



Regional District of Central Kootenay
CASTLEGAR AND DISTRICT RECREATION COMMISSION
Open Meeting Agenda

Date: Tuesday, August 6, 2024

Time: 4:00 pm

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

Pages

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

4:00 p.m. PST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/99680516916?pwd=4KWlqaXo5wZdT37On3UOggoGgdysdj.1>

Join by Phone:

- +1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

Meeting ID: 996 8051 6916

Meeting Password: 080990

In-Person Location: Castlegar & District Community Complex (Columbia Room) -
2101 6th Avenue

2. CALL TO ORDER

Chair Bogle called the meeting to order at [Time] p.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

4. ADOPTION OF AGENDA

RECOMMENDATION:

The agenda for the August 6, 2024 Castlegar and District Recreation Commission meeting be adopted as circulated.

5. RECEIPT OF MINUTES

3 - 7

The June 11, 2024 Castlegar and District Community Complex and Recreation Commission minutes, have been received.

6. DELEGATE

There are no Delegations scheduled for this Commission meeting.

7. STAFF REPORTS

7.1 Community Engagement Update

8 - 10

The Commission Report dated June 6, 2024 from Trisha Davison, Regional Manager - Recreation & Client Services, re: Reimagining Recreation - Castlegar & District Complex Engagement Update, has been received.

7.2 Castlegar & District Community Complex Operations Report

11 - 13

The Commission Report dated July 26, 2024 from Vanessa Boudreau, Castlegar & District Community Complex Facility Manager, re: Castlegar & District Community Complex Operations Report, has been received.

8. NEW BUSINESS

8.1 Summer Pool Closure

Trisha Davison, Regional Manager - Recreation & Client Services to provide a verbal report re: Summer Pool Closure.

9. ACTION ITEMS FROM PREVIOUS MEETINGS

14

The Action Items from previous commission meetings has been received.

10. PUBLIC TIME

The Chair will call for questions from the public and members of the media at _____ p.m.

11. NEXT MEETING

The next Castlegar and District Recreation Commission meeting is scheduled for September 10, 2024 at 4:00 p.m.

12. ADJOURNMENT

RECOMMENDATION:

The Castlegar and District Recreation Commission meeting be adjourned at [Time].



Regional District of Central Kootenay
CASTLEGAR AND DISTRICT RECREATION COMMISSION
Open Meeting Minutes

4:00 p.m.
June 11, 2024

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:
4:00 p.m. PST

Join by Video:
[https://rdck-bcca.
zoom.us/j/96954975974?pwd=AuSjkWDeLwljBqgZni5j0ri8IFStid.1&from=addon](https://rdck-bcca.zoom.us/j/96954975974?pwd=AuSjkWDeLwljBqgZni5j0ri8IFStid.1&from=addon)

Join by Phone:
1-778-907-2071 Canada
1-855-703-8985 Canada Toll-free

Meeting ID: 969 5497 5974
Meeting Passcode: 107036

In-Person Location: Castlegar & District Community Complex - Columbia Room - 2101 6th Avenue

COMMISSION/COMMITTEE MEMBERS

Commissioner	M. McFaddin	City of Castlegar
Commissioner	B. Bogle	City of Castlegar
Commissioner	S. Heaton-Sherstobitoff	City of Castlegar
Commissioner	A. Davidoff	Electoral Area I
Commissioner	H. Hanegraaf	Electoral Area J

STAFF

Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager of Recreation and Client Services
Vanessa Boudreau	Facility Manager - Castlegar and District Recreation Centre
Tia Wayling	Programming Supervisor/Community Development
Pearl Anderson	Meeting Coordinator

5 out of 5 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair Bogle called the meeting to order at 4:01 p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and Seconded,
AND Resolved

That the Agenda for the June 11, 2024 Castlegar and District Community Complex and Recreation Commission meeting be adopted with the following:

- Addition of Item 6.4 - Regional Parks, Trails and Water Access Strategy Engagement and Communications Update
- Addition of Item 8.2 - Accessibility Project - Castlegar & District Recreation Complex

Carried

4. RECEIPT OF MINUTES

The May 7, 2024 Castlegar and District Community Complex and Recreation Commission minutes have been received.

5. DELEGATES

There were no Delegates scheduled for this Commission meeting.

COMMISSIONER PRESENT: Commissioner Davidoff joined the meeting at 4:11 p.m.

6. STAFF REPORTS

6.1 Community Engagement Update

The Commission Report dated June 6, 2024 from Trisha Davison, Regional Manager of Recreation and Client Services, re: Community Engagement Update, has been received including the following provided as information:

- Community Engagement survey will be going live on June 12 and continue to be online until July 5.
- Hard copies of the survey will be available at the Castlegar Complex.
- User groups will be invited to participate in a separate survey.
- The Project is included in the 2024 financial plan.

6.2 Castlegar & District Community Complex Programming Update

The Commission Report dated June 6, 2024 from Tia Wayling, Regional Programmer, re: Castlegar & District Community Complex programming update has been received. The following discussed:

- Gaps in the communication process;
- Current process for collecting data not a sustainable process;
- Identifying new processes to collect reliable data.

6.3 Castlegar & District Community Complex Roof Repair Contract Award

The Commission Report dated June 6, 2024 from Shanna Eckman, Project Management Coordinator, re: Castlegar & District Community Complex Roof Repair Contract Award has been received. The following was discussed:

- Contract will be awarded to Brault Roofing (BC) Inc. (pending Board approval);
- Project to commence July 1 with project completion date October 2024.

MOVED and Seconded,

AND Resolved that it be recommended to the Board:

That the Board approve the RDCK enter into a contract with Brault Roofing (BC) Inc. for construction services for the Castlegar & District Recreational Complex Arena Metal Roof Coating project; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$306,300.00 plus GST;

AND FURTHER, that the cost be included in the 2024 Financial Plan for S222 Arena (Castlegar Complex)-Castlegar and Areas I and J.

Carried

6.4 Regional Parks, Trails and Water Access Strategy Engagement and Communications Update

Trisha Davison, Regional Manager of Recreation and Client Services, provided the Commission with a verbal report re: Regional Parks, Trails and Water Access Strategy Engagement and Communications Update

7. NEW BUSINESS

7.1 Service Committees

Joe Chirico, General Manager of Community Services provided the Commission with a verbal report re: A report going to All Recreation Committee meeting on June 26, 2024, in regards to Community Services Governance Committee/Commission and options for change.

8. NEW BUSINESS

8.1 Service Committees

Joe Chirico, General Manager of Community Services, provided the Commission with a verbal report regarding a report going to the All Recreation Committee in regards to a Community Services Governance Committee/Commission and options for change.

8.2 Accessibility Project - Castlegar & District Recreation Complex

Vanessa Boudreau, Facility Manager, Castlegar & District Recreation Complex, provided the Commission with a verbal report regarding the accessibility project at the Complex.

9. ACTION ITEMS FROM PREVIOUS MEETINGS

Commission members reviewed the action items list from previous Castlegar & District Recreation Commission meetings. The Commission asked that the following items be added to the action items list:

- Castlegar & District Recreation Centre – Accessibility Report
- Castlegar & District Recreation Centre Arena roof insulation

In addition, it was noted the first 3 items on the action items list have been completed and can be removed.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 5:07 p.m.

There were no questions from the public or members of the media.

11. NEXT MEETING

The next Castlegar and District Community Complex and Recreation Commission meeting is scheduled for August 6, 2024 at 4:00 p.m.

12. ADJOURNMENT

MOVED and seconded,
AND Resolved

That the Castlegar and District Community Complex and Recreation Commission meeting be adjourned at 5:08 p.m.

Carried

Digitally Approved

B. Bogle, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

- 1. That the Board approve the RDCK enter into a contract with Brault Roofing (BC) Inc. for construction services for the Castlegar & District Recreational Complex Arena Metal Roof Coating project; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$306,300.00 plus GST; AND FURTHER, the cost be included in the 2024 Financial Plan for S222 Arena (Castlegar Complex)- Castlegar and Areas I and J.*

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Castlegar & District Recreation Commission Meetings

N/A



Castlegar & District Rec Commission Staff Report

Date of Report: June 6, 2024
Date & Type of Meeting: June 11, 2024 - Rec Commission #5 Regular Meeting
Author: Trisha Davison, Regional Manager – Recreation & Client Services
Subject: REIMAGINING RECREATION – CASTLEGAR & DISTRICT COMPLEX
ENGAGEMENT PROJECT UPDATE
File: 01-0520-50
Electoral Area/Municipality: Castlegar, Areas I & J

SECTION 1: EXECUTIVE SUMMARY

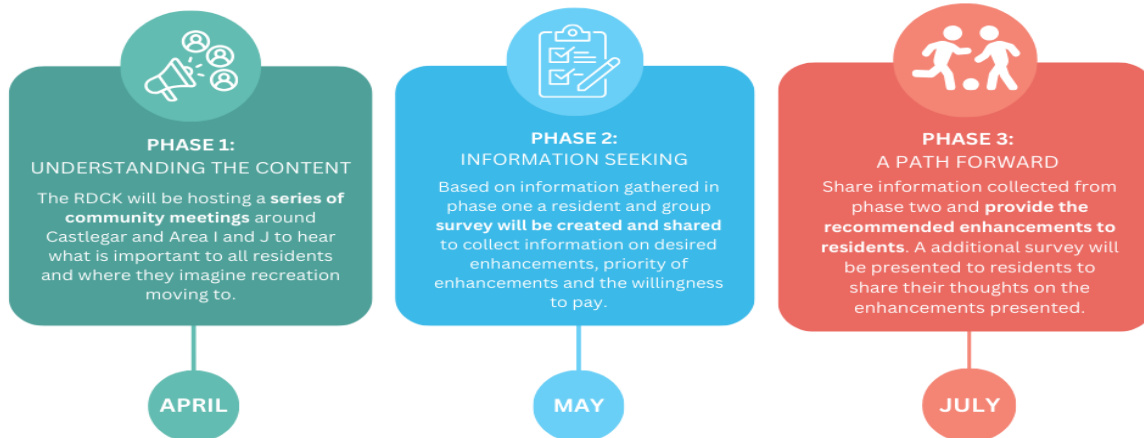
The purpose of this report is to provide an update on the Reimagining Recreation - Castlegar & District Recreation Complex public engagement project.

SECTION 2: BACKGROUND/ANALYSIS

This report provides an update on the Reimagining Recreation - Castlegar & District Recreation Complex public engagement project. As a reminder, the project has three phases:

Consultation Process

Understanding the Three Phases



With Phase 2 now complete, work on the reporting and recommendations is underway. Project consultants are currently collating and starting to analyze the feedback received through the various engagement processes. A summary of the participation in the various engagement processes is as follows:

- Community meetings – 7 meeting held,
- Resident survey responses – Area I (113), Area J (234), City of Castlegar (606)
- User Group survey responses – 8 responses received

The next steps in the project include the following:

- Consultants to provide a draft report to staff the week of August 12.
- The Working Group will be called together to review the draft report the week of August 26 to discuss the engagement findings.
- Draft report will be shared with the general public to get their thoughts on the findings.
- Report will be finalized and presented to the Castlegar & District Recreation Commission and the RDCK Board.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

Project is included in financial plan for 2024.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

NA

3.3 Environmental Considerations

NA

3.4 Social Considerations:

This is an important project to support the long term planning for recreation services at the Castlegar & District Complex and within the region to support the interests of the community.

3.5 Economic Considerations:

NA

3.6 Communication Considerations:

NA

3.7 Staffing/Departmental Workplace Considerations:

NA

3.8 Board Strategic Plan/Priorities Considerations:

NA

SECTION 4: OPTIONS & PROS / CONS

No pros and cons are being presented. Report is for information purposes.

SECTION 5: RECOMMENDATIONS



That this report be received as information.

Respectfully submitted,



Trisha Davison – Regional Manager, Recreation & Client Services

CONCURRENCE

Joe Chirico – General Manager of Community Services – Alt. Trisha Davison 
Craig Stanley – Regional Manager, Operations & Asset Management 
Sarah Fuhr – Communications & Community Engagement Lead – Digitally Approved



Commission Report

Date of Report: July 26, 2024
Date & Type of Meeting: August 06 , 2024 - Castlegar & District Recreation Commission
Author: Vanessa Boudreau – Facility Manager
Subject: CDRD OPERATIONS REPORT
File: 01-0520-50
Electoral Area/Municipality City of Castlegar, Area I and Area J

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the various service areas within Castlegar & District Community Complex.

SECTION 2: BACKGROUND/ANALYSIS

2.1 General Updates

Past Events & Planning for Upcoming Events

May 4	Rotary Diamond Dinner
May 11	Seniors AGM
May 20	Victoria Day Stat Swim
May 25	Emergency Support Services Training
May 31-June 2	Kootenay Gem, Mineral and Fossil Show
June 6	Air Cadets March
June 15	SHSS Graduation
July 3	Annual Ice Users Meeting
July 13-14	Aquanauts Swim Meet
July 2 – Aug 23	Summer Camps
August 24 – September 8	Pool Shutdown
August 31 – September 8	Fitness Shutdown

Projects:

- Arena roof project - Start up meeting with Brault Roofing was held Monday July 29.
 - The contractor will start work on August 22nd and be completed by the end of September. Final completion will be by the end of October.
- Arena Roof insulation – with savings from the arena roof project, there is room in the budget to design the roof insulation project; however, there is not enough time to complete the project. Evoke (engineers) have provided a quote of \$46,000 for the design, procurement and project management, and there will be some architectural work required. Staff will come back to the Commission with a recommendation to amend the 2024 financial plan at the next meeting.
 - This project will be tendered early in 2025 with construction to begin in spring, 2025.
- The CSR office and admin office RTU's will be installed in September.

Facility Updates:

The Pioneer Arena is opening in October; staff are currently ensuring everything is prepared for the final season, including having replaced the fire panel at a cost of \$5,000. Ice making at the Complex starts August 12, with hockey camps scheduled to begin the last week of August.

The Ice User Group meeting was held on July 3rd to discuss ice allocation. The ice schedule has been set as per previous seasons, with no major conflicts or issues given the two sheets of ice available.

Pass Creek Campground experienced issues with their water supply. Staff from RDCK Parks and the CDRD worked to solve those issues, which included installation of new well pump. The pump was installed and the park is currently on a boil water advisory until final testing and Interior Health verifies the water is safe.

Skate park repairs began July 5th with an anticipated completion date of August 2nd.

2.2 Staffing

Aquatics staffing is less than required to get back to pre-pandemic hours of operation. Ongoing recruitment and low cost training are still being pursued; however, most of the new staff and candidates are not available for regular hours. Staff are anticipating that the current schedule will be in place until the end of the year.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
Debt Bylaw Required: Yes No Public/Gov’t Approvals Required: Yes No

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

N/A

3.3 Environmental Considerations: N/A

N/A

3.4 Social Considerations: N/A

N/A

3.5 Economic Considerations: N/A

N/A

3.6 Communication Considerations:

N/A

3.7 Staffing/Departmental Workplace Considerations:

N/A

3.8 Board Strategic Plan/Priorities Considerations:

N/A

SECTION 4: OPTIONS & PROS / CONS

N/A

SECTION 5: RECOMMENDATIONS

No recommendation. The report is received for information only.

Respectfully submitted,




Vanessa Boudreau, Facility Manager

CONCURRENCE

Craig Stanley, Regional Manager – Operations & Asset Management

Joe Chirico, General Manager of Community Services - Alt Trisha Davison



ACTION ITEMS LIST FROM PREVIOUS MEETINGS
Castlegar & District Recreation Commission

#	ACTION ITEM	MEETING ORIGIN	STATUS
1.	That staff bring a report to the Commission with information on how to have a shared services Commission.	May 7, 2024	Complete
2.	Castlegar & District Recreation Centre – Accessibility Report	June 11, 2024	To be brought to the August 6, 2024 meeting.
3.	Castlegar & District Recreation Centre Arena roof insulation	June 11, 2024	To be brought to the August 6, 2024 meeting