



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**NELSON AND DISTRICT  
RECREATION COMMISSION NO. 5  
OPEN MEETING AGENDA**

**9:00 a.m.  
April 24, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/93899384415?pwd=SS9GbDRjbmQycjRmcTJabHVKQm5KUT09>

**Join by Phone:**

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

**Meeting ID** 938 9938 4415

**Meeting Passcode:** 163849

**In-Person Location:** Regional District of Central Kootenay – Board Room  
202 Lakeside Drive, Nelson, BC

**COMMISSION/COMMITTEE MEMBERS**

Commissioner Page	City of Nelson – Chair
Commissioner Morrison	City of Nelson
Commissioner Tait	City of Nelson
Commissioner Graham	Electoral Area E
Commissioner Newell	Electoral Area F

**STAFF**

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager - Operations and Asset Management
Trisha Davison	Regional Manager – Recreation & Client Services
Jenna Chapman	Meeting Coordinator

**1. CALL TO ORDER**

Chair Page called the meeting to order at [Time] a.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 April 24, 2024 Nelson & District Recreation Commission No. 5 meeting, be adopted as circulated.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

The February 13, 2024 Nelson & District Recreation Commission No. 5 minutes, have been received.

**5. DELEGATE**

**5.1** There are no Delegates scheduled for this Commission Meeting.

**6. STAFF REPORTS**

**6.1 Nelson Campus Study – Community Engagement Project Update**

The Commission Report dated April 19, 2024 from Trisha Davison, Regional Manager of Recreation and Client Services, re: Nelson Campus Study – Community Engagement Project Update, has been received.

**6.2 Nelson and District Community Complex Quarterly Report**

The Commission Report dated April 17, 2024 from Ryan Ricalton, Nelson and District Community Complex Facility Manager re: Quarterly Report has been received.

**6.3 Service No. S226 Recreation Facility – Nelson & Areas F & Defined E Quarterly Financial Report**

The Quarterly Financial Report dated March 2024 from Joe Chirico, Regional Manager of Community Services, re: Service No. S226 Recreation Facility – Nelson & Areas F & Defined E Quarterly Financial Report has been received.

**7. OLD BUSINESS**

**7.1 Service Review Workshop**

Chair Page to discuss with the Commission and Staff regarding setting a date for the Service Review workshop.

**8. NEXT MEETING**

The next Nelson & District Recreation Commission No. 5 meeting is scheduled for May 29, 2024 at 9:00 a.m.

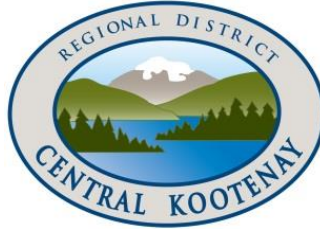
**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Nelson & District Recreation Commission No. 5 meeting be adjourned at [Time].

**Carried/Defeated/Referred**

#	ACTION ITEM	MEETING ORIGIN	STATUS
1.	That Recreation Commission 5 use the combined average weighting scores in the final “Service/Facility Prioritization Framework” document; And further that, Recreation Commission 5 endorse the “Service/Facility Prioritization Framework” as a decision making tool for future use. That a workshop be made available to look at the Service Review Background Report and expand it to other recreation options.	13-Feb-2024	
2.	That a workshop be made available to look at the Service Review Background Report and expand it to other recreation options	13-Feb-2024	



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# NELSON & DISTRICT RECREATION COMMISSION NO. 5 OPEN MEETING MINUTES

**9:00 a.m. (PST)**  
**February 13, 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).

### COMMISSION MEMBERS PRESENT

Commissioner Page	City of Nelson – Chair
Commissioner Graham	Electoral Area E – Joined remotely
Commissioner Newell	Electoral Area F – Joined remotely

### COMMISSION MEMBERS ABSENT

Commissioner Morrison	City of Nelson
Commissioner Tait	City of Nelson

### STAFF

Stuart Horn	Chief Administrative Officer
Yev Malloff	Chief Financial Officer – Joined remotely
Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager - Operations and Asset Management
Trisha Davison	Regional Manager – Recreation & Client Services
Teresa Johnson	Meeting Coordinator – Joined remotely

### GUEST(S)

David McCulloch	Nelson Regional Sports Council – Co-Chair – Joined remotely
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### 1. CALL TO ORDER

RDCK Staff Member Joe Chirico called the meeting to order at 9:07 a.m.

### 2. ELECTION OF CHAIR

#### CALL FOR NOMINATIONS (3 Times)

Director Graham nominated Director Page.

### DECLARATION OF ELECTED OR ACCLAIMED CHAIR

RDCK Staff Joe Chirico ratifies the appointed Director Page as Chair of the Nelson and District Recreation Commission No. 5 for 2024.

**Moved** and Seconded,  
And Resolved

**Carried**

**1. CALL TO ORDER**

Chair Page called the meeting to order at 10:09 a.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 February 13, 2024 Nelson and District Recreation Commission No. 5 meeting, be amended:

To reorder items 7.4 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget and 7.5 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Operating Budget respectively for discussion after item 5. Delegate.

**Carried**

**4. RECEIPT OF MINUTES**

The November 29, 2023 Nelson and District Recreation Commission No. 5 minutes, have been received.

**5. DELEGATE**

Owen Nakamura, Danielle Rossiter, Genevieve Letourneau, from Nelson Roller Skate provided a power point presentation requesting support from the Nelson and District Recreation Commission No. 5 to help secure a facility that will be mainly focused on providing opportunity for indoor roller skating. They have received over 650 signatures and 20 letters of support. They currently host learn to skate programs in schools, various outdoor events and roller derby pop ups which all receive high participation, however school gyms are typically booked with other events. Possible venues to provide the required 10,000 square feet of indoor space for a legal roller derby include the Nelson Curling Rink or an arena in the Civic Centre. Cement floors would pose a greater risk for injury over wood floors. Nelson Roller Skate may need to cover the cost of formal survey reporting to be eligible for grant funding.

**7.4 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget**

The Commission Report dated January 24, 2024 from Craig Stanley, Regional Manager – Operations and Asset Management, re: Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget, was presented. Questions from the Commissioners were answered. The report was received as information.

**6. OLD BUSINESS**

**6.1 Community Engagement Project Update**

The Commission Report dated January 18, 2024 from Trisha Davison, Regional Manager – Recreation & Client Services, re: Nelson Campus Study – Community Engagement Project update, was verbally presented. Questions from the Commissioners were answered. The report was received as information.

## **7. STAFF REPORTS**

### **7.1 Service No. S226 – Recreation Facility Nelson & Areas F & Defined E Service Review Background Report**

The RDCK S226 Service Review Background Report, dated September 20, 2022 from RC Strategies has been received.

**MOVED** and seconded,  
AND Resolved:

That a workshop be made available to look at the Service Review Background Report and expand it to other recreation options.

**Carried**

### **7.2 Commission Decision Making Framework on Project Prioritization**

The Commission Report dated January 18, 2024 from Trisha Davison, Regional Manager – Recreation & Client Services, re: Commission Decision Making Framework on Project Prioritization has been received. Questions from the Commissioners were answered.

**MOVED** and seconded,  
AND Resolved:

That Recreation Commission 5 use the combined average weighting scores in the final “Service/Facility Prioritization Framework” document; And further that, Recreation Commission 5 endorse the “Service/Facility Prioritization Framework” as a decision making tool for future use.

**Carried**

### **7.3 Nelson and District Community Complex Quarterly Operations Report**

The Commission Report dated January 08, 2024 from Ryan Ricalton, Facility Manager re: Nelson & District Community Complex Quarterly Operations Report has been received as information. Discussion items include:

- The aquatic centres universal change room locker area be made a public space and mandate that changing in and out of swimwear must be done in private rooms. Special consideration should be made since change room designation is shifting away from gender-based use and spaces are shared with youth.
- A 3-day pool shutdown will be scheduled in the spring, for which the public should be made aware of in advance.

**7.4 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget**

The Commission Report dated January 24, 2024 from Craig Stanley, Regional Manager – Operations and Asset Management, re: Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget, was presented. Questions from the Commissioners were answered. The report was received as information.

**7.5 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Operating Budget**

The Commission Report dated January 24, 2024 from Joe Chirico, Regional Manager of Community Services re: Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Operating Budget, was presented.

Notable points of discussion:

- Restructuring training budgets will provide more efficiency and cost saving.
- Increase in reserve funds will provide more flexibility with future borrowing.
- The 2023 budget realized a higher than projected revenue stream and lower than projected expenses.
- Spontaneous use significantly increased the centres revenue streams, primarily through access to the fitness centres.
- Having user credit cards on file with recurring billing may increase revenue.

Questions from commissioners were answered. The report was received as information.

**RECESS/RECONVENE** The meeting recess at 10:28 a.m. for a short break and reconvened at 10:40 a.m.

**8. CORRESPONDENCE**

A proposal from Bill McDonnell, dated December 21, 2023 re: Nelson and District Community Complex Ice Skating Lessons and Ringette Program have been received. Commissioner Newell expressed his appreciation of Bill McDonnell's commitment to the grassroots development of youth in Nelson and area, along with his ongoing input, feedback and perspective. Currently no Ringette groups are known to exist.

**9. PUBLIC TIME**

The Chair called for questions from the public at 11:22 a.m. One member of the public was present. The member of the public indicated a need for proper skating lessons to be available to the public, and expressed the value of sports and recreation for our youth and how similar programs greatly impacted his life in a positive way. Currently there is a lack of instruction for skating that would provide safe practice for all ages and skill levels. Received as information and will look into possibilities of implementation in 2024.

April 6 – 13 2024 is volunteer appreciation week. Possibility of directing staff to develop further volunteer appreciation was received as information.

**10. NEXT MEETING**

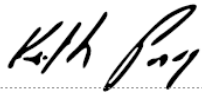
The next Nelson and District Recreation Commission No. 5 meeting is scheduled for April 24, 2024 at 9:00 a.m.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Nelson and District Recreation Commission No. 5 meeting be adjourned at 12:37pm.

**Carried**



Keith Page, Chair, Rec. Comm. 5

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

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*1. [List of Items]*

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

***Future Nelson and District Recreation Commission No. 5 Meetings***

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2. That Recreation Commission 5 use the combined average weighting scores in the final “Service/Facility Prioritization Framework” document; And further that, Recreation Commission 5 endorse the “Service/Facility Prioritization Framework” as a decision making tool for future use.
3. That a workshop be made available to look at the Service Review Background Report and expand it to other recreation options.
- 4.





# Nelson & District Rec Commission #5 Staff Report

**Date of Report:** April 19, 2024  
**Date & Type of Meeting:** April 24, 2024 - Rec Commission #5 Regular Meeting  
**Author:** Trisha Davison, Regional Manager – Recreation & Client Services  
**Subject:** NELSON CAMPUS STUDY - COMMUNITY ENGAGEMENT PROJECT UPDATE  
**File:** 01-0520-50  
**Electoral Area/Municipality:** Nelson & Areas E & F

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the Nelson Recreation Campus community engagement project and to identify members of Commission interested in participating in the working group for this project.

## SECTION 2: BACKGROUND/ANALYSIS

This report provides an update on the timelines associated with the Nelson Recreation Campus community engagement project that is scheduled to get underway in the coming months. This project involves important planning work that will help shape decisions impacting the Nelson Recreation Campus to support the long term recreational needs and interests of the community. Commission's involvement will be key to the success of the project.

Anticipated timelines of note include:

Month	Details
May	Nelson & District project working group to be established & project schedule to be reviewed
June/July	Consultant to confirm establishment of a Task Force process, key timelines, meeting dates and engagement tactics in consultation with the working group
August to October	Community engagement to occur
November	Project completion and final reporting anticipated

### Project Working Group

The project working group will work closely with staff to help guide the project through successful startup through to completion. Attendance at various meetings will be required at a frequency required to meeting the projects overall objectives and timelines. As the project involves a review of services and facilities owned and operated by both the RDCK and the City of Nelson, Nelson City staff will also be members of the working group.

It is suggested that both Area Directors and a minimum of one City of Nelson Council representative be directly involved in the working group. All members of Commission are welcome to participate in the working group if this is the wish of the Commission.

Working groups meetings are anticipated to start in May. Staff are requesting the Commission to identify who they wish to have involved as representatives.

### 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 on the site known as the Nelson Recreation Campus. Determining to how best involve and/or engage with key stakeholders will be a key role of the Working Group.

#### 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 *JC*  
Craig Stanley – Regional Manager, Operations & Asset Management *C.S.*



# Commission Report

**Date of Report:** April 17, 2024  
**Date & Type of Meeting:** April 24, 2024, Nelson & District Recreation Commission  
**Author:** Ryan Ricalton – NDCC Facility Manager  
**Subject:** NDCC QUARTERLY REPORT  
**File:** 01-0520-50  
**Electoral Area/Municipality** City of Nelson, Area F and Defined Area E

## SECTION 1: EXECUTIVE SUMMARY

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

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 General Updates

#### Civic Center Operations

Civic Center last day of seasonal operation was March 17, 2024. Staff have begun an evaluation of the last season's operation including the operating costs, staff costs and rough utility costs for the 2023/2024 ice season. Staff will compile this information and report at a later meeting. There are some equipment (Zamboni) concerns that staff will advise the City of Nelson staff about.

Staff will also work with with City of Nelson staff to determine best time for repairs to the Civic arena roof and the feasibility of the Civic arena being used as a location for filming.

#### Aquatic Hours of Operation

Due to the increase in staff availability including from that of supervisory staff, the NDCC has been able to increase its aquatics hours of operation to get closer to the 2020 service level. We have added an additional 4 hours of operation. Staff will monitor the opportunities to continue to expand to pre-pandemic service levels.

#### All Staff Training

The NDCC will be closed on Thursday April 25 for an all staff training. This training involves presentations from the Facility Manager, Regional Mangers and others to update staff on where we are at in our organization as well as a review of our overall vision, policies, practices and procedures. Training will be delivered on Violence in the Workplace and De-escalation training. This is an opportunity to capture the majority of the facility staff in one setting.

#### Project Update

- Air handler replacement – The Air Handler Unit has arrived on site
  - Working with mechanical consultants to coordinate installation Spring 2024
- Pool Boiler Replacement – May 2024
  - Some work started on ducting and mechanical

- The boiler replacement will require a 3 -5 day pool shut down
- The public will be informed well in advance of the scheduled work and any service disruption

## 2.2 Staffing

### Aquatics Staffing

NDCC Aquatics roster sits at 80% of 2020 staffing levels however, the availability of the staff is improved and so staff capacity is increased overall, leading to the opportunity to increase hours of operation.

Type	2019	2023 - April	2023 - July	2024 - April
Full-time	4	3	4	4 (1)
Part-time	28	22	24	24
Leaders/Supervisors	13	5	9	11 (1)
Lifeguards	19	19	19	18
Total Aquatic Staff	32	24	28	27 (1)

Aquatic leadership staff are prioritizing leader development to further increase to our supervisor capacity.

Currently the RDCK has aquatic postings for:

- Lifeguard & Swim Instructors
- Future training opportunities will continue to leverage funding for new and prospective employees and internal staff for certifications and enhanced qualifications

## 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

### 3.4 Social Considerations:

Increased hours of operation for the NDCC and other RDCK aquatics facilities increase opportunities for recreation patterns of beneficial use.

### 3.5 Economic Considerations:

N/A

### 3.6 Communication Considerations:

N/A

### 3.7 Staffing/Departmental Workplace Considerations:

Ongoing recruitment efforts are intended to return to 2020 staffing levels and hours of operation.

**3.8 Board Strategic Plan/Priorities Considerations:**

Managing our facilities in a sustainable manner.

**SECTION 4: OPTIONS & PROS / CONS**

N/A

**SECTION 5: RECOMMENDATIONS**

No recommendation. The report is received for information only.

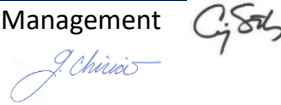
Respectfully submitted,



Ryan Ricalton – NDCC Facility Manager

**CONCURRENCE**

Craig Stanley, Regional Manager – Operations & Asset Management  
Joe Chirico - General Manager of Community Services



**Regional District of Central Kootenay**

Unaudited Service Statement

**S226 Recreation Facility-Nelson and Areas F and Defined E**

Period: **March 2024**

**REVENUE**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions	0	0	3,512,582	3,512,582	0%
41020	Grants in lieu of Taxes	0	0	47,000	47,000	0%
42015	Sale of Goods - Specified	1,698	5,745	28,400	22,655	20%
42025	Sale of Services - Specified	21,291	68,752	275,098	206,346	25%
42030	User Fees	0	41	0	(41)	0%
42035	User Fees - Specified	133,560	428,047	1,210,000	781,953	35%
42040	Rental Income	777	1,447	0	(1,447)	0%
42045	Rental Income - Specified	41,273	163,492	419,000	255,508	39%
43025	Grants - Specified	0	1,000	6,050	5,050	17%
43500	External Contributions & Contracts	0	0	184,200	184,200	0%
43505	External Contributions & Contracts - Specified	205	205	0	(205)	0%
44010	Penalties & Fees	50	190	250	60	76%
44020	Investment Income & Interest	0	0	27,500	27,500	0%
45000	Transfer from Reserves	0	0	241,667	241,667	0%
45500	Transfer from Other Service	147	838	10,900	10,062	8%
49100	Prior Year Surplus	0	0	1,013,600	1,013,600	0%
<b>Revenue</b>		<b>199,000</b>	<b>669,756</b>	<b>6,976,247</b>	<b>6,306,491</b>	<b>10%</b>

**OPERATING EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries	178,828	495,984	2,624,192	2,128,208	19%
51020	Overtime	2,990	5,087	34,155	29,068	15%
51030	Benefits	37,476	113,266	526,191	412,925	22%
51050	Employee Health & Safety	986	1,191	25,130	23,939	5%
51060	Employee Incentives	1,871	1,871	2,800	929	67%
52010	Travel	12	424	17,160	16,736	2%
52020	Education & Training	244	731	26,140	25,409	3%
52030	Memberships, Dues & Subscriptions	682	1,169	1,613	444	72%
53020	Admin, Office Supplies & Postage	1,017	5,726	38,045	32,319	15%
53030	Communication	389	2,381	10,242	7,861	23%
53040	Advertising	384	815	45,000	44,185	2%
53050	Insurance	0	12,180	90,698	78,518	13%
53060	Bank Charges	0	0	20,200	20,200	0%
53080	Licence & Permits	0	2,325	10,807	8,482	22%
54030	Contracted Services	20,043	29,609	182,540	152,931	16%
54040	Consulting Fees	0	0	120,000	120,000	0%
55010	Repairs & Maintenance	17,523	30,448	202,015	171,567	15%
55020	Operating Supplies	8,724	25,293	133,035	107,742	19%
55025	Chemicals	2,326	13,569	45,000	31,431	30%
55030	Equipment	8,332	10,640	95,255	84,615	11%
55035	Radio Equipment	0	0	5,227	5,227	0%
55040	Utilities	44,198	160,589	523,000	362,411	31%
55050	Vehicles	1,059	2,249	14,000	11,751	16%
55060	Rentals	0	0	12,000	12,000	0%
57010	Grants	0	0	58,295	58,295	0%
<b>Operating Expenses</b>		<b>327,082</b>	<b>915,547</b>	<b>4,862,740</b>	<b>3,947,193</b>	<b>19%</b>

**CAPITAL EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures	149,768	149,768	650,000	500,232	23%
<b>Capital Expenses</b>		<b>149,768</b>	<b>149,768</b>	<b>650,000</b>	<b>500,232</b>	<b>23%</b>

**NON-OPERATING EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
56010	Debenture Interest	0	(29,911)	262,423	292,334	-11%
56020	Debenture Principal	0	0	228,697	228,697	0%
59000	Contribution to Reserve	0	0	211,200	211,200	0%
59500	Transfer to Other Service	245	1,229	38,045	36,816	3%
59510	Transfer to Other Service - General Admin. Fee	0	0	319,661	319,661	0%
59520	Transfer to Other Service - IT Fee	0	0	107,140	107,140	0%
59530	Transfer to Other Service - Community Services Fee	0	0	292,503	292,503	0%
<b>Non-Operating Expenses</b>		<b>245</b>	<b>(28,682)</b>	<b>1,459,669</b>	<b>1,488,351</b>	<b>-2%</b>

<b>Total Service</b>		<b>(278,095)</b>	<b>(366,878)</b>	<b>3,838</b>		
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