



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

Date: Tuesday, March 2, 2021

Time: 4:00 pm

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

Pages

1. CALL TO ORDER

Chair Rye 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

RECOMMENDATION:

The agenda for the March 2, 2021 Castlegar and District Community Complex and Recreation Commission meeting be adopted as circulated.

4. RECEIPT OF MINUTES

The February 2, 2021 Castlegar and District Community Complex and Recreation Commission minutes, have been received.

4 - 10

5. DELEGATE

There are no Delegates scheduled for this Commission meeting.

6. STAFF REPORTS

6.1. CDRD - Staff Report

The Commission Report dated February 18, 2021 from Vanessa Bloodoff, Aquatic & Fitness Programmer, re: CDRD Staff Report, has been received.

11 - 13

6.2. CDRD Complex Enhancement Project Update

Jim Crockett, Manager of Recreation to provide the Commission with a verbal update on the Columbia Basin Trust support for the CDRD Complex Enhancement Project.

6.3. CDRD Child Care Centre Project Update

Jim Crockett, Manager of Recreation will provide the Commission with a verbal update in regards to the CDRD Child Care Centre Project.

6.4. Hire Quantity Surveyor Update

Jim Crockett, Manager of Recreation will provide the Commission with a verbal update in regards to hiring a Quantity Surveyor.

7. NEW BUSINESS

7.1. Correspondence

14 - 17

7.1.1 The Email dated February 17, 2021 from Cathy Mercer, re: Pickleball players seeking direction, has been received.

7.1.2 The Email dated February 14, 2021 from Henny Hanegraaf, re: Castlegar Complex, has been received.

7.1.3 The Email dated February 10, 2021 from Dawn Guido, re: Proposed removal of playground and greenspace adjacent to Community Centre, has been received.

7.2. Renewal of Casalano Society Lease Agreement

Jim Crockett, Manager of Recreation will provide the Commission with a verbal update in regards to renewal of Casalano Society Lease Agreement.

RECOMMENDATION:

That the Board approve the RDCK renewing a Lease Agreement with Casalano Society for leasing of the second floor of the Pioneer Arena for the period March 20, 2021 to March 19, 2024, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

7.3. IH Vaccination Clinics

Jim Crockett, Manager of Recreation will provide the Commission with a verbal update in regards to proposed IH Vaccination Clinics.

8. PUBLIC TIME

The Chair will call for questions from the public and members of the media at 5:45 p.m.

9. IN CAMERA

There are no In Camera items for this Commission meeting.

10. NEXT MEETING

The next Castlegar and District Community Complex and Recreation Commission

meeting is scheduled for April 6, 2021 at 4:00 p.m.

11. ADJOURNMENT

RECOMMENDATION:

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



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

Tuesday, February 2, 2021
 4:00 pm

COMMISSION	Commissioner B. Price	City of Castlegar
MEMBERS	Commissioner D. Rye	City of Castlegar
PRESENT	Commissioner S. Heaton-Sherstobitoff	City of Castlegar
	Commissioner A. Davidoff	Electoral Area I
	Commissioner R. Smith	Electoral Area J
STAFF PRESENT	J. Chirico	General Manager of Community Services
	J. Crockett	CDRC Manager of Recreation
	C. Gaynor	Regional Parks Manager
	A. Polovnikoff	Recreation & Cultural Programmer
	S. Carmichael	Community Services Administrative Coordinator - Recording Secretary

1. CALL TO ORDER

Jim Crockett, Manager of Recreation called the meeting to order at 4:03 p.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

Jim Crockett, Manager of Recreation called for nominations.

Commissioner Price nominated Commissioner Rye.

No further nominations.

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

Jim Crockett ratifies the appointed Commissioner Rye as Chair of the Castlegar and District Community Complex & Recreation Commission for 2021.

Chair Rye thanked Commissioner Price for his service as Chair of the Castlegar and District Community Complex & Recreation Commission for the last two years.

Jim Crockett, Manager of Recreation thanked both Commissioner Price and Chair Rye for their contributions to the Castlegar and District Community Complex & Recreation Commission.

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:

10/21 The Agenda for the February 2, 2021 Castlegar and District Community Complex and Recreation Commission meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The January 12, 2021 Castlegar and District Community Complex and Recreation Commission minutes, have been received.

6. DELEGATE

There were no Delegates scheduled to present at this Commission meeting.

7. STAFF REPORTS

7.1 Glade Regional Park Revitalisation Project

The Commission Report dated January 20, 2021 from Mark Crowe, Regional Parks Planner, re: Glade Regional Park Revitalisation Project, has been received.

MOVED and Seconded,
AND Resolved:

11/21 That the Commission authorize staff to proceed with the Glade Regional Park Revitalization Project;

AND FURTHER, That the Commission authorize staff to communicate with potential grant funders in order to offset potential costs.

Carried

7.2 CDRD Staff Report

The Commission Report dated January 19, 2021 from Audrey Maxwell Polovnikoff, Recreation Coordinator, re: CDRD Staff Report, has been received.

Audrey Maxwell-Polovnikoff provided the Commission with a verbal overview in regards to the CDRD Staff Report including, AquaFit classes have started again with 18 in the pool today, Pioneer refrigeration plant has been shut down for the season, and public skate continues to fill up on Friday, Saturday and Sunday.

7.3 CDRD Child Care Centre Project Update

Jim Crockett, Manager of Recreation, provided the Commission with a verbal update in regards to the Child Care Centre Project including, design work complete and out for tender with two addendums, tender closes February 11, 2021, some concerns with timing of tender closing and Board meeting with suggestion to get contract amount approved via Board for February 18 Board meeting to ensure the project can proceed in the event a contractor hasn't been decided on in time, project to commence March 1st at a cost of \$1,413,934.00 + GST cap for construction costs.

MOVED and Seconded,

AND Resolved that it be recommended to the Board:

12/21

That the project team be directed to undertake procurement and negotiation with the Proponent that offers the highest value to the RDCK which meets all the required scope of work to deliver Construction Services for the Castlegar & District Recreation Department Child Care Centre as described in the Request For Proposals issued January 11, 2021;

AND FURTHER that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$1,413,934.00 with the highest ranked Proponent following negotiation.

Carried

7.4 Pass Creek Governance Review Update

The Commission Report dated January 26, 2021 from Cary Gaynor, Regional Parks Manager, re: Pass Creek Governance Review Update, has been received.

Cary Gaynor, Regional Parks Manager provided a verbal overview in regards to the Pass Creek Governance Review Update report including, currently have lease with Pass Creek Regional Exhibition Society and contract for management of the campground and fields, the Service Review questions if this is the best approach, we have hired RC Strategies + to consult and review Governance structure, internal reviews and interviews have taken place, now working with external stakeholders with hope to have process wrapped up by end of April, 2021.

7.5 2021 Draft Financial Plan

Staff direction from January 12, 2021 meeting to prepare budget projection documents with a 2%, 1% and 0% lift and what that will look like and the impacts for the February 2, 2021 meeting

of the Commission.

Jim Crockett, Manager of Recreation provided the Commission with a verbal presentation in regards to the two budgets provided, one with a 0% tax increase for S227 and the other a 1.9% increase for S222, this taxation increase equates to \$35,367, and the main reason for the lift in S222 is to add \$50,000.00 to Reserve in the event we are approved for the grant for complex improvements.

At the January 12, 2021 meeting of the Commission, the following motions were REFERRED to the February 2, 2021 Commission meeting:

MOTION

That the Commission direct staff to include a wage lift of \$18,403.59 in the 2021 operating budget for Service No. S222 Arena (Castlegar Complex) – Castlegar and Areas I and J to accommodate the hiring of a .5 FTE Administrative Assistant to support the Commission and staff.

MOTION

That the Castlegar and District Community Complex & Recreation Commission approve the draft 2021 Financial Plan for Service No. S222 Arena (Castlegar Complex) - Castlegar and Areas I and J.

MOTION

That the Castlegar and District Community Complex & Recreation Commission approve the draft 2021 Financial Plan for Service No. S227 Aquatic Centre - Castlegar and Areas J and I.

MOVED and Seconded,
AND Resolved:

13/21 That the Commission direct staff to include a wage lift of \$18,403.59 in the 2021 operating budget for Service No. S222 Arena (Castlegar Complex) – Castlegar and Areas I and J to accommodate the hiring of a .5 FTE Administrative Assistant to support the Commission and staff.

Carried

MOVED and Seconded,
AND Resolved:

14/21 That the Castlegar and District Community Complex & Recreation Commission approve the draft 2021 Financial Plan for Service No. S222 Arena (Castlegar Complex) - Castlegar and Areas I and J.

Carried

MOVED and Seconded,
AND Resolved:

15/21 That the Castlegar and District Community Complex & Recreation Commission approve the draft 2021 Financial Plan for Service No. S227 Aquatic Centre - Castlegar and Areas J and I. **Carried**

7.6 Hire Quantity Surveyor Update

Jim Crockett, Manager of Recreation provided the Commission with a verbal report in regards to Hire Quantity Surveyor update including email received from consultant and they were unable to provide a report for this meeting so the recommendation was provided again for clarification, and the consultant did reach out to City of Vernon to get updated numbers as agreed.

8. NEW BUSINESS

There were no New Business items for this Commission meeting.

9. PUBLIC TIME

No members of the public or members of the media were in attendance at this Commission meeting.

10. IN CAMERA

There were no In Camera items for this Commission meeting.

11. NEXT MEETING

The next Castlegar and District Community Complex & Recreation Commission meeting is scheduled for March 2, 2021 at 4:00 p.m.

12. ADJOURNMENT

MOVED and Seconded,
AND Resolved:

16/21 The Castlegar and District Community Complex & Recreation Commission meeting be adjourned at 6:13 p.m.

Carried

Dan Rye, Chair

Sabrina Carmichael, Secretary

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *That the project team be directed to undertake procurement and negotiation with the Proponent that offers the highest value to the RDCK which meets all the required scope of work to deliver Construction Services for the Castlegar & District Recreation Department Child Care Centre as described in the Request For Proposals issued January 11, 2021;*

AND FURTHER that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$1,413,934.00 with the highest ranked Proponent following negotiation.

- 2.

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

Future Castlegar and District Community Complex & Recreation Commission Meetings

1. *Nil.*

From: [Dan Rye](#)
To: [Sabrina Carmichael](#)
Subject: Re: CDRC Minutes for review and approval
Date: February 8, 2021 3:13:46 PM

Can you change where I thanked Commissioner Price as Chair to read for the last two years .
After that they are good.

Dan

Director Dan Rye
250-304-8113

On Feb 8, 2021, at 9:58 AM, Sabrina Carmichael <SCarmichael@rdck.bc.ca>
wrote:

Hi Dan,

Attached are the minutes from our meeting last Tuesday for your review and approval
to add your digital signature please.

In order for these to make the February Board Agenda package, I need to have the
approved minutes to Angela Lund by end of day tomorrow.

Bree Carmichael | Administrative Coordinator – Community
Services

Regional District of Central Kootenay
Phone: 250.352.8195 | **Fax:** 250.352.9300
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<2021-02-02-CDR_Minutes-DRAFT.pdf>



REGIONAL DISTRICT OF CENTRAL KOOTENAY

CDRD Staff Report

Date of Report: February 18, 2021
Date & Type of Meeting: March 2, 2021 Castlegar & District Recreation Commission
Author: Vanessa Bloodoff
Subject: STAFF REPORT
File: 01-0520-50

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Commission with an update on operational items.

SECTION 2: AQUATIC CENTRE

- Open Swims are now being offered, much greater turnout. Maxing out almost every reservation.
- Only offering two family swims on the weekends, but considering switching to all Open Swims. More inclusive.
- Private Lessons continue to be offered, families are happy with them, but the instructors are uncomfortable as it is a new way of instructing.
- Family Day swim went well, each spot was filled and we needed to add more. Thanks to Area I and J and to Heather for promoting the swims and skates!
- Starting to work with NDCC and Salmo to re-create the upcoming Water Ambassador Program.

SECTION 3: COMPLEX/PIONEER - OPERATIONS

- Staff continue to work hard to keep the facility clean and disinfected. Staff are gearing up to prepare for ice out.
- Staff continue daily inspections of the Pioneer. Things are looking good and the facility sitting vacant has not provided any challenges.
- Working with our plow contractor to reduce the snow removal contract at the Pioneer to building safety plowing for EM services to be able to attend the building should the need arise.
- Getting staff prepared to take on the renovations of the skate park washrooms once the childcare center construction begins. This has also included conversations with our architect to coordinate colors and finishing's to make them blend with each other.
- Looking at jobs/tasks the maintenance department can perform this ice out season that are low impact to the budget that will provide enhancements. The task list is growing daily.
- Working with Parks to incorporate some staff time in the Waterloo Eddie park project to ensure staff ownership is maintained.

SECTION 4: PROGRAMS

- Public Skates continue to fill up for Friday, Saturday and Sundays.
- Lots of work being put into the new Spring Programs and the Spring Leisure Guide
- We had a great turn out for our BC Family Day Events. Random prizes were given out throughout the day.
- We have extended the Girls Only Hockey Program for an additional 2 weeks.

- Attended a Strategic meeting between different Recreation Professions in the Columbia Basin as well as CBT and Viasport Staff. Working on a Strategic Plan for a possible Sports Council in the Basin.
- Meeting bi-weekly with other Recreation Programmers in the RDCK

SECTION 5: FITNESS

- All low intensity classes are still running, added more in March and just completed the April and May programming.
- Virtual classes running well, lots of positive feedback and statements that if the in person class is full, they would be willing to join a virtual option. I foresee this continuing as an option even after the pandemic.
- Fitness reservations are getting busier. Added a new Tuesday, Friday and Saturday timeslot that have been maxing out.
- Some questions about bringing punch passes back again.
- Weight room in the arena is still COLD, but people are eager to keep working out.

SECTION 6: CULTURAL ADVISORY COMMITTEE/KOOTENAY FESTIVAL

- No Report

SECTION 7: FRONT OFFICE

- Saturday Family Swims have been fully reserved since January 16th.
- Pool reservations have been very busy over the phone for Open Swims. Skate reservations are busier online as they don't have an age restriction as does swimming. Fitness reservations continue over the phone and online.
- Family Day Swims on February 15th were completely booked. These were all booked strictly over the phone by CSR's.
- Family Day Skates on February 15th were almost completely booked (only 7 spots unreserved).

SECTION 8: OTHER

- COVID-19—communication to staff, users and the general public— new PHO orders, impact on recreation
- The Community Engagement Committee continues to meet regularly to continue work on the Master Plan connections for community engagement and marketing. A JOT form is being created to send out to Community Services Recreation and Parks staff to determine what type of advertising is being done, segments of the population that is being targeted, and where help is needed; i.e. training, skills and support. This process will be most valuable to the new communication, marketing person when hired.
- Completing the spring program guide for Castlegar and District Recreation Complex.
- Will be organizing a Field users meeting to update on where we are now and the process to book fields
- Working regionally facility Allocation Policy
- Saints back on the ice starting Feb 17th

Respectfully submitted,



Vanessa Bloodoff

CONCURRENCE

Manager of Recreation

Initials:



Sabrina Carmichael

Subject: FW: Pickleball players seeking direction.

From: Cathy Mercer [<mailto:cathy1mercer@gmail.com>]

Sent: February 17, 2021 9:07 AM

To: danrye@telus.net

Subject: Pickleball players seeking direction.

Hi Dan,

I am contacting you on behalf of the Castlegar Pickleball player.

The Rec Centre pickleball courts have been deteriorating the last couple of years and some improvements are needed to facilitate the increase in player numbers.

Who do we talk to about initiating an upgrading and funding proposal to respond to this need?

Thank you for your help with this.

Regards,
Cathy Mercer.

Sabrina Carmichael

Subject: FW: Castlegar Complex

From: Henny Hanegraaf [<mailto:hennyhanegraaf8@gmail.com>]

Sent: February 14, 2021 3:55 PM

To: DAN RYE <danrye@telus.net>

Cc: drye_distribution_group@castlegar.ca; sheaton_distribution_group@castlegar.ca; bprice_distribution_group@castlegar.ca; Rick Smith <RSmith@rdck.bc.ca>

Subject: Re: Castlegar Complex

Thanks Dan. Can I also add that the number of classes has also been reduced. We used to have Aquafit on Tuesday and Thursday mornings as well as Gentle Joints Tuesday and Thursday afternoons. Now we only have Gentle Joints on Tuesdays and Thursdays. I'm going to Gentle Joints only because it's the only class available on those days, it's not the work out I want it's just the only one offered.

When is your next meeting?
Henny

PS Thanks for the reply, I wasn't expecting to hear back before Tuesday.

On Sun, Feb 14, 2021 at 1:46 PM DAN RYE <danrye@telus.net> wrote:

I am sure you have received this letter, I am going to reply and inform Henny I have asked for the letter to be placed on our next agenda if there are no objections from you.

Dan

Sent from my iPad

> On Feb 14, 2021, at 12:13 PM, Henny Hanegraaf <hennyhanegraaf8@gmail.com> wrote:

>

>

> Hello Everyone,

>

> I'm writing to express my concerns/unhappiness with the booking process at the Complex. I understand that these are trying times and we all need to adjust but there's a limit to that.

>

> My concerns are about the cost and the lack of flexibility in booking. The cost concern is pretty straight forward, last year I paid \$355 for an annual pass, since the pandemic started I'm paying \$20 a week or about \$1000 a year. In other words, more than double. I'm lucky in that I can afford to pay the higher rate, I know that there are others who are coming less often because of the cost.

>

> I understand the need to limit class size and to have participants pre-register. I don't understand why we have to pre-register for a month or more at a time. If we are unable to attend and want to cancel we have to cancel for the balance of the period. I've asked about being able to book a day at a time, the answer is no.

>

> It seems to me that somewhere along the line the concept of providing a service to the community has been lost. As a user of the Complex I feel that I'm paying more and getting less.

>

> Thank you for taking the time to read my letter.

>

> Henny Hanegraaf

Subject: FW: Proposed removal of playground and greenspace adjacent to Community Center

Begin forwarded message:

From: jimanddawnguido <jdguido@shaw.ca>
Date: February 10, 2021 at 2:18:28 PM PST
To: bprice_distribution_group@castlegar.ca
Cc: sheaton_distribution_group@castlegar.ca, cmacleod_distribution_group@castlegar.ca, mmcfaddin_distribution_group@castlegar.ca, drye_distribution_group@castlegar.ca, fvassil_distribution_group@castlegar.ca
Subject: Proposed removal of playground and greenspace adjacent to Community Center

Dear Bergen,

I am sending this email to voice my concern with the proposed location of the new child care center.

The greenspace and playground planned to be removed has heavy use by the citizens of Castlegar. The playground is used year round and is in a very desirable location as there are no playgrounds in the vicinity. It is convenient for children to use while their parents or siblings may be engaged in other activities located close by. Many parents rely on this playground as a place for their children to play and meet up with others. A playground only accessible on weekends and weeknights is not an adequate replacement. This is the nearest playground for children living in the surrounding area, including the heavily developed no woodland, no park neighbourhood that has many young families with more lower cost, medium density housing development proposed – again no playground.

The greenspace is used and enjoyed when there are tournaments such as swim meets, soccer camps, day camps, markets etc. The proposed reduced area would not be an adequate replacement for these uses. The green space was dramatically reduced when the skate park was constructed. Reducing it further would exponentially diminish the areas desirability and enjoyment.

Rather than shoe horning the child center at this location, I suggest there are other areas that would have less of a trade-off. One such area is at the park at the corner of 24th and Columbia – that has underutilized greenspace.

Please consider this request for an alternate location for the child care center. Please respond and any suggestions for actions that I could undertake – such as a petition? that might result in consideration for a change of location, would be appreciated.

Yours Truly,
Dawn Guido
1693 Ridgewood Drive
Castlegar, BC
VIN 2L5
250-365-7231