussions exploring next steps and costs of potentially including the Eco-Link project in the Five-Year Financial Plan.

CARRIED.

9 QUESTION PERIOD: Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R153-25 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.

R154-25 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].
- ***Community Charter Section 90(1)(C)***
Labour relations or other employee relations.

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 5:05 p.m.

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

Members Present
Deputy Mayor Brian Bogle
Councillor Darcy Bell
Councillor Sandy Bojchko – Via Zoom
Councillor Shirley Falstead
Councillor Sue Heaton-Sherstobitoff
Councillor Cheryl MacLeod

Absent
Mayor Maria McFaddin

Staff Chris Barlow, Chief Administrative Officer
Present Bree Seabrook, Director of Corporate Services
Steffan Klassen, Director of Finance & Technology
Chris Hallam, Director of Municipal Services
David Bristow, IT Manager
Nicole Brown, Manager of Legislative Services

Other Public and Media

13 DELEGATION: Nil

Deputy Mayor Bogle opened the meeting by recognizing the life and memory of past Mayor Audrey Moore.

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R155–25 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:
• Regular Meeting Minutes – June 23, 2025

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the June 9, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R156–25 Moved and seconded, and
RESOLVED:

THAT Council approve and issue Development Permit with Variance 3-25 for the construction of a Warehouse – Small within the Regional Mixed-Use and Steep Slope Hazard Development Permit Areas and by varying City of Castlegar Zoning Bylaw 1428, 2024 as follows:

- a. 7.11.5 iv) a) Minimum Setbacks – Rear Setback to Lot Line for principal building: from 6 m to 1.6 m.
- b. 8.4.4 Off-Street Parking Spaces within a Front Yard in the C3 and C4 Zones – Setback: from 2 m to: varies from 2 m to 0.8 m as necessary to accommodate minimum parking space and aisle widths.
- c. 8.12.1 Table 6: Parking Space Requirements – Industrial Uses – Warehousing & Storage Facilities: from 12 to 4 parking spaces, one of which being an accessible parking space.

CARRIED.

The following resolutions were recommended at the June 23, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R157–25 Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the June 23, 2025 Committee of the Whole meeting, be adopted:

- Emergency Services Monthly Report – May 2025
- Building Permit Report – May 2025
- Business Licence Report – May 2025

CARRIED.

The following resolutions were recommended at the July 14, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R158–25

Moved and seconded, and
RESOLVED:

THAT Council approve a budget amendment to re-allocate revenue surplus from building inspection fees toward the funding of a two-year term Building Official position to address increased service demands.

CARRIED.

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

17 CORRESPONDENCE: Nil

18 REPORTS OTHER:

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

- Discussions around a new RDCK Service Bylaw between the City of Castlegar and Area J for the purpose of submitting an application for recreation expansion funding.

R159–25

Moved and seconded, and
RESOLVED:

THAT Council provide the Regional District of Central Kootenay Recreation Commission with a letter in support of their application to the Strategic Priorities Fund,

AND FURTHER;

THAT the letter represents that the City will not be submitting a competing application for the same funding stream in 2025.

CARRIED.

19 MAYOR'S REPORT:

- Deputy Mayor Bogle reported on his attendance at the Hospital Auxiliary Board Meeting.
- Communities in Bloom judges visiting next week.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION: Nil

22 NEXT MEETING(S):

August 11, 2025 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m. via Zoom live meeting and available to the public for live streaming in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C.

23 NOTICE OF MOTION: Nil

24 QUESTION PERIOD: Nil

25 ADJOURNMENT:

R160-25

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

CARRIED.

The Regular Meeting was adjourned at 7:22 p.m.

CERTIFIED CORRECT:



Bree Seabrook
Director of Corporate Services



Brian Bogle
Deputy Mayor

