



REGIONAL DISTRICT OF CENTRAL KOOTENAY

CASTLEGAR & DISTRICT RECREATION COMMISSION OPEN MEETING AGENDA

**4:00 p.m.
July 7, 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).

Meeting Time:
4:00 p.m. PDT

COMMISSION/COMMITTEE MEMBERS

Commissioner Member M. McFaddin	City of Castlegar
Commissioner Member B. Bogle	City of Castlegar
Commissioner Member S. Heaton-Sherstobitoff	City of Castlegar
Commissioner Member H. Hanegraaf	Director Area J
Commissioner Member A. Davidoff	Director Area I

STAFF

Trisha Davison	General Manager of Community Services
Craig Stanley	Regional Manager of Operations and Asset Management
Kristi Calder	Regional Manager of Recreation & Client Services
Alana Jenkins	Meeting Coordinator

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

1. CALL TO ORDER

Chair Bogle called the meeting to order at 4:00 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 July 7, 2026, Castlegar & District Recreation Commission meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The June 2, 2026 Castlegar & District Recreation Commission meeting minutes, have been received.

5. DELEGATE

There are no delegates scheduled for this Commission Meeting

6. STAFF REPORTS

6.1 Delegation Follow-up: Disc Golf at Pass Creek Regional Park

The Commission Report dated July 7, 2026 from Trisha Davison, General Manager of Community Services, re: Delegation Follow-up: Disc Golf at Pass Creek Regional Park has been received.

Freedom of the Floor

Chris Barlow, City of Castlegar CAO have freedom of the floor.

Key Discussion Points:

- Establishing a clear project prioritization process to guide staff workload and reporting.
- The timeline and eligibility for potential Community Works funding.
- Consideration of volunteer involvement and opportunities for community groups to undertake projects while meeting RDCK requirements.
- Balancing existing recreation priorities with new initiatives, including the importance of diversifying recreation opportunities.

MOVED and seconded,
AND Resolved:

The Castlegar and District Recreation Commission identifies the disc golf course project as a Commission priority and direct staff to develop a project plan and feasibility assessment for future consideration.

Carried.

6.2 Delegation Follow-up: Cricket at Pass Creek Regional Park

The Commission Report dated July 7, 2026, from Trisha Davison, General Manager of Community Services re: Delegation Follow-up: Cricket at Pass Creek Regional Park has been received.

MOVED and seconded,
AND Resolved:

The Castlegar and District Recreation Commission identifies the cricket pitch project as a Commission priority and direct staff to develop a project plan and feasibility assessment for future consideration.

Carried.

6.3 Fees & Charges Correction – Representative Practices

The Commission Report dated July 7, 2026, from Trisha Davison, General Manager of Community Services re: Delegation Follow-up: Fees & Charges Correction – Representative Practices has been received.

Trisha Davison, General Manager of Community Services provided a review of the Fees & Charges Correction and why it was needed.

6.4 Castlegar & District Arena and Walking Track Project – Timeline Update

The Commission Report dated July 7, 2026, from Trisha Davison, General Manager of Community Services re: Castlegar & District Arena and Walking Track Project – Timeline Update has been received.

Trisha Davison, General Manager of Community Services provided an overview of the updated project timeline noting the recent milestones listed.

6.5 NRFP Shortlist & Honorarium Funding - Castlegar & District Arena and Walking Track

The Commission Report, dated July 7, 2026 from Trisha Davison, General Manager of Community Services, re: NRFP Shortlist & Honorarium Funding - Castlegar & District Arena and Walking Track has been received.

Key Discussion Points:

- Clarification of the Negotiated Request for Proposals Process
- Potential distribution of the budget between the communities involved.

MOVED and seconded,
AND Resolved and recommended to the Board:

That the Commission recommend that the Board approve inviting Scott Builders Inc., Smith Bros. & Wilson (Construction) Ltd., and Kalesnikoff Mass Timber Inc. to participate in the Stage 2 Negotiated Request for Proposals (NRFP) for the Castlegar & District Arena and Walking Track Project, and authorize staff to issue the NRFP to those proponents, subject to final administrative confirmation, confirmation of the additional funding, and execution of the required Participation Agreements;

AND FURTHER, that the Commission recommend that the Board approve increasing the Stage 2 honorarium budget from \$100,000 to up to \$150,000, with the additional \$50,000 to be funded by the City of Castlegar and Electoral Area J through funding mechanisms to be confirmed by those participants, with any honorarium payable only if the applicable proponent submits a compliant NRFP proposal and satisfies the honorarium requirements in the NRFP and Participation Agreement;

AND FURTHER, that if the additional funding and required Participation Agreement confirmations cannot be completed in time to issue the NRFP without delaying the current project schedule, staff be authorized to proceed with the two highest-ranked Respondents, Scott Builders Inc. and Smith Bros. & Wilson (Construction) Ltd.

Carried

6.6 Community Engagement - Castlegar & District Arena and Walking Track

The Commission report, dated July 7, 2026 from Trisha Davison, General Manager of Community Services re: Community Engagement - Castlegar & District Arena and Walking Track, has been received.

The Commission and staff discussed the funding model and existing allocations.

MOVED and seconded,
AND Resolved and recommended to the Board:

That the Commission recommend that the Board approve a fulsome public engagement program of up to \$45,000 for the Castlegar & District Arena and Walking Track Project, funded through the reallocation of \$12,000 from the existing advertising budget in Service S222 (Castlegar & District Community Complex – Castlegar and Areas I & J), \$15,000 from Service S100 – General Administration from anticipated 2026 surplus, and the remaining \$18,000 from the City of Castlegar and Electoral Area J, conditional on those participants confirming their funding mechanisms, with the professional services agreement to be awarded to HCMA Architecture + Design under the Non-Competitive Purchase Method and delegated purchasing authority in RDCK Purchasing Policy No. 300-06-12;

AND FURTHER, that if the proposed service is established, the new service repay the \$12,000 and \$15,000 contributions carried by Services S222 and S100 in accordance with section 379(4) of the Local Government Act.

Carried

6.7 Geotechnical Assessment Funding – Castlegar & District Arena and Walking Track Project

The Commission report, dated July 7, 2026 from Trisha Davison, General Manager of Community Services re: Geotechnical Assessment Funding – Castlegar & District Arena and Walking Track Project has been received.

Key Discussion Points:

- The project budget.
- Any potential future use and the lifespan of Geotechnical Assessments.

MOVED and seconded,
AND Resolved and recommended to the Board:

That the Commission recommend that the City of Castlegar and Electoral Area J provide funding to a maximum of \$90,000 from their respective financial resources, conditional on those participants confirming their funding mechanisms, to undertake the geotechnical assessment required to advance the Castlegar & District Arena and Walking Track Project and support the next phase of project development.

Carried

7. OLD BUSINESS - Kootenay-Columbia Educational Heritage Society

Commissioner Davidoff provided a verbal update to the Commission including:

- Discussions have begun regarding the concept for the project and he will come back with a report at a future meeting.

8. PUBLIC TIME

The Chair called for questions from the public at 5:36 p.m.

One member of the public, Patrick Audet with the Kootenay Rockies Disc Golf Society thanked staff for the delegation clarifications, noting it can be confusing for participants to navigate the process and frustrating to fundraise and volunteer and get caught up in bureaucracy – the clarity and potential process is appreciated.

9. NEXT MEETING

The next Castlegar & District Recreation Commission meeting is scheduled for August 4, 2026 at 4:00 p.m.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Castlegar & District Recreation Commission meeting be adjourned at 5:40 p.m.

Carried

Digitally Approved

B. Bogle, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *That the Commission recommend that the Board approve inviting Scott Builders Inc., Smith Bros. & Wilson (Construction) Ltd., and Kalesnikoff Mass Timber Inc. to participate in the Stage 2 Negotiated Request for Proposals (NRFP) for the Castlegar & District Arena and Walking Track Project, and authorize staff to issue the NRFP to those proponents, subject to final administrative confirmation, confirmation of the additional funding, and execution of the required Participation Agreements;*

AND FURTHER, that the Commission recommend that the Board approve increasing the Stage 2 honorarium budget from \$100,000 to up to \$150,000, with the additional \$50,000 to be funded by the City of Castlegar and Electoral Area J through funding mechanisms to be confirmed by those participants, with any honorarium payable only if the applicable proponent submits a compliant NRFP proposal and satisfies the honorarium requirements in the NRFP and Participation Agreement;

AND FURTHER, that if the additional funding and required Participation Agreement confirmations cannot be completed in time to issue the NRFP without delaying the current project schedule, staff be authorized to proceed with the two highest-ranked Respondents, Scott Builders Inc. and Smith Bros. & Wilson (Construction) Ltd.

2. *That the Commission recommend that the Board approve a fulsome public engagement program of up to \$45,000 for the Castlegar & District Arena and Walking Track Project, funded through the reallocation of \$12,000 from the existing advertising budget in Service S222 (Castlegar & District Community Complex – Castlegar and Areas I & J), \$15,000 from Service S100 – General Administration from anticipated 2026 surplus, and the remaining \$18,000 from the City of Castlegar and Electoral Area J, conditional on those participants confirming their funding mechanisms, with the professional services agreement to be awarded to HCMA Architecture + Design under the Non-Competitive Purchase Method and delegated purchasing authority in RDCK Purchasing Policy No. 300-06-12;*

AND FURTHER, that if the proposed service is established, the new service repay the \$12,000 and \$15,000 contributions carried by Services S222 and S100 in accordance with section 379(4) of the Local Government Act.

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

Future Castlegar & District Recreation Commission Meetings

1. *The Castlegar and District Recreation Commission identifies the disc golf course project as a Commission priority and direct staff to develop a project plan and feasibility assessment for future consideration.*
2. *The Castlegar and District Recreation Commission identifies the cricket pitch project as a Commission priority and direct staff to develop a project plan and feasibility assessment for future consideration.*