Regional District of Central Kootenay
NELSON AND DISTRICT RECREATION COMMISSION NO.5
Open Meeting Addenda

Date: Wednesday, July 29, 2026

Time: 9:00 am

Location: RDCK Board Room, 202 Lakeside Dr., Nelson, BC

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

Pages

1. ZOOM REMOTE MEETING INFO

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).

Meeting Time:

9:00 a.m. PDT

Join by Video:

https://rdck-bc-ca.zoom.us/j/93923376035?pwd=SbdN4XYaSSFgDMcjdqhz1DQNPS5zOb.1

Join by Phone:

833 958 1164 Canada Toll-free

*6 to unmute or mute
*9 to raise or lower your hand

Meeting ID: 939 2337 6035
Meeting Passcode: 765602

In-Person Location: RDCK Boardroom - 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER

Chair Page called the meeting to order at [Time] a.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

4. ADOPTION OF AGENDA

RECOMMENDATION:
The Agenda for the July 29, 2026 Nelson and District Recreation Commission No. 5 meeting, be adopted as circulated.

5. RECEIPT OF MINUTES 5 - 8

The May 27, 2026 Nelson & District Recreation Commission meeting minutes, have been received.

6. DELEGATE

There are no Delegates scheduled for this Commission meeting.

7. STAFF REPORTS

7.1 Nelson & District Quarterly Programming Report 9 - 12

The Commission Report dated July 29, 2026 from Tia Wayling, Regional Programming Manager, re: Nelson & District Quarterly Programming, has been received.

7.2 Quarterly Operations Report 13 - 14

The Commission Report dated July 29, 2026 from Anne Gillender, Nelson & District Community Complex Facility Manager, re: Quarterly Operations Report, has been received.

7.3 The City of Nelson Mobi-Mat Agreement 15 - 17

The Commission report dated July 29, 2026 from Anne Gillender, Nelson & District Community Complex Facility Manager re: The City of Nelson Mobi-Mat Agreement has been received.

RECOMMENDATION:
That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for the Mobi-Wheelchair services, for an additional three (3) years starting on May 1, 2026 and ending on April 30, 2029,

AND FURTHER, that the Board Chair and Corporate Officer be authorized to execute the agreement.

7.4 Nelson & District Community Complex Parking Limit Extension 18 - 21

The Commission report dated July 29, 2026 from Anne Gillender, Nelson & District Community Facility Manager re: Nelson & District Community Complex Parking Limit Extension has been received.

RECOMMENDATION:
That the RDCK Board authorize staff to work with the City of Nelson to

increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to three hours.

7.5 Nelson Leaf's Facility Use Agreement 22 - 31

The Commission Report dated July 29, 2026 from Craig Stanley, Regional Manager of Operations and Asset Management re: Nelson Leaf's Facility Use Agreement has been received.

RECOMMENDATION:

That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leafs Hockey Society for use of the Nelson and District Community Complex for three (3) years, from August 1, 2026 to July 31, 2029, with the option to renew for two (2) additional one-year terms;

AND FURTHER, that the Board Chair and Corporate office be authorized to sign the agreement upon successful negotiations.

7.6 Nelson & District Community Complex Concession Agreement 32 - 35

The Commission report dated July 29, 2026 from Craig Stanley, Regional Manager of Operations & Asset Management, re: Nelson & District Community Complex Concession Agreement has been received.

RECOMMENDATION:

That the Board approve the RDCK enter into a one-year concession services agreement at the Nelson and District Community Complex with GSL Group commencing on September 1, 2026 and ending on August 31, 2027, with the option to extend for two one-year periods, and that the Board Chair and Corporate Officer be authorized to execute the agreement.

8. OLD BUSINESS

8.1 Recreation Campus Capital Funding Service: Process and Impact 36 - 41

Deferred from May 27, 2026 Nelson & District Recreation Commission meeting.

The Commission Report dated May 27, 2026 from Trisha Davison, General Manager of Community Services, re: Recreation Campus Capital Funding Service: Process and Impact, has been received.

9. PUBLIC TIME

The Chair will call for questions from the public and members of the media at _____ a.m./p.m.

10. NEXT MEETING

The next Nelson & District Recreation Commission No, 5 meeting is scheduled for August 26, 2026 at 9:00 a.m.

11. ADJOURNMENT

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

REGIONAL DISTRICT OF CENTRAL KOOTENAY

NELSON & DISTRICT RECREATION COMMISSION NO. 5
OPEN MEETING MINUTES

9:00a.m.
May 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).

COMMISSION/COMMITTEE MEMBERS

Commissioner K. Page	City of Nelson- Chair
Commissioner K. Tait	City of Nelson
Commissioner T. Newell	Electoral Area F

MEMBERS ABSENT

Commissioner J. Morrison	City of Nelson
Commissioner C. Graham	Area E

STAFF

Trisha Davison	General Manger of Community Services
Craig Stanley	Regional Manager of Operations and Asset Management
Tia Wayling	Regional Programming Manager
Anne Gillender	Nelson & District Community Complex Facility Manager
Alana Jenkins	Meeting Coordinator

3 out of 5 voting Commission members were present – quorum was met.

1. CALL TO ORDER

Chair Page called the meeting to order at 9:00 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 May 27, 2026 Nelson & District Recreation Commission No. 5 meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The January 28, 2026 Nelson & District Recreation Commission No. 5 minutes, have been received.

MOVED and seconded,
AND Resolved:

That Andy Leathwood of the Nelson Sports Council be granted freedom of the floor.

Carried

5. DELEGATE

Jason Asbell, Eleanor Stacey, and Devon Caron from the Nelson Civic Theatre Society will present a request Society request to use the back of the parking lot between the NDCC and the Curling rink to the Commission.

Request was addressed by staff preceding the meeting.

6. STAFF REPORTS

6.1 Nelson & District Community Complex Operations Update

The Commission Report dated May 27, 2026 from Anne Gillender, NDCC Facility Manager, re: Nelson & District Community Complex Operations update, has been received.

- Reviewed facility maintenance updates.
- Discussed current lifeguard shortage and ongoing recruitment efforts with focus on leadership development for existing staff.
- New Assistant Manager will begin role June 1.
- Reviewed summer operating schedules for Gyro Pool, Paddle Rental Centre, and summer camps.

6.2 Nelson & District Quarterly Programming Update

The Commission Report dated May 27, 2026 from Tia Wayling, Regional Programming Manager re: Nelson & District Quarterly Programming Update, has been received.

- Reviewed January–March winter season statistics and budget status.
- Reported strong participation in themed programs, fitness, and swim lessons.
- Noted cancellation of non-themed Pro-D Day camps due to low enrollment.
- Discussed increasing public skating opportunities and improving facility schedules/guides.

6.3 Nelson & District Community Complex Pool – Summer Hours of Operation

The Commission Report dated May 27, 2026 from Tia Wayling, Regional Programming Manager re: Nelson & District Community Complex Pool - Summer Hours of Operation, has been received.

- Reviewed minor adjustments to the summer pool schedule.
- Adjusted opening times to improve clarity and reduce user confusion.

6.4 Recreation Campus Capital Funding Service: Process & Impact

The Commission Report dated May 27, 2026 from Trisha Davison, General Manager of Community Services, re: Recreation Campus Capital Funding Service: Process & Impact, has been received.

MOVED and seconded,
AND Resolved:

That the Commission direct staff to defer item 6.4 Recreation Campus Capital Funding Service: Process & Impact to a future Recreation Commission No. 5 meeting.

Carried

7. OLD BUSINESS

7.1 Nelson & District Art Council Meeting

Craig Stanley, Regional Manager of Operations and Asset Management to provide a verbal overview of the Nelson & District Art Council letter dated, February 17, 2026 re: A proposed Mural at the Nelson & District Community Complex.

- Advised mural agreement with the Nelson & District Arts Council is nearing completion
- Anticipated mural installation to begin in June
- Discussed maintenance and lifecycle provisions included in the agreement

8. CORRESPONDENCE

8.1 Civic Centre Studio Space Letter

The letter from Keith Page, Nelson & District Recreation Commission No. 5 re: The City of Nelson's RFP for the Civic Centre Studio Space located at 719 Vernon Street, Nelson BC, has been received.

Chair Page clarified the point of process addressed via the letter.

8.2 Nelson Leaf's E-mail

E-mail dated May 7, 2026 from John Dooley representative of the Nelson Leaf's has been received.

- Discussed proposed Nelson Leafs dressing room renovation project.
- Advised project must proceed through RDCK processes to meet risk and approval requirements.
- Discussed updating long-term facility use agreement language.

MOVED and seconded,
AND Resolved:

That John Dooley and Corey Viala of the Nelson Leafs be granted freedom of the floor.

Carried

- Nelson Leafs advised current dressing room size impacts coaching and recruitment and confirmed they would fund the project.
- Matter to return to the All Recreation Committee next month.

RECESS/ RECONVENE The meeting recessed at 9:56 a.m. for break and reconvened at 10:04 a.m.

- Staff advised concession RFPs are expected to be released within the next few weeks with preference for longer-term agreements.

9. PUBLIC TIME

The Chair called for questions from the public and members of the media at 10:13 a.m.

- Public asked whether the Commission was considering taking over the Civic studio space.
- The public asked the difference between the All Recreation Committee and Recreation No. 5 Commission.

10. NEXT MEETING

The next Nelson & District Recreation Commission No. 5 meeting is scheduled for June 16, 2026 at 9:00 a.m.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Nelson & District Recreation Commission meeting be adjourned at 10:24 a.m.

Carried

Digitally Approved

Keith Page, Chair

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

Future Nelson & District Recreation Commission No. 5 Meetings

1. ***That the Commission direct staff to defer item 6.4 Recreation Campus Capital Funding Service: Process & Impact to a future Recreation Commission No. 5 meeting.***

Commission Report – For Information

July 29, 2026

Nelson & District Quarterly Programming Update

Author:	Tia Wayling, Regional Programming Manager
File Reference:	0520-50-NEL Nelson and District Rec Commission
Electoral Area/Municipality:	City of Nelson, Area F and Defined Area E
Services Impacted	S226

1.0 PURPOSE OF REPORT

The purpose is to provide an overview of Spring (April to June) 2026 programming with year-to-date statistics for Nelson & District (S226).

2.0 BACKGROUND AND UDPATE

Programming Overview & Financials

Overall, programming budgets continue to track as planned and remain consistent with 2025. The charts below illustrate the total budgeted amounts for each program area (shown in dark shading), alongside the portion of the budget expended to date (shown in lighter shading).

Recreation

General recreation and youth programs experienced significant gains this spring, with no cancellations, and participant totals increasing from 8 to 43 participants. Family-focused offerings and themed programming, including archery, continue to attract participation, and opportunities have been identified to increase future use of available dry floor space for recreation programming.

Arena

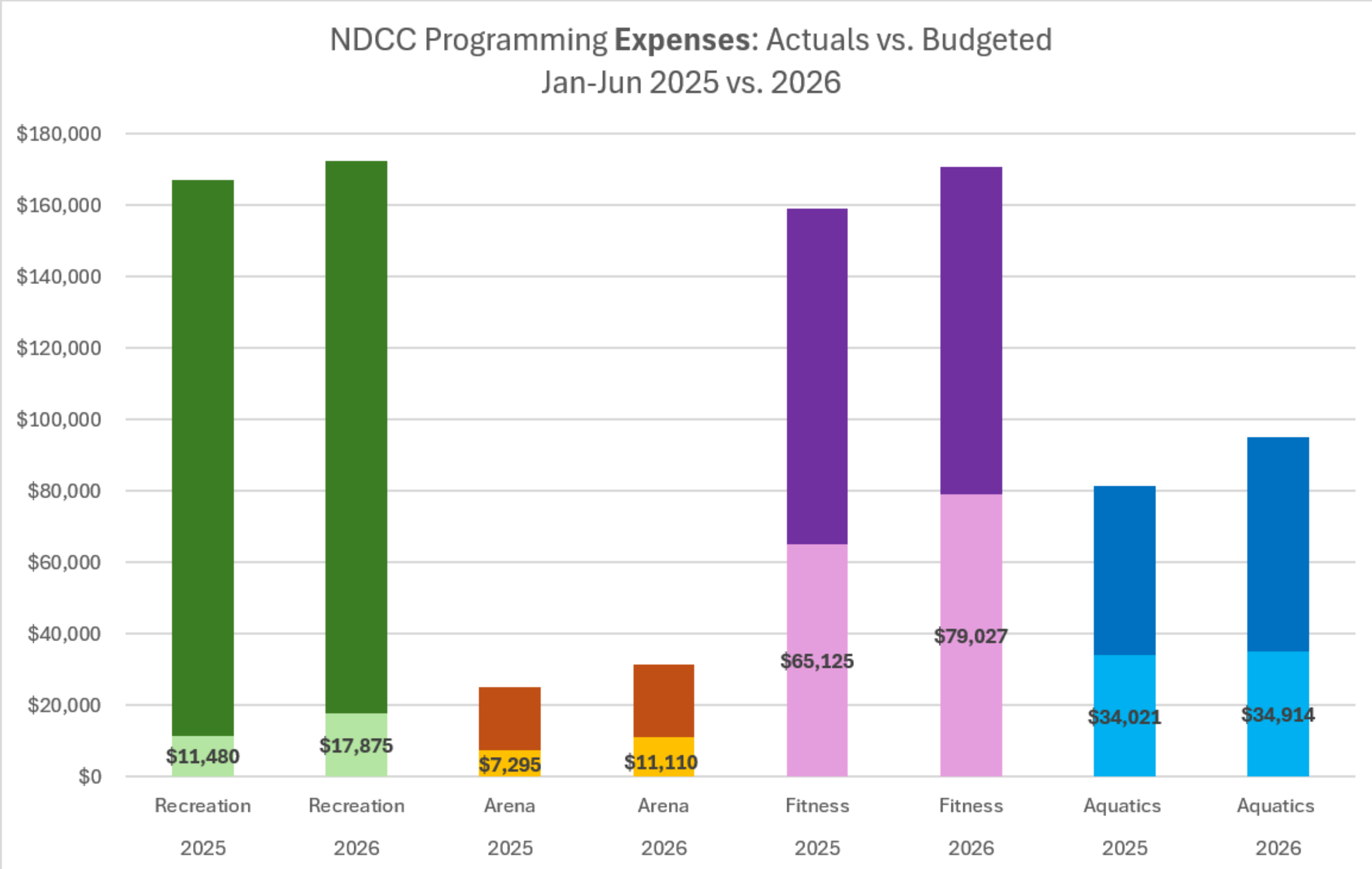
Dry floor sports programming experienced strong participation throughout the spring season. Demand was particularly high for the ball hockey program, which reached maximum capacity.

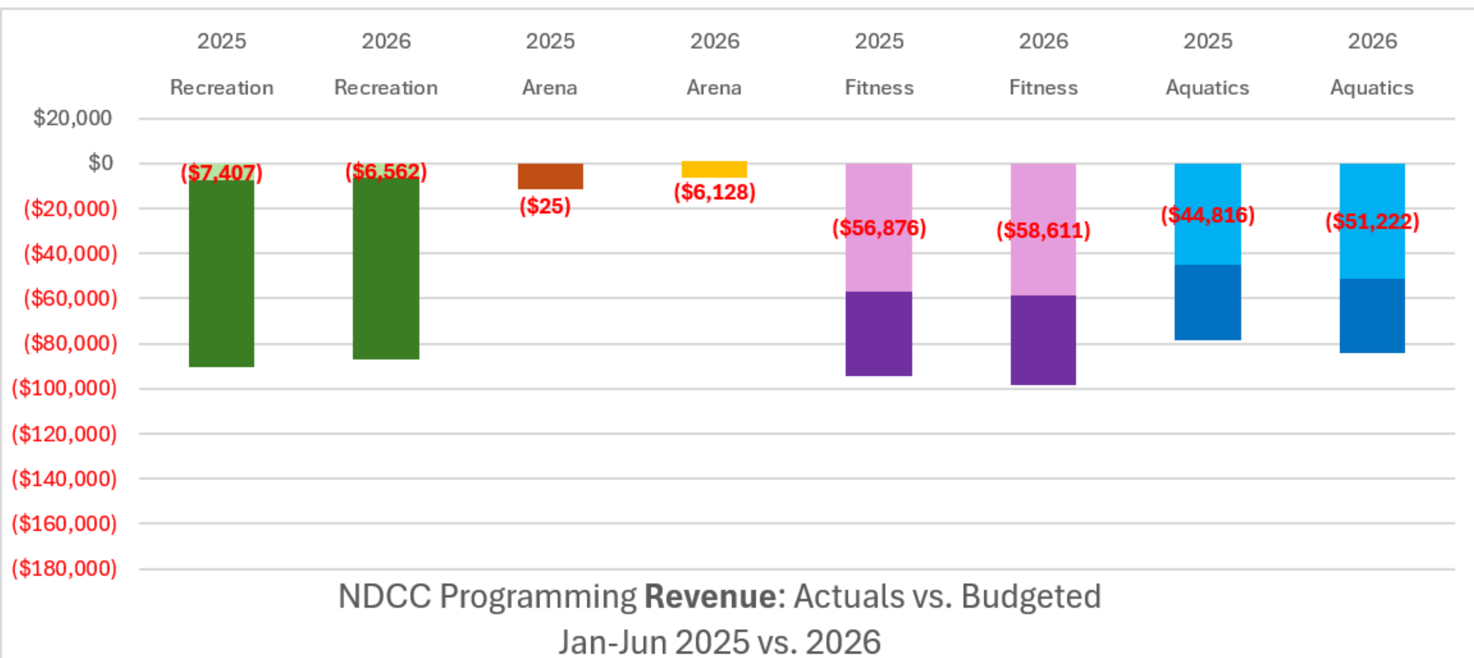
Fitness

Fitness saw growth this spring, in both offerings and participation, following a modest decline over the previous two years. This positive trend contributed to a 7.6% increase in class participation in pre-registered programs, while attendance in included with admission classes remained stable.

Aquatics

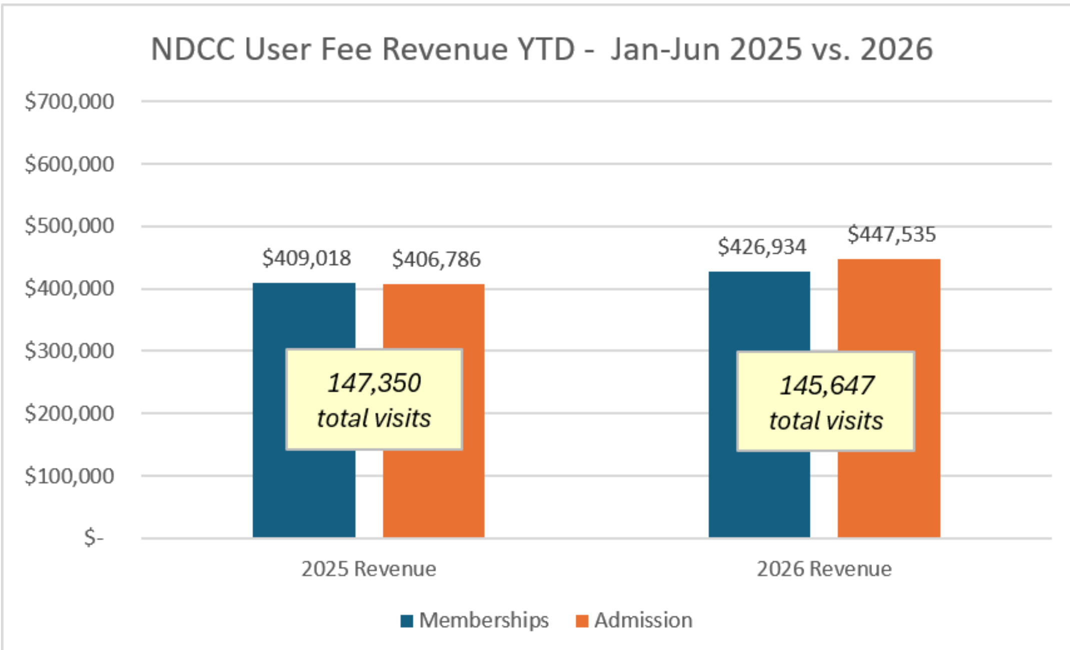
The NDCC delivered swim lessons to 228 children this spring, down from 249 in 2025. Of these participants, 63 were new to the program, compared to 66 in the previous year. Swim lesson offerings are meeting community demands as participation has remained stable over the past three years.


NDCC Programming **Expenses**: Actuals vs. Budgeted
Jan-Jun 2025 vs. 2026
$180,000
$160,000
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$0
$11,480
$17,875
$7,295
$11,110
$65,125
$79,027
$34,021
$34,914
Recreation 2025
Recreation 2026
Arena 2025
Arena 2026
Fitness 2025
Fitness 2026
Aquatics 2025
Aquatics 2026


2025 Recreation
2026 Recreation
2025 Arena
2026 Arena
2025 Fitness
2026 Fitness
2025 Aquatics
2026 Aquatics
$20,000
$0
($20,000)
($40,000)
($60,000)
($80,000)
($100,000)
($120,000)
($140,000)
($160,000)
($180,000)
($7,407)
($6,562)
($25)
($6,128)
($56,876)
($58,611)
($44,816)
($51,222)
NDCC Programming **Revenue**: Actuals vs. Budgeted
Jan-Jun 2025 vs. 2026

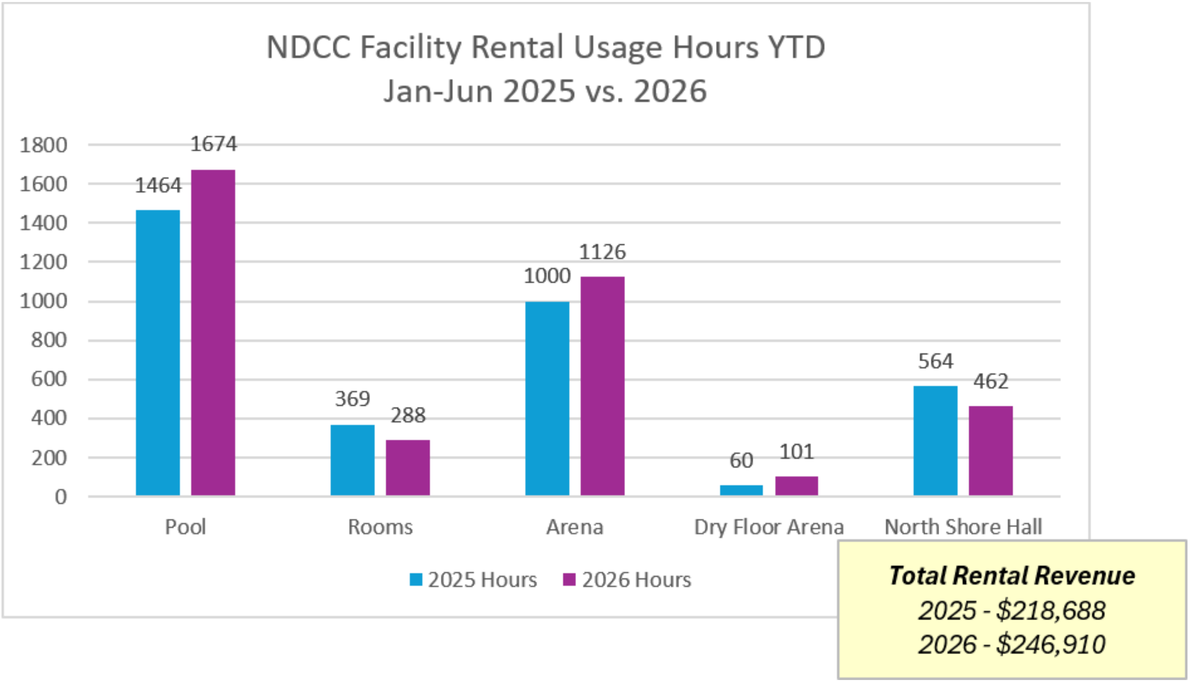
User Fees

Although total visits recorded via membership scans were lower during the winter, attendance stabilized through the spring alongside paid admissions. Reduced youth admissions are also seeing a 10% average reduction across both seasons. Staff will continue to monitor participation patterns.



Facility Rentals

Year-to-date facility rental usage (January to June) has remained consistent. Pool rentals have improved following the user group hiatus in 2025, while North Shore Hall experienced increased rental activity in the spring after a slower winter season.



3.0 NEXT STEPS AND TIMELINE

Staff will continue with the following work:

- Monitor user fee revenue and facility visit trends, with particular attention to changes in membership use and youth admissions
- Continue prioritizing themed program formats in recreation youth programs

Respectfully submitted,

Tia Wayling – Regional Programming Manager

CONCURRENCE

General Manager of Community Services – Trisha Davison
Regional Manager, Operations & Asset Management – Craig Stanley
Regional Manager, Recreation & Client Services – Kristi Calder

Commission Report – For Information

July 29, 2026

NDCC OPERATIONS QUARTERLY REPORT

Author:	Anne Gillender, Facility Manager - NDCC
File Reference:	01-0520-50-NDCC
Electoral Area/Municipality:	City of Nelson, Area F and Defined Area E
Services Impacted	S226 - Nelson and District Community Facilities, Recreation, and Leisure Services

1.0 PURPOSE OF REPORT

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

2.0 BACKGROUND AND UDPATE

General Update

Lakeside Paddle Rental Centre opened on June 11 providing paddle sport rentals throughout the summer season. Camps began in early September. Gyro Pool opened for the summer season on July 21, 2026. Ice allocation processes are underway, and an ice users meeting was held in mid-June. As a result of that meeting there have been some further discussions with various groups to ensure the ice schedule can be optimized. This optimization may lead to some groups requesting further assessment through the ice allocation appeal process.

Mural Update

Artists have been working on the final stages of the mural that is painted on the west facing wall by the entrance to the Arena. Completion is expected to be in the next week. There is an event being planned by the organizer to showcase the mural.

Staffing

Recruitment for the new Aquatic Leader position has been successfully completed, adding another full-time team member to strengthen the leadership team within aquatics. In addition, two lifeguards have been promoted to supervisors.

The aquatics team anticipates approximately six staff resignations in September as seasonal employees return to school. Active recruitment is underway to fill these vacancies and ensure adequate staffing levels are maintained.

Current Job Postings:

- Group Fitness/Yoga and Aquafit Instructor
- Personal Trainer
- Lifeguard & Swim Instructor
- Arena Recreation Leader

Civic Arena

As previously reported, the condition of the Civic Arena cooling floor requires remedial work. The sleepers that support the cooling lines have begun to rot and so staff will need to check them all and ensure there is no loss of support that would lead to poor cooling efficiency. As well the sand requires additional staff time to rake and fill low spots, and so work has already begun to condition the floor in advance of ice making in later September. This proactivity is to ensure there is no loss of use of the floor at the normal start up time- right after Thanksgiving.

NDCC Refrigeration Plant Update

This project is on track. The plant is scheduled to be started on July 29th. Ice making at the NDCC will commence in early August with the ice being ready for first rental by August 11th or so. Due to a supply chain delay, the dehumidifier will be installed later in the summer or early fall. The installation may require a short shutdown of the ice. Staff will advise the Commission and communicate to the users in advance of the shutdown. This will not impact Civic arena operations.

3.0 NEXT STEPS AND TIMELINE

Respectfully submitted,

Anne Gillender – Nelson & District Community Complex Facility Manager

CONCURRENCE

Regional Manager – Operations and Asset Management– Craig Stanley
General Manager Community Services - Trisha Davison

Commission Report

July 29, 2026

Mobi-Wheelchair Agreement Extension

Author:	Craig Stanley, Regional Manager of Operations & Asset Management
File Reference:	01-0520-50-REC5
Electoral Area/Municipality:	Electoral Areas: Nelson, Area E, Area F
Services Impacted	S226

1.0STAFF RECOMMENDATION

That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for Mobi-Wheelchair services, for an additional three (3) years starting on May 1, 2026, and ending on April 30, 2029;

AND FURTHER,

That the Board Chair and Corporate Officer be authorized to execute the agreement.

2.0 BACKGROUND/HISTORY

The City of Nelson (City) installed a modular mat at Lakeside Park providing access for wheelchairs to the water across the beach sand from the Bathhouse to the shoreline. The city also purchased, through funding from Nelson Rotary, a Mobi-wheelchair, and a floating beach wheelchair. This chair is stored at the RDCK's Padde Rental Center (PRC) and rented to patrons by RDCK staff. There is a formal agreement for this service and in this agreement the RDCK's role is as follows:

The RDCK shall:

(a) Facilitate the bookings and storage of the Wheelchair.
(b) Ensure that anyone renting the Wheelchair signs the Rental Agreement (Schedule A).
(c) Perform a safety check before renting out the Wheelchair as detailed in the Safety Check (Schedule B).
(d) Store the Wheelchair when not in use and ensure it is available for free rentals during designated hours.
(e) Notify the City of any repairs or maintenance needed for the Wheelchair as soon as they are identified.

The Municipal Services Agreement with the City of Nelson commenced on May 1, 2025, and ended on April 30, 2026. There is a clause in the agreement that allows for a three (3) year extension.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The Agreement signed in 2025 ended in 2026. Staff are recommending that the agreement be extended for three (3) more years until April 30, 2029.

3.1 Alignment to Board Strategic Plan

- Managing our assets sustainably.
- Strengthening Community Partnerships.
- Excellence in Service Delivery.

3.2 Legislative Considerations

The extension of this agreement requires RDCK Board approval.

3.3 What Are the Risks

There are no risks associated with extending this service agreement. The Mobi wheelchair program is successful.

4.0 PROPOSED SOLUTION

That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for the Mobi-Wheelchair services, for an additional three (3) years starting on May 1, 2026, and ending on April 30, 2029;

AND FURTHER,

That the Board Chair and Corporate Officer be authorized to execute the agreement.

4.1 Financial Considerations of the Proposed Solution

This service is part of the normal activities and services provided at the PRC.

4.2 Risks with the Proposed Solution

There is no risk with the proposed solution.

4.3 Resource Allocation and Workplan Impact

This work is part of the normal workplan for staff.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The Mobi-wheelchair program provides a great service to the patrons who require the use of wheelchairs and who cannot easily and/or otherwise access the shoreline at Lakeside Park.

4.5 Leveraging Technology

N/A

4.5 Measuring Success

This program is successful.

5.0 ALTERNATIVE SOLUTION(S)

None

5.1 Financial Considerations of the Alternative Solution(s)

N/A

5.2 Risks with the Alternative Solution(s)

N/A

5.3 Resource Allocation and Workplan Impact
N/A

5.4 Public Benefit and Stakeholder Engagement of Alternate Solution
N/A

5.5 Measuring Success
N/A

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED
That the RDCK does not extend the agreement.

7.0 OPTIONS SUMMARY
Option 1: Extend the agreement for three (3) years.
Recommendation: That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for Mobi-Wheelchair services, for an additional 3 years starting on May 1, 2026, and ending on April 30, 2029; AND FURTHER, That the Board Chair and Corporate Officer be authorized to execute the agreement.

Pros:
- This program will continue.

Cons:
- None.

8.0 RECOMMENDATION
That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for Mobi-Wheelchair services, for an additional three (3) years starting on May 1, 2026, and ending on April 30, 2029;

AND FURTHER,

That the Board Chair and Corporate Officer be authorized to execute the agreement.

Respectfully submitted,

Craig Stanley – Regional Manager – Operations and Asset Management

CONCURRENCE
Facility Manager - Anne Gillender
General Manager Community Services – Trisha Davison

Commission Report

July 29, 2026

NDCC Parking Lot Time Limit Extension

Author:	Craig Stanley, Regional Manager of Operations & Asset Management
File Reference:	01-0520-50-REC5
Electoral Area/Municipality:	Electoral Areas: Nelson, Area E, Area F
Services Impacted	S226

1.0 STAFF RECOMMENDATION

That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two (2) hours to three (3) hours.

2.0 BACKGROUND/HISTORY

The parking lot at the NDCC is free for patrons to use. The City of Nelson (City) Bylaw officers monitor and enforce parking limits at the Nelson and District Community Complex based on the posted two-hour time limit. From time to time, when observed, patrons are ticketed by bylaw officers leading to fines being levied. Over the years staff have received feedback about increasing the parking time limits. Specifically, for those patrons who use the parking lot for events such as hockey games, which can take more than two hours to complete, this time limit is too short.

At a previous Nelson and District Recreation Commission No. 5 meeting, the topic of parking time limits has been discussed. Staff have spoken to City staff about extending the hours. City staff have indicated that this is feasible and could be done with minimal administrative work.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

Patrons parking at the NDCC have told staff that two hours is not always long enough for them to use the facility. During daytime hours, the parking lot is very busy, overflow parking is available in paid spaces adjacent to the NDCC.

3.1 Alignment to Board Strategic Plan

- Managing our assets sustainably.
- Strengthening Community Partnerships.
- Excellence in Service Delivery.

3.2 Legislative Considerations

City of Nelson Parking Bylaws governs parking limits. City staff have told NDCC there is no requirement to change their bylaw; they can monitor and enforce the new time limits if/when the signage is changed. This will not change the frequency of visits, nor will this have impact on the agreement in place with the City to provide parking bylaw enforcement services.

3.3 What Are the Risks

Extending the time limits could lead to abuse of parking by patrons and non-patrons who would extend their stay because of the additional time.

4.0 PROPOSED SOLUTION

That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to three hours.

4.1 Financial Considerations of the Proposed Solution

This solution would have no impact on revenue or expenses.

4.2 Risks with the Proposed Solution

All parking spaces adjacent to the NDCC are paid spaces. With the increase in time, some patrons may be able to use the facility and then leave the car in the parking lot for the rest of their stay - displacing other NDCC patrons, causing them to use paid parking spaces.

4.3 Resource Allocation and Workplan Impact

This work is part of the normal workplan for staff. Changing the signage would require a few hours of staff time.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

This would benefit the users of the NDCC. There is no stakeholder engagement planned for this solution.

4.5 Leveraging Technology

N/A

4.5 Measuring Success

Success would be measured by feedback from patrons – fewer complaints.

5.0 ALTERNATIVE SOLUTION(S)

1. That parking limit remains at two (2) hours.

2. That parking limits be increased to four (4) or more hours.

5.1 Financial Considerations of the Alternative Solution(s)

1. No financial considerations

2. No financial considerations

5.2 Risks with the Alternative Solution(s)

1. There is no risk except for those patrons who need to park for longer than two hours.

2. Extending the parking time limits to four or more hours could lead to more people leaving their cars in the lot before or after using the NDCC for longer periods of time.

5.3 Resource Allocation and Workplan Impact

1. This would have no impact on staff’s workplan.

2. This would have no impact on staff's workplan

5.4 Public Benefit and Stakeholder Engagement of Alternate Solution

1. The public benefit would be unchanged.

2. The public benefit would be longer use of the parking lot for patrons

5.5 Measuring Success

1. There is no measure of success
2. Feedback from patrons about

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

That there is no time limit for parking at the NDCC.

7.0 OPTIONS SUMMARY

Option 1: Extend the parking lot time limit to three hours

Recommendation: That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to three hours.

Pros:

- Patrons would be able to attend events and services that last longer than two hours without being ticketed.

Cons:

- Some patrons or other users could abuse the time limit extension.

Option 2: Extend the parking lot time limit to four or more hours

Recommendation: That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to four or more hours.

Pros:

- Patrons would be able to attend events and services that last longer than three hours without being ticketed.

Cons:

- There is no need to extend parking for this duration, most events are shorter than three hours.
- Some patrons or other users could abuse the time limit extension.

8.0 RECOMMENDATION

That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to three hours.

Respectfully submitted,

Craig Stanley – Regional Manager – Operations and Asset Management

CONCURRENCE

Facility Manager - Anne Gillender

General Manager Community Services – Trisha Davison

Commission Report

July 29, 2026

Nelson Leaf's Facility Use Agreement

Author:	Craig Stanley, Regional Manager of Operations & Asset Management
File Reference:	01-0520-50-REC5
Electoral Area/Municipality:	Electoral Areas: Nelson, Area E, Area F
Services Impacted	S226

1.0 STAFF RECOMMENDATION

That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leaf's Hockey Society for use of the Nelson and District Community Complex from August 1, 2026 to July 31, 2029, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

2.0 BACKGROUND/HISTORY

At the June 24, 2026 All-Recreation Committee meeting, staff brought a report informing the Committee about the work done to align the terms of the Facility Use Agreements (FUAs) between the RDCK and the three junior hockey franchises that use RDCK facilities, namely the Nelson Leaf's Hockey Society, the Castlegar Hockey Society, and the Creston Valley Junior Hockey Society. The staff report is attached to this report as Attachment A.

The use of the RDCK's facilities has been administered locally, meaning there has not been a consistent formatted agreement with similar terms and conditions, and subsequently the previous agreements have included locally approved considerations.

All three of these groups utilize the facilities through taxpayer subsidy in one form or another. All three of these groups have requested greater taxpayer subsidy to support their operations going forward. Staff intend to make those subsidies comparable, similar, and balanced, going forward to ensure that the three affected recreation services, S222, S224, and S226, benefit similarly.

Staff intended to bring these three agreements to the RDCK Board to review and deliberate, but new information about the organization of these groups means that they cannot be compared similarly, and so the sub-regional Commissions and shared service Committee will review and make recommendations to the RDCK Board.

Staff are recommending that the following terms be included in the Nelson Leaf's agreement as follows:

CATEGORY	CONTRACT DETAILS
Term Length	Three-year term with option to renew for two additional one-year terms (Board approved)
Season Length	August 1 to one week after last spring rental • Applies to all terms relates to use of the facilities • Dependent on the team's success i.e. playoffs schedule
Fees & Charges	Will be based on established fees and charges for ice rentals
Dressing Room Use	Free, non-exclusive use during the Season
Advertising Opportunities	Advertising on RDCK property will be permitted on arena boards, arena walls, arena ice, arena glass, and arena stairs, where space permits and where RDCK staff have approved • 15% of all advertising revenue to be remitted to RDCK • RDCK retains the right to approve or deny all advertising programs and schemes • Fees for staff time to facilitate advertising placements and removals will be at 100% cost recovery • RDCK retains one board advertisement for our branding and marketing needs
Parking	Use of RDCK parking lot for up to 10 overnight parking spots for away games Use of the RDCK parking lot for coaches and team officials for up to 3 hours per day - this is contingent on the extension of the parking lot limits but could be administered through parking passes administered by the Facility Manager. Use of RDCK Parking lot for players during other events, such as practices and home games will be where and when available and based on established time limits established by municipal bylaws if any
Ice Allocation	The RDCK allocation policy will be adhered to. Special consideration will be: • Three days per year up to 6 hours per day of ice will be allocated to hold a team selection camp ○ To be held over three consecutive days
Player Benefits	RDCK pool & fitness centre active passes • No subsidized access for active passes for the Nelson Leaf's • Castlegar & Creston franchises will have free access to active passes for current players only for the first three years of the agreement

	• The Nelson Leaf's have requested similar subsidized use – they requested free access to the fitness centre and pool for all active players during the season
Liquor License Use	If the RDCK holds a liquor licenses, the franchisees will be given the opportunity to operate under that license. • Creston and Nelson franchises have this in place. There is no facility liquor license in Castlegar.
Facility Improvements	Groups wanting to make improvements to RDCK property will follow established RDCK processes for RDCK Board approval to make such improvements. All improvements will become the property of the RDCK until and unless other mutually agreed to terms are determined and approved by the RDCK Board.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The locally approved terms and conditions have led to a variation in how the RDCK facilities have been used by these groups over time. Variations in permissions and approaches to cost recovery have not been consistent.

Although not fully standardized, common terms without the same considerations, this approach brings those terms and considerations to the Board for consideration and shows and beneficial shift towards ensuring all RDCK recreation services.

This standardized approach may have impacts on one or more of the franchises, over and above what is intended. Staff are unaware of the financial sustainability and strength of these organizations and so this balancing of subsidized use is an educated guess on best fit for all three groups.

The Nelson Leaf's have been embedded at the NDCC and before that at the Civic Arena for generations. The current configuration in the KIJHL, as a Tier 1 Junior A franchise, is a recent shift in business model for that league. Staff anticipate that these terms and considerations will only positively impact the Nelson Leaf's, as they are in addition to and beneficial when compared to the previous long-term agreement.

3.1 Alignment to Board Strategic Plan

- Managing our assets sustainably.
- Strengthening Community Partnerships
- Excellence in Service Delivery

3.2 Legislative Considerations

This multi-year Facility Use Agreements require Board approval.

The RDCK holds two liquor primary licenses that are assigned for use to two franchises, the Nelson Hockey Society, and the Creston Valley Junior Hockey Society, and so all BCLCRB rules and regulations and legislation must be adhered to.

3.3 What Are the Risks

The Nelson Leaf's have been in operation for decades and are fixed in their community. There is a minor risk that the Leaf's could fail in their new leagues, and this could lead to their dissolution, leading to a loss of traditional sports entertainment benefits for the communities within the RDCK.

There is a financial risk if the Leaf's extend their season beyond the specified date (see financial section below).

4.0 PROPOSED SOLUTION

That the Board authorize staff to negotiate long-term Facility Use Agreements for three years with the Nelson Leaf's Hockey Society for use of the Nelson and District Community Complex from August 1, 2026 to July 31, 2029, with the option to renew for two additional years; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

After successful negotiations and finalizing of the formatted agreements, staff will escalate the agreements to the Corporate Officer and the Board Chair for execution of the agreements. Before the end of three years, staff will evaluate the performance of each of the franchises, and how well they have operated within the agreed terms and conditions and then make recommendations to the Board to either extend or not extend the agreements.

4.1 Financial Considerations of the Proposed Solution

The revenue generated through ice rentals should be approximately commensurate with increases applied to ice rentals within the fees and charges bylaw.

Extending the season of one or more of the franchises, beyond the traditional end of the ice season for their respectively facilities will have an impact on expenses without full cost recovery for those affected recreation services. The costs to operate the ice facilities, including utilities and staffing could be up to $5,500 per week but there is no forecast for revenue. Each of the recreation services will need to consider this impact, and within their service budgets, include additional taxation to offset the additional costs.

Advertising revenue is set at 15% of gross revenue generated by each of the franchises by sale of advertising on public property. This revenue remitted back to the RDCK is dependent on the success of the franchise's solicitation and administration of their advertising and marketing program. The RDCK has made more advertising space available for sale and so advertising revenue should increase.

4.2 Risks with the Proposed Solution

With the change in business model for the former Kootenay International Junior Hockey League (KIJHL), that has now become defunct and the split franchises have joined two new junior hockey leagues, there is a risk that one or more of the franchises could experience financial sustainability issues, leading to their dissolution. RDCK staff will be mindful of this and work to ensure the taxpayers are not left to recover costs.

The considerations for additional (more than previously approved) advertising opportunities on public property are not available for other organizations, namely minor hockey associations, and skating clubs. The terms are specific to the hockey franchises to support their business model. Other groups may raise concern about this inequity. In particular on ice logos for corporate sponsors may displace preferred locations for the Nelson Minor Hockey Association and the Nelson Figure Skating club.

The new business model(s) includes a longer season if a team is successful during their respective playoffs. Extending the season of one or more of the franchises, beyond the traditional end of the ice season for their respectively facilities will have an impact on expenses without full cost recovery for those affected recreation services. The costs to operate the ice facilities, including utilities and staffing could be up to $5,500 per week but there is no forecast for revenue. Each of the recreation services will need to consider this impact, and within their service budgets, include additional taxation to offset the additional costs. One model that could be employed is to set aside additional taxation as contingency and then if not required that funding could be carried over to future years.

Junior hockey franchises having subsidized use of the ice facilities, and other ancillary spaces, displace other users, without commensurate cost recovery or revenue generated, i.e., the additional revenue for ticket sales, liquor sales and merchandise sales, are not remitted back to the RDCK to offset costs for other users.

4.3 Resource Allocation and Workplan Impact

This work is part of the normal workplan for staff.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Junior hockey provides sports entertainment to the region and builds community pride. The franchises are responsible for ensuring their business is successful and the needs of the communities are met.

4.5 Leveraging Technology

There may be an opportunity to leverage technology for digital advertising.

4.5 Measuring Success

Success will be measured by how well the Leaf's adhere to the terms of the agreements, how much revenue is generated, how costs are recovered, and how many people benefit from the services the Leaf's provide.

5.0 ALTERNATIVE SOLUTION(S)

1. That the Board entered into five-year agreement with the Nelson Leaf's.

2. That the Board does not enter into facility use agreements with the Nelson Leaf's.

5.1 Financial Considerations of the Alternative Solution(s)

1. Revenue would not be affected by a longer-term agreement.

2. This would lead the Nelson Leaf's not to have access to the facility according to the current model.

1.2 Risks with the Alternative Solution(s)

1. The longer term is no riskier than the shorter term.

2. Leaving the Leaf's without an agreement could lead to their organization being less sustainable.

5.3 Resource Allocation and Workplan Impact

1. This would have no impact on staff's workplan.

2. This could lead to a reduced workplan for staff

1.4 Public Benefit and Stakeholder Engagement of Alternate Solution

1. The public benefit would be unchanged.

2. The public would lose the benefit of having sport entertainment in their community.

5.5 Measuring Success

1. The entertainment benefit for the community cannot be measured.

2. Other use groups using the ice, and no loss of revenue, would be a measure of success.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

That the Board direct staff to apply to all fees and charges, and restrict all advertising revenue opportunities, leading to zero subsidies for the Nelson Leaf's.

7.0 OPTIONS SUMMARY

Option 1: Enter a three (3) year agreement with the option to renew for two one-year terms.
Recommendation: That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leaf's Hockey Society for use of the Nelson and District Community Complex from August 1, 2026 to July 31, 2029, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

Pros:

- The Nelson Leaf's would be able to continue with their current model.
- Staff can evaluate the success of the new league and determine changes to the agreement after three years.

Cons:

- None

Option 2: Enter a five (5) year agreement.
Recommendation: That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leaf's Hockey Society for use of the Nelson and District Community Complex from August 1, 2026 to July 31, 2031; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

Pros:

- The Nelson Leaf's would be able to continue with their current model.

Cons:

- Staff would have the opportunity to revise the terms and conditions of this agreement until the end of the five-year term.

8.0 RECOMMENDATION

That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leaf's Hockey Society for use of the Nelson and District Community Complex from August 1, 2026 to July 31, 2029, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

Respectfully submitted,

Craig Stanley – Regional Manager – Operations and Asset Management

CONCURRENCE

Facility Manager - Anne Gillender
General Manager Community Services – Trisha Davison

ATTACHMENTS:
Attachment A – All Recreation Junior Hockey Agreements Report

All Recreation Committee Report – For Information
June 24, 2026

Junior Hockey Agreements

Author:	Craig Stanley, Regional Manager- Operations and Asset Management
File Reference:	01-0515-20
Electoral Area/Municipality:	CITY OF CASTLEGAR, CITY OF NELSON, TOWN OF CRESTON, AREAS A, B, C, E, F, I, J
Services Impacted	S222, S224, S226

1.0 PURPOSE OF REPORT

The purpose of this report is to inform the All-Recreation Committee about the progress made to develop common junior hockey facility use agreements for the three recreation services affected.

2.0 BACKGROUND AND UDPATE

At the June 2025 All-Recreation Committee meeting, staff indicated that they would be making recommendations to compare and consolidate the language in the facility use agreements for all three Junior hockey franchises that operate out of the three major recreation centers within the RDCK . Over time the terms and conditions of those three agreements had been determined at the local level, suiting each franchise, but not necessarily with balance consideration for use of public facilities. Staff presented a report comparing the terms for each agreement. Staff had suggested that at the termination of the existing agreements, there would be new language suggested and brought to the Board for approval. Attachment A shows that staff report. Staff indicated that recommendations for approving the agreements would be at the local Commission/Committee level; however due to the timing of the upcoming meetings, staff are now recommending these agreements are presented to the Board at the July meeting.

At the April All-Recreation Committee meeting staff updated the Committee about developments related to the Kootenay International Junior Hockey League and how changes to the League structure could have an impact on the local franchises and their use of RDCK facilities. The KIJHL has ceased to exist and two of the organizations, the Castlegar Rebels and the Creston Valley Thunder (formerly the Creston Valley Thundercats), have joined the Western International Junior Hockey League (WIJHL). The Nelson Leafs are now part of the British Columbia Hockey Conference (BCHC).

This change in the structure of the leagues has not had an impact on the progress to negotiate these agreements. All franchises are being treated similarly and the conversations and outcomes will be transparent. Staff have sent each of them a draft agreement that considers the traditional language from older agreements and how over time the language and consideration will be more equitable.

The draft agreements are structured as follow:

CATEGORY	CONTRACT DETAILS
Term Length	Three-year terms with option to renew for two additional one-year terms (Board approved)
Season Length	August 1 to one week after last spring rental • Applies to dressing room access • Dependent on the team's success
Fees & Charges	Will be based on established fees and charges • Ice rental rates could vary locally for games and practices • Language will indicate annual increases will apply
Dressing Room Use	Free, non-exclusive use during the ice season
Advertising Opportunities	Similar advertising options in all facilities - boards, wall, ice, glass, stairs • 15% of all advertising revenue to be remitted to RDCK • RDCK retains one board advertisement
Parking	Up to 8 overnight parking spots for away games • Significant issue in Nelson • Leafs may request more • Castlegar & Creston have more availability for space

Ice Allocation	Allocation in some situations will exceed RDCK Allocation Policy priority
	• Fixed non-prime practice schedule
	• One weekend (Aug/Sept) for selection camp
	  ○ Up to 6 hours/day for 3 days
	  ○ May displace youth rentals

Player Benefits	RDCK pool & fitness centre passes • Castlegar & Creston only based on traditional language and consideration • Continue to be free for first three years, rostered players only during the season • Years 4 and 5 would be at full fees and charges
Liquor License Use	Align contracts to allow junior hockey organization to utilize RDCK licenses

	• Creston and Nelson currently have this • Castlegar currently does not o Utilize special event permits for each event
Facility Improvements	Allowed with Board approval and according to best practices

*One important change being proposed to the RDCK by all three organizations is to extend the ice season beyond what is currently scheduled. The new league schedules have potential playoff and post-season activities that extend to the end of April. Currently the ice season in Creston and Castlegar ends March 31, and in Nelson this is mid-April. Staff have previously reported that costs for extending the ice season could be as much as $5,500 per week for staffing and utilities. There is no way to anticipate if one or all three of the franchises would need to extend their season, and there is no confirmation that any of them could compensate the RDCK for all additional costs to extend the season. If the season was extended then other groups could utilize the ice, however there is no confirmation that costs would be recovered. The RDCK should anticipate that the additional costs would be only recovered based on current usage and subsidization rates.

Staff will be utilizing the most current version of the Facility Use Agreement and will be requiring the support of Corporate Services expertise to ensure the form of the agreement fits the function and aligns with RDCK processes. The draft agreements will be part of the report for the Board to consider.

3.0 NEXT STEPS AND TIMELINE

Staff will be bringing a report to the July RDCK Board meeting with recommendations to approve long-term facility use agreements to the Junior hockey organizations that operate in the RDCK.

Respectfully submitted,

Craig Stanley – Regional Manager, Operations and Asset Management

CONCURRENCE

General Manager of Community Services – Trisha Davison

Commission Report

July 29, 2026

Nelson and District Community Complex Concession Agreement

Author: Craig Stanley – Regional Manager Operations and Asset Management
File Reference: 01-0520-50-REC5
Electoral Area/Municipality: Nelson, Area E, Area F
Services Impacted Service S226

1.0 STAFF RECOMMENDATION

That the Board approve the RDCK enter into a one year concession services agreement at the Nelson and District Community Complex with GSL Group commencing on September 1, 2026 and ending on August 31, 2027, with the option to extend for two one-year periods, and that the Board Chair and Corporate Officer be authorized to execute the agreement.

2.0 BACKGROUND/HISTORY

The Concession at the Nelson and District Community Complex (NDCC) includes a modestly outfitted kitchen, and a sales counter. Pre-Covid there was a long-term operator in place. The RDCK dissolved that relationship in 2022 due to various reasons. Since then, staff publicly posted requests for proposals (RFPs) seeking to provide regular, consistent and healthy choices food services on site but have only been able to secure short-term arrangements most recently with the Nelson Leaf's, but before that with the Nelson Minor Hockey Association. This has led to inconsistent food services delivery for the patrons of the NDCC.

The Nelson Leaf's paid $600 per month rent and had exclusive use of the concession for their commercial purposes – for onsite food services. They provided food services during their games and occasionally for other events such as minor hockey tournaments. That agreement expired in the Spring.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

Finding a food services operator for the NDCC concession has been a challenge since the pandemic. The ideal operator is a business or society that will utilize the modestly outfitted commercial kitchen to provide onsite food services on a regular basis, with healthy food choices, according to a schedule that more closely aligns with operating hours for the facility, not only during special events or hockey games, and not only during the ice season.

Staff posted a request for proposals for the concession and received two proposals, from the Nelson Leaf's and from GSL Group who operate concessions in ice arenas and multiplex facilities in the lower mainland and the Okanagan.

The evaluation criteria posted in the RFP included:

- **Proponent Experience and Qualifications**
  Assessment of the proponent's relevant experience, demonstrated capacity, and past performance in similar operations
- **Service Delivery Approach**
  Evaluation of the proposed operating model, staffing plan, hours of operating, and ability to deliver consistent and reliable service for regular operations and special events
- **Menu Quality and Food Offering**
  Assessment of the quality, variety, and suitability of the proposed menu, including healthy and nutritious options
- **Pricing and Value to Patrons**
  Evaluation of pricing structure, affordability, and overall value offered to facility users
- **Financial Proposal/Operating Fee**
  Assessment of the proposed operating fee payable to the RDCK, including overall financial viability and clarity of the proposal
- **Innovation and Added Value**
  Consideration of value-added components such as enhanced service offerings, community partnerships, sustainability initiatives, or other innovative approaches

Staff evaluated the proposals and determined that GSL was the best value for the RDCK. They scored much higher on average when compared to the other proposal. The best value was determined by GSL's experience, their food service model, and their proposed hours of operation. Staff followed up with GSL and the Nelson Leaf's to clarify the proposed operating fees – what the operator would pay per month for use of the kitchen. GSL proposed a fee of $500 per month year-round, and the Nelson Leaf's proposed up to $750 per month during the ice season.

3.1 Alignment to Board Strategic Plan

This recommendation aligns with the following Board Strategic priorities:

- Organizational Excellence
- Manage our Assets in a Fiscally Responsible Manner

3.2 Legislative Considerations

The Concession Services Agreement requires Board approval regardless of the term or length of the agreement.

3.3 What Are the Risks

The risks associated with not operating the concession outweigh those of leaving it temporarily idle. Food service is a traditional and integral component of a multiplex recreation facility and contributes to the overall user experience.

Awarding the contract to a new operator comes with risks however GSL have extensive experience and good references.

4.0 PROPOSED SOLUTION

Staff are recommending that the concession services agreement be awarded to GSL Group for one year with the option to renew for two additional years.

4.1 Financial Considerations of the Proposed Solution

The operating fee/rent will be $500 per month.

4.2 Risks with the Proposed Solution

Entering into an agreement with a new and unproven concession operator could lead to a gap in service should that operator not meet the needs of the concession operation at the NDCC.

4.3 Resource Allocation and Workplan Impact

This arrangement will have no impact on the current workplan or service delivery model for community services.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Food service at the NDCC benefits the users of the NDCC and promotes the local economy.

4.5 Leveraging Technology

N/A

4.5 Measuring Success

The concession operation needs to provide consistent food and beverage services for the patrons at the facility. Feedback from the patrons about the quality of the food and service will be taken into consideration.

5.0 ALTERNATIVE SOLUTION(S)

Alternative solutions are as follows:

1. Award this agreement to the Nelson Leaf's.

2. Do not award this agreement.

5.1 Financial Considerations of the Alternative Solution(s)

1. The Nelson Leaf's proposed $750 /month operating fee during the ice season – not year-round.

2. No award means there is no revenue for the concession, but there are also no expenses for utilities.

5.2 Risks with the Alternative Solution(s)

1. Awarding this to Nelson Leaf's does not follow the RDCK's procurement policy in that the proposal from the Leaf's was not best value for the taxpayers.

2. Not approving this agreement means that the concession services could continue to be inconsistent.

5.3 Resource Allocation and Workplan Impact

This is within the current staff workplan.

5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The public are engaged when the concession operation is available for procurement. Public feedback on the concession operation is received from time to time.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

That the commercial kitchen be decommissioned.

7.0 OPTIONS SUMMARY

Preferred Option – Enter into a one-year agreement with the option to renew for two additional one-year terms.

Pros

- Provide consistent food and beverage service.
- Allows time to develop a strong relationship with a proven concession operator.

Cons

- Rent set at $500 may not recover all costs.

Alternate Option 1 – Award this to the Nelson Leaf's

Pros

- Higher rent during the ice season.

Cons

- The schedule for services would only be for events during the ice season.
- This is not best practice for procuring services as a local government.

Alternate Option 2 – Do not approve this agreement.

Pros

- Allows staff to seek longer term services immediately.

Cons

- During this time, the concession would remain closed or be rented by short-term operators.

8.0 RECOMMENDATION

That the Board approve the RDCK enter into a one-year concession services agreement at the Nelson and District Community Complex with GSL Group commencing on September 1, 2026 and ending on August 31, 2027, with the option to extend for two one-year periods, and that the Board Chair and Corporate Officer be authorized to execute the agreement.

Respectfully submitted,

Craig Stanley – Regional Manager – Operations and Asset Management

CONCURRENCE

Facility Manager - Anne Gillender
General Manager Community Services – Trisha Davison

Committee Report – For Information

May 27, 2026

Recreation Campus Capital Funding Service: Process & Impact

Author:	Trisha Davison, General Manager of Community Services
File Reference:	01-0520-50
Electoral Area/Municipality:	CITY OF NELSON, ELECTORAL ARE F, DEFINED AREA E
Services Impacted	S226

1.0 PURPOSE OF REPORT

To provide the Commission with information related to the process required to establish a service (or amend an existing service) to fund capital improvements on the Nelson Recreation Campus and provide details on the implications and impacts of implementing such a funding mechanism.

2.0 BACKGROUND AND UDPATE

At the January 28, 2026 Recreation 5 Commission meeting the following motion was passed:

The Commission Direct Staff to bring back to the next Nelson & District Recreation Commission No. 5 meeting a report that outlines the process and the impact of creating a Service to Fund Capital Improvements on the Recreation Campus.

The Recreation Campus includes assets owned by both The City of Nelson, and The Regional District of Central **Kootenay (RDCK)**. Capital renewal and replacement needs for these assets are increasing primarily due to aging infrastructure and service level expectations by the public. Currently, funding for capital improvements may be:

- Done on an as needed basis
- Limited by ongoing taxation required for debenture payments, including interest charges for Service S226
- Limited by lack of capital reserves in Service S226
- Aim to be driven by 5 year capital plans
- Managed independently by the two organizations based on which organization owns the asset
- Grant-dependent or driven by opportunistic funding

The Commission has expressed interest in exploring a dedicated service to provide a stable, predictable funding stream for capital improvements.

Review of the Existing Establishment Bylaw

The first step in the process would be to review the service establishment bylaw, that being the Nelson & District Community Facilities, Recreation and Leisure Service (Bylaw No. 1623, as amended by Bylaw No. 2865) to determine what it is permitted to fund. Bylaw 2865, was adopted in 2022 as the culmination of a formal service review process that sought to better define the scope of the service and the facilities that could be funded. This bylaw also anticipated that facilities could be added to the service over time , and outlines a process for this to occur.

What it says: The current bylaw (Section 1) already provides broad authority for capital-related activities, including:

- Acquisition, construction, renovation, and expansion of recreation facilities
- Funding for facilities and infrastructure
- Acquisition of interests in City of Nelson-owned properties for capital purposes
- Asset management planning, including:
    - Upgrading
    - Renewal
    - Replacement of assets

Further, in Schedule B the bylaw also acknowledges the shared ownership model between City of Nelson owned assets and RDCK owned assets with varying capital responsibilities. The existing service already legally supports capital improvements across the Recreation Campus, including mixed ownership assets. Note: in Schedule B: "Civic Arena", "Capital" column, "(refrigeration)" refers to the existing refrigeration plant at the NDCC and the district energy connection providing cooling capacity to the Nelson Civic Arena. This does not indicate that the RDCK is responsible for new or enhanced refrigeration equipment at the Nelson Civic Arena.

What issues need consideration:
While the authority to fund different assets on the Recreation Campus, there are still other factors that need consideration.

- ***Funding Capacity*** – does the current maximum requisition limit allow the funding room to support the infrastructure need? Should a dedicated capital reserve funding amount be established that is built into the annual budget?
    - *Currently the maximum requisition amount for S224 is $9,812,410*.

- ***Cost* Allocation** – Schedule B show mixed responsibilities between the RDCK and the City of Nelson. Some are City owned assets, some are RDCK owned assets and some are mixed. This can create ambiguity on who pays for what amenity and whether regional district taxpayers fund City owned assets.

Options
There are potentially three options for consideration:

- ***Option 1: Amend the Existing Bylaw***
    - Maximum requisition amount change – would require a bylaw amendment and depending on the degree of change could trigger an elector approval process.
    - Add additional facilities to bylaw Schedule B
    - Establish a Capital reserve – could occur within the existing service and would not trigger a bylaw change is the requisition can cover the desired contribution.
    - Clarify capital cost-sharing – would require developing agreements with the City of Nelson

Advantage: Builds on the existing bylaw framework and approvals are likely to be less complex than establishing a new service.

- ***Option 2: Create a New Capital Service***
    - This would be a standalone service dedicated to capital improvements and major infrastructure upgrades
    - Key features include a separate budget and requisition, would create clear transparency for taxpayers, and the maximum requisition would be defined in the bylaw.
    - Challenges:
        - May be confusing if the distinction between S226 and the new bylaw are not really clearly laid out due to potential overlapping powers.
        - Would require elector approval

Option 2 could make sense if the Commission wants full transparency and separation and/or if funding levels need to increase significantly.

- ***Option 3: Municipal Contribution Agreement***
    - A formal agreement between the City and Regional District to contribute to a shared capital reserve
    - Is more flexible than a formal bylaw
    - Can be implemented without a new service being established (depending on structure) but may require a bylaw amendment
    - Challenges are this process is less transparent to taxpayers and may not provide long-term funding certainty

This option still requires budgetary commitment and approval that would need to come from requisition.

Process Details

Time	Amending an Existing Service
60 days	**Options Analysis** 1. What facilities are included? 2. How are costs apportioned? 3. How do capital plans inform costs? 4. Will this involve borrowing? 5. Changes to governance? **Outcome: Board directs preferred options**
15 days	**Ministry of Housing and Municipal Affairs Engagement (MoHMA)** Staff will engage with MoHMA and seek direction as to whether to proceed with a bylaw amendment or a service establishment bylaw based on best practices and the Inspectors guidance regarding the limitations of existing services.

60 days	**Service Case Analysis** As directed by the Board based on the Options Analysis **Outcome: Board directs bylaw amendment development**
30 days	**Bylaw Amendment Development** Bylaw parameters identified in the SCA are incorporated into an amending or service establishment bylaw. **Outcome: Board gives 3 readings of bylaw**
75 days	**Statutory Approval** Review by the Local Government Inspector **Outcome: Statutory Approval**
45 to 80 days	**Elector Approval** Method of approval is dependant on the proposed amendments Alternative Approval - 45 days Assent Vote - 80 days **Outcome: Elector Approval**
30 days	**Adoption of the Bylaw** Board adopts amending bylaw and service changes are implemented
Total Time	**315 to 350 days based on whether an AAP or Assent Vote is used for Elector Approval and the time required to achieve statutory approval**

Given the scope of the proposed project there would be little difference in the timelines required for approval when comparing a bylaw amendment to a service establishment bylaw. Because either option will require statutory approval it may best serve the Committee to seek and adhere to the Local Government Inspectors opinion on the matter.

The selection of elector approval options, Assent or Alternative Approval Process, must be informed by criteria included in the proposed service establishment or amending bylaw. The Committee will not have access to that information until a Service Case Analysis is complete. Of particular significance would be the maximum annual allowable requisition amount. The Committee may choose to base the proposed method of elector approval on the criteria established in the Service Case Analysis and the recommendation of the Local Government Inspector.

Key Impacts
Summary of impacts can be broken down into the following categories:

- Financial – Process could create an ability to systematically fund lifecycle replacement of assets. There is an anticipated tax increases depending on the funding target. Would create stable funding for long-term asset management.

- Governance – the existing bylaw already permits funding of City owned assets via an RDCK service. Clear agreements would be needed to avoid perceived subsidy issues and misalignment of control versus funding. There is potential complexity due to shared asset ownership.

- Operational – shift from reactive to asset management-driven capital planning which would better support long term infrastructure sustainability.

- Public – greater transparency if a separate service is created. There is sensitivity to tax increases in particular if it is for an asset that has historically been the responsibility of a different jurisdiction.

- Risk – determining an appropriate path to manage major infrastructure should be a priority. Delays in appropriate managing and funding asset renewal can create higher costs long term. Misalignment between funding contributors and asset ownership could create governance challenges

Governance Implications
While the Commission's composition provides a voting majority to City of Nelson representatives, its role is advisory and does not confer unilateral decision-making authority over service establishment, funding, or bylaw amendments. Any path forward to create or expand a capital funding mechanism must ultimately be approved by the RDCK Board and likely the Inspector of Municipalities through formal processes such as director consent, alternative approval process, or referendum.

While a majority Commission vote can influence direction, successful implementation will require alignment among all participating jurisdictions, particularly given the shared ownership and mixed capital responsibilities for assets within the Recreation Campus.

Currently, the City and the RDCK have different approaches to asset management. The principals and practices of sound asset management need to be understood and accepted and implemented in a common way to ensure that all assets are leveraged equally.

Summary
The existing Nelson & District Community Facility, Recreation and Leisure Service already provides the legislative authority to fund capital improvement across the Recreation Campus, including both RDCK and City-owned assets.

As such, the primary considerations are not the creation of a new service, but rather:
- The adequacy of current funding levels
- The clarity of capital cost-sharing arrangements
- The desirability of establishing a more transparent and dedicated funding mechanism

3.0 NEXT STEPS AND TIMELINE

Possible next steps for Commission to consider include:

1. Determine if there is agreement on moving towards an approach to fund assets on the campus differently than is done today.
2. If there is a desire to move forward, Commission may wish to provide direction to staff on which option is preferred.
3. Provide more detail on the existing establishment bylaw.

Respectfully submitted,

Trisha Davison, General Manager of Community Services

CONCURRENCE

Senior Manager of Corporate Administration - Mike Morrison – Digitally Approved
Regional Manager of Operations & Asset Management – Craig Stanley - 
Regional Manager of Recreation & Client Services – Kristi Calder 

Appendix: Nelson District Community Facilities, Recreation, and Leisure Service Establishment Bylaw 2865