

## Regular Meeting Minutes of Council June 23, 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	Mayor Maria McFaddin Councillor Darcy Bell Councillor Brian Bogle Councillor Sandy Bojechko (Via Zoom) Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff
Absent	Councillor Cherryl MacLeod
Staff Present	Chris Barlow, Chief Administrative Officer Bree Seabrook, Director of Corporate Services Nick Ahlefeld, Acting Fire Chief David Bristow, IT Manager Jennifer Chamberlain, Executive Assistant Meeri Durand, Acting Director of Community Safety & Development Maciej Habrych, Airport Manager Alexandra Hadfield, Human Resources Manager Deanna Hooper, Acting Operations Manager Ginger Lester, Communications Manager Ryan Niddery, Manager of Engineering and Infrastructure Kelly Robertson, Acting Manager of Finance Anne Simonen, Project Manager Monty Taylor, RCMP Sergeant Nikki Zimmerman, Office Assistant
Other	Public and Media

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

**2 ADOPTION OF AGENDA:**

**R139-25** Moved and seconded, and  
RESOLVED:

THAT the agenda for the Regular Council Meeting of June 23, 2025 be amended to include correspondence item 17 c) Correspondence from Simon Cretien on behalf of the Castlegar Nordic Ski Club re: letter of support.

AND FURTHER:

THAT the agenda for the Regular Council Meeting of June 23, 2025 be adopted as amended.

CARRIED.

**3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:**

**R140-25** 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**

- Meeting at the MLA's office re: Grants that Castlegar Collaborative can apply for.

**(b) FIRE DEPARTMENT VERBAL UPDATE: Nil**

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

**COW058-25** RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – May 2025

CARRIED.

**(d) RCMP DETACHMENT VERBAL UPDATE**

- Staffing update.
- Attendance at the graduation parade and events.
- Ongoing thefts being investigated.
- Canada Day attendance.

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

- Stats for May – no cancellation month.
- 74% load factor; carried 3,549 people
- Preparation for fire season.
- Installation of a solar gate.
- Hosted Air Cadets, Castlegar Division.

**(f) Ramcar Rentals Ltd. Airport Vehicle Rental License Agreement (Report No. 25-49)**

Report from the Airport Manager to seek Council approval to enter into a 2-year vehicle license rental agreement with Ramcar Rentals Ltd. at the West Kootenay Regional Airport effective July 1, 2025.

**COW059-25** Moved, and

RECOMMENDED:

THAT Council direct staff to enter into a vehicle rental license agreement with Ramcar Rentals Ltd. for a two-year term at the West Kootenay Regional Airport.

CARRIED.

**(g) COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE: Nil**

**(h) Building Permit and Business Licence Reports – May 2025**

**COW060-25** RECOMMENDATION: Council consider and resolve to receive for information:

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

CARRIED.

**(i) Plan H Community Connectedness Grant Application – Bridging Belonging Project (Report No. 25-54)**

Report from the Acting Director of Community Safety & Development to seek Council endorsement for a grant application to the Plan H 2025 Community Connectedness Grant Program for the "Bridging Belonging" project.

**COW061-25**

Moved, and

RECOMMENDED:

THAT Council support application to the Plan H Community Connectedness Grant Program for the "Bridging Belonging" project for up to \$5,000,

AND FURTHER;

THAT staff be authorized to submit the grant application.

CARRIED.

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

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

- Canada Day Event at Millennium Park.
- Communities in Bloom mural artwork on Sherbiko Hill.
- Sand sculptures.

**7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)**

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

- Chamber of Commerce Monthly Board Meeting.

**(b) Corporate Services Verbal Update**

- Attendance at the Local Government Management Association Conference.
- City News and Notices: 69% increase for subscriptions – from 212 to 358.
- Canada Day Event.
- Upcoming news releases.
- Human Resources recruitment update.

**(c) Finance Department Verbal Update**

- Property taxes are due July 2.
- 10% penalty after the deadline.
- Quarter 2 utility billing will be completed in July; the due date is August 15.
- Quarter 3 Grants-in-Aid application deadline is July 15.
- Permissive Tax Exemption application deadline is July 31.

**(d) IT Department Verbal Update**

- June 9 Committee of the Whole had 47 views and Regular had 35 views
- 70% of equipment upgrades throughout the City has been completed.
- Start on project assets for the upcoming Share Point migration.

**8 MUNICIPAL SERVICES (Councillor Bell, Deputy Chair)**

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

- South Sewage Treatment Plant odours and work on geotubes.

- Traffic at 17<sup>th</sup> Street and Columbia Avenue.
- Millennium Park and Ponds algae concerns.
- Millennium Park and Ponds will stay open.
- Eremenko Building.
- Successful grant application to the Disaster Resilience and Innovation Funding (DRIF) Program.
- Maintenance phase with parks.
- Canada Day and Can Jam Link-Up event preparation.
- Irrigation repair at Cone Hill Park.
- Storm main flushing.
- Sidewalk repairs.
- Sign install and repairs.
- Catch basin installations.
- Hazardous material assessments.
- Unidirectional flushing.

**(b) Request for Proposals 2025-09 West Kootenay Regional Airport Air Terminal Building Expansion – Architectural Services – Recommendation for Award (Report No. 25-47).**

Report from the Project Manager to seek Council authorization to award Request for Proposals (RFP) 2025-09 West Kootenay Regional Airport (WKRA) Air Terminal Building (ATB) Expansion – Architectural Services to Kasian Architecture Interior Design and Planning Ltd. (Kasian) in the amount of \$720,000 plus applicable taxes.

**COW062-25**

Moved, and  
RECOMMENDED:

THAT Council award Request for Proposals 2025-09 West Kootenay Regional Airport Air Terminal Building Expansion – Architectural Services to Kasian Architecture Interior Design and Planning Ltd. in the amount of \$720,000 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

**9      QUESTION PERIOD:** Nil.

**10     RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:**

**R141-25**

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

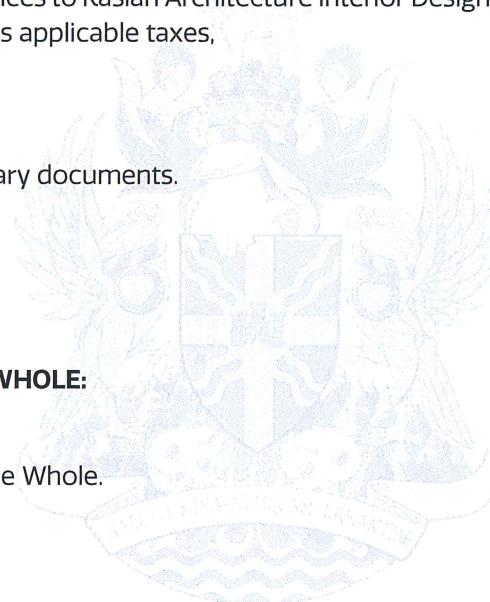
CARRIED.

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

**R142-25**

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(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 4:07 p.m.

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

Members	Mayor Maria McFaddin
Present	Councillor Darcy Bell Councillor Brian Bogle Councillor Cherryl MacLeod Councillor Sandy Bojechko (Via Zoom) Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff

Absent Nil.

Staff	Chris Barlow, Chief Administrative Officer
Present	Bree Seabrook, Director of Corporate Services Meeri Durand, Director of Community Safety & Development David Bristow, IT Manager Ryan Niddery, Manager of Engineering & Infrastructure Jennifer Chamberlain, Executive Assistant

Other Public and Media

**13 DELEGATION:** Nil

**14 COUNCIL MEETING MINUTES FOR APPROVAL:**

**R143-25** Moved and seconded, and

RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – June 9, 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:

**R144-25** Moved and seconded, and  
RESOLVED:

THAT Council approve Option 1: User Group Led Engagement, including public notification, local advertising and hosting a community open house for the purposes of the proposed construction of a Disc Golf Course in Kinnaird Park.

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:

**R145-25** Moved and seconded, and  
RESOLVED:

THAT Council direct staff to enter into a vehicle rental license agreement with Ramcar Rentals Ltd. for a two-year term at the West Kootenay Regional Airport.

CARRIED.

**R146-25** Moved and seconded, and  
RESOLVED:

THAT Council support application to the Plan H Community Connectedness Grant Program for the "Bridging Belonging" project for up to \$5,000.

AND FURTHER;

THAT staff be authorized to submit the grant application.

CARRIED.

**R147-25** Moved and seconded, and  
RESOLVED:

THAT Council award Request for Proposals 2025-09 West Kootenay Regional Airport Air Terminal Building Expansion – Architectural Services to Kasian Architecture Interior Design and Planning Ltd. in the amount of \$720,000 plus applicable taxes,

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

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

**R148-25** Moved, and seconded and  
RESOLVED:

THAT the following minutes be received for information:

(a) RDCK Regular Board Meeting Minutes – May 15, 2025

CARRIED.

**17 CORRESPONDENCE:**

**R149-25** Moved and seconded, and  
RESOLVED:

THAT Council provide a letter of support to Castlegar Nordic Ski Club for their application to the Community Gaming Grant Program's Public Safety Intake.

CARRIED.

**18 REPORTS OTHER:**

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

- Next meeting July 7, 2025 at 9:00 a.m.
- Canada Day logistics.

**19 MAYOR'S REPORT:**

- The Mayor reported on her attendance at the Federation of Canadian Municipalities Annual Conference.
- RDCK Board Meeting update on creating a servicing borrowing bylaw for Area J & City for the purposes of funding a recreation commission project.
- Budget workshop in RDCK, hoping for a draft budget in January 2026.
- West Transit Committee Meeting update on funding portions.
- Attended COINS Aboriginal People's Day celebrations on June 21<sup>st</sup>.
- Changes around the Junior Hockey Leagues and their requests.

**20 NEW & UNFINISHED BUSINESS:** Nil

**21 BYLAWS FOR CONSIDERATION:** Nil

**22 NEXT MEETING(S):**

July 14, 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 13<sup>th</sup> Avenue, Castlegar, B.C.

**23 NOTICE OF MOTION:** Nil

**24 QUESTION PERIOD:** Nil

**25 ADJOURNMENT:**

**R150-25** Moved and seconded, and  
RESOLVED: THAT the Regular meeting be adjourned.

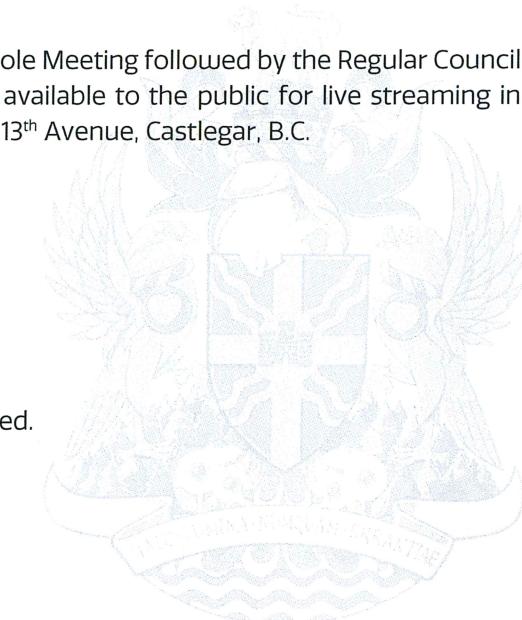
CARRIED.

The Regular Meeting was adjourned at 7:18 p.m.

CERTIFIED CORRECT:



Bree Seabrook  
Director of Corporate Services

  
Maria McFaddin  
Mayor