



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**CASTLEGAR AND DISTRICT COMMUNITY
COMPLEX RECREATION COMMISSION
OPEN MEETING AGENDA**

4:00 p.m.

Tuesday, December 5, 2023

**Castlegar & District Community Complex – Columbia Room
2101 6 Avenue, Castlegar, BC**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings remotely.

Join Remotely:

Please visit our website: <https://www.rdck.ca/EN/meta/events/events-list/meetings/castlegar-and-district-recreation-commission-9.html>

Join by Phone: 1-604-449-3026 Canada Toll Free

Meeting Number (access code): 2770 084 3222

Meeting Password: nPsp8H2VSM4

In-Person Location: Castlegar & District Community Complex – Columbia Room
2101 6 Avenue, Castlegar, BC

COMMISSION 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

Stuart Horn	Chief Administrative Officer
Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager – Operations and Asset Management
Trisha Davison	Regional Manager – Recreation and Client Services
Cary Gaynor	Regional Parks Manager
Pearl Anderson	Meeting Coordinator

1. CALL TO ORDER

Commissioner Heaton-Sherstobitoff called the meeting to order at [Time] 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:

RECOMMENDATION

That the Agenda for the December 5, 2023 Castlegar and District Community Complex Recreation Commission meeting be adopted as circulated.

Carried/Defeated/Referred

4. RECEIPT OF MINUTES

The November 7, 2023 Castlegar and District Community Complex Recreation Commission minutes, have been received.

5. CORRESPONDENCE

5.1 PASS CREEK REGIONAL PARK EXHIBITION SOCIETY

The letter dated November 29, 2023 from Nikki Watson, on behalf of Donna Smith - President of Pass Creek Regional Exhibition Society, to formally advise that the Pass Creek Regional Exhibition Society can no longer continue a lease with the RDCK for the Exhibition Grounds, has been received.

5.2 CASTLEGAR HOKCEY SOCIETY FACILITY LETTER

The letter dated December 7, 2021 from Theresa OELKE, Secretary with the Castlegar Hockey Society has been received.

6. STAFF REPORTS

6.1 GLADE REGIONAL PARK UPGRADES

The Commission Report dated November 23, 2023 from Cary Gaynor, Regional Parks and Manager, regarding the Glade Regional Park Upgrades, has been received.

MOVED and seconded,
AND Resolved that it be recommended to the Board:

RECOMMENDATION

That staff be directed to proceed to community engagement with the community of Glade for the Glade Regional Park Upgrades design.

Carried/Defeated/Referred

6.2 SENIORS CENTRE LEASE

The Commission report dated November 23, 2023 from Craig Stanley, Regional Manager, Operations & Asset Manager, presenting an update on the status of the Seniors Centre lease, has been received.

6.3 COMMUNITY SERVICES PUBLIC ENGAGEMENT PROJECTS (SCPEP)

Trisha Davison, Regional Manager Recreation & Client Services, to provide the Commission a verbal update regarding Community Services Public Engagement Projects (SCPEP)

6.4 PIONEER ARENA EVENT

The Commission report dated, November 30, 2023 from Trisha Davison, Regional Manager – Recreation & Client Services, presenting information related to the planning of a community event to honour the Pioneer Arena before the facility closes at the end of the 2023/2024 ice season, has been received.

6.5 REGIONAL AQUAFIT REPORT

The Commission Report dated, December 1, 2023 from Craig Stanley, Regional Manager, Operations & Asset Management regarding Regional Aquafit has been received.

6.6 Financial Forecast S222 and S227

The Financial Forecast Report dated, December 1, 2023 from Craig Stanley, Regional Manager, Operations & Asset Management regarding the Financial Forecast for S222 and S227 has been received.

7. PUBLIC TIME

The Chair will call for questions from the public at [Time].

8. PROPOSED 2024 MEETING DATES

Proposed 2024 Castlegar Recreation Commission meeting dates:

DATE	TIME A.M/P.M	HYBRID MEETING LOCATION
January 9	4:00 p.m.	Castlegar & District Community Complex
February 6	4:00 p.m.	Castlegar & District Community Complex
March 5	4:00 p.m.	Castlegar & District Community Complex
April 2	4:00 p.m.	Castlegar & District Community Complex
May 7	4:00 p.m.	Castlegar & District Community Complex
June 4	4:00 p.m.	Castlegar & District Community Complex
August 6	4:00 p.m.	Castlegar & District Community Complex
September 10	4:00 p.m.	Castlegar & District Community Complex
October 1	4:00 p.m.	Castlegar & District Community Complex
November 5	4:00 p.m.	Castlegar & District Community Complex
December 3	4:00 p.m.	Castlegar & District Community Complex

9. IN CAMERA

9.1 MEETING CLOSED TO THE PUBLIC

MOVED and seconded,

AND Resolved:

In the opinion of the Commission - and, in accordance with Section 90 of the Community Charter – the public interest so requires that persons other than COMMISSIONERS, ALTERNATE COMMISSIONERS, 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/Defeated/Referred

9.2 RECESS OF OPEN MEETING

MOVED and seconded,
AND Resolved:

That the Open Meeting be recessed at _____ a.m. in order to conduct the Closed In Camera meeting.

Carried/Defeated/Referred

10. NEXT MEETING

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

11. ADJOURNMENT

Moved and Seconded,
And Resolved:

RECOMMENDATION

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

Carried/Defeated/Referred



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**CASTLEGAR AND DISTRICT COMMUNITY
COMPLEX RECREATION COMMISSION
OPEN MEETING MINUTES**

4:00-5:00 p.m.

Tuesday, November 7, 2023

**Castlegar & District Community Complex – Columbia Room
2101 6 Avenue, Castlegar, BC**

COMMISSION MEMBERS PRESENT

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

MEMBERS ABSENT

Commissioner B. Bogle	City of Castlegar
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STAFF PRESENT

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager – Operations and Asset Management
Trisha Davison	Regional Manager – Recreation and Client Services
Vanessa Boudreau	Facility Manager
Ashley Grant	Meeting Coordinator – Sub: Jenna Chapman

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

1. CALL TO ORDER

Chair Heaton-Sherstobitoff called the meeting to order at 4:04 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:

The Agenda for the November 7, 2023 Castlegar and District Community Complex Recreation Commission meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The October 10, 2023 Castlegar and District Community Complex Recreation Commission minutes, have been received.

5. STAFF REPORTS

5.1 S222 & S227 Third Quarter Financial Report

The Commission Report dated November 3, 2023 from Craig Stanley, Regional Manager of Operations and Asset Management, re: S222 & S227 Third Quarter Financial Report, has been received as information.

5.2 S222 & S227 Operations Report

The Commission Report dated November 3, 2023 from Vanessa Boudreau, Facility Manager, re: S222 & S227 Operations Report, has been received as information.

Moved and seconded,
AND Resolved:

That the Castlegar and District Recreation Commission direct staff to provide an updated Financial and Operation report for December 5, 2023 Castlegar and District Recreation Commission meeting.

Carried

Chair Heaton-Sherstobitoff provided information to the staff in regards to comments coming from the public that Patrons require insurance for mini ice use. Chair Heaton-Sherstobitoff asked why this would be required. Joe Chirico, General Manager of Community Services explained, if it is an unsupervised event by the Regional District of Central Kootenay, then the Regional District of Central Kootenay requires a third party insurance as per the Risk Management policy.

6. NEW BUSINESS

6.1 News Release

Discussion on news release for next steps for the Recreation Commission with regard to Recreational Services

Moved and seconded,
AND Resolved:

The Castlegar and District Recreation Commission direct staff to send out the media release as presented at the Castlegar and District Recreation Commission at the November 7, 2023 meeting.

Carried

Commissioner Davidoff provided the Commission with information and highlighted the Community Services Access and Inclusion Select Committee.

7. PUBLIC TIME

The Chair will call for questions from the public at 5:02pm.

8. NEXT MEETING

The next Castlegar and District Community Complex Recreation Commission meeting is scheduled for December 5, 2023 at 4:00 p.m.

9. ADJOURNMENT

Moved and Seconded,
And Resolved:

The Castlegar and District Community Complex Recreation Commission meeting be adjourned at 5:02pm.

Carried

Digitally Approved

S. Heaton-Sherstobitoff, Chair

From: [Sue Heaton-Sherstobitoff](#)
To: [Jenna Chapman](#)
Subject: Re: November 7, 2023 Castlegar and District Recreation Commission Meeting Minutes
Date: Wednesday, November 8, 2023 3:22:35 PM

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

Hi Jenna - can you just capital Indigenous?

Once that is done - I approve the minutes for release.

Many thanks, Sue

From: Jenna Chapman <JChapman@rdck.bc.ca>
Sent: Wednesday, November 8, 2023 10:00 AM
To: Sue Heaton-Sherstobitoff <sheatonsherstobitoff@castlegar.ca>
Subject: November 7, 2023 Castlegar and District Recreation Commission Meeting Minutes

Good Morning Chair,

Please find attached the November 7, 2023 Commission Meeting Minutes for your review and approval.

Kindest Regards,

Jenna Chapman | Administrative Coordinator – Community Services

Regional District of Central Kootenay

Phone: 250.352.8195 |

rdck.ca

November 29, 2023

Re: Pass Creek Regional Exhibition Society

The Pass Creek Regional Exhibition Society would like to formally inform you that we as a society cannot continue with a lease with R.D.C.K., for the Exhibition grounds.

Although the Society will maintain its status, the present scope of work is too broad to continue to manage. The year round maintenance of the grounds, managing other events and liabilities is too much work for the current complement of volunteers to undertake. Costs of the society, like insurance, are escalating beyond our abilities to fundraise or generate revenue.

Furthermore, the terms and conditions of the new lease agreement have proven to be overwhelming for our organization to comprehend and meet effectively as a volunteer based organization.

The Exhibition grounds have long served as a valuable asset for our community, especially during challenging times such as evacuation orders & notices issued due to forest fires or any other natural disasters. The Pass Creek Exhibition Grounds is a sanctioned SPCA evacuation facility and has been a refuge for animals and owners during such emergencies.

The exhibition grounds are used by public extensively at the Remote Control Racing Track & by those who enjoy dog walking, bird watching etc. The large fenced area could be used for an off leash dog area when not in use for Fall Fair or livestock emergencies. The public also enjoy the area for cross-country skiing, snowshoeing, and wildlife watching including the viewing of spawning Kokanee. Our society has been an incredible steward of the park and we have ensured the public have had unfettered access to enjoy all the park has to offer.

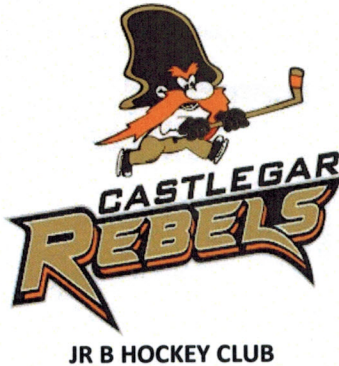
As of now, our society has insurance coverage in place until March 31, 2024. After the expiration of our insurance coverage, we would like to transition the responsibilities for the fairgrounds over to the Recreation Commission. We are open to discussing the transition process and working closely with the Recreation Commission to ensure a seamless handover.

Our society continues to plan on hosting the Annual Pass Creek Fall Fair and in 2024 we will be celebrating our 32nd Anniversary. The Fall Fair is so incredibly important to our communities, and it would be a devastating loss if our society was not able to continue hosting this community event. The Fall Fair is the largest two day Fair in the East & West Kootenay's and people from all around the Columbia Basin look forward to attending and enjoying this Amazing Old Fashion Fall Fair. As the event requires 3 weeks to setup and take down, we would like to discuss options related to us event hosting this event under this new operating model.

We look forward to the recreation's response and to working collaboratively to ensure the exhibition grounds continue to serve the communities best interests.

On behalf of all our members and all Fair goers.

Nikki Watson, on behalf of Donna Smith - President of P.C.R.E.S.



2021-12-07

Regional District of Central Kootenay
Box 590
2020 Lakeside Drive
Nelson BC V1L 5R4

RE: Liquor Licence for Castlegar Recreation Complex

The Castlegar Hockey Society is a non-profit organization that raises funds to assist the Castlegar Junior "B" Hockey team Castlegar Rebels. One way that funds are raised is by running a beer garden during home games. The current BC guideline for Special Occasion Licences requires our organization to obtain a licence every week at the cost of \$100 per licence in order to run a beer garden during a game. Regardless of whether there is one home game being played or three in a week, the cost is the same.

Both the Nelson and Creston arenas have a facility liquor licence in place which means that the teams in those arenas do not have to obtain a liquor licence each week. Definitely a financial advantage for these organizations.

The current process is becoming cost prohibitive for our organization but in order to attract fans to the game we need to be able to offer the beer garden as a draw for people to attend evening games as a "night out".

The Castlegar Hockey Society is requesting that the RDCK consider obtaining a facility licence for the Recreation Complex in Castlegar. This would alleviate our need to obtain a licence each week and bring our facility in line with other facilities in our Regional District.

Our organization is willing to work with the RDCK to make this happen. Please consider our request and if there are any questions or discussions to be had please contact President Mike Johnstone at 250-304-9340.

Theresa OELKE, Secretary
Castlegar Hockey Society



Commission Report

Date of Report: 11, 23, 2023
Date & Type of Meeting: 12, 05, 2023, Castlegar and District Community Complex and Recreation Commission
Author: Cary Gaynor, Regional Parks and Trails Manager
Subject: GLADE REGIONAL PARK UPGRADES
File: 01-0520-50
Electoral Area/Municipality: Castlegar and Electoral Areas I, J

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Castlegar and District Community Complex and Recreation Commission (CDCCRC) an update on a Glade Regional Park Upgrade Project - draft design.

SECTION 2: BACKGROUND/ANALYSIS

Over the last number of years, RDCK staff have been looking at the opportunity to upgrade Glade Regional Park. In 2022 RDCK hired Cover Architecture to provide a draft design that would include parking upgrades, shelter, recreation area, walkway access to the boat launch with other potential amenities such as garbage and washroom installation.

The intent of this draft design is to bring it to the Commission for discussion and then bring the design concept to the Community of Glade for discussion. After both the Commission and the community have considered the plan, staff will bring it back for further internal design consultation. Once the general concept is agreed upon, staff will provide the design to the Agricultural Land Reserve for comment and application for a non-farm use recreational permit.

SECTION 3: DETAILED ANALYSIS

3.1	Financial Considerations – Cost and Resource Allocations:
Included in Financial Plan:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
No	Financial Plan Amendment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
Debt Bylaw Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
No	Public/Gov't Approvals Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/>

In 2023 financial plan a budget of \$90,000 was approved with a grant of \$10,000 coming from Waterbridge Ferries Inc. RDCK staff was also seeking other potential funding and received a generous donation from Columbia Power in the amount of \$30,000 to enhance the project.

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

Non at this time.

3.3 Environmental Considerations

The design will take into consideration environmental issues and considerations.

3.4 Social Considerations:

The upgrades to the park is meant to enhance the public experience of the Regional Park.

3.5 Communication Considerations:

Staff intends to bring the draft design to the Community of Glade for discussion.

3.6 Staffing/Departmental Workplace Considerations:

This is part of the staff plan and a priority to complete in 2024.

3.7 Board Strategic Plan/Priorities Considerations:

Excellence in Governance and Service Delivery.

Managing our Assets and Operations in Fiscally Responsible Manner.

Strengthening our Relationship with Community Partners.

SECTION 4: OPTIONS & PROS / CONS

OPTIONS:

1. That the CDCCRC receive the design and directs staff to proceed to engaging with the Glade Community for feedback.
2. That the CDCCRC directs staff to create an alternative design for Commission consideration before proceeding to engagement with the Glade Community for feedback.

Pros:

- Taking the design to the Glade Community will allow for public consultation.
- This is a priority in the park staff workplan and will help move the project forward.
- Ability for staff to provide the Agriculture Land Commission with a design to seek a non-farm use permit.

Cons:

- Not moving to engagement with the community will delay the project.

SECTION 5: RECOMMENDATIONS

Direct staff to proceed to community engagement with the community of Glade for the Glade Regional Park Upgrades design.

Respectfully submitted,

Cary Gaynor
Regional Parks and Trails Manager



CONCURRENCE

General Manager of Community Services – Joe Chirico 

Regional Manager of Operations and Asset Management – Craig Stanley 

ATTACHMENTS:

Attachment A – Glade Regional Park Upgrade Draft Design

Attachment B –

GLADE REGIONAL PARK GLADE, BC

DEVELOPMENT PERMIT

LANDSCAPE PLAN

DRAWING LIST:

A100 EXISTING SITE PLAN
L1.0 LANDSCAPE SITE PLAN
L1.1 PLANT SCHEDULE
L1.2 LANDSCAPE DETAILS
L1.3 UNIT PRICE SCHEDULE

2023.02.06



**REGIONAL DISTRICT OF
CENTRAL KOOTENAY**

Box 590
202 Lakeside Drive
Nelson, BC V1L 5R4



ARCHITECT

Cover Architectural Collaborative Inc.
Joanie Madore
T: 250.354.4445
E: joanie@coverac.ca

LARCH LANDSCAPE ARCHITECTURE

Box 1738
Golden, BC V0A 1H0
T: 250.938.7337
E: larchlandscapearchitecture@gmail.com
www.larchlandscapearchitecture.com



CONSULTANTS

CLIENT

REVISIONS

Number	Description	Date

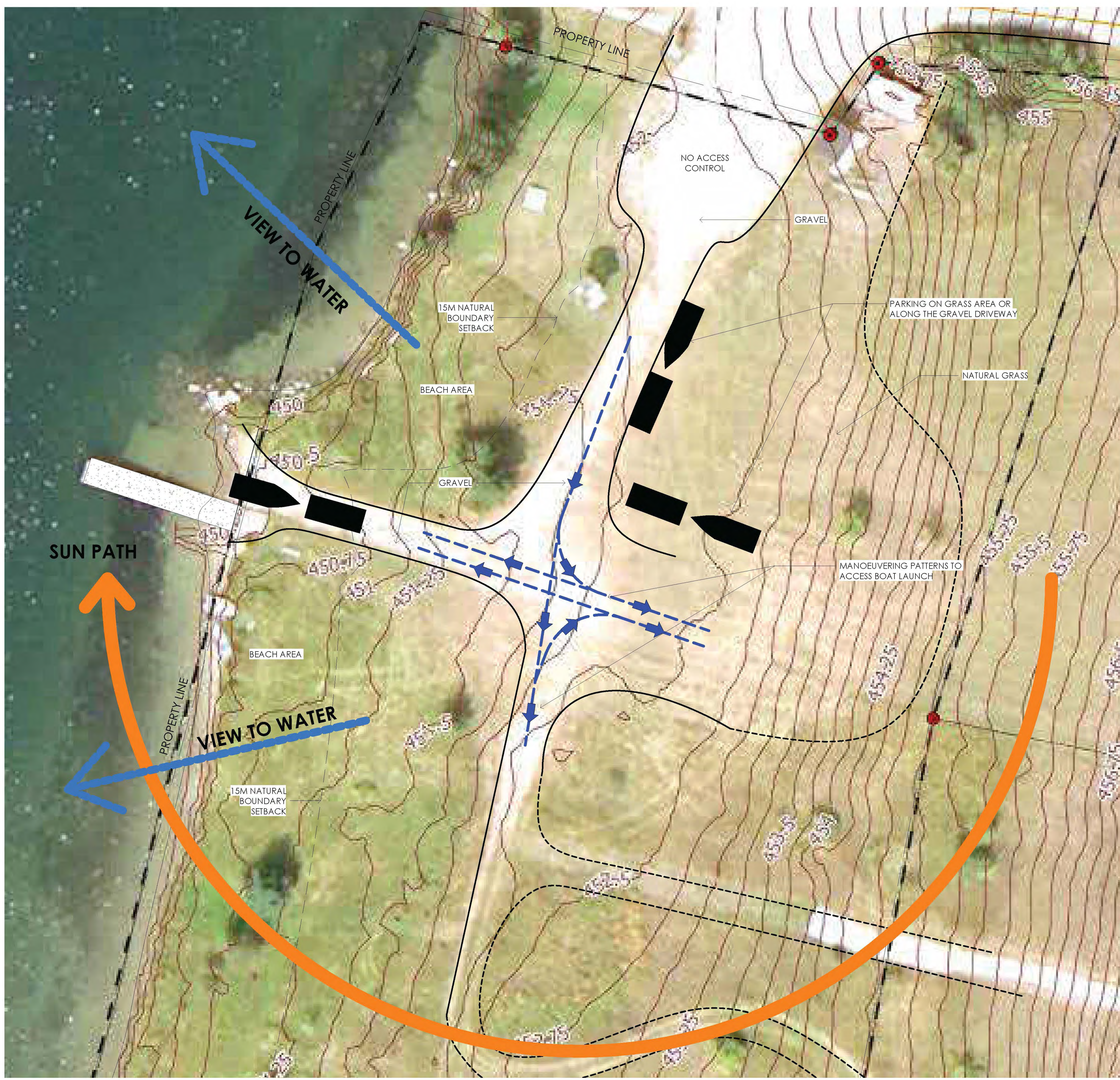
GLADE REGIONAL PARK

ADDRESS

PROJECT #
21056

DATE
2023.01.25

SHEET
SITE PLAN - EXISTING



1 SITE PLAN - EXISTING
1 : 200

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- LEGEND**
- EXISTING VEGETATION TO REMAIN - PROTECT IN PLACE
 - PROPOSED VEGETATION - REFER TO PLANT SCHEDULE
 - PROPOSED BUILDING - REFER TO ARCHITECTURAL
 - PROPOSED GRAVEL PAVING APPROX. AREA: 2,045m² (22,000R²)
 - PROPOSED BARRIER FREE PATHWAY APPROX. AREA: 92m² (990R²)
 - PROPOSED WOOD OR ANGULAR ROCK MULCH 75mm (3" DEPTH) WITH FIBER GEOTEXTILE FABRIC APPROX. AREA: 100m² (1,125R²)
 - PROPOSED RECLAMATION SEED MIX AND 150mm TOPSOIL APPROX. AREA: 350m² (3,770 R²)
 - PROPOSED CEDAR POST AND RAIL FENCE APPROX. LENGTH: 60 L.M. (200 L.N. FT)
 - PROPOSED NATURAL STONE RETAINING WALL 400 - 1,000mm HEIGHT, WALLS HIGHER THAN 1.0m BY STRUCTURAL ENGINEER APPROX. LENGTH: 120 L.M. (390 L.N. FT)
 - LOCAL STONE FEATURE BOULDERS (18) APPROX. 500mm HT x 1500mm L x 500mm W
 - PROPOSED BACKED BENCH QTY: 4

- GENERAL NOTES:**
- CONTRACTOR TO LOCATE AND PROTECT ALL EXISTING UTILITIES AND SERVICES, BC ONE CALL 1-800-474-8888.
 - ALL WORK AND MATERIALS ARE TO BE IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE CITY OF NELSON LANDSCAPE BYLAW NO.3274, RDC CONSTRUCTION STANDARDS, AND THE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS (MCD) REQUIREMENTS.
 - CONTRACTOR SHALL VERIFY SITE CONDITIONS PRIOR TO DEMOLITION OR CONSTRUCTION.
 - CONTRACTOR TO VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO ENGINEER OR LANDSCAPE ARCHITECT. PROPERTY LINES TO BE VERIFIED PRIOR TO CONSTRUCTION.
 - CONTRACTOR IS RESPONSIBLE TO COORDINATE THE STAGING OF CONSTRUCTION ACTIVITIES AND WORK WITH ALL OTHER CONTRACTORS ON SITE, INCLUDING WEEPING TILE DOWNSPOUT LOCATIONS PRIOR TO HARDSCAPE INSTALLATION.
 - THE LANDSCAPE ARCHITECT WILL BE NOTIFIED MIN. 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
 - THE QUANTITIES LISTED ARE ESTIMATES. CONTRACTOR TO VERIFY ALL QUANTITIES AND REPORT ANY DISCREPANCIES TO ENGINEER OR LANDSCAPE ARCHITECT.
 - ANY CHANGES OR ALTERATIONS TO DRAWINGS SHALL BE APPROVED BY LANDSCAPE ARCHITECT.
 - CONTRACTOR TO CONFIRM ELEVATION, LOCATION, AND GRADIENT OF SURROUNDING GRADES AND PROVIDE A SMOOTH TRANSITION.
 - CONTRACTOR TO BE REGISTERED WITH WORKSAFE BC.

- PLANTING NOTES:**
- REFER TO PLANT SCHEDULE FOR DETAILED SPECIES INFORMATION L1.1. NO PLANT SUBSTITUTIONS ARE PERMITTED WITHOUT WRITTEN APPROVAL BY LANDSCAPE ARCHITECT.
 - CONFINE EQUIPMENT AND WORKERS TO LIMIT OF DISTURBANCE.
 - TURF OR GRASS SEED TO BE PLANTED ADJACENT TO DISTURBED AREAS AND OTHER AREAS OF NEW CONSTRUCTION.
 - PLANT MATERIAL SHALL MEET ALL REQUIREMENTS OF THE LATEST EDITION OF THE CANADIAN NURSERY TRADES ASSOCIATION GUIDE SPECIFICATIONS FOR NURSERY STOCK UNLESS OTHERWISE SPECIFIED.
 - SUPPLY 75mm OF NATURAL COLOUR CEDAR BARK MULCH OR FLAT RIVER ROCK MULCH TO ALL PROPOSED TREE AND SHRUB BEDS.
 - INSTALL 150mm MIN. DEPTH TOPSOIL IN AREAS TO BE SOD OR GRASS SEED.
 - TREES AND SHRUBS TO BE GUARANTEED FOR 2 GROWING SEASONS BY CONTRACTOR. ALL REPLACEMENTS TO BE AT CONTRACTOR'S EXPENSE. SUBSTITUTIONS TO BE APPROVED BY LANDSCAPE ARCHITECT.

- TOPSOIL NOTES:**
- GROWING MEDIUM FOR ALL TREE, SHRUB, FORBS AND FLOWER BEDS IS TO MEET THE CANADIAN LANDSCAPE SPECIFICATION UNDER THE DESIGNATION 2P.
 - GROWING MEDIUM SHOULD BE CERTIFIED TO ITS ORIGIN AND VIRTUALLY FREE OF INVASIVE PLANT SEEDS, THEIR REPRODUCTIVE PARTS AND ROOTS, BUILDING MATERIALS, INVASIVE OR NOXIOUS PLANTS, NON COMPOSTED WOOD, WOOD WASTE, INSECT PESTS, PLANT PATHOGENIC ORGANISMS, CHEMICAL POLLUTANTS OR SUBSTANCES AT LEVELS TOXIC TO PLANTS, AND OTHER EXTRANEOUS MATERIALS THAT DETRACT FROM DESIRABLE PHYSICAL AND CHEMICAL PROPERTIES REQUIRED FOR LANDSCAPING PURPOSES.
- LOAM: NATURAL, FERTILE, FRIABLE, AGRICULTURAL SOIL MEETING FOLLOWING REQUIREMENTS:
- NOT LESS THAN 1% ORGANIC MATERIAL
 - PH VALUE RANGING FROM 5.9 TO 7.0.
 - NON-TOXIC TO PLANT GROWTH.
 - E.C. SALINITY READING NOT EXCEEDING 1.5.
 - SOIL TEXTURE: LOAM SOIL AS DEFINED BY CANADIAN SYSTEM OF SOIL CLASSIFICATION.
- PEAT MOSS: DECOMPOSED PLANT MATERIAL, FAIRLY ELASTIC AND HOMOGENEOUS, FREE OF DECOMPOSED COLLOIDAL RESIDUE, WOOD, SULPHUR, AND IRON. MINIMUM OF 80% ORGANIC MATTER BY MASS; PH VALUE BETWEEN 4.5 AND 6.0.

SITE: PREPARED GROWING MEDIUM: SPREAD 50 MM PEAT MOSS AND 100 MM OF SAND EVENLY OVER EXISTING SUBGRADE. MIX THE SPREAD MATERIALS THOROUGHLY TO 150 MM DEPTH BY CULTIVATING OR ROTO-TILLING OR BY HAND METHODS.

- LANDSCAPE WATER NOTES:**
- TREES WILL NOT BE PERMANENTLY IRRIGATED. AREAS OF NEW PLANTING WILL BE HAND WATERED BY THE CONTRACTOR FOR A MINIMUM 2 YEAR ESTABLISHMENT PERIOD. WATER TRUCKS WILL ALLOW FOR REGULAR HAND WATERING DURING THE ESTABLISHMENT PERIOD.

PROJECT:
**GLADE REGIONAL PARK
 LANDSCAPE PLAN**

LOCATION:
 1049 DIVISION ROAD,
 GLADE, BC

LEGAL DESCRIPTION:
 SUBLOT 7, DISTRICT LOT 1239,
 KOOTENAY DISTRICT, PLAN X56,
 REFERENCE PLAN 436651



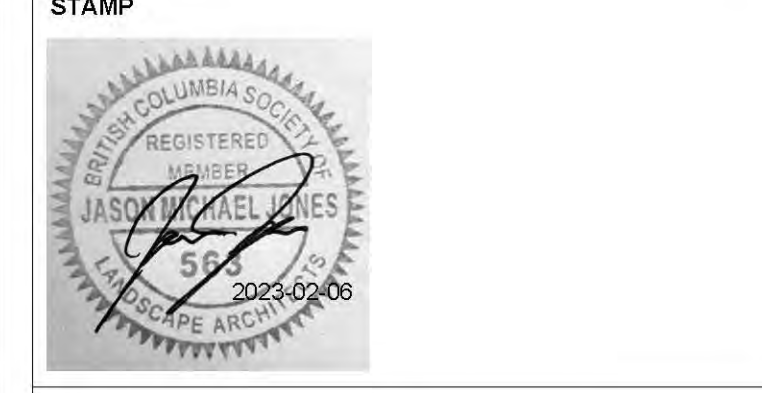
ARCHITECT:

cover Architectural Collaborative Inc

96 BAKER ST SUITE 1, NELSON, BC V1L 4G9
 T: 250.354.4445

LANDSCAPE ARCHITECT BCSLA 563

LARCH
 LANDSCAPE ARCHITECTURE | AUTHENTIC MOUNTAIN DESIGN
 GOLDEN, BC 250.938.7337



NOTE: ORIGINAL SIZE ARCH D (24x36")
 HALF SIZE SET IF PLOTTED ON 11x17 SIZE SHEET

0 2.0 6.0 10.0m
 NORTH SCALE 1:200

ISSUED FOR: DEVELOPMENT PERMIT

DATE: 2023-02-06

NOT FOR CONSTRUCTION

REVISIONS:	NO.	DESCRIPTION.	DATE.	BY.
	1.	INTERNAL TEAM REVIEW	2022-06-24	JJ
	2.	CLIENT REVIEW	2022-07-06	JJ
	3.	DEVELOPMENT PERMIT	2023-02-06	JJ

DESIGNED BY: JJ


DRAWING TITLE:
LANDSCAPE PLAN

L-1.0

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PLANT SCHEDULE




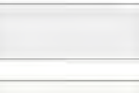




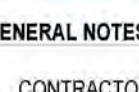
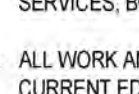
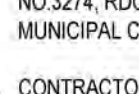
	TREES	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	QTY
	LAR SIB	Larix sibirica / Siberian Larch Western or European Larch acceptable alternates	-		2.0m HT.	1
	PIN PON	Pinus ponderosa / Ponderosa Pine	2.0m HT.			5
	PIN MOU	Pinus uncinata / Mountain Pine	1.5m HT.			6
	POP TRE	Populus tremuloides / Trembling Aspen Multi-Stem if Available	N/A	75mm		15
	POP ABN	Populus x 'Assiniboine' / Assiniboine Poplar	-	75mm		5
	PSE DOU	Pseudotsuga menziesii / Douglas Fir	2.0m HT.			1
	SHRUBS AME SER	BOTANICAL / COMMON NAME Amelanchier alnifolia / Saskatoon	CONT #2 CONT.			6
	CAL KAR	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	#2 CONT.			6
	COR MID	Cornus sanguinea 'Midwinter Fire' / Midwinter Fire Bloodtwig Dogwood	#2 CONT.			4
	PIN CO2	Pinus mugo 'Compacta' / Dwarf Mugo Pine	#5 CONT.			2

 **PROPOSED NATIVE RECLAMATION SEED MIX**

ALL DISTURBED EXPOSED SOILS TO BE HYDROSEEDED WITH THE FOLLOWING RESTORATION SEED MIX:
 25% BLUEBUNCH WHEATGRASS
 25% ROUGH FESCUE
 25% JUNE GRASS
 25% SLENDER WHEATGRASS

TO BE SEED AT 50KG/HECTARE

LEGEND

-  EXISTING VEGETATION TO REMAIN - PROTECT IN PLACE
-  PROPOSED VEGETATION - REFER TO PLANT SCHEDULE
-  PROPOSED BUILDING - REFER TO ARCHITECTURAL
-  PROPOSED GRAVEL PAVING
APPROX. AREA: 2,045m² (22,000ft²)
-  PROPOSED BARRIER FREE PATHWAY
APPROX. AREA: 92m² (990ft²)
-  PROPOSED WOOD OR ANGULAR ROCK MULCH
75mm (3" DEPTH) WITH FIBER GEOTEXTILE FABRIC
APPROX. AREA: 160m² (1,725ft²)
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APPROX. LENGTH: 60 L.M. (200 LIN. FT)
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400 - 1,000mm HEIGHT. WALLS HIGHER THAN 1.0m BY STRUCTURAL ENGINEER
APPROX. LENGTH: 120 L.M. (390 LIN. FT)
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PROJECT:
**GLADE REGIONAL PARK
 LANDSCAPE PLAN**

LOCATION:
 1049 DIVISION ROAD,
 GLADE, BC

LEGAL DESCRIPTION:
 SUBLOT 7, DISTRICT LOT 1239,
 KOOTENAY DISTRICT, PLAN X56,
 REFERENCE PLAN 436651

CONTEXT MAP:



PROJECT SITE

ARCHITECT:



96 BAKER ST SUITE 1, NELSON, BC V1L 4G9
 T: 250.354.4445

LANDSCAPE ARCHITECT BCSLA 563

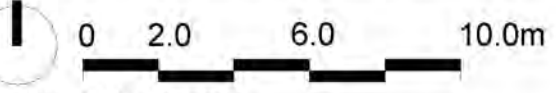


LANDSCAPE ARCHITECTURE | AUTHENTIC MOUNTAIN DESIGN
 GOLDEN, BC 250.938.7337

STAMP



NOTE: ORIGINAL SIZE ARCH D (24x36")
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0 2.0 6.0 10.0m

NORTH SCALE 1:200

ISSUED FOR: DEVELOPMENT PERMIT

DATE: 2023-02-06

NOT FOR CONSTRUCTION

REVISIONS:	NO.	DESCRIPTION	DATE	BY
	1.	INTERNAL TEAM REVIEW	2022-06-24	JJ
	2.	CLIENT REVIEW	2022-07-06	JJ
	3.	DEVELOPMENT PERMIT	2023-02-06	JJ

DESIGNED BY: JJ

DRAWING TITLE:
PLANT SCHEDULE

L-1.1

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1 INFO KIOSK
L1.2 N.T.S.



2 SPLIT CEDAR FENCE
L1.2 N.T.S.



3 ACCESSIBLE PATH
L1.2 N.T.S.



4 PROPOSED WASHROOM
L1.2 N.T.S.

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PROJECT:
**GLADE REGIONAL PARK
LANDSCAPE PLAN**

LOCATION:
1049 DIVISION ROAD,
GLADE, BC
LEGAL DESCRIPTION:
SUBLOT 7, DISTRICT LOT 1239,
KOOTENAY DISTRICT, PLAN X56,
REFERENCE PLAN 436651

CONTEXT MAP:



ARCHITECT:

cover Architectural Collaborative Inc.
96 BAKER ST SUITE 1, NELSON, BC V1L 4G9
T: 250.354.4445

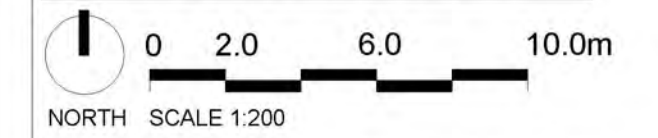
LANDSCAPE ARCHITECT BCSLA 563

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LANDSCAPE ARCHITECTURE | AUTHENTIC MOUNTAIN DESIGN
GOLDEN, BC 250.938.7337

STAMP



NOTE: ORIGINAL SIZE ARCH D (24x36")
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NORTH SCALE 1:200

ISSUED FOR: DEVELOPMENT PERMIT

DATE: 2023-02-06

NOT FOR CONSTRUCTION

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DESIGNED BY: JJ

DRAWING TITLE :
COST ESTIMATE

L-1.2

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GLADE REGIONAL PARK Unit Price Schedule



06-Feb-23

NO.	ITEM/DESCRIPTION	QTY	UNIT	UNIT \$	COMMENTS	TOTAL \$
1.00 MOBILIZATION + DEMOBILIZATION						
1.01	Mobilization, Demobilization	1	ALLOW		Includes contractor mobilization and demobilization	
SUBTOTAL MOBILIZATION + DEMOBILIZATION--						
2.00 SITE WORK						
2.01	Construct New Precast Washroom	1	EA		Construct new pre-cast concrete washroom.	
2.02	Construct Gravel Parking Lot	2045	SQ.M		Gravel parking lot construction includes subgrade preparation, S&I of: granular base course installation 150mm depth 20mm road crush compacted to 98% S.P.D, 150mm subgrade compacted to 98% S.P.D.	
2.03	Construct Barrier Free Pathway/Trails	115	SQ.M		Supply and install crushed stone walkway to 150mm depth. Includes grading, sub-base preparation, installation of Typar weed barrier fabric, and compaction to 98% S.P.D. Option to go to asphalt paving if in budget.	
2.04	Information Signage	1	EA		Install owner supplied information kiosk signage	
2.05	New Garbage/Recycling Receptacles	2	EA		Supply and install Haul-All garbage/recycling receptacles	
2.06	New Accessible Picnic Tables	4	EA		Supply and install accessible picnic table per RDCK specifications	
2.07	New Backed Benches	4	EA		Supply and install backed benches per RDCK specifications	
2.08	Feature Boulders	18	EA		Local stone boulders as approved by Landscape Architect . Feature boulder selection and final placement to be in coordination with Landscape Architect. Approximately 600mm H x 1000mm L x 500mm W	
2.09	Retaining Wall	120	L.M.		Per Geotechnical/Civil	
2.10	Bike Rack	1	EA		Supply and install bike racks.	
2.11	Split Cedar Fence	60	LM		Supply and install split cedar post and rail fence per RDCK standard.	
2.12	Deciduous Trees	20	EA		Per plant schedule in contract documents and specifications. Includes 2 year warranty.	
2.13	Coniferous Trees	13	EA		Per plant schedule in contract documents and specifications. Includes 2 year warranty.	
2.14	Shrubs	20	EA		Per plant schedule in contract documents and specifications. Includes 2 year warranty.	
2.15	Mulch	350	SQ.M		Flat river rock mulch including landscape fabric underlay.	
2.16	Native Seed Mix and Topsoil	425	SQ.M		Allowance for topsoil placement to 150mm depth to estimate 425 sq.m, hydroseeding of native seed mix per RDCK standard.	
SUBTOTAL SITE WORK--						
ESTIMATED TOTAL						

Notes:

- This is a preliminary opinion of probable costs, not a guaranteed cost figure.
- This cost estimate is based on detailed design plans 2023-02-06.
- Cost estimate does not include; haulage, maintenance, unforeseen site conditions, and other costs associated with construction phasing and staging.
- All costs include supply and installation unless otherwise noted.
- All costs are exclusive of GST.

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T: 250.354.4445

LANDSCAPE ARCHITECT BCSLA 563

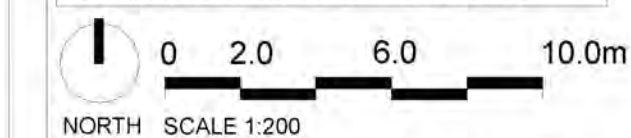


GOLDEN, BC 250.938.7337

STAMP



NOTE: ORIGINAL SIZE ARCH D (24x36")
HALF SIZE SET IF PLOTTED ON 11x17" SIZE SHEET



NORTH SCALE 1:200

ISSUED FOR: DEVELOPMENT PERMIT

DATE: 2023-02-06

NOT FOR CONSTRUCTION

REVISIONS:

NO.	DESCRIPTION	DATE	BY
1.	INTERNAL TEAM REVIEW	2022-06-24	JJ
2.	CLIENT REVIEW	2022-07-06	JJ
3.	DEVELOPMENT PERMIT	2023-02-06	JJ

DESIGNED BY: JJ

DRAWING TITLE:
UNIT PRICE SCHEDULE

L-1.3



Commission Report

Date of Report: 11, 23, 2023
Date & Type of Meeting: 12, 05, 2023, Castlegar and District Recreation Commission
Author: Craig Stanley, Regional Manager, Operations & Asset Management
Subject: SENIORS CENTRE LEASE
File: 01-0520-50
Electoral Area/Municipality Castlegar and Electoral Areas I, J

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to update the Commission on the status of the Seniors Centre lease.

SECTION 2: BACKGROUND/ANALYSIS

The “Seniors Centre” at the Castlegar and District Community Complex is leased by the CDSA. They provide programs for seniors in the community. The five-year lease for the use of the spaces at the complex expires on December 5, 2023. Terms of their lease include:

- Use of the seniors lounge – within the operating hours of the complex
- Use of meeting rooms, concourse and hall area between 8:30AM and 4:30PM M-F with RDCK reserving the right to bump for paid bookings
- Use of the meeting rooms for 3 special events per year – banquet hall use for 1 day per event
- Currently, rent is set at \$566 per month - this rate changes every year with CPI and RDCK rate increases.

Average Use

Kootenay Room	21 hours per week
Arena Lobby Floor Curling	2.5 hours per week

The CDSA are good tenants. Their programs are complimentary to RDCK programs in that they offer similar programs to a specific demographic. Staff will be finalizing the details of the terms for the new five-year lease and will bring those to the commission at the January meeting. In the meantime, the CDSA will be invoiced for their use according to terms of the current lease.

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
N/A

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

3.3 Environmental Considerations
N/A

3.4 Social Considerations:
The Seniors Centre provides additional services and social gathering opportunities at the CDRD.

3.5 Communication Considerations:
N/A

3.6 Staffing/Departmental Workplace Considerations:
Staff will continue to manage the relationship with the CDSA.

3.7 Board Strategic Plan/Priorities Considerations:
Excellence in Governance and Service Delivery

Managing our Assets and Operations in Fiscally Responsible Manner

Strengthening our Relationship with Community Partners.

SECTION 4: OPTIONS & PROS / CONS

N/A

SECTION 5: RECOMMENDATIONS

That the Castlegar and District Recreation Commission receive this report for information.

Respectfully submitted,



Craig Stanley
Regional Manager – Operations and Asset Management

CONCURRENCE

General Manager of Community Services – Joe Chirico 



Commission Report

Date of Report: November 30, 2023
Date & Type of Meeting: December 5, 2023
Author: Trisha Davison, Regional Manager – Recreation and Client Services
Subject: PIONEER ARENA EVENT
File: 0520-50-CDRD
Electoral Area/Municipality: City of Castlegar, Area I and Area J

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is provide Commission with information related to the planning to a community event to honour the Pioneer Arena before the facility closes at the end of the 2023/2024 ice season.

SECTION 2: BACKGROUND/ANALYSIS

In late October 2023, a public announcement was made regarding the planned closure of the Pioneer Arena at the end of the 2023/2024 ice season. To commemorate the service and legacy of this facility, the City of Castlegar and Regional Staff are developing plans to host an event in February or early March of 2024.

Planning is only at the early stages. The parties are currently developing an event plan within each of their purviews for discussion. For example, RDCK staff will look at on ice activities (public skating sessions, ice rental promotions, craft or art activity) whereas the City of Castlegar is looking to add some historical context through storytelling, poster boards and/or photos.

As plans come together, updates will be provided to Commission members through standard reporting processes.

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

A budget will be developed for this event as part of the 2024 Budget deliberations once plans are more formalized.

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

NA

3.3 Environmental Considerations

NA

3.4 Social Considerations:

The Pioneer Arena is a part of the memories of many people in the region. It is expected that a large number of community members will be interested in being part of this activity in some fashion.

3.5 Economic Considerations:

NA

3.6 Communication Considerations:

NA at this time.

3.7 Staffing/Departmental Workplace Considerations:

Managing the scope of RDCK staffs involvement in both the planning and execution of this event will need monitoring and consideration.

3.8 Board Strategic Plan/Priorities Considerations:

N/A

SECTION 4: OPTIONS & PROS / CONS

N/A

SECTION 5: RECOMMENDATIONS

That this report be received as information.

Respectfully submitted,



Trisha Davison, Regional Manager – Recreation & Client Services

CONCURRENCE

Community Services General Manager – Joe Chirico 



Commission Report

Date of Report: 12, 01, 2023
Date & Type of Meeting: 12, 05, 2023, Castlegar and District Recreation Commission
Author: Craig Stanley, Regional Manager, Operations & Asset Management
Subject: REGIONAL AQUAFIT
File: 01-0520-50
Electoral Area/Municipality Castlegar and Electoral Areas I, J

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to update the Commission on Regional Aquafit programs and services.

SECTION 2: BACKGROUND/ANALYSIS

“Aquafit” services offered at RDCK complexes include drop-in and pre-registered programs at all aquatics centres owned and operated by the RDCK. The scheduling and configuration of aquafit is based on demand, staff availability, hours of operation, pool layout, and the type of fitness or therapy opportunity. A current list of aquafit opportunities at the CDRC includes:

- Aqua conditioning
- Shallow fit
- Total Body Aquafit
- Gentle Cardio
- Aqua Babes

Castlegar / Regional Setup

- General (drop-in) classes set at 25 people
- Classes require a registration before attending, for both pre registered or included with admission offerings - patrons need to check-in at the front desk
- Classes start with a ready for exercise check-in and warm-up to ensure participants safety, late arrivals miss this – it is best practice to make this mandatory
- Assigned space for programs is entered into Explorer rec, if less registrants attend on a given day the instructor can use their discretion to reduce lanes used and give back lanes to public .
- Specialty classes – pre-registered - will have different max capacity based on safety and effectiveness of the style of class. Example in Castlegar for the Winter 2024 season is Aquababes is set at 11 people. This is a caregiver and infant class.
- When aquafit is programmed in busier times of day with competing programs reduced capacity may be required, in these instances, this information will be included in the Leisure guide and online.

In February, 2023 the RDCK deliberately set a limit of 25 patrons for drop-in aquafit sessions in Creston, in order to ensure quality service delivery, and best practices as described by the Canadian Fitness Education Services. The regional programs team made this decision deliberately and with purpose. The aquafit classes were running with as many as 45 people and taking up 4 lanes of the main pool and a portion of the leisure pool. The transition to 25 people was promoted and communicated effectively, and although there was some negative feedback at the time, the patrons have adjusted.

The limit of 25 patrons for drop-in aquafit was not a hard and fast rule regionally until this year. In Castlegar pre and post pandemic, the numbers had ranged between 20 and 30. These new limits have been fairly consistent in 2023, however, there have been occasions when human error led to customer service issues.

Pre-registered classes for fitness and aquafit are configured according to the type of class and or the target benefits; the number of patrons is specific to these parameters. These classes tend to be smaller but could be as large as 25.

Whatever the configuration, all staff at the complex and in the RDCK are responsible for the successful delivery of the services:

- Programmers design and schedule the sessions – according to needs, trends, capacity, etc.
- The supervisor and head lifeguard schedule the pool staff and instructor – also provide training
- The CSRs are required to register or take admissions and provide bracelets for the aquafit patrons, which is unique to the program – different from the daily admission bracelet so that they are identifiable to the instructor. This also tracks numbers so CSRs can communicate if the class is full.
- The lifeguards set up the pool, adjusting lane ropes, and monitoring for safety, and the instructor prepares the sound system and greets the patrons.
- The instructor also monitors the patrons' condition and leads and coaches them during the class. In some circumstances the instructor also handles customer services issues such as poor conduct or when limits are exceeded.

The patrons are also responsible for the success of the program to some degree. They are required to check-in at the front desk and either purchase an admission for aquafit or utilize their active pass, and to ensure the structure of the class is maintained they are required to abide by the rules and limits set by the instructor.

Staff are required to find balance and to ensure the experiences at the pool are consistent and safe. Gaps in service delivery should be mitigated through proper planning and communication and execution of the established plan, but there are times when expectations are not clearly established or met. Feedback from the patrons leads to better service delivery.

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

N/A

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

N/A

3.3 Environmental Considerations

N/A

3.4 Social Considerations:

Aquafit is a popular program/activity. The health and wellness benefits are commensurate with the social benefits.

3.5 Communication Considerations:

N/A

3.6 Staffing/Departmental Workplace Considerations:

N/A

3.7 Board Strategic Plan/Priorities Considerations:

Excellence in Governance and Service Delivery

SECTION 4: OPTIONS & PROS / CONS

N/A

SECTION 5: RECOMMENDATIONS

That the Castlegar and District Recreation Commission receive this report for information.

Respectfully submitted,

Approved Digitally

Craig Stanley
Regional Manager – Operations and Asset Management

CONCURRENCE

General Manager of Community Services – **Approved Digitally**