

Inaugural Meeting of Council Agenda November 7, 2022

Inaugural Meeting of the City of Castlegar Council held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C., and via Zoom live meeting, commencing at **7:00 p.m.** for **Regular Council Meeting**.

Please click the link below to join the webinar for the **Inaugural Council Meeting**:
<https://us02web.zoom.us/j/82915277468?pwd=eWMrRUrd3NwSFdYRXpsV1dZQU5lUT09>

or Telephone: Dial (for higher quality, dial a number based on your current location):

Canada: 1-647-558-0588, 1-778-907-2071, 1-204-272-7920, 1-438-809-7799,
1-587-328-1099, 1-647-374-4685

Webinar ID: 829 1527 7468 Passcode: 532847

International numbers available: <https://us02web.zoom.us/j/82915277468?pwd=eWMrRUrd3NwSFdYRXpsV1dZQU5lUT09>

1 CALL TO ORDER BY THE CORPORATE OFFICER (7:00 P.M.)

2 WELCOME FROM THE CHIEF ADMINISTRATIVE OFFICER

3 O CANADA – PERFORMED BY RHYAN JOHNSTONE

4 OATHS OF OFFICE (Administered by Sergeant Monty Taylor, RCMP / Commissioner for Taking Oaths):

- Mayor
- Councillors

5 ADOPTION OF AGENDA

6 MAYOR'S INAUGURAL ADDRESS

7 FINANCE AND CORPORATE SERVICES:

(a) 2022 Local Government Election Results (Report No. 22-113)

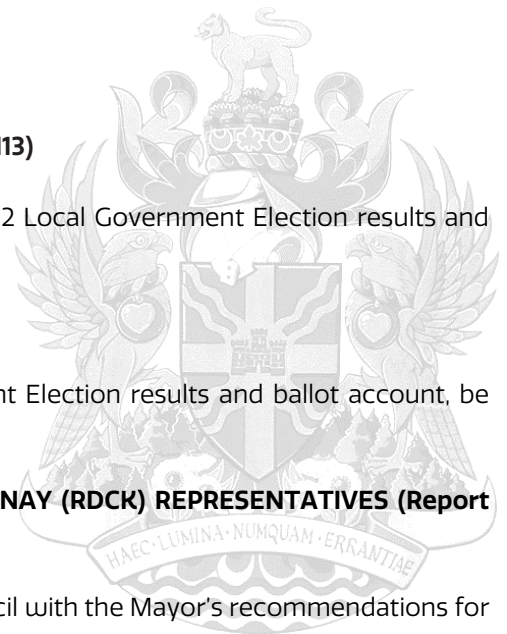
Report from the Chief Election Officer to provide the 2022 Local Government Election results and ballot account.

RECOMMENDATION: Council consider and resolve:

THAT Report 22-113 regarding the 2022 Local Government Election results and ballot account, be received as submitted by the Chief Election Officer.

8 APPOINTMENTS OF REGIONAL DISTRICT OF CENTRAL KOOTENAY (RDCK) REPRESENTATIVES (Report No. 22-114)

Report from the Manager of Corporate Services to provide Council with the Mayor's recommendations for Council appointments to the RDCK Board, the RDCK Castlegar and District Recreation Commission and the West Kootenay Regional Hospital District Board.



RECOMMENDATIONS (to be considered individually): Council consider and resolve:

1. THAT Mayor McFaddin be appointed as Director to the Board of the Regional District of Central Kootenay for the four-year term ending November 30, 2026.
2. THAT Councillor Bogle be appointed as Alternate Director to the Regional District of Central Kootenay for the four-year term ending November 30, 2026.
3. THAT in addition to Mayor McFaddin, as the City of Castlegar's Regional District appointee, Councillor Heaton-Sherstobitoff and Councillor Bogle be appointed to the Castlegar and District Recreation Commission for the four-year term ending November 30, 2026.
4. THAT Councillor Heaton-Sherstobitoff be appointed as the City of Castlegar representative to the West Kootenay Boundary Regional Hospital District Board for the four-year term ending November 30, 2026.

9 DEPUTY MAYOR SCHEDULE FOR 2022-2023 (Report No. 22-114)

Report from the Manager of Corporate Services to provide Council with the Mayor's recommendations for the 2022/2023 Deputy Mayor schedule.

RECOMMENDATION: Council consider and resolve:

THAT Council adopt the 2022/2023 Deputy Mayor Schedule attached to Report 22-114 in compliance with Section 3 of the City of Castlegar Council Procedures Bylaw No. 986 and as required by Section 130(1) of the *Community Charter*.

10 MAYOR'S APPOINTMENT OF STANDING COMMITTEES (Report No. 22-114)

Report from the Manager of Corporate Services to provide Council with the Mayor's appointments for the Council Standing Committees.

Community Wellness and Social Services

- Councillor Heaton-Sherstobitoff (Chair) and Councillor MacLeod (Deputy Chair)

Cultural and Civic Pride

- Councillor Bell (Chair) and Councillor Bogle (Deputy Chair)

Finance and Corporate Services

- Mayor McFaddin (Chair) and Councillor Heaton-Sherstobitoff (Deputy Chair)

Green and Technology

- Councillor Falstead (Chair) and Councillor Bojecho (Deputy Chair)

Municipal Services

- Councillor MacLeod (Chair) and Councillor Falstead (Deputy Chair)

Planning, Development and Sustainability

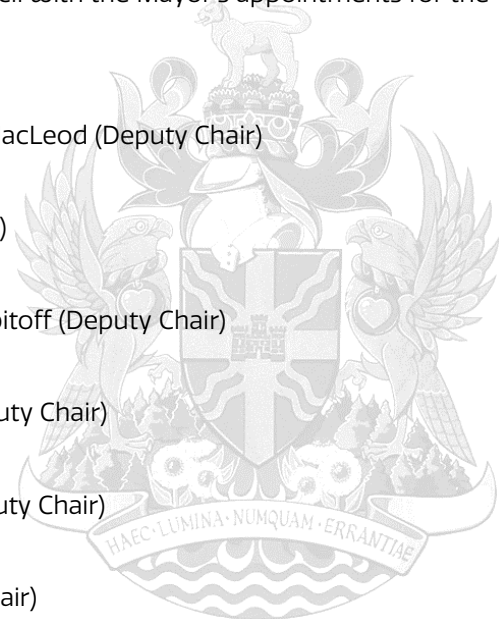
- Councillor Bogle (Chair) and Mayor McFaddin (Deputy Chair)

Protective Services

- Councillor Bojecho (Chair) and Councillor Bell (Deputy Chair)

Appointment to the Step 4 Grievance Committee

- Mayor McFaddin, Councillor MacLeod and Councillor Bogle



11 NEXT MEETING:

November 21, 2022 at 3:00 p.m. for Committee of the Whole Meeting followed by the Regular Council Meeting at 7:00 p.m., held in Council Chambers at the Community Forum, 445 13th Avenue, Castlegar, B.C. and via Zoom live meeting.

12 ADJOURNMENT: Motion to adjourn.



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: November 7, 2022 **REPORT NO.:** 22-113
SUBMITTED BY: Chief Election Officer **FILE NO.:** 4200-40
SUBJECT: 2022 Local Government Election Results

RECOMMENDATION:

THAT Report 22-113 regarding the 2022 Local Government Election results and ballot account, be received as submitted by the Chief Election Officer.

PURPOSE:

To provide the 2022 Local Government Election results and ballot account in accordance with section 158 of the *Local Government Act*.

This report is for information and adoption at the November 7, 2022 Regular Council Meeting.

BACKGROUND/SUMMARY

In accordance with the *Local Government Act*, I hereby submit this report of the 2022 Local Government Election results to the Council of the City.

As officially declared on October 18, 2022:

- Maria McFaddin has been elected for office of Mayor for the City.
- Darcy Bell, Brian Bogle, Sandy Bojecho, Shirley Falstead, Sue Heaton-Sherstobitoff, and Cherry MacLeod have been elected for offices of Councillor for the City.

As required by Section 158(2) of the *Local Government Act*, attached is the ballot account report for the results of the Election by voting for the office of Mayor and six Councillors. The report provides the total number of ballots ordered from the printer, ballots issued to electors, spoiled and/or rejected, and remaining unused ballots.

Voter turnout for the 2022 Local Government Election was 29%, down 8.1% from the 2021 Castlegar By-election, and down 17.2% compared to the 2018 Castlegar Election. A list of statistical election results is attached.

The City had 6,221 voters on the provincial voter list, 71 new registrations, 22 registered non-resident property electors, and 2 new registrations for non-resident property electors, for a total of 6,316 eligible voters.

The number of valid votes cast was 1,852:

- 544 on advance voting days
- 1243 on general voting day
- 22 by mail ballot
- 43 at special voting opportunities

ALTERNATIVES:

There are no alternatives to this recommendation, as a report to Council providing the Election results and ballot account is required in accordance with section 158 of the *Local Government Act*.

IMPLICATIONS:

(1) Social N/A

(2) Environmental N/A

(3) Personnel The October 5 and 12, 2022 advanced voting polls were staffed with 5 election officials including the Chief Election Officer (CEO) and two Deputy Election Officers (DCEO). Special Voting Opportunities were staffed by the CEO and a DCEO. General voting day was staffed with 9 election officials including the CEO and DCEO's.

Approximately 550 staff hours were spent preparing for and administering the 2022 Local Government Election.

(4) Financial The budget for the Election was set at \$40,000.

Not all invoices have been received at this time. Staff will update Council of the total cost of the 2022 Election at a future meeting.

POLICY IMPLICATIONS:

Local Government Act section 158 states:

- (1) Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the Chief Election Officer must submit a report of the election results to the local government.
- (2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on the ballot accounts for the election.

IMPLEMENTATION:

N/A

COMMUNICATION:

The Declaration of Official Election Results has been completed as per *Local Government Act* section 146 and posted on the City website, sent to local media, Elections BC, CivicInfo BC, and advertised as required in the BC Gazette Crown Publication.

Respectfully submitted,



Nicole Brown, Chief Election Officer

2022 Local Election Composite Ballot Account City of Castlegar Voting

Mail and Special Voting Ballots

(1) Number of ballots issued to build mail ballot packages and special voting opportunities		100
(2) Number of mail ballots sent to the electors	22	
(3) Number of ballots issued at Special Voting opportunities	43	
(4) Unused ballots	35	
(5) Total (2) + (3) + (4) should equal # on line (1)		100
(6) Mail Ballots returned	22	
(7) Mail Ballots not returned	0	
(8) Total (6) + (7) should equal # on line (2)		22
(9) Rejected or spoiled ballots not re-issued	0	
(10) Mail and Special Ballots counted by machine	65	
(11) (9) + (10) should equal (3) + (6)		65

*One mail ballot was returned on October 15, 2022 to the voting place and marked and entered into the tabulator at that time.

Advance October 5, 2022

(1) Number of ballots issued to poll clerks for use		300
(2) Number of ballots given to the electors	235	
(3) Spoiled ballots that were replaced under S. 128	1	
(4) Rejected ballots	0	
(5) Unused ballots	64	
(6) Total (2) + (3) + (4) + (5) should equal # on line (1)		300

Advance October 12, 2022

(1) Number of ballots issued to poll clerks for use		401
(2) Number of ballots given to the electors	309	
(3) Spoiled ballots that were replaced under S. 128	1	
(4) Rejected ballots	0	
(5) Unused ballots	91	
(6) Total (2) + (3) + (4) + (5) should equal # on line (1)		401

General October 15, 2022

(1) Number of ballots issued to poll clerks for use		1400
(2) Number of ballots given to the electors	1243	
(3) Spoiled ballots that were replaced under S. 128	2	
(4) Unmarked ballots that were damaged and not distributed	6	
(5) Rejected ballots	0	
(6) Unused ballots	149	
(7) Total (2) + (3) + (4) + (5) + (6) should equal # on line (1)		1400

6,300 ballots were ordered for use in the 2022 General Election.

100 ballots marked "test" were ordered for pre-election accuracy testing.

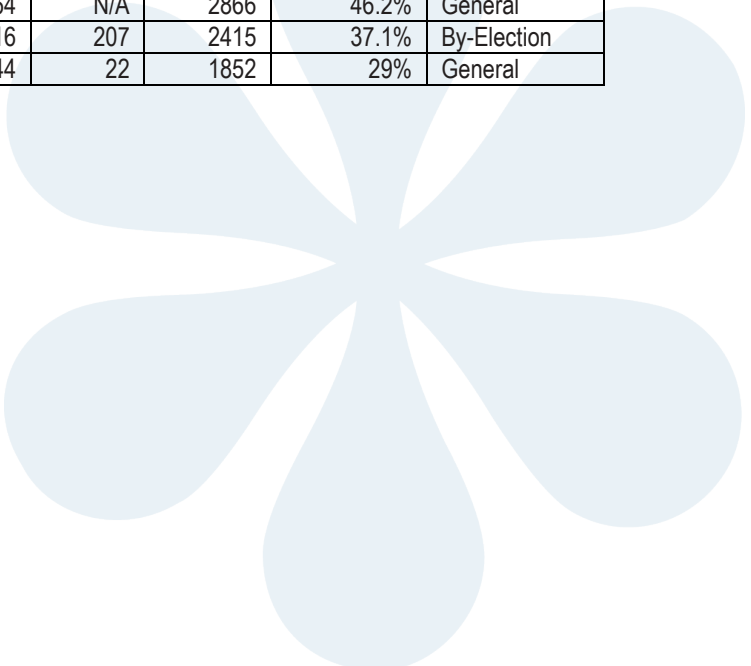
41 packages of ballots remain unopened.

22 packages of ballots were distributed to poll clerks for distribution to voters (accounted for above).

File: 4200-40

City of Castlegar ELECTION RESULTS HISTORY

Year	Electors on Voter List (Resident & Non Res Property)	New Voter Registrations (Resident & Non Res Property)	Total Electors	Advance Voters	Mail Ballot Voters	Total Electors Who Voted	Turnout % (Total Voters)	Comments
1986	4168	234	4402		N/A	1903	43.2%	
1987	3650	298	3948	80	N/A	2318	58.7%	
1988	3953	49	4002	49	N/A	1714	42.8%	Aquatic Centre
1988	3953	211	4213	90	N/A	1862	44.2%	
1990	4242	102	4344	18	N/A	1535	35.3%	
1991	4332	55	4387	47	N/A	856	19.5%	
1992	4362	207	4569	113	N/A	1600	35.0%	Referendum
1993	4422	272	4694	107	N/A	2120	45.2%	
1996	4131	97	4228	62	N/A	1430	33.8%	
1999	4169	164	4333	65	N/A	1737	39.9%	
2001 BY	4145	79	4224	81	N/A	1118	26.5%	By-Election
2002	4288	178	4466	165	N/A	2161	48.4%	
2005	5659	82	5741	163	N/A	2190	38.1%	
2008 BY	5728	116	5844	92	N/A	1079	18.5%	By-Election
2008	5778	69	5847	151	N/A	1616	27.60%	General
2011	5942	85	6027	190	N/A	1845	30.60%	General
2013 BY	6047	49	6096	216	N/A	973	16.00%	By-Election
2014	5783	145	5928	389	N/A	2356	39.74%	General
2016 BY	5838	126	5964	638	N/A	1844	30.91%	By-Election
2018	5588	146	5734	964	N/A	2408	41.9%	Referendum
2018	6067	131	6198	1164	N/A	2866	46.2%	General
2021 BY	6383	125	6508	1016	207	2415	37.1%	By-Election
2022	6243	73	6316	544	22	1852	29%	General



CASTLEGAR

REPORT TO COUNCIL

MEETING DATE: November 7, 2022 **REPORT NO.:** 22-114
SUBMITTED BY: Manager of Corporate Services **FILE NO.:** 0470.30 & 0550.20
SUBJECT: Council Appointments – Regional District of Central Kootenay, Commissions, Committees, and Deputy Mayor Schedule.

RECOMMENDATION (to be considered individually):

- 1. THAT Mayor McFaddin be appointed as Director to the Board of the Regional District of Central Kootenay for the four-year term ending November 30, 2026.***
- 2. THAT Councillor Bogle be appointed as Alternate Director to the Regional District of Central Kootenay for the four-year term ending November 30, 2026.***
- 3. THAT in addition to Mayor McFaddin, as the City of Castlegar’s Regional District appointee, Councillor Heaton-Sherstobitoff and Councillor Bogle be appointed to the Castlegar and District Recreation Commission for the four-year term ending November 30, 2026.***
- 4. THAT Councillor Heaton-Sherstobitoff be appointed as the City of Castlegar representative to the West Kootenay Boundary Regional Hospital District Board for the four-year term ending November 30, 2026.***
- 5. THAT Council adopt the 2022/2023 Deputy Mayor Schedule attached to Report 22-114 in compliance with Section 3 of the City of Castlegar Council Procedures Bylaw No. 986 and as required by Section 130(1) of the Community Charter.***

PURPOSE:

To provide Council with the Mayor’s recommendations for Council appointments to the RDCK Board, the RDCK Castlegar and District Recreation Commission, the West Kootenay Regional Hospital District Board, Council Standing Committees, and the 2022/2023 Deputy Mayor schedule.

This report is for discussion and adoption at the November 7, 2022 Inaugural Meeting.

SUMMARY/BACKGROUND:

During the Inaugural Meeting of Council appointments to boards, commissions and committees are made. This report outlines the appointments and the authority to appoint members of Council to each board, commission or committee.

Appointment of Director to the Regional District of Central Kootenay (RDCK)

In accordance with the *Local Government Act* section 198 “each municipal director is to be appointed at pleasure by the council from among its members”.

The term of office of the municipal director continues until the earliest of the following:

1. another director taking office in the original director's place;
2. the director ceases to be a member of the council before the next general local election;
3. November 30 in the year of a general local election.

At the same time as appointing the director position Council must also appoint an alternate director to act in the place of an absent director in all matters including matters delegated to that director by the board.

The appointment for the RDCK Director, RDCK Alternate Director, Recreation Commission, and Regional Health Board must be submitted to the RDCK by November 8, 2022.

Appointment to Castlegar and District Recreation Commission

The RDCK Castlegar and District Community Complex and Recreation Commission Amendment Bylaw No. 1874 section A.1 states:

“The Castlegar and District Community Complex and Recreation Commission shall consist of:

- *Three (3) members of Council from the City of Castlegar, one of whom shall be the member appointed to the Regional District Board*
- *Area Director for Electoral Area I*
- *Area Director for Electoral Area J”*

Appointment to the Regional Health Board

In accordance with Division 2, Section 8 part 1 of the *Hospital District Act*, “a regional hospital district board consists of the directors on the board of the regional district that corresponds to the regional hospital district”. This means that the Council member appointed as the RDCK Board, by default, is appointed to the Regional Health Board. However, part 3 says that with the consent of Council, the Health Board can appoint someone else.

A resolution from Council naming the Municipal Regional District Director and separately naming the Health Board Representative, even if they are the same person, is requested resolution from the Regional Hospital Board.

2022/2023 Deputy Mayor Schedule

Section 3 of the City of Castlegar Council Procedures Bylaw No. 986 Designation of a member to act in place of mayor requires:

- (1) Annually in January, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under subsection (1) or chosen under subsection (3) has the same powers and duties as the Mayor in relation to the applicable matter.

In addition Section 130 of the *Community Charter* Designation of member to act in place of mayor states:

130(1) The council must, in accordance with its applicable procedure bylaw, provide for the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.

Appointment of Standing Committees

Currently the City of Castlegar has 7 Standing Committee's of Council that are set out under the Terms of Reference established January 10, 2012, attached to this report. The *Community Charter* section 141 sets out the legislation for the Mayor to set out these Committee's and the authority for the Mayor to appoint persons to those Committees.

The term of appointment is one year, and the Chair and Deputy Chair of each Committee is appointed by the Mayor as per the Terms of Reference. The Mayor, as per Section 49 of the Council Procedures Bylaw No. 986, is a member of all Standing Committees.

Mayor McFaddin appointments to Standing Committees for 2022/2023, as per the Terms of Reference established, January 10, 2012, will be as follows:

Community Wellness and Social Services:

- Councillor Heaton-Sherstobitoff (Chair) and Councillor MacLeod (Deputy Chair)

Cultural and Civic Pride:

- Councillor Bell (Chair) and Councillor Bogle (Deputy Chair)

Finance and Corporate Services:

- Mayor McFaddin (Chair) and Councillor Heaton-Sherstobitoff (Deputy Chair)

Green and Technology:

- Councillor Falstead (Chair) and Councillor Bojecho (Deputy Chair)

Municipal Services:

- Councillor MacLeod (Chair) and Councillor Falstead (Deputy Chair)

Planning, Development and Sustainability:

- Councillor Bogle (Chair) and Mayor McFaddin (Deputy Chair)

Protective Services:

- Councillor Bojecho (Chair) and Councillor Bell (Deputy Chair)

Appointments to Step 4 Grievance Committee

The City's Collective Agreement with CUPE Local 2262 under Article 18.3 states that should a grievance be submitted to Step 4 of the process "representatives of the union and management shall meet with a committee of the City Council". This Committee consists of the Mayor and 2 members of Council appointed by the Mayor.

Mayor McFaddin appointments to the Step 4 Grievance Committee are as follows:
Mayor McFaddin Councillor MacLeod and Councillor Bogle.

ALTERNATIVES:

After review and discussion of the Mayor's recommendations Council could chose to revise one or more of the recommendations.

IMPLICATIONS:

- (1) Social N/A
- (2) Environmental N/A
- (3) Personnel Approximately 2 hours of staff time was spent preparing this report.
- An additional 2 hours of staff time will be required to notify the RDCK of the new appointments, and make the required updates for Standing Committee appointments including notifying the Committee Liaison groups.
- (4) Financial N/A

POLICY IMPLICATIONS:

Community Charter Division 4 sets out the legislative authority for Committees and Commissions. *Local Government Act* Part 6 Regional Districts: Governance and Procedures set the legislation for the appointment of Region Directors and Alternate Directors.

Appointment to the Recreation Commission from Castlegar City Council is required under RDCK Amending Bylaw No 1874 – a Bylaw to amend “Castlegar and District Community Complex and Recreation Commission Bylaw No. 530, 1985.”

Hospital District Act Division 2, Section 8 Part 1, states: “a regional hospital district board consists of the directors on the board of the regional district that corresponds to the regional hospital district.”

The *Community Charter* section 141 sets out the legislation for Standing Committee’s and the Mayor’s authority to appoint persons to those Committees.

IMPLEMENTATION:

Staff will:

- Update and distribute the Deputy Mayor schedule.
- Notify the RDCK of the new appointments.
- Notify the Standing Committee groups of the new liaisons for the year.
- Update the website and agenda template.

COMMUNICATION:

Notice of the resolutions will be included in the November Council Highlights.

Respectfully submitted,



Nicole Brown,
Manager of Corporate Services

Approved by



Chris Barlow, A.Sc.T.
Chief Administrative Officer

COUNCIL STANDING COMMITTEES

November 2022 – December 2023

Community Wellness and Social Services

Chair Councillor Heaton-Sherstobitoff

Deputy Chair Councillor MacLeod

- Budget Committee
- Library Board Representative
- Liaison to School District No. 20
- Seniors Advisory Representative and Liaison to Senior Citizens Association
- Liaison to Social Planning Council
- Liaison to the Kootenay Columbia Seniors Housing
- Co-operative Society
- Liaison to the Abilities Awareness Advisory Committee
- Liaison to the Festival Society
- Special Events

Cultural and Civic Pride

Chair Councillor Bell

Deputy Chair Councillor Bogle

- Budget Committee
- Liaison to Kootenay Gallery of Art, History & Science
- Liaison to Doukhobor Historical Society
- Liaison to the Castlegar & District Heritage Society
- Liaison to Castlegar-Embetsu Educational Exchange Committee
- Liaison to Communities in Bloom Committee
- Liaison to Castlegar Sculpturewalk Society
- Chamber of Commerce Representative

Finance and Corporate Services

Chair Mayor McFaddin

Deputy Chair Councillor Heaton-Sherstobitoff

- Budget Committee
- Grants
- Banking
- Fiscal Policy
- Policy and Procedures
- Risk Management/Insurance
- Information Technology Systems



Green & Technology

Chair Councillor Falstead

Deputy Chair Councillor Bojchko

- Budget Committee
- Integrated Community Sustainability Plan
- Environmental Initiatives
- Policy and Procedures
- Equipment Acquisition
- Liaison to Kootenay Food Strategy Society

Municipal Services

Chair Councillor MacLeod

Deputy Chair Councillor Falstead

- Budget Committee
- Airport Development
- Equipment Acquisition
- Parks
- Capital Works
- Water Treatment and Wastewater Disposal

Planning and Development and Sustainability

Chair Councillor Bogle

Deputy Chair Mayor McFaddin

- Budget Committee
- Development Cost Charges, Zoning, Development Permits
- Land Acquisition and Disposal
- Planning/GIS
- Economic Development
- Liaison to Advisory Planning Commission
- Broadband
- Economic Development Committee of the Chamber of Commerce Representative

Protective Services

Chair Councillor Bojchko

Deputy Chair Councillor Bell

- Budget Committee
- Bylaw Enforcement
- Liaison to the R.C.M.P.
- Liaison to Block Watch
- Liaison to the Fire Department
- Liaison to Emergency Preparedness Committee
 - Community – Fire, Police, Ambulance
 - Interior Health Authority Disaster Committee



Stage IV Labour/Management Committee

- Chair Mayor McFaddin
- Member Councillor MacLeod
- Member Councillor Bogle



Deputy Mayor Schedule 2022/2023

November 2022	Councillor Bell
December 2022	Councillor Bogle
January	Councillor Bojecho
February	Councillor Falstead
March	Councillor Heaton-Sherstobitoff
April	Councillor MacLeod
May	Councillor Bell
June	Councillor Bogle
July	Councillor Bojecho
August	Councillor Falstead
September	Councillor Heaton-Sherstobitoff
October	Councillor MacLeod
November	Councillor Bell
December	Councillor Bogle





STANDING COMMITTEES OF COUNCIL TERMS OF REFERENCE

Part 1 – Terms Applicable to all Standing Committees

Definition

A Standing Committee is an advisory body to Council established by the Mayor, pursuant to Section 141 of the Community Charter.

City of Castlegar Standing Committees

The City of Castlegar currently has the following Council Standing Committees:

- Community Wellness and Social Services
- Cultural and Civic Pride
- Finance and Corporate Services
- Green and Technology
- Planning and Development (Planning Development and Sustainability)
- Public Safety (Protective Services)
- Transportation and Civic Works (Municipal Services)

Committee Members

City of Castlegar Standing Committees are comprised of members of City Council. Designated City staff attend and participate in Standing Committees meetings as advisors to the committee.

As per Section 49 of Council Procedures Bylaw No. 986, the Mayor is a member of all Standing Committees.

Voting

Members of Council are voting members of Standing Committees. City staff attend and participate in Standing Committee meetings, however, staff are not entitled to vote on matters before the Committee.

Term of Appointments

In December of each year the Mayor will appoint members of Council to each Standing Committee. The appointment shall be for a one year term. The Mayor shall designate one Council member to serve as Chair, and one member of Council to serve as Deputy-Chair for each Standing Committee.

The General Role of All Standing Committees

As per Section 52 of Council Procedures Bylaw No. 986, the general duties of Council Standing Committees are as follows:

1. To consider and report to Council from time to time, or whenever desired by Council, and as often as the interests of the Municipality may require, on all matters referred to it by the Mayor or Council or coming within its purview, and to recommend such action by Council in relation to those matters as the Committee deems necessary or expedient.
2. To carry out the instructions of Council expressed by resolution in regard to any matter referred by Council to a Committee for immediate action upon it, and the instructions of Council shall be specific, and to report its action in detail at the next regular or other meeting of Council thereafter, as specified in the instructions of Council; and
3. To carry out the duties and follow the procedure established by bylaw of Council.

The Council member's role as a voting member on the Committee is:

1. To consider and provide recommendations to Council on matters referred to the Standing Committee by Council or the Chief Administrative Officer.
2. To consider and provide recommendations to Council on policy matters generally within the roles and responsibilities of the Standing Committee, as set out in Part 2.
3. To serve as a communication channel to Council.
4. To act as a media liaison for the Committee.
5. To provide information and consider advice from staff and other members of Council on issues of concern to the public and the City of Castlegar, within the role and responsibilities of the Standing Committee, as set out in Part 2.
6. To refer recommendations to Council for authority to act.
7. To report to the Council when directed by resolution of the Council.

City staff's role as a non-voting member on the Committee is:

1. To provide local knowledge, advice, relevant background information, expertise and perspective on items relative to each respective Standing Committee.
2. To provide information on issues of concern to the public and the City.
3. To objectively participate in all aspects of the Committee's business as presented at the meeting.
4. To understand the need to take into account the interests of all when helping to formulate a decision.
5. To exercise professional judgement and open-mindedness when considering items presented.

Committee Meeting Schedule

As per Section 53 of Council Procedures Bylaw No. 986, at its first meeting after establishment the Standing Committee must establish a regular schedule of meetings. In addition to regularly

scheduled meetings, the Chair of the Committee may call a special meeting of the Committee, or may cancel a meeting.

The Committee meeting schedule will be posted at City Hall, made available on the City's website and circulated to all Committee members.

Meetings Open to the Public

All meetings of Council committees are open to the public and no person shall be excluded except for improper conduct or where the committee is considering an item where the topic relates to a subject included in Section 90 of the Community Charter and the public interest requires the exclusion of the public.

Protocol and Procedures

Agendas

1. All meetings are to have an agenda, to be prepared and distributed by City staff.
2. Committee agenda packages will include relevant background documentation, whenever available.
3. A copy of the agenda cover page will be distributed to all members of Council and the Chief Administrative Officer, for information.

Minutes

1. A record of the key discussion points and the Committee's recommendation shall be recorded by City staff.
2. Minutes of all Standing Committee meetings shall be produced and maintained as required by Section 56 of Council Procedures Bylaw No. 986.
3. Following approval of the minutes by the Committee Chair, the minutes will be submitted to the next Regular meeting of Council for information.

Conduct

Meetings shall be conducted in accordance with the rules and procedures established in Council Procedures Bylaw No. 986.

Attendance at Committee Meetings

As per Section 55 of Council Procedures Bylaw No. 986, Council members who are not members of a Committee may attend meetings of the Committee but may only take part in any discussion or debate by permission of a majority vote of the members of the Committee and shall not be allowed to vote.

Decision Making

Committees should strive for consensus in their decision-making. However, if necessary final decisions are made by a majority vote or by the vote of the Chair in the event of a tie.

Finance and Corporate Services

The Finance and Corporate Services Committee is responsible for reviewing matters related to the overall corporate and financial administration of the City including, but not limited to, human resources, information technology, grant funding, Five Year Financial Plans, financial and fiscal policy and auditing, the Annual Municipal Report, capital plans and taxation and utility rates policies/ bylaws.

City Staff Support: Chief Administrative Officer
 Director of Finance
 Director of Corporate Services
 Administrative Assistant

Green Committee

The Green Committee is responsible for reviewing all policy and practical matters related to the environment such as, but not limited to, sustainability framework, solid waste (including garbage, recycling, and composting), climate change adaptation and mitigation, water stewardship, and energy conservation.

City Staff Support: Chief Administrative Officer
 Director of Transportation & Civic Works
 Planning Technician II
 Administrative Assistant

Planning & Development Committee

The Planning & Development Committee is responsible for integrating the social, economic and environmental interests of the City and developing and reviewing policies and programs to manage the physical change and growth of the City. Responsible for reviewing matters related to community and economic development such as, but not limited to building inspections, business licences, development permits and applications, property and real estate management, alternative and conventional transportation, downtown revitalization, industrial and commercial promotion, the Official Community Plan, subdivisions and zoning.

City Staff Support: Chief Administrative Officer
 Director of Development Services
 Planning Technician II

City Liaison to: Advisory Planning Commission
 Economic Development Committee of the Chamber of Commerce

