

Regular Meeting Minutes of Council September 15, 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 (Via zoom) Councillor Sandy Bojecho (Via zoom) Councillor Shirley Falstead 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 Ahlefeld, Acting Fire Chief David Bristow, IT Manager Nicole Brown, Manager of Legislative Services Jennifer Chamberlain, Executive Assistant Meeri Durand, Acting Director of Community Safety & Development Deanna Hooper, Acting Operations Manager Ginger Lester, Communications Manager Ryan Niddery, Manager of Engineering and Infrastructure Ryan Reid, Accountant Brad Stickles, Assistant Fire Chief Monty Taylor, RCMP Sergeant
Other	Public and Media

1 CALL TO ORDER: Mayor McFaddin called the meeting to order at 3:02 p.m.

2 ADOPTION OF AGENDA:

R188-25 Moved and seconded, and
RESOLVED:

THAT the agenda for the Regular Council Meeting of September 15, 2025 be adopted.

CARRIED.

3 RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE:

R189-25 Moved and seconded, and
RESOLVED: THAT Council now resolve itself into Committee of the Whole.

CARRIED.

4 DELEGATION:

Patrick Audet, Miguel Godau, and Mike Misuraca on behalf of the Kootenay Rockies Disc Golf Society, provided Council with an update regarding the Open House/Town Hall Meeting, which was held on Tuesday, August 26, 2025. Highlights of the discussion include:

- Commented on how they advertised and promoted the meeting.
- Meeting was well attended with approximately 50 attendees.
- Overview of the Kootenay Rockies Disc Golf Society, benefits of disc golf in the community.
- Some people were concerned about how the forest area would be impacted or changed with a disc golf course.
- Strong support from majority of attendees.
- People were concerned about the huckleberry habitat in that area for people and wildlife, potentially hazardous trees, and safety of daycare attendees.
- Course design adjustments may be able to be made to minimize impact to the daycare and huckleberries.
- Considering adjusting to 9 holes from 18 holes.
- Seeking consultation on hazardous trees, risk mitigation, and safety.

COW077-25

Moved, and
RECOMMENDED:

THAT Council direct staff to work with the Kootenay Rockies Disc Golf Society to undertake the internal process to construct up to an 18-hole disc golf course at Kinnaird Park and report back to Council at a future meeting.

CARRIED.

5 COMMUNITY WELLNESS, SAFETY & DEVELOPMENT (Councillor Bell, Chair)

(a) COUNCIL COMMITTEE LIAISON VERBAL UPDATE

- Nil

(b) FIRE DEPARTMENT VERBAL UPDATE

- Introduction of Brad Stickles, Assistant Fire Chief.

(c) Emergency Services Monthly Report – August 2025

RECOMMENDATION: Council consider and resolve to receive for information:

- Emergency Services Monthly Report – August 2025

CARRIED.

(d) RCMP DETACHMENT VERBAL UPDATE

- Currently have 15 of 16 members.
- Two members received the Alexa Award.
- Cops for Kids arrived in Castlegar a week ago.

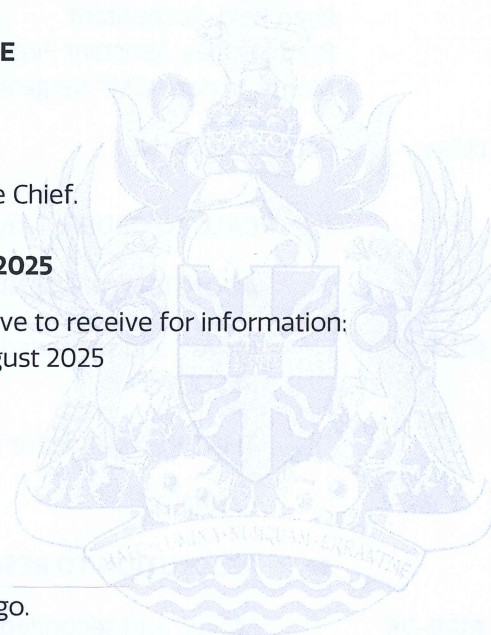
(e) WEST KOOTENAY REGIONAL AIRPORT VERBAL UPDATE

- One cancellation in September so far.

(f) COMMUNITY SAFETY AND DEVELOPMENT VERBAL UPDATE

- Uptake in business licensing and building permits.

COW078-25



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

COW079-25

RECOMMENDATION: Council consider and resolve to receive for information:

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

CARRIED.

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

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

- Borscht Cook-Off scheduled for September 27, 2025.
- Kootenay Gallery of Art 50th Anniversary event.
- Winter Wonderland event planning.

7 FINANCE AND CORPORATE SERVICES (Councillor Falstead, Chair)

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

- Chamber of Commerce board meeting this Thursday.

(b) **Corporate Services Department Verbal Update**

- HR update on current postings and upcoming interviews.
- Wildsafe education event to be held in the Forum on September 25, 2025 at 6pm.
- BC Goes Wild free movie at the Castle Theatre on October 5, 2025 at 2pm.
- Update on new safety planning requirements as part of event planning and permitting.
- Reminder of the Castlegar Harvest Match Program.
- Household Hazardous Waste Round-up event at the Complex this Saturday.
- City's Vegetation Management Plan work underway.

(c) **Appointment of Municipal Insurance Association of BC Voting Delegate and Alternate 2025 (Report No. 25-71)**

Report from the Executive Assistant to seek Council's appointment of a voting delegate and alternate voting delegate to represent the City of Castlegar's interests at the Municipal Insurance Association of BC Annual General Meeting.

COW080-25

Moved, and
RECOMMENDED:

THAT Council appoint Councillor MacLeod as the City of Castlegar voting delegate and Mayor McFaddin as the alternate voting delegate for the Municipal Insurance Association of BC Annual General Meeting to be held during the UBCM Convention on September 23, 2025.

CARRIED.

(d) **Finance Department Verbal Update**

- Working on permissive tax bylaw.
- Annual tax sale on September 29, 2025.
- Introduction of Ryan Reid, Accountant.
- Update on the temporary manager position.

(e) **2024 Statement of Financial Information (Report No. 25-67)**

Report from the Director of Finance & Technology to seek Council's approval of the 2024 Statement of Financial Information (SOFI).

COW081-25

Moved, and
RECOMMENDED:

THAT Council approve the 2024 Statement of Financial Information for submission to the Ministry of Municipal Affairs,

AND FURTHER;

THAT the Mayor and Director of Finance & Technology be authorized to sign the Statement of Financial Information Approval form.

CARRIED.

(f) **2024 Annual Report (Report No. 25-72)**

Report from the Director of Finance & Technology to obtain Council's comments on the draft Annual Report and approval to release the draft 2024 Annual Report to the public and set a meeting date for public comments.

COW082-25

Moved, and
Recommended:

THAT Council approve the release of the draft 2024 Annual Report to the public, including the 2024 Audited Financial Statements, for the year ended December 31, 2024,

AND FURTHER;

THAT the Annual Meeting, as required by the Community Charter, be set for the October 6, 2025, Regular Council Meeting starting at 7:00 p.m.

CARRIED.

(g) **IT Department Verbal Update**

- The September 2, 2025 Committee of the Whole had 58 views and the Regular had 37 views.
- Update regarding capital projects, help desk, and the process of on boarding and off boarding of staff.
- Attendance at the MISA conference last week.

8 MUNICIPAL SERVICES (Councillor MacLeod, Chair)

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

- Updated security system at Millennium washrooms.
- New service installs, maintenance and repairs.
- Hazardous tree identification and removal, preparing for fall leaf maintenance.
- Winterizing irrigation, storm flushing, and sink hole repairs.
- Storm event near the airport and repairing bank erosion.
- Asphalt paving site being identified along Columbia Avenue.

- Update on capital projects, flood plain mapping project, Eremenko demolition project, Liquid Waste Management Plan, GIS project, Millennium Park & Ponds basketball courts.

9 QUESTION PERIOD:

- Nil

10 RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE:

R190-25

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.

R191-25

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 4:54 p.m.

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

Members
Present

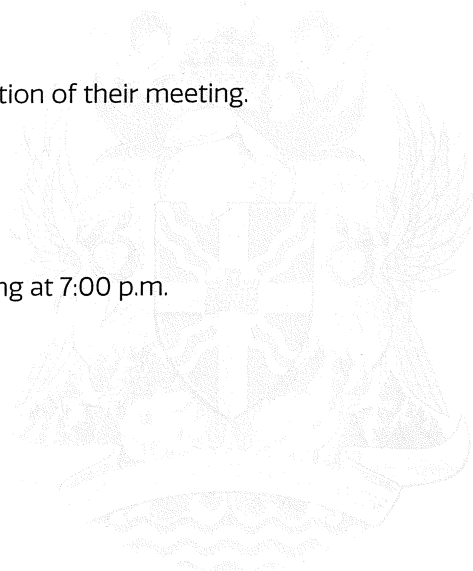
Mayor Maria McFaddin
Councillor Darcy Bell
Councillor Brian Bogle (Via zoom)
Councillor Sandy Bojecho (Via zoom)
Councillor Shirley Falstead
Councillor Sue Heaton-Sherstobitoff
Councillor Cherryl MacLeod

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
Ryan Niddery, Manager of Engineering and Infrastructure

Other Public and Media

13 DELEGATION: Nil

14 COUNCIL MEETING MINUTES FOR APPROVAL:

R192-25

Moved and seconded, and
RESOLVED:

THAT the following Minutes be adopted as presented:

- Regular Meeting Minutes – September 2, 2025

CARRIED.

15 RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE:

The following resolutions were recommended at the September 2, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R193-25

Moved and seconded, and
RESOLVED:

THAT the following items considered and received for information at the September 2, 2025 Committee of the Whole Meeting, be adopted:

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

CARRIED.

R194-25

Moved and seconded, and
RESOLVED:

THAT the January – June 2025 Supplier List be received for information.

CARRIED.

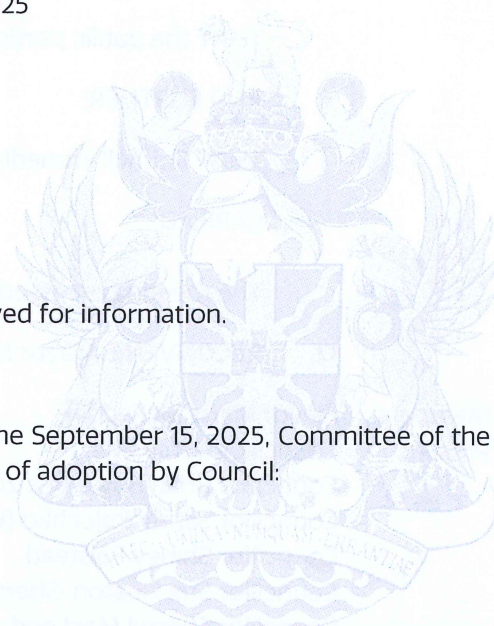
The following resolutions were recommended at the September 15, 2025, Committee of the Whole Meeting and are presented for consideration of adoption by Council:

R195-25

Moved and seconded, and
RESOLVED:

THAT Council appoint Councillor MacLeod as the City of Castlegar voting delegate and Mayor McFaddin as the alternate voting delegate for the Municipal Insurance Association of BC Annual General Meeting to be held during the UBCM Convention on September 23, 2025.

CARRIED.



R196-25

Moved and seconded, and
RESOLVED:

THAT Council approve the 2024 Statement of Financial Information for submission to the Ministry of Municipal Affairs,

AND FURTHER;

THAT the Mayor and Director of Finance & Technology be authorized to sign the Statement of Financial Information Approval form.

CARRIED.

R197-25

Moved and seconded, and
RESOLVED:

THAT Council approve the release of the draft 2024 Annual Report to the public, including the 2024 Audited Financial Statements, for the year ended December 31, 2024,

AND FURTHER;

THAT the Annual Meeting, as required by the Community Charter, be set for the October 6, 2025, Regular Council Meeting starting at 7:00 p.m.

CARRIED.

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

17 CORRESPONDENCE:

R198-25

Moved and seconded, and
RESOLVED:

THAT Council approve the request from Arijana Cajic, on behalf of the Cerebral Palsy Association of British Columbia to change the Kinnaird Overpass lights to green on October 6, 2025, in recognition of World Cerebral Palsy Day.

CARRIED.

18 REPORTS OTHER:

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

- September Recreation Commission Meeting was cancelled. Next Meeting October 7, 2025.
- Workshop being held on October 2, 2025.

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

- West Kootenay Transit Committee Meeting.
- Meeting with the Minister of Transportation.
- Meeting regarding housing with Ministry and MP.
- RDCK meetings.
- BC Burning documentary screening.
- Kootenay Gallery of Art 50th Anniversary.
- Upcoming: September 30, 2025, Orange Shirt Day.

20 NEW & UNFINISHED BUSINESS: Nil

21 BYLAWS FOR CONSIDERATION: Nil

22 NEXT MEETING(S):

October 6, 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:

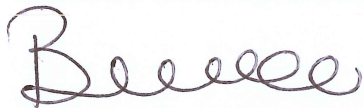
R199-25

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

CARRIED.

The Regular Meeting was adjourned at 7:15 p.m.

CERTIFIED CORRECT:



Bree Seabrook
Director of Corporate Services



Maria McFaddin
Mayor

