



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**4:00-5:00 p.m.**

**Tuesday, November 7, 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 by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mc1cd6146e9e649339040e87d243fdf83>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

**Meeting Number (access code):** 2770 550 5866

**Meeting Password:** FMpZPS3KN63

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

**COMMISSION MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**STAFF PRESENT**

Stuart Horn	Chief Administrative Officer
Yev Malloff	Chief Financial Officer
Joe Chirico	General Manager of Community Services

Craig Stanley	Regional Manager – Operations and Asset Management
Trisha Davison	Regional Manager – Recreation and Client Services
Tia Wayling	Regional Programming Manager
Sarah Fuhr	Communications and Community Engagement Lead
Heather Anderson	Facility Manager
Ashley Grant	Meeting Coordinator

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

**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:

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

**Carried/Defeated/Referred**

**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.

**Carried/Defeated/Referred**

**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.

**Carried/Defeated/Referred**

**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 that it be recommended to the Board:

[Recommendation]

**Carried/Defeated/Referred**

**7. PUBLIC TIME**

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

**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 [Time].

**Carried/Defeated/Referred**

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S. Heaton-Sherstobitoff, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**12:30-2:00 p.m.**

**Tuesday, October 10, 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 by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m097652434f5475d6e17e936b0e682d9d>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

**Meeting Number (access code):** 2772 932 9229

**Meeting Password:** vFKj3RGuX89 (83553748 from phones)

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

**COMMISSION MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**STAFF PRESENT**

Stuart Horn	Chief Administrative Officer
Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager – Recreation and Client Services

Tia Wayling  
Sarah Fuhr  
Heather Anderson  
Ashley Grant

Regional Programming Manager  
Communications and Community Engagement Lead  
Facility Manager  
Meeting Coordinator

## **GUESTS**

Chris Barlow  
Bree Seabrook

Chief Administrative Officer, City of Castlegar  
Communications Manager, City of Castlegar

**\_\_5\_\_ out of \_\_5\_\_ voting Commission/Committee members were present – quorum was met.**

### **1. CALL TO ORDER**

Commissioner Heaton-Sherstobitoff called the meeting to order at 12:30 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 October 10, 2023 Castlegar and District Community Complex Recreation Commission meeting, be adopted as circulated.

**Carried**

### **4. RECEIPT OF MINUTES**

The September 12, 2023 Castlegar and District Community Complex Recreation Commission minutes, have been received.

**Carried**

**Commissioner Hanegraaf moved to give permission to Chris Barlow and Bree Seabrook to speak**

**Carried**

### **5. STAFF REPORTS**

#### **5.1 CDRD Programming Update**

Commission Report dated October 3, 2023 from Tia Wayling, Regional Programming Manager, re: Castlegar and District Community Complex Programming Update, has been received for information

Tia Wayling, Regional Programming Manager, reviewed with the Commission the CDRD Programming Update and answered the Commission's questions.

**Staff Direction:** Compare senior usage prior to Fees & Charges change and forward information to the Commission

**5.2 Castlegar and District Recreation Complex Concession Lease Award**

Commission Report dated October 1, 2023 from Craig Stanley, Regional Manager of Operations and Asset Management, re: Castlegar and District Community Complex Concession Lease Award, has been received

Joe Chirico, General Manager of Community Service, reviewed the Lease Agreement with the Commission.

Moved and Seconded,

And Resolved **that it be recommended to the Board:**

That the RDCK Board to enter into a one year lease of the concession at the Castlegar and District Community Complex, starting January 2024, to Chef's Choice, with the option to renew for an additional two years.

**Carried**

**5.3 Public Engagement RFP**

Commission report dated October 5, 2023 from Trisha Davison, Regional Manager of Recreation and Client Services, re: Public Engagement RFP, has been received for information

**6. NEW BUSINESS**

**6.1 Showers in the Women's Change Room**

Commissioner Hanegraaf to discuss

**Staff Direction** – Heather Anderson, Facility Manager to consult with Castlegar and District Recreation maintenance staff in regards to making sure all showers are functional and follow up with Commissioner Hanegraaf directly.

**7. PUBLIC TIME**

No public

**8. IN CAMERA**

**8.1 MEETING CLOSED TO THE PUBLIC**

Moved and Seconded,

And Resolved:

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

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

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

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(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**

**RECESS OF OPEN MEETING**

Moved and Seconded,  
And Resolved:

The Open Meeting be recessed at 1:48pm in order to conduct the Closed in Camera meeting.

**Carried**

**9. NEXT MEETING**

The next Castlegar and District Community Complex Recreation Commission meeting is scheduled for November 7, 2023 at 4:00 p.m.

**10. ADJOURNMENT**

Moved and Seconded,  
And Resolved:

The Castlegar and District Community Complex Recreation Commission meeting be adjourned at 2:20pm.

**Carried**

Digitally approved by

S. Heaton-Sherstobitoff, Chair

**Regional District of Central Kootenay**  
Unaudited Service Statement

**S222 Arena (Castlegar Complex)-Castlegar and Areas I and J**  
**Period: September 2023**

**REVENUE**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions	0	2,818,031	2,818,031	0	100%
41020	Grants in lieu of Taxes	0	0	9,000	9,000	0%
42015	Sale of Goods - Specified	113	5,737	10,100	4,363	57%
42025	Sale of Services - Specified	660	56,355	90,089	33,734	63%
42030	User Fees	0	(211)	0	211	0%
42035	User Fees - Specified	502	5,700	6,277	577	91%
42040	Rental Income	137	342	0	(342)	0%
42045	Rental Income - Specified	21,354	145,704	289,328	143,624	50%
43010	Donations	0	0	10,000	10,000	0%
43015	Donations - Specified	0	30,000	0	(30,000)	0%
43020	Grants	0	203,000	203,000	0	100%
43025	Grants - Specified	0	0	8,200	8,200	0%
44010	Penalties & Fees	0	(32)	0	32	0%
44020	Investment Income & Interest	0	97	0	(97)	0%
45000	Transfer from Reserves	0	0	924,000	924,000	0%
45500	Transfer from Other Service	0	6,012	4,590	(1,421)	131%
49100	Prior Year Surplus	0	211,283	194,803	(16,480)	108%
Revenue		22,766	3,482,018	4,567,418	1,085,401	76%

**OPERATING EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries	68,402	644,913	834,329	189,416	77%
51020	Overtime	1,399	10,448	12,506	2,058	84%
51030	Benefits	14,866	155,346	191,952	36,605	81%
51050	Employee Health & Safety	1,287	8,386	6,767	(1,619)	124%
51060	Employee Incentives	0	529	1,000	471	53%
52010	Travel	333	2,113	4,000	1,887	53%
52020	Education & Training	497	7,115	10,400	3,285	68%
52030	Memberships, Dues & Subscriptions	0	1,074	1,000	(74)	107%
53020	Admin, Office Supplies & Postage	1,762	17,197	14,000	(3,197)	123%
53030	Communication	1,069	12,618	17,750	5,132	71%
53040	Advertising	2,516	13,092	32,500	19,408	40%
53050	Insurance	1,005	37,074	55,520	18,446	67%
53060	Bank Charges	1,130	9,160	10,100	940	91%
53070	Bad Debts	0	570	0	(570)	0%
53080	Licence & Permits	0	1,988	2,300	312	86%
54010	Legal	0	0	1,000	1,000	0%
54030	Contracted Services	6,919	106,605	219,989	113,384	48%
54040	Consulting Fees	0	0	45,000	45,000	0%
55010	Repairs & Maintenance	3,803	26,106	85,100	58,994	31%
55015	Repairs & Maintenance - Specified	0	0	2,500	2,500	0%
55020	Operating Supplies	10,155	74,432	74,320	(112)	100%
55025	Chemicals	0	0	4,475	4,475	0%
55030	Equipment	4,906	12,893	44,300	31,407	29%
55035	Radio Equipment	0	4,708	0	(4,708)	0%
55040	Utilities	8,818	93,337	151,900	58,563	61%
55050	Vehicles	588	7,591	14,000	6,409	54%
55060	Rentals	0	155	1,000	845	16%
57010	Grants	4,000	359,000	412,000	53,000	87%
Operating Expenses		133,455	1,606,450	2,249,707	643,258	71%

**CAPITAL EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures	5,509	1,360,221	1,675,000	314,779	81%
Capital Expenses		5,509	1,360,221	1,675,000	314,779	81%

**NON-OPERATING EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
59000	Contribution to Reserve	0	203,000	203,000	0	100%
59500	Transfer to Other Service	0	51,898	0	(51,898)	0%
59510	Transfer to Other Service - General Admin. Fee	0	111,034	111,034	0	100%
59520	Transfer to Other Service - IT Fee	0	49,644	49,644	0	100%
59530	Transfer to Other Service - Community Services Fee	0	279,033	279,033	0	100%
Non-Operating Expenses		0	694,609	642,711	(51,898)	108%

Total Service		(116,197)	(179,262)	0		
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# Regional District of Central Kootenay

Unaudited Service Statement

## S227 Aquatic Centre-Castlegar and Areas J and I

Period: September 2023

### REVENUE

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions	0	860,908	860,908	0	100%
41020	Grants in lieu of Taxes	0	0	4,000	4,000	0%
42015	Sale of Goods - Specified	396	4,063	1,152	(2,911)	353%
42025	Sale of Services - Specified	4,874	103,797	144,858	41,061	72%
42035	User Fees - Specified	23,312	252,583	325,000	72,417	78%
42045	Rental Income - Specified	381	43,680	63,000	19,320	69%
43020	Grants	0	38,668	39,667	999	97%
44010	Penalties & Fees	0	(196)	0	196	0%
45000	Transfer from Reserves	0	0	174,000	174,000	0%
45500	Transfer from Other Service	0	1,845	2,600	755	71%
49100	Prior Year Surplus	0	215,807	210,530	(5,277)	103%
Revenue		28,962	1,521,154	1,825,714	304,560	83%

### OPERATING EXPENSES

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries	55,495	534,734	813,078	278,343	66%
51020	Overtime	376	5,048	16,500	11,452	31%
51030	Benefits	11,877	107,894	216,968	109,074	50%
51050	Employee Health & Safety	551	6,308	6,000	(308)	105%
52010	Travel	25	83	3,250	3,167	3%
52020	Education & Training	1,900	7,401	7,300	(101)	101%
52030	Memberships, Dues & Subscriptions	0	586	1,650	1,064	36%
53020	Admin, Office Supplies & Postage	0	646	1,000	354	65%
53030	Communication	90	828	2,000	1,172	41%
53040	Advertising	33	1,621	14,043	12,422	12%
53050	Insurance	0	19,722	31,750	12,028	62%
53080	Licence & Permits	0	572	1,000	428	57%
54030	Contracted Services	892	23,732	33,500	9,768	71%
55010	Repairs & Maintenance	3,834	32,134	34,000	1,866	95%
55020	Operating Supplies	8,261	38,671	36,600	(2,071)	106%
55025	Chemicals	2,419	14,677	22,000	7,323	67%
55030	Equipment	0	2,009	43,000	40,991	5%
55040	Utilities	11,856	73,453	110,000	36,547	67%
55060	Rentals	0	24	0	(24)	0%
Operating Expenses		97,609	870,145	1,393,638	523,494	62%

### CAPITAL EXPENSES

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures	0	56,166	174,000	117,834	32%
Capital Expenses		0	56,166	174,000	117,834	32%

### NON-OPERATING EXPENSES

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
59000	Contribution to Reserve	0	38,668	38,667	(1)	100%
59500	Transfer to Other Service	0	3,707	0	(3,707)	0%
59510	Transfer to Other Service - General Admin. Fee	0	98,156	98,156	0	100%
59520	Transfer to Other Service - IT Fee	0	44,128	44,128	0	100%
59530	Transfer to Other Service - Community Services Fee	0	77,125	77,125	0	100%
Non-Operating Expenses		0	261,784	258,076	(3,708)	101%

Total Service		(68,647)	333,060	0		
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# Committee Report

**Date of Report:** November 3, 2023  
**Date & Type of Meeting:** November 7, 2023, Castlegar and District Recreation Commission  
**Author:** Vanessa Boudreau– CDRD Facility Manager  
**Subject:** S222 AND S227 OPERATIONS REPORT  
**File:**  
**Electoral Area/Municipality** City of Castlegar, Area I and J

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the various service areas within the Castlegar and District Recreation Department.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 General Updates

#### Past Events & Planning for Upcoming Events

Staff conducted several well-attended events.

1. Terry Fox Run
2. Parade of Programs
3. Free Thanksgiving skate and swim (sponsored by Fortis)
4. Preschool Halloween Party
5. Spooktacular Swim

#### Arena Floor Update

The arena floor project is complete save for a few minor deficiencies which will be completed prior to the end of the year.

#### Facility Updates

The roof above the guard room and front office has developed leaks. Staff have investigated and believe to have found leaks in several locations. Evoke building engineers will be on site in November to assess the leaks and confirm scope of work for arena roof project.

Staff have hired a contractor to demolish of the old Rebels/Saints office to begin in the next coming weeks.

Pioneer arena operations are going well, with only minor issues experience by maintenance staff. Renting of the mini-ice requires the renter purchase or have insurance and pay fees and book in advance to ensure all necessary documents are in place. This is causing some concern for patrons.

## 2.2 Staffing

Staffing in maintenance customer service and recreation are sufficient. There has been some changeover/renewal, which is for the most part sustainable. Our biggest challenges are in fitness and aquatics.

### Fitness Staffing

We have enough staff to support the fitness center, but we are lacking instructors to lead fitness classes. Currently there is an open job posting for fitness instructors and the CDRD is hosting a group fitness instructor course through the RDCK's low cost training program in hopes to gain fitness instructors and enhance our program offerings in the new year.

### Aquatics Staffing

Most of our current staff are high school students that are only available after school and weekends and have not yet gained enough experience to be in the supervisory role; through time and training they will, but it won't have an impact on filling the need for daytime staff. At current lifeguard staffing levels and availability, CDRD aquatic operations cannot deliver the pre-pandemic operational service levels. A comparison of hours from 2019 and 2023 are below:

#### Fall Hours of Operation - CDRD Aquatics

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
<b>2019</b>	5	14.5	13	14.5	13	14	9	<b>83</b>
<b>2023</b>	7	14	6	14	6	14	7	<b>68</b>

If staffing levels decrease, the service delivery will decrease through reduced hours of operation and reduced swim lessons and programming.

Regional staff are working on training and mentorship plans to develop current staff levels and certifications with the goals of getting back to pre-pandemic staffing and operating hours. Recruiting efforts have included ongoing job postings, on-the-job training for aquatics supervisors. Currently the RDCK has ongoing aquatic postings for:

- Lifeguard/swim Instructors part-time (open until filled)
- Aquatic Leader full-time (open until filled)

There have been multiple in-house training opportunities for new aquatics certifications and aquatics leadership

- Swim Instructor Course, Aquatic Supervisor Training, SEE, ongoing in-service training
- Ongoing support of developing new aquatic leadership instructors, including regional approach at supporting staff through certification, mentorship and required co-teaching

Future training opportunities will leverage funding for new and prospective employees and internal staff for certifications and enhanced qualifications. These programs are being promoted through the “Get Training” webpage, in our program guide and through social media.

### Skate park

In the spring, staff requested a quote from a qualified contractor to make recommendations to repair cracks and do some patchwork to the concrete in the skate park. Staff received a phone call from the concrete contractor who was going to get a proposal together for services to perform an inspection of the skate park and make recommendations for repairs. The proposal was sent to staff through an intermediary – one of the local skate shops. The communication chain is unconventional but the proposal for work was received and after evaluating the quote, staff were planning to have a revised scope of work completed in the fall. The contractor is currently unavailable to complete the work. Staff will be procuring services through a request for quote and the work will be completed in the spring. The work will require the park to be closed for up to two weeks.

## 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:

Reduced hours of operation for the CDRD aquatics facility reduces opportunities for recreation according to the communities’ previous patterns of beneficial use.

### 3.5 Economic Considerations:

N/A

### 3.6 Communication Considerations:

N/A

### 3.7 Staffing/Departmental Workplace Considerations:

Ongoing recruitment and training efforts are intended to facilitate the return to pre-pandemic staffing levels and hours of operation.

### 3.8 Board Strategic Plan/Priorities Considerations:

Managing our facilities in a sustainable manner.

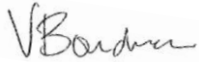
## SECTION 4: OPTIONS & PROS / CONS

N/A

## SECTION 5: RECOMMENDATIONS

No recommendation. The report is received for information only.

Respectfully submitted,



Vanessa Boudreau – CDRD Facility Manager

## CONCURRENCE

Craig Stanley, Regional Manager – Operations & Asset Management



Joe Chirico, General Manager of Community Services

