

## Regular Meeting Minutes of Council November 17, 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 Bojecho  
Councillor Shirley Falstead – Via Zoom  
Councillor Sue Heaton-Sherstobitoff  
Councillor Cherryl MacLeod

Absent Nil

Staff Present Chris Barlow, Chief Administrative Officer  
Bree Seabrook, Director of Corporate Services  
Steffan Klassen, Director of Finance & Technology  
Chris Hallam, Director of Municipal Services  
Nick Ahlfeld, Fire Chief  
David Bristow, IT Manager  
Nicole Brown, Manager of Legislative Services  
Jennifer Chamberlain, Executive Assistant  
Danny Clarke, Airport Manager  
Meeri Durand, Acting Director of Community Safety & Development  
Alexandra Hadfield, Manager of Human Resources  
Deanna Hooper, Manager of Civic Works  
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:**

**R242-25** Moved and seconded, and  
RESOLVED:

THAT the agenda for the Regular Council Meeting of November 17, 2025 be adopted.

CARRIED.

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

**R243-25** 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**

- Library Board meeting last week.
- Kootenay Family Place Fundraiser.

(b) **FIRE DEPARTMENT VERBAL UPDATE**

- Year to date responded to 914 calls for service.
- Staff attended Community Connects Day and Remembrance Day parade.
- Overview of member training.

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

**COW099-25**

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – October 2025

CARRIED.

(d) **RCMP DETACHMENT VERBAL UPDATE**

- Currently at 13 of 17 members.
- New Clerk will begin next week.
- Attended the Community Connects day.

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

- Introduction of the new Airport Manager, Danny Clarke.
- Five cancellations this period and four were covered by bus.

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

- Introduction of new Building Official, Stefan Jones.

(g) **Community Wildfire Resilience Plan (Report No. 25-60)**

John Cathro and Mark Elder of Cathro Consulting attended the meeting to provide an overview of the Community Wildfire Resilience Plan.

Report from the Acting Director of Community Safety & Development to seek Council's adoption of the Community Wildfire Resilience Plan as attached to report 25- 60.

**COW100-25**

Moved, and  
RECOMMENDED:

THAT Council adopt the Community Wildfire Resilience Plan.

CARRIED.

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

**COW101-25**

RECOMMENDATION: Council consider and resolve to receive for information:

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

CARRIED.

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

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

- Update on Winter Wonderland event planning. Scheduled for December 6, 2025.

- Preplanning for Canada Day.
- Castlegar and District Hospital Foundation Light Up event.
- Kootenay Gallery of Art annual holiday sales.

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

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

- Chamber of Commerce Board Meeting.
- Chamber Business After Business event at Park Place on November 20, 2025, from 5:00 p.m. –7:00 p.m.

**(b) Corporate Services Verbal Update**

- Update on HR and recruitment postings filled and currently available.
- An overview of Council meeting meals to receive feedback on the increase in variety while maintaining costs.
  - Since April 2024 budget has been approximately \$150 to \$300 per meeting. Council is pleased with variety of choices, while being mindful of costs. Request that condiments be on the side and to be aware of individual allergies. Two Council members suggested \$15 to \$20 per head.

**(c) 2026 Regular Council Meeting Schedule (Report No. 25–77)**

Report from the Manager of Legislative Services to set the Regular Council Meeting dates for 2026 in compliance with the City of Castlegar Council Procedures Bylaw No. 986 and the *Community Charter*.

**COW102–25**

Moved, and  
RECOMMENDED:

THAT the following 2026 dates be set for Regular Council Meetings for the City of Castlegar:

Monday, January 12	Monday, July 13
Monday, February 2	Monday, August 10
Tuesday, February 17 (February 16 BC Family Day)	Tuesday, September 8 (September 7 Labour Day)
Monday, March 2	Monday, September 21
Monday, March 16	Monday, October 5
Tuesday, April 7 (April 6 Easter Monday)	Monday, October 19
Monday, April 20	Monday, November 2 Inaugural Meeting of newly elected Council
Monday, May 4	Monday, November 16
Tuesday, May 19 (May 18 Victoria Day)	Monday, December 7
Monday, June 1	Monday, December 21
Monday, June 15	

CARRIED.

(d) **2025 City Hall Holiday Closure (Report No. 25-78)**

Report from the Manager of Legislative Services to seek Council authorization to close City Hall to the public on Monday, December 29, Tuesday, December 30, and Wednesday, December 31, 2025, during the holiday season.

**COW103-25**

Moved, and  
RECOMMENDED:

THAT Council authorize the closure of City Hall to the public on Monday, December 29, Tuesday, December 30, and Wednesday, December 31, 2025.

CARRIED.

(e) **Finance Department Verbal Update**

- A review of the 2026 budget planning and meeting dates. Council discussed some conflicting dates. Staff will revise and bring forward a report at the next meeting.

(f) **IT Department Verbal Update**

- The November 3, 2025, Committee of the Whole Meeting had 53 views, and the Regular Meeting had 58 views.
- Busy with new hire onboarding requests and budgeting.

**8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)**

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

- Preparing for winter operations.
- Working on budgeting for 2026.
- Security concerns at Millennium Park.
- Working on Winter Wonderland, outdoor ice rinks, and flood maintenance.
- Liquid Waste Management Plan will be circulated this week.

(b) **South Sewage Treatment Plant Communications Plan (Report No. 25-85)**

Report from the Assistant Manager – Utilities to seek Council's approval of the planned communications for the South Sewage Treatment Plant.

**COW104-25**

Moved, and  
RECOMMENDED:

THAT Council approve the planned communications for the South Sewage Treatment Plant.

CARRIED.

**9 QUESTION PERIOD:**

- Nil

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

**R244-25**

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.**

**R245-25**

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].*

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 4:16 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 – Via Zoom  
Councillor Sue Heaton-Sherstobitoff  
Councillor Cherryl MacLeod

Absent

Nil

Staff  
Present

Chris Barlow, Chief Administrative Officer  
Bree Seabrook, Director of Corporate Services  
Steffan Klassen, Director of Finance & Technology  
Chris Hallam, Director of Municipal Services  
David Bristow, IT Manager  
Nicole Brown, Manager of Legislative Services  
Jennifer Chamberlain, Executive Assistant  
Meeri Durand, Acting Director of Community Safety & Development

Other

Public and Media

**13 DELEGATION:** Nil

**14 COUNCIL MEETING MINUTES FOR APPROVAL:**

**R246-25**

Moved and seconded, and  
RESOLVED:



THAT the following Minutes be adopted as presented:

(c) Regular Meeting Minutes – November 3, 2025

CARRIED.

**15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:**

The following resolutions were recommended at the November 3, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

**R247-25**

Moved and seconded, and  
RESOLVED:

THAT Council authorizes staff to submit a funding application for up to \$15,000 to the Department of Canadian Heritage – Celebrate Canada Program in support of the 2026 Canada Day Celebrations.

CARRIED.

**R248-25**

Moved and seconded, and  
RESOLVED:

THAT Mayor McFaddin attend the 2026 BC Council of Forest Industries Convention held in Vancouver, BC from April 8-10, 2026, with travel expenses to be allocated from the 2026 Council Conferences budget.

CARRIED.

**R249-25**

Moved and seconded, and  
RESOLVED:

THAT Council receive for information Report #25-81 titled "2025 Council Strategic Plan Implementation Report – Quarter 3 Update".

CARRIED.

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

**17 CORRESPONDENCE:**

Council discussed the list of concerns brought forward by the Residents of Connors Road and Riverside Crescent. The CAO discussed with Council the location of encampments in Castlegar. He reviewed what local governments can and cannot do with regards to moving or cleaning up camps. Working with Bylaw Enforcement and Outreach, the City will undertake a clean up, not removal, of the camp. Staff will need to gather more information on what the City could do to move or relocate camps in the future. Council will send a letter in reply to the concerns.

**R250-25**

Moved and seconded, and  
RESOLVED:

THAT Council approve the request from Nicole Maskerine on behalf of Castlegar Violence Against Women in Relationships (VAWIR) to illuminate the Kinnaird Overpass lights in purple from **November 25–December 10** in recognition of the National Day of Remembrance and Action on Violence Against Women and the 16 days of activism against gender-based violence.



CARRIED.

**18 REPORTS OTHER:**

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

- Next meeting December 2, 2025.

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

- RDCK meeting and budget deliberations.
- Communities in Bloom planter decorations at City Hall.
- Remembrance Day Ceremony.
- Castlegar Chamber Business Awards.

**20 NEW & UNFINISHED BUSINESS:** Nil

**21 BYLAWS FOR CONSIDERATION:**

**Regional District of Central Kootenay (RDCK) Letter of Consent – Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036.**

**R251-25**

Moved and seconded, and  
RESOLVED:

THAT Council provide consent on behalf of the City of Castlegar electors, to the Board of the Regional District of Central Kootenay adopting Bylaw No. 3036 "Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025".

CARRIED.

**22 NEXT MEETING(S):**

December 1, 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:**

**R252-25**

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

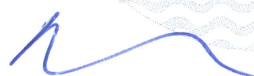
CARRIED.

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

CERTIFIED CORRECT:



Bree Seabrook  
Director of Corporate Services



Maria McFaddin  
Mayor

