



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

**Date:** Tuesday, December 3, 2024

**Time:** 4:00 pm

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

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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:**

4:00p.m. PST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/93162913153?pwd=IXhuBal3yIC5xc4Yc3DBQ9vxiRliqG.1>

**Join by Phone:**

- +1 778 907 2071 Canada
- 855 703 8985 Canada Toll-free

**Meeting ID:** 931 6291 3153

**Meeting Passcode:** 941840

**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 December 3, 2024 Castlegar and District Community Complex and Recreation Commission meeting be adopted as circulated.

**5. RECEIPT OF MINUTES**

5 - 10

The October 1, 2024 Castlegar and District Community Complex and Recreation Commission minutes, have been received.

**6. DELEGATE**

11 - 26

Sarah Meunier, from the Castlegar Parks and Trails Society will present a request to increase the Castlegar Parks and Trails Society Service Grant from \$45,000/year to \$60,000/year starting in the year 2026 to the Commission.

**7. STAFF REPORTS**

**7.1 Castlegar & District Community Complex Operations Update**

Craig Stanley, Regional Manager - Operations and Asset Management to provide the Commission with a verbal update re: Castlegar & District Community Complex Operations, speaking on the following topics.

- Concession
- Shower temperature
- Filter type
- Capital project update

**7.2 Castlegar & District Community Public Engagement Update**

Trisha Davison, Regional Manager - Recreation & Client Services to provide the Commission with a verbal report re: Castlegar & District Community Public Engagement.

**8. NEW BUSINESS**

**8.1 2025 Castlegar & District Recreation Commission Proposed Meeting Dates**

The Commission to review the 2025 Castlegar & District Recreation Commission Proposed Meeting Dates. The 2025 Proposed meeting dates to be held at the Castlegar & District Community Complex at 4:00p.m.

- January 7, 2025
- February 4, 2025
- March 4, 2025
- April 1, 2025

- May 6, 2025
- June 3, 2025
- July 8, 2025
- August 5, 2025
- September 2, 2025
- October 7, 2025
- November 4, 2025
- December 2, 2025

**RECOMMENDATION:**

That the Commission approve the following 2025 Castlegar & District Recreation Commission meeting dates, to commence at 4:00p.m. at the Castlegar & District Community Centre:

- January 7, 2025
- February 4, 2025
- March 4, 2025
- April 1, 2025
- May 6, 2025
- June 3, 2025
- July 8, 2025
- August 5, 2025
- September 2, 2025
- October 7, 2025
- November 4, 2025
- December 2, 2025

**9. PUBLIC TIME**

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

**10. IN CAMERA**

There are no In Camera Agenda Items for this Commission meeting.

**11. NEXT MEETING**

The next Castlegar and District Recreation Commission meeting is scheduled for [Date], 2025 at [Time].

**12. ADJOURNMENT**

**RECOMMENDATION:**

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





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

**4:00 p.m.**  
**October 1, 2024**

**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-bcca.zoom.us/j/97668085769?pwd=7xDIm1Da3VdrBEoqgRDiJas8auTaei.1>

**Join by Phone:**

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

Meeting ID: 976 6808 5769

Meeting Passcode: 709215

**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
Craig Stanley	Regional Manager of Operations & Asset Management
Trisha Davison	Regional Manager of Recreation and Client Services
Pearl Anderson	Meeting Coordinator

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

**2. CALL TO ORDER**

Chair Bogle called the meeting to order at 4:02 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**

**MOVED** and Seconded,  
AND Resolved

That the Agenda for the October 1, 2024 Castlegar and District Recreation Commission meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The September 10, 2024 Castlegar and District Recreation Commission minutes have been received.

**6. DELEGATES**

There were no Delegates scheduled for this Commission meeting.

**7. STAFF REPORTS**

**7.1 Wall of Fame at the Castlegar & District Community Complex**

Craig Stanley, Regional Manager of Operations and Asset Management, provided the Commission with a verbal report, re: Wall of Fame at the Castlegar & District Community Complex including the following:

- Objectives of the Wall of Fame;
- Requirements to qualify for the Wall of Fame for teams and individuals;
- Wall of Fame nomination procedures; and
- The Wall of Fame application form.

**MOVED** and Seconded,  
AND Resolved

That the Nomination Procedures for the Castlegar and District Community Complex Wall of Fame be amended by removing the words “The nomination must be submitted in hard copy. No faxes or emails will be accepted.” and replacing them with “The nomination must be submitted in hard copy or by email”; and FURTHER

That the Castlegar and District Community Complex Wall of Fame application for nomination be a fillable pdf document.

**Carried**

**7.2 Raising a Banner at the Castlegar & District Community Complex**

Craig Stanley, Regional Manager of Operations and Asset Management, provided the Commission with a verbal report, re: Raising a Banner at the Castlegar & District Community Complex including the following discussion:

- Procedures for raising banners in Castlegar and District Recreation Complex;
- Consistency in procedures for raising banners in all RDCK facilities;
- Time frame for keeping banners up; and
- The process and criteria for taking banners down.

**MOVED** and Seconded,  
AND Resolved

That review of the criteria and procedures for the Wall of Fame be forwarded to the All Recreation Committee to ensure consistency throughout all RDCK Recreation Facilities.

**Carried**

**7.3 Castlegar & District Community Complex Programming Update**

The Commission Report dated September 26, 2024 from Tia Wayling, Regional Programming Manager, has been received. The following was reported:

- Due to inconsistencies in data collection and data input practices, the data collection process was established to aid in collecting relevant data to evaluate future recreation programming.
- Year-to-date programming financials were presented.
- Comparison of 2023 and 2024 summer programming statistics.

**8. ACTION ITEMS FROM PREVIOUS MEETINGS**

The action items from the previous Commission meeting have been received.

**9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 5:02 p.m. There were no questions from the public or members of the media.

**10. IN CAMERA****10.1 Meeting Closed to the Public**

**MOVED** and Seconded,  
AND Resolved:

In the opinion of the Board - and, in accordance with Section 90 of the Community Charter – the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**Carried**

**10.2 Recess of Open Meeting**

**MOVED** and seconded,  
AND Resolved:

That the Open Meeting be recessed at 5:04 p.m. in order to conduct the Closed In Camera meeting.

**Carried**

**11. NEXT MEETING**

The next Castlegar and District Recreation Commission meeting is scheduled for November 5, 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 5:42 p.m.

**Carried**

**Digitally approved,**

**B. Bogle**

**RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

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N/A

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

*Future Castlegar & District Recreation Commission Meetings*

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1 .That the Nomination Procedures for the Castlegar and District Community Complex Wall of Fame be amended by removing the words “The nomination must be submitted in hard copy. No faxes or emails will be accepted.” and replacing them with “The nomination must be submitted in hard copy or by email”; and FURTHER

*That the Castlegar and District Community Complex Wall of Fame application for nomination be a fillable pdf document.*

2. *That review of the criteria and procedures for the Wall of Fame be forwarded to the All Recreation Committee to ensure consistency throughout all RDCK Recreation Facilities.*

**From:** [Brian Bogle](#)  
**To:** [Pearl Anderson](#)  
**Subject:** Re: Draft October 1, 2024 CDR Open Meeting Minutes  
**Date:** October 4, 2024 1:06:51 PM

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\*\*\* CAUTION: This email originated from outside the organization. Please proceed only if you trust the sender.\*\*\*

Pearl

Approved  
Brian Bogle  
Councillor  
Castlegar

>

> I'm sorry to bother you again but can you please send the approval for the October 1, 2024 Open Meeting minutes of the Castlegar & District Recreation Commission.

>

> I apologize again for the confusion.

>

> Thank you so much.

>

> Pearl Anderson | Community Meeting Administrative Support

>

> Regional District of Central Kootenay

> Follow us on Facebook

>

> rdck.ca

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# Commission/Committee Delegation Request Form

Updated: 11/23/2021

RDCK Committee/Commission: Recreation Commission

RDCK Contact: Brian Bogle Email: bbogle@castlegar.ca

Name of Organization: Castlegar Parks and Trails Society

Name of Individuals: Sarah Meunier (Executive Director), Richard Johnson (President), and other Directors TBD

**Purpose of presentation / Describe specific action you will request the Committee/Commission to take:**

We are hoping to increase our Service Grant from \$45,000/year to \$60,000/year . We already received our grant for 2025 so the increase would be for our 2026 operations.

**Topic of Discussion (please be specific, provide details, and list key discussion points):**

Our presentation will provide information about our non-profit, the impact it has on our community and how the Service Grant is spent. Trail maintenance is at the core of our operations and we are hoping to increase our maintenance capacity as well as provide living wages for our employees.

**Describe how this topic is relevant to RDCK jurisdiction or business:**

We provide recreational services to residents of the area as well as attract numerous visitors every year who stay in Castlegar to experience the high-quality trails we operate. The use of our trails is accessible to many with trails for users of any ages and multiple abilities. Access to these trails is free of charge and we only suggest a membership of \$20/year if possible. The benefits of outdoor recreation are numerous and contribute to the health of RDCK

Preferred meeting date(s): December 3, 2024

Additional documentation to be provided at meeting? Yes  \* No

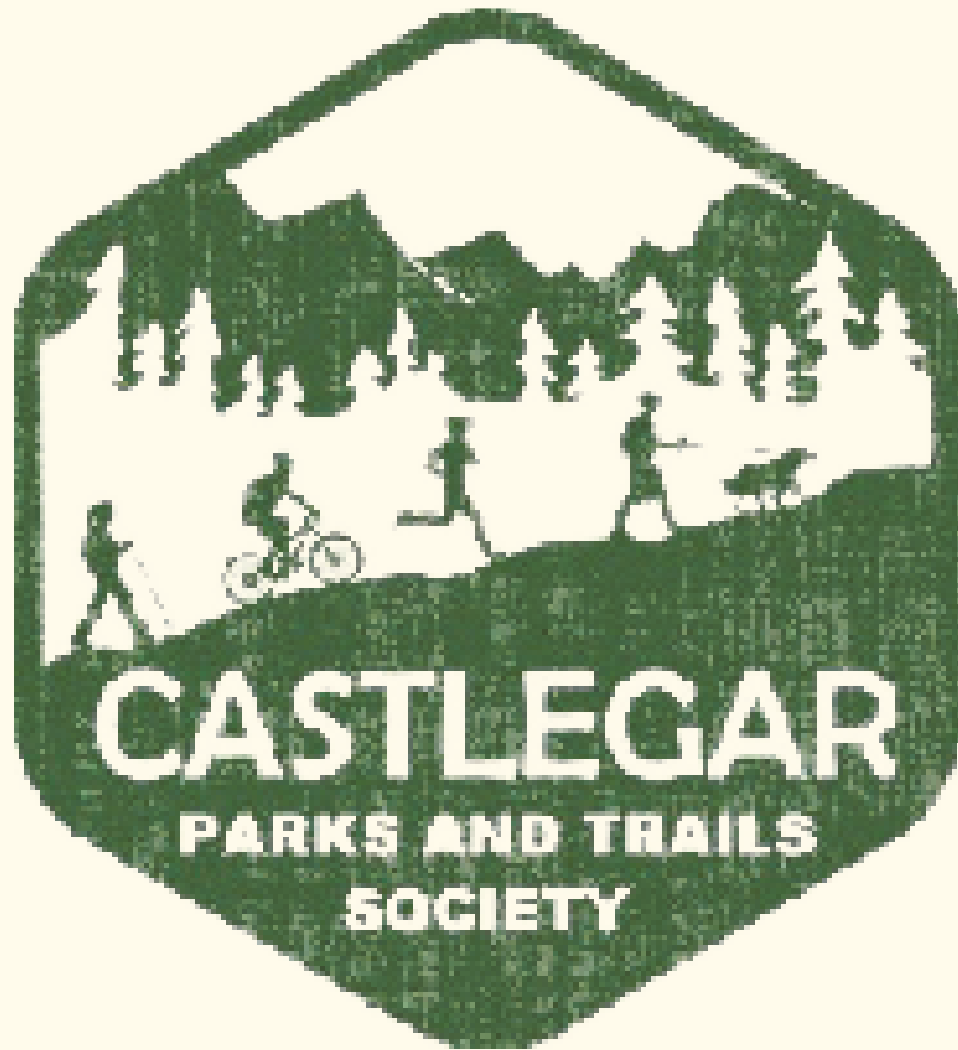
*\*If yes, a copy of the documentation must be sent to the RDCK contact no later than 10 days prior to the meeting.*

Will a PowerPoint presentation be made? Yes  \* No

*\*If yes, a copy of the documentation must be sent to the RDCK contact no later than 10 days prior to the meeting.*

Contact Person (if different from above): Sarah Meunier

E-mail address: castlegarparksandtrails@gmail.com Phone #: \_\_\_\_\_



## Mission statement:

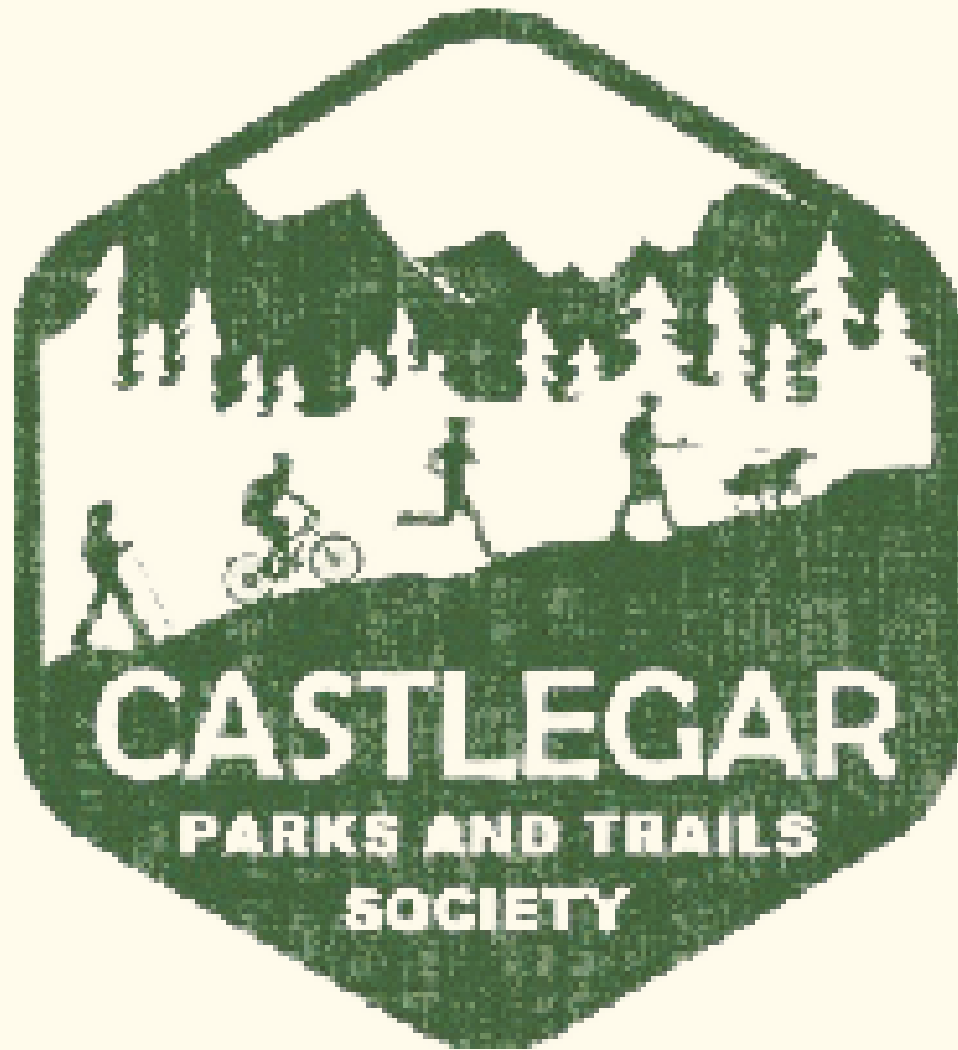
**Castlegar Parks and Trails Society (2001) is established to encourage the creation, maintenance and use of environmentally-friendly, multi-use public trails through public education and direct trail development and maintenance activities.**

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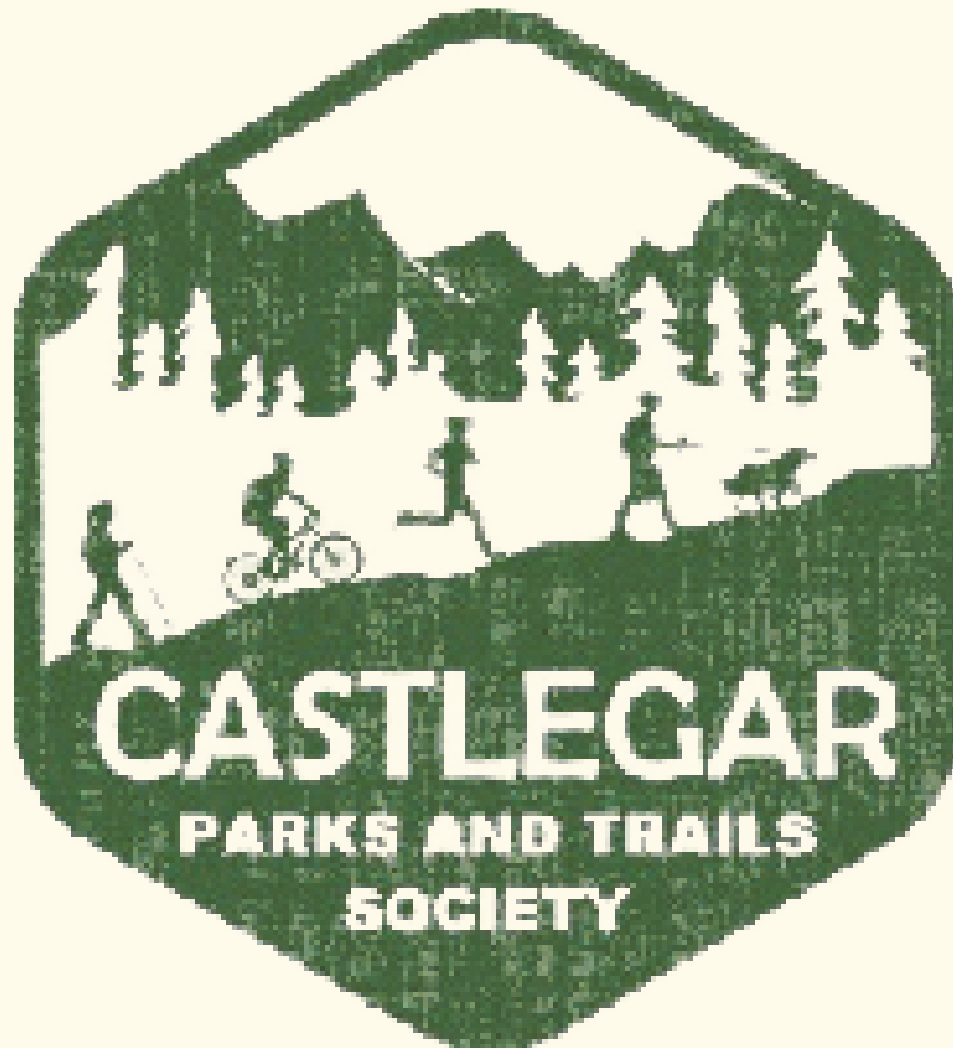


**The purpose of Castlegar Parks and Trails Society is:**



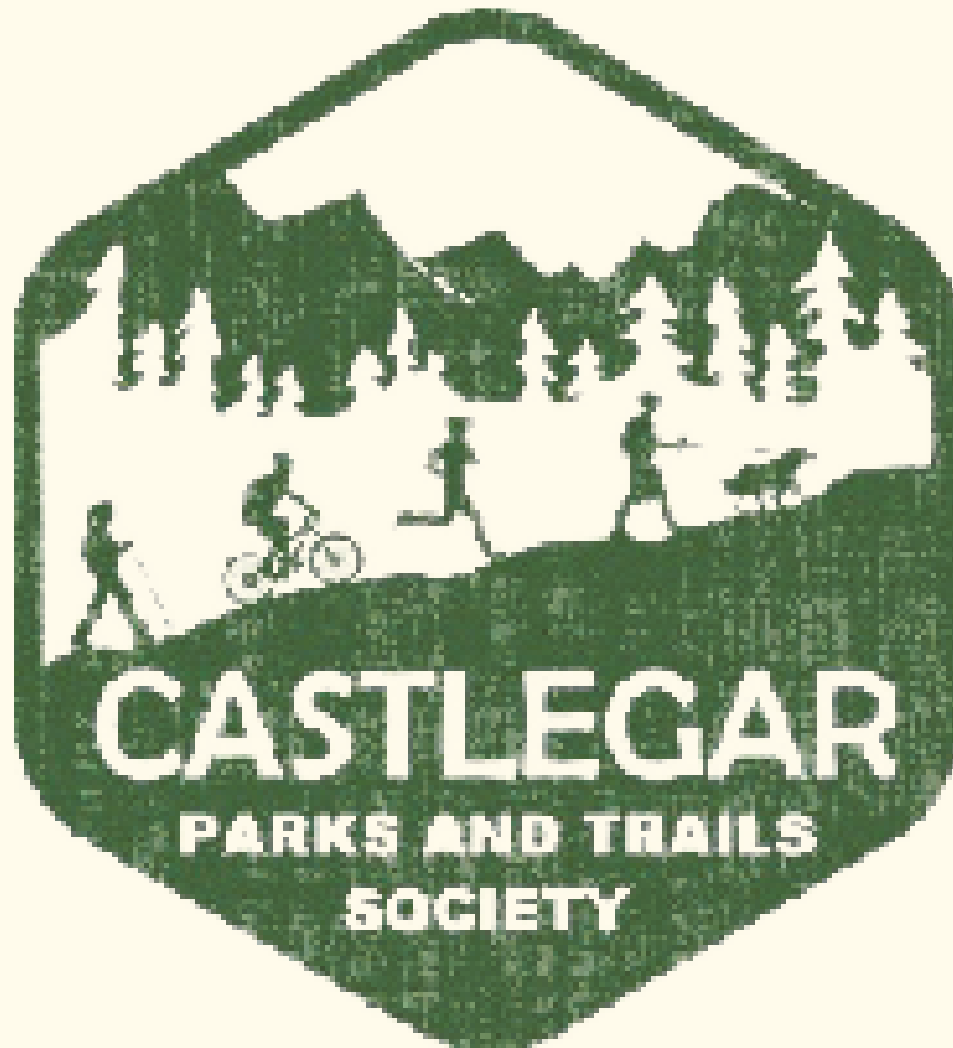
**The purpose of Castlegar Parks and Trails Society is:**

1) To build and maintain local trails. All of these trails will be open to the general public at no charge. Subject to environmental sensitivity, the Society will build multi-use trails.



### **The purpose of Castlegar Parks and Trails Society is:**

- 1) To build and maintain local trails. All of these trails will be open to the general public at no charge. Subject to environmental sensitivity, the Society will build multi-use trails.
- 2) To develop community support for outdoor recreation, appreciation for the natural environment and education. This purpose will be met through publishing of brochures, trail maps and a regular newsletter, affiliation with local heritage and recreation groups, provision of guides and interpreters to local schools, contributions to local media and participation in community events.



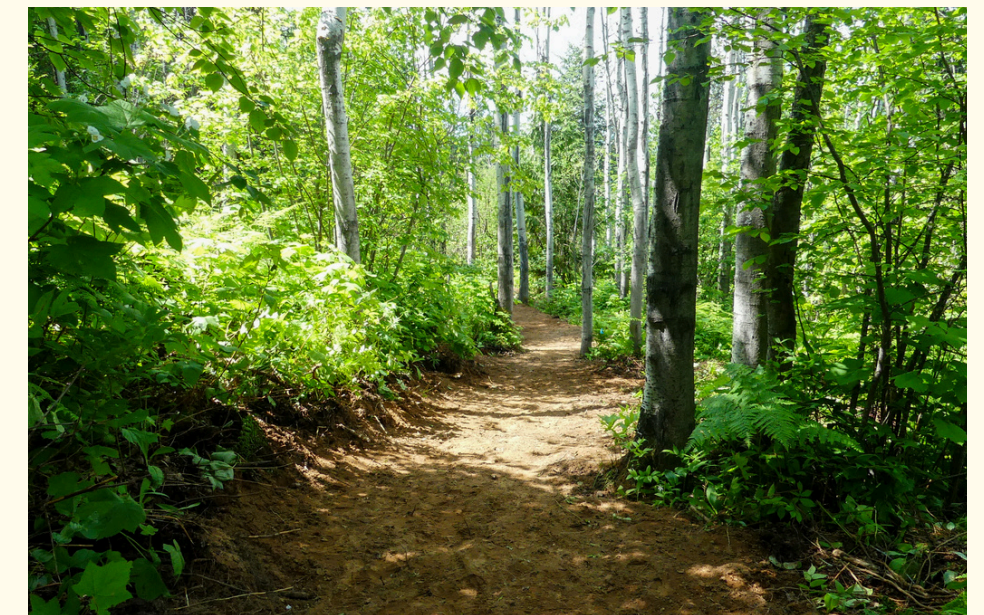
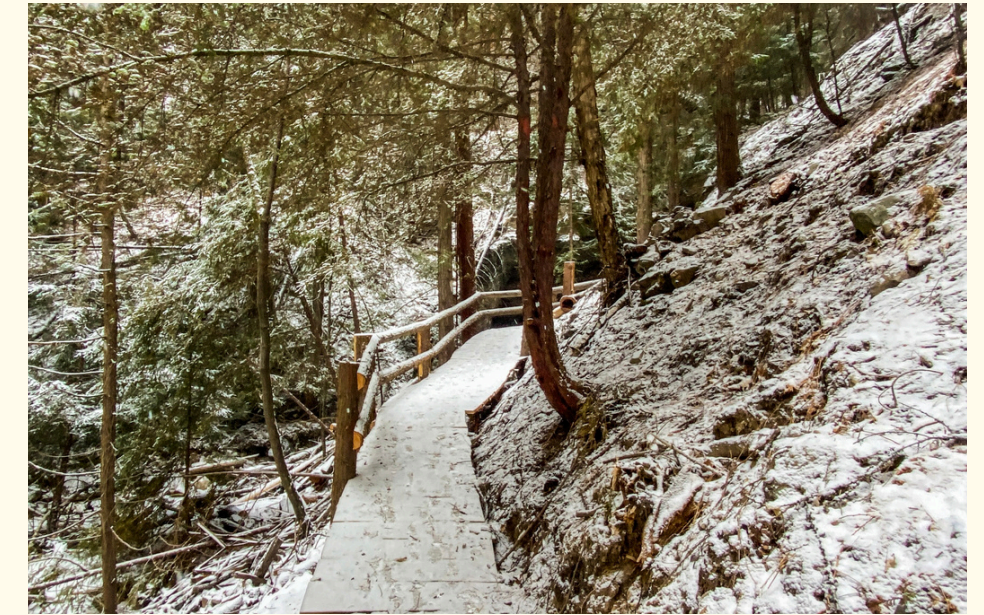
### **The purpose of Castlegar Parks and Trails Society is:**

- 1) To build and maintain local trails. All of these trails will be open to the general public at no charge. Subject to environmental sensitivity, the Society will build multi-use trails.
- 2) To develop community support for outdoor recreation, appreciation for the natural environment and education. This purpose will be met through publishing of brochures, trail maps and a regular newsletter, affiliation with local heritage and recreation groups, provision of guides and interpreters to local schools, contributions to local media and participation in community events.
- 3) To raise funds from local governments, business and individuals in support of the activities of the Society



# Our Trails

- Merry Creek Trail Network (8 trails)
- Dove Hill/ Elk Cut-off
- Brilliant Overlook
- Mel Deanna
- Columbia River Trail
- Skattebo Reach
- Waldie Island Trail
- Ward's Ferry Trail
- Rialto Trail Network (7 trails)
- Doukhobour Waterline
- McPhee Canyon
- Millenium Bike Skills Park
- Waterline Hike
- Pass Creek Campground Walk





# Maintenance

- Our seasonal trail maintenance crew is at the core of our activities and necessary to provide a high quality and safe recreational experience for trail users
- Our trail crew maintains 105km of trails now operated by CPTS
- Stable funding is necessary for our maintenance program as available grant money is usually only for new projects and/or infrastructure and cannot be relied upon every year
- Our core funding from the Rec Commission allows us to hire 2 seasonal full time employees from May-September
- We have leveraged this funding with wage subsidies to hire 4 full time seasonal employees but it is becoming increasingly difficult to retain staff with the wages we offer and we are performing the bare minimum maintenance

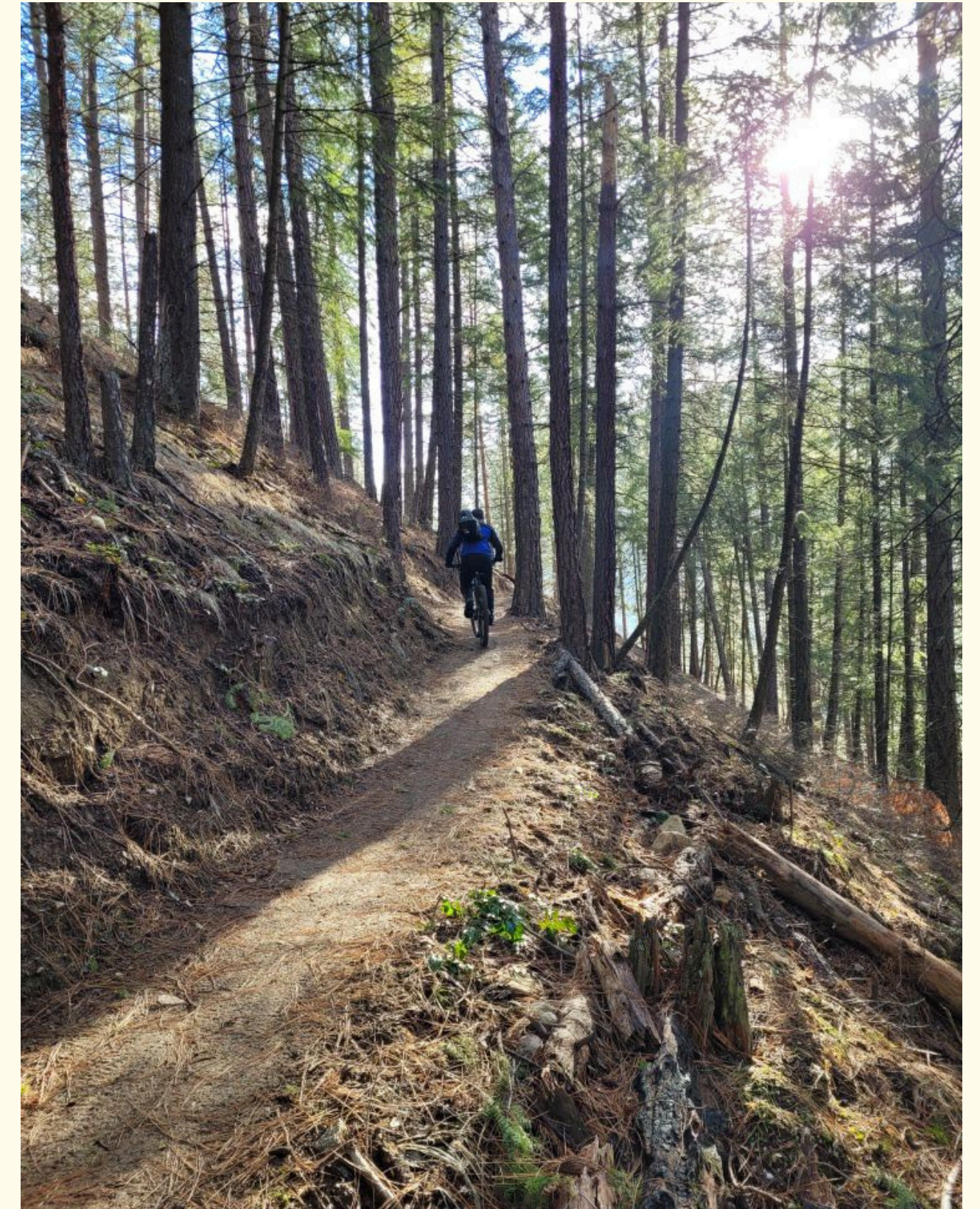




**Currently we receive \$45,000 annually from the Recreation Commission to support our operations (maintenance program, admin, insurance, accounting, equipment, materials)**

# ***OUR ASK...***

**We would like to see this amount increased to \$60,000/year in 2025 to increase our maintenance capacity and provide better wages to our seasonal maintenance crew.**





# BUDGET 2026

<b>Trail Maintenance</b>	crew	31,000
	Tools and Supplies	3,500
	Volunteer Supplies	2,500
<b>Administrative Costs</b>	Insurance	3000
	Accounting	6000
	Executive Director	14000
<b>Total</b>		<b>\$60,000</b>





**BUDGET 2021-25**

<b>Trail Maintenance</b>	crew	19,500
	Tools and Supplies	2,500
	Volunteer Supplies	2,000
<b>Administrative Costs</b>	Insurance	2,500
	Accounting	6000
	Executive Director	12,500
<b>Total</b>		<b>\$45,000</b>





# CPTS Impact

- 3,200 members on our Facebook page
- 375 paid members in the last year
- Captain Kangaroo in Merry Creek voted best rated in the world via Trailforks in 2023
- in 2023, 61 individuals volunteered at our weekly build nights totaling 860 hours of unpaid labour building new trails
- Between April 10 and October 3 this year, our trail counter recorded 6,258 passes on the Merry-go-round trail





# CPTS Impact Cont'd

- Hosted 3 large mountain bike events since 2018 such as Singletrack 6 and TransBC (about 200 people each) that stay in hotels and use local businesses
- From 2020 to 2023 (4 years) we obtained \$390,000 in grant money to build new trails, purchase equipment and needed infrastructure (kiosks, bridges, signage, sawmill)
- Collaborated on projects with school groups and local non-profits such as CKISS, KNPS, COINS, ONA and WKNA





# Meet Our Team



**Rick Johnson**  
President



**Shawn Anderson**  
Vice-President



**Brandon Albino**  
Treasurer



**Zachary Robert**  
Secretary



**Dave Sutton**  
Maintenance Director



**Michelle Troughton**  
Director at Large



**Wayne Hnatuk**  
Director at Large




**Shondell Soukeroff**  
Director at Large



**Sarah Meunier**  
Executive Director



 [\(250\) 608-4143](tel:(250)608-4143)

 <https://friendsoftrails.org/>

 [castlegarparksandtrails@gmail.com](mailto:castlegarparksandtrails@gmail.com)

 [Box 3212, Castlegar, BC, V1N 3H5](#)

# *Contact Us*

***Thank You***