



REGIONAL DISTRICT OF CENTRAL KOOTENAY
RECREATION COMMISSION NO. 9
OPEN MEETING AGENDA

2:00 p.m.
April 27, 2026

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/98287550217?pwd=lgqf2pffNDEVhMPpCa4adhuVY3E1bN.1>

Join by Phone:

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

Meeting ID (access code): 982 8755 0217

Meeting Passcode: 149057

In-Person Location: Kokanee Springs Resort By Pinnacle Lifestyles - 16082 Woolgar Road, Crawford Bay, BC V0B 1E0

COMMISSION MEMBERS

Commissioner Gundlach	Area A Crawford Bay
Commissioner Rabb	Area A Boswell
Commissioner Lively	Area A Riondel
Director Jackman	RDCK Area A

STAFF

Trisha Davison	General Manager – Community Services
Krisit Calder	Regional Manager of Recreation & Client Services
Alana Jenkins	Meeting Coordinator

1. CALL TO ORDER

[RDCK Board Chair (if present) or RDCK Corporate Officer or RDCK Staff or RDCK Director] called the meeting to order at [Time] a.m./p.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

[Director/Member] [Last Name] nominated [Director/Member] [Last Name].

[Director/Member] [Last Name] nominated [Director/Member] [Last Name].
[Director/Member] [Last Name] nominated [Director/Member] [Last Name].

OPPORTUNITY FOR CANDIDATES TO ADDRESS THE [COMMISSION/COMMITTEE]

Two minutes per address.

VOTE BY SECRET BALLOT

[RDCK Board Chair (if present) or RDCK Corporate Officer or RDCK Staff or RDCK Director]
distribute the ballots

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

[RDCK Board Chair (if present) or RDCK Corporate Officer or RDCK Staff or RDCK Director] ratifies
the appointed [Director/Member] [Last Name] as Chair of the Recreation Commission No. 9 for
2026.

DESTROY BALLOTS

Moved and Seconded,
And Resolved

That the ballots used in the election of the Recreation Commission No. 9 be destroyed.

Carried/Defeated/Referred

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:

The Agenda for the April 27, 2026, Recreation Commission No. 9 meeting, be adopted as
circulated.

Carried/Defeated/Referred

5. RECEIPT OF MINUTES

The October 1, 2025, Recreation Commission No. 9 minutes, have been received.

6. DELEGATE

There are no Delegates schedules for this Commission meeting.

7. STAFF REPORTS

7.1 Crawford Bay Fitness Centre Operations Update

The Commission Report dated April 27, 2026, from Trisha Davison, General Manager of
Community Services re: Crawford Bay Fitness Centre Operations Update, has been received.

8. NEW BUSINESS

8.1 Spring Grant Application Review

The 2026 Fall Grant applications have been received. All Applications are posted on the rdck.ca website and can be found here: [REC9 2026-Spring-Grant-Applications.pdf](#)

	ORGANIZATION		AMOUNT
1	Boswell Memorial Hall Society - Washing Sink	\$	1,393.05
2	2. East Shore Trail and Bike Association	\$	8,400.00
3	3. Boswell Memorial Hall Society - Insurance	\$	4,140.00
4	4. Crawford Bay & District Hall & Park Association	\$	2,253.00
5	5. Crawford Bay School PAC	\$	1,150.00
6	6. East Shore Circle of Friends Society	\$	835.00
7	7. Gray Creek Hall Society	\$	3,000.00
8	8. Riodel Golf Club Society	\$	1,353.85
9	9. South Kootenay Lake Community Service Society	\$	1,760.00
10	10. South Kootenay Lake Community Service Society	\$	768.00
	TOTAL:	\$	25,052.90

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

That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2026 budget:

	ORGANIZATION		AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	TOTAL:		

Carried/Defeated/Referred

9. PUBLIC TIME

The Chair will call for questions from the public at _____ p.m.

10. NEXT MEETING

The next Recreation Commission No. 9 meeting is September 28, 2026.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Recreation Commission No. 9 meeting be adjourned at [Time].

Carried/Defeated/Referred



REGIONAL DISTRICT OF CENTRAL KOOTENAY

RECREATION COMMISSION NO. 9

OPEN MEETING MINUTES

2:00 p.m.
October 1, 2025

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

Commissioner Gundlach	Area A Crawford Bay
Commissioner Rabb	Area A Boswell
Commissioner Lively	Area A Riodel
Director Jackman	RDCK Area A

STAFF

Trisha Davison	Regional Manager – Recreation & Client Services
Pearl Anderson	Meeting Coordinator

1. CALL TO ORDER

Chair Rabb called the meeting to order at 2:04 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 October 1, 2025 Recreation Commission No. 9 meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The April 28, 2025 Recreation Commission No. 9 minutes, have been received.

5. DELEGATES

5.1 There were no Delegates schedules for this Commission meeting.

6. STAFF REPORTS

6.1 Crawford Bay Fitness Centre

The Commission report dated October 1, 2025 from Jess Bourgeois, Regional Programmer and Trisha Davison, Regional Manager – Recreation & Client Services, re: Crawford Bay Fitness Centre, has been received.

Notable Discussion:

- The Regional District of Central Kootenay was approached by the East Shore Facilities Association. with a request to take over the operation of the Crawford Bay Fitness Centre and meeting room spaces. The physical building is owned and managed by School District 8.
- The Regional District of Central Kootenay has entered into a new agreement with the Commission and School District No. 8 to ensure the public would continue to have access to the fitness centre.
- Next steps include:
 - Developing a communications strategy to connect with the Commission, the public and staff regarding the change to the operator of the space
 - Review of any existing facility use agreements
 - Bring the administration of the facility into the fold of the RDCK (i.e.. Signage, administrative processes, etc.).
 - Develop a 2026 operational budget for the Commission’s consideration
 - Developing accounting processes within the framework of the RDCK.
 - Researching WIFI options for the meeting room spaces.
 - Developing an ongoing way to connect with School District 8 administration to support communication efforts.

7. NEW BUSINESS

7.1 Fall Grant Application Review

The 2025 Fall Grant applications have been received. All Applications are posted on the rdck.ca website and can be found here: <https://www.rdck.ca/government-service/government/commissions/#rec9>

Director Jackman provided an overview of the grant allocation process and the total grant funds available.

FREEDOM OF THE FLOOR

Paula Bailey, representative of the Riondel Community Park & Campground Society and another representative with the East Shore Circle of Friends, were granted freedom of the floor. Ms. Bailey, of the Riondel Community Park & Campground Society presented the list of supplies the grant funds are being requested for.

Ms. Bailey left the meeting at 2:42 p.m.

Moved and seconded,

AND Resolved that it be recommended to the Board:

That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2025 budget:

ORGANIZATION	AMOUNT
Boswell & District Farmers’ Institute	\$1,865.00
East Shore Trail and Bike Association	2,051.00
Riondel Community Park & Campground Society	746.00
Riondel Community Association	970.00
Riondel & District Curling Club	1,918.00
Crawford Bay School Parent Advisory	3,141.00
Crawford Bay & District Hall & Parks Association	5,497.00
East Shore Circle of Friends	746.00
TOTAL:	\$16,934.00

Carried

8. 2026 Recreation Commission No. 9 Potential Meeting Dates

Commission reviewed and approved the following meeting dates for the upcoming year:

2026 Meeting Dates
Monday, April 27, 2026
Monday, September 28, 2026

9. PUBLIC TIME

The Chair called for questions from the public at 3:19 p.m. There were no questions from members of the public.

10. NEXT MEETING

The next Recreation Commission No. 9 meeting is scheduled for Monday, April 27, 2026 at 2:00 p.m.

11. ADJOURNMENT

MOVED and seconded,
 AND Resolved:

The Recreation Commission No. 9 meeting be adjourned at 3:20 p.m.

Carried

Digitally Approved

V. Rabb, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

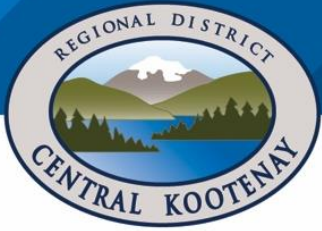
That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2025 budget:

ORGANIZATION	AMOUNT
Boswell & District Farmers’ Institute	\$1,865.00
East Shore Trail and Bike Association	2,051.00
Riondel Community Park & Campground Society	746.00
Riondel Community Association	970.00
Riondel & District Curling Club	1,918.00
Crawford Bay School Parent Advisory	3,141.00
Crawford Bay & District Hall & Parks Association	5,497.00
East Shore Circle of Friends	746.00
TOTAL:	\$16,934.00

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

Future Recreation Commission No. 9 Meetings

1. N/A



Commission Report – For Information

April 27, 2026

Crawford Bay Fitness Centre – Operations Update

Author: Trisha Davison, General Manager of Community Services
File Reference: 01-0520-50
Electoral Area/Municipality: Area A
Services Impacted: S232

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the Commission with an update on the operations of the Crawford Bay Fitness Centre and to identify the workplan to support this operation over the next 6-10 months.

2.0 BACKGROUND AND UPDATE

In June 2025, the RDCK and School District 8 came to an agreement where the RDCK would assume responsibility for the operation of the fitness centre at Crawford Bay school. Since that time, the RDCK has been fully responsible for the operations of the space.

A staff transition occurred that started in January 2026 which has caused some delays in our transition process as we onboarded a new staff person.

Key initiatives that occurred since October 2025 meeting are:

- Meetings with SD8 to build relationships with their staff and identify ways to manage security access to the facility. A large number of FOB's were deactivated.
- Staff transition and training.
- Hiring and onboarding of new staff member.
- Implementing the use of the Xplor recreation software to administer memberships and moving patron accounts over to the new system.
- Develop a budget for the service and have it approved.
- Supporting patrons with membership activations, questions or challenges.

Goals to Date

- Keep the building open for public use.
- Begin to move the operation and administration of the building into some alignment with other RDCK practices for like services.
- Try not to change too much too quickly while learning about the operation.
- Understanding the nuances of how the community has traditionally accessed services.

There are a number of important differences that have been discovered in how the operation in Crawford Bay has historically functioned compared to other RDCK operations. Some of these differences are summarized as follows:

Crawford Bay Operation	RDCK Typical Operation	Mitigation
Hours of Service – 5:30am to 10:30pm (7 days a week)	Hours of service ~5:30am to 9:30pm, Saturday 8:00am to 8:00pm, Sunday, 9:00am to 7:00pm (Nelson)	Review the hours of operation and determine if they are appropriate and sustainable.
Unstaffed facility, some volunteer support.	Staffed at all times people are in the building (New Denver is the only exception)	Develop a policy to be approved by the Board regarding unstaffed access to these two specific sites. Staffing the facility would not be cost effective. Volunteer program requires oversight and management long term.
Complimentary access provided to SD8 employees, volunteer fire fighters, Board members (previously), some students, and those 60 years of age and older.	Complimentary access to services is provided to those 5 years of age and younger (pools) and those 75 years of age and older (access to any service).	Any changes to the existing practices in Crawford Bay would require a solid change management plan and communications strategy.
Access control is extremely limited. Building security is managed by the SD8 and the ability to access the facility does not directly align with paid membership. Membership program does not align with how building access can be managed.	Access is controlled by staff at a front desk who ensure memberships are active (or some other form of payment is received) in order for access to be granted. Access is also controlled by the Xplor system.	Working with SD8 on trying to reduce unauthorized access. They have limited resources. Auditing sign in sheets is in process. Validity is only as good as those that people actually signing in.
Communication with members does not always align with “hours of work” for the staff member. Staff try to connect with patrons and be flexible but it can create a challenging employment situation for staff. While an online membership purchase option exists, patrons at times still need to meet with staff to receive a FOB.	Patrons come during hours of operation and can connect with staff on a variety of matters.	Finding an administrative process that better serves the community and the limited staff resources available. This could mean a change in how memberships are managed to reduce the need to directly connect with staff. New Denver’s operation may have some valuable learnings.
Signage that is in place needs to be updated as it still references ESFS.	RDCK Fitness centre expectations and rules are similar to what was previously in place. Not anticipated to be a major change.	Update all signage, in particular signage the highlights user expectations, rules, conduct, reporting etc. This is a risk management need.

3.0 NEXT STEPS AND TIMELINE

Over the next 6 to 10 months, staff are planning to focus on the following next steps:

- Review and draft policy related to unstaffed spaces for Board consideration.
- Identify and recommend changes to the membership structure to better align with limitations of access control.
- Update all signage in the facility.
- Continue auditing the membership system.
- Continue developing a solid relationship with SD8 to support public use of the space.

Respectfully submitted,



Trisha Davison, General Manager of Community Services