

Regular Meeting Minutes of Council October 20, 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
Councillor Shirley Falstead
Councillor Sue Heaton-Sherstobitoff
Councillor Cheryl 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
David Bristow, IT Manager
Nick Ahlefeld, Acting Fire Chief
Nicole Brown, Manager of Legislative Services
Jennifer Chamberlain, Executive Assistant
Meeri Durand, Acting Director of Community Safety & Development
Alexandra Hadfield, Manager of Human Resources
Deanna Hooper, Acting Operations Manager
Ginger Lester, Communications Manager
Anne Simonen, Project Manager
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:

R214-25 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of October 20, 2025, be adopted.

CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R215-25 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**
- The CAO announced Nick Ahlefeld as the newly appointed Fire Chief.
 - Update on the 11th Street structure fire on Saturday.
 - Year to date have responded to 828 calls.
 - Fire prevention education at local schools.
 - Update on training for members.

- (c) **Emergency Services Monthly Report – September 2025**

COW086-25

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – September 2025

CARRIED.

- (d) **RCMP DETACHMENT VERBAL UPDATE**
- Currently at 13 of 16 officers.

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

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

- (g) **Emergency Support Services – Community Emergency Preparedness Fund (Report No. 25-76)**

Report from the Acting Director of Community Safety & Development to seek Council's endorsement for the Regional District of Central Kootenay (RDCK) to submit grant application to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services Equipment and Training on behalf of the City.

COW087-25

Moved, and
RECOMMENDED

THAT Council approve that the Regional District of Central Kootenay (RDCK) make application on the City's behalf to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services and Equipment Training for up to \$30,000,

AND FURTHER,

THAT Council approve that the Regional District of Central Kootenay receive and manage the grant funds on the City's behalf.

CARRIED.

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

COW088-25

RECOMMENDATION: Council consider and resolve to receive for information:

- Building Permit Report – September 2025

- Business Licence Report – September 2025

CARRIED.

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

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Update on Winter Wonderland event, and Merry and Bright contest.
- Castlegar and District Chamber of Commerce this week.
- Upcoming meeting with the Heritage Society.
- Attendance at the Chamber Business after Business event at Andres Electronics.

7 FINANCE AND CORPORATE SERVICES (Councillor Bogle, Chair)

(a) Finance and Corporate Services Community Liaison Verbal Update

- Nil.

(b) Corporate Services Verbal Update

- Introduction of Preet Pal, Castlegar Bylaw Compliance and Enforcement Officer.
- Update on new hires and current postings.
- Council request HR send the staff introductions to Council as well as staff.
- Yard waste free drop off at the Ootischenia Landfill the month of October.
- Newsletter sent with all utility notices, update on media releases and promotions.
- Snow operations mailer being sent to all homes for information.
- Attending the Senior's Expo.

(c) Finance Department Verbal Update

- Nil

(d) 2025 Q3 Community Grant Applications (Report No. 25-75)

Report from the Accountant to seek Council's consideration of the 2025 Q3 Community Grant Applications.

RECOMMENDATIONS (to be considered individually):

COW089-25

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$1,385 to the Castlegar Rebels for the Home Game Sponsorship.

CARRIED.

COW090-25

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$2,000 to the Castlegar Skating Club for the West Kootenay Invitational.

CARRIED.

COW091-25

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$1,500 to Kootenay Family Place for the Charity Fundraising Gala & Silent Auction.

CARRIED.

COW092-25

Moved, and
RECOMMENDED:

THAT Council approve the Community Grant funding in the amount of \$1,500 to the Kootenay Gallery of Art for the 50th Anniversary Celebration.

CARRIED.

(e) IT Department Verbal Update

- The October 6, 2025 Committee of the Whole Meeting had 36 views, and the Regular Meeting had 38 views.
- Working on the 2026 budget.
- Attending an Artificial Intelligence workshop.
- RFP closed for a consultant to review the City's readiness for an Electronic Records Management System.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

(a) Municipal Services Department Verbal Update

- 4th Street new service installation and closure.
- Planning preventative maintenance and seasonal closures.
- Update on training for employees.
- Playground repairs will begin November 4, 2025.
- Irrigation winterization.
- Update on paving, and the traffic delays.
- Update on replacement speed-reader and the Liquid Waste Management Plan.

9 QUESTION PERIOD:

- Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R216-25

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.

R217-25

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)(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.
- **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.

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 3:55 p.m.

12 RECONVENE: Deputy Mayor Bogle reconvened the meeting at 7:01 p.m.

Members Present	Deputy Mayor Brian Bogle Councillor Darcy Bell Councillor Sandy Bojecho Councillor Shirley Falstead Councillor Sue Heaton-Sherstobitoff Councillor Cheryl 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 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:

R218-25 Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – October 6, 2025

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the October 6, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R219–25

Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the October 6, 2025 Committee of the Whole meeting, be adopted:

- Castlegar & District Public Library Regular Meeting Minutes – June 11, 2025

CARRIED.

R220–25

Moved and seconded, and
RESOLVED:

THAT Council award Request for Quotation 2024–23 Supply and Delivery of Calcium Chloride for a 4-year term to NSC Minerals Ltd. in the amount of \$98,525 for 2024/25, \$102,475 for 2025/26, \$106,575 for 2026/27, and \$110,825 for 2027/28 plus applicable taxes.

AND FURTHER;

THAT Council direct staff to execute the necessary documents.

CARRIED.

The following resolutions were recommended at the October 20, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R221–25

Moved and seconded, and
RESOLVED:

THAT Council approve that the Regional District of Central Kootenay (RDCK) make application on the City's behalf to the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Support Services Equipment and Training for up to \$30,000,

AND FURTHER;

THAT Council approve that the Regional District of Central Kootenay receive and manage the grant funds on the City's behalf.

CARRIED.

R222–25

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$1,385 to the Castlegar Rebels for the Home Game Sponsorship.

CARRIED.

R223-25

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$2,000 to the Castlegar Skating Club for the West Kootenay Invitational.

CARRIED.

R224-25

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$1,500 to Kootenay Family Place for the Charity Fundraising Gala & Silent Auction.

CARRIED.

R225-25

Moved and seconded, and
RESOLVED:

THAT Council approve the Community Grant funding in the amount of \$1,500 to the Kootenay Gallery of Art for the 50th Anniversary Celebration.

CARRIED.

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

17 CORRESPONDENCE:

R226-25

Moved and seconded, and
RESOLVED:

THAT Council provide a letter to the Kootenay Gallery of Art in support of their application to the Rural Economic Diversification and Infrastructure Program (REDIP) grant stream.

CARRIED.

18 REPORTS OTHER:

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

- Meeting last week. Two recommendations were made by the board to prepare a service establishment bylaw and a loan authorization bylaw for the purpose of a second arena, and a walking track. These are the first steps in moving forward towards a referendum for City of Castlegar and Area J.

19 MAYOR'S REPORT: Nil

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION: Nil

22 NEXT MEETING(S):

October 28, 2025, at 4:30 p.m. for a Special Meeting held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, BC and via Zoom live meeting.

November 3, 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:

R227-25

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

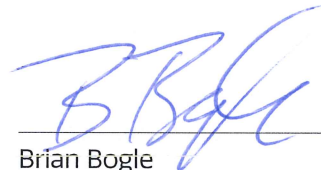
CARRIED.

The Regular Meeting was adjourned at 7:13 p.m.

CERTIFIED CORRECT:



Bree Seabrook
Director of Corporate Services



Brian Bogle
Deputy Mayor

