



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

**Date:** Tuesday, August 4, 2026

**Time:** 4:00 pm

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

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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:**

4:00p.m. PDT

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/95743816940?pwd=LHoBT3OXNb055aFYazewDPN8ywsKPD.1>

**Join by Phone:**

833 958 1164 Canada Toll-free

\*6 to unmute or mute

\*9 to raise or lower your hand

**Meeting ID:** 957 4381 6940

**Meeting Password:** 480871

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

**2. CALL TO ORDER**

Chair Bogle called the meeting to order at [Time] p.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 August 4, 2026 Castlegar and District Recreation Commission meeting be adopted as circulated.

**5. RECEIPT OF MINUTES**

The July 7, 2026 Castlegar and District Recreation Commission minutes, have been received.

**6. DELEGATE**

There are no Delegates scheduled for this Commission meeting.

**7. STAFF REPORTS**

- |            |                                                                                                                                                                                                                                                                                                                                                       |         |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>7.1</b> | <b>Castlegar &amp; District Community Complex Facility Update</b><br>The Commission Report dated August 4, 2026 from Vanessa Boudreau, Castlegar & District Community Complex Facility Manager re: Castlegar & District Community Complex Facility Update, has been received.                                                                         | 5 - 7   |
| <b>7.2</b> | <b>Castlegar &amp; District Community Complex Programming Update</b><br>The Commission Report dated August 4, 2026 from Tia Wayling, Regional Programming Manager re: Castlegar & District Community Complex Programming Update, has been received.                                                                                                   | 8 - 12  |
| <b>7.3</b> | <b>Castlegar &amp; District Arena and Walking Track Project – Timeline Update &amp; Change to Referendum Date</b><br>The Commission Report dated August 4, 2026 from Trisha Davison, General Manager of Community Services re: Castlegar & District Arena and Walking Track Project – Timeline Update & Change to Referendum Date, has been received. | 13 - 16 |

**8. NEW BUSINESS**

**8.1 Castlegar & District Recreation Commission September Meeting Time**

Commission to discuss an alternate September 8, 2026 meeting time.

**8.2 *Timeliness of Agenda Preparation***

Commission to have a discussion pertaining to the Timeliness of Agenda Preparation

**9. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at \_\_\_\_\_ p.m.

**10. CLOSED**

**10.1 Meeting Closed to the Public**

**RECOMMENDATION:**

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

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

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**10.2 Recess of Open Meeting**

**RECOMMENDATION:**

The Open Meeting be recessed at [Time] in order to conduct the Closed meeting.

**11. NEXT MEETING**

The next Castlegar and District Recreation Commission meeting is scheduled for September 8, 2026 at TBD.

**12. ADJOURNMENT**

**RECOMMENDATION:**

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



# Commission Report – For Information

*August 4, 2026*

## Castlegar & District Community Complex Facility Report

**Author:** Vanessa Boudreau, Facility Manager  
**File Reference:** 01-0520-50  
**Electoral Area/Municipality:** CITY OF CASTLEGAR, AREA I, AREA J  
**Services Impacted** S222, S227

### 1.0 PURPOSE OF REPORT

This report provides a quarterly overview of key operational, capital, programming, and staffing activities at the Castlegar & District Community Complex (CDCC).

### 2.0 BACKGROUND AND UPDATE

#### General

Summer camps started in early July and most camps are full.

#### Staffing:

Recruitment pressures continue for daytime lifeguards, lifeguard supervisors, swim instructors, and fitness instructors. Current vacancies are constraining class capacity and may affect service levels. Maintaining sustainable staffing is also a priority to mitigate workload pressures and preserve existing pool hours and programming.

#### Current Recruitment Priorities

- Aquafit Instructor
- Group Fitness Instructor
- Lifeguards, lifeguard supervisors, and swim instructors, with a priority on daytime availability
- Fitness Monitor and Technician

#### Capital Project Updates

##### Arena Low-E Ceiling and Insulation

- Core construction is complete, with a limited number of final aesthetic items remaining.

##### Exterior Door Replacement

- Project complete.

### Office Renovation Project

- The project is in the planning and design phase in collaboration with the architect.
- Further planning is required to determine final scope of work and this could lead to a budget enhancement for HVAC and ventilation

### Roof Replacement Project

- Exterior work is progressing.
- Interior repairs within the aquatic centre are scheduled to begin August 4, with substantial completion targeted for August 31 and final close out anticipated by September 11.

### Annual Pool Shutdown

Planned work for the extended pool shutdown will include:

- Install the new mushroom pump and complete the piping modifications required for integration.
- Coordinate with Martech to install the mushroom pump, whirlpool circulation pump, whirlpool jet pump, and the custom main-pool circulation-pump piping fabricated by Able Plastic.
- Coordinate with Able Plastic on new piping for the main-pool and whirlpool pumps.
- Undertake a comprehensive cleaning of the pool basins, steam room, and deck.
- Complete minor tile and grout repairs.
- Inspect drainage systems.
- Replace diatomaceous earth septum bags.
- Inspect and clean the climbing wall.
- Complete required repairs in the pool filter room.
- Rebuild lines and ejectors in the chlorine room.
- Wash banquet tables and chairs.
- Strip and wax the weight room floor.
- Undertake a comprehensive cleaning of the weight room, studio, and equipment.
- Remove upholstery requiring repair

Respectfully submitted,



Vanessa Boudreau, Facility Manager

### CONCURRENCE

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





# Commission Report – For Information

August 4, 2026

## Castlegar & District Programming Quarterly Update

|                                     |                                                   |
|-------------------------------------|---------------------------------------------------|
| <b>Author:</b>                      | Tia Wayling, Regional Programming Manager         |
| <b>File Reference:</b>              | 0520-50-CDR Castlegar and District Rec Commission |
| <b>Electoral Area/Municipality:</b> | City of Castlegar, Area I and Area J              |
| <b>Services Impacted</b>            | S222 and S227                                     |

### 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 Castlegar & District (S222 & S227).

### 2.0 BACKGROUND AND UPDATE

#### Programming Overview & Financials

Overall, programming budgets are tracking 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

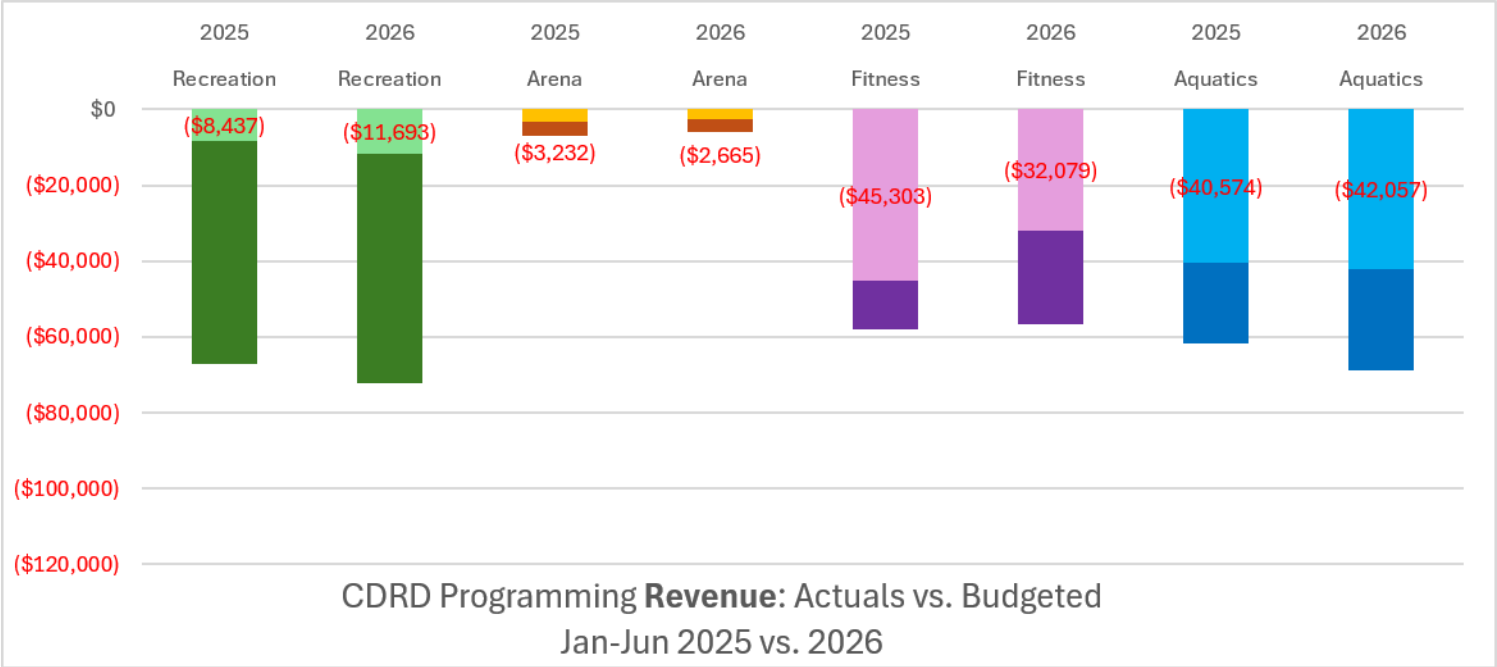
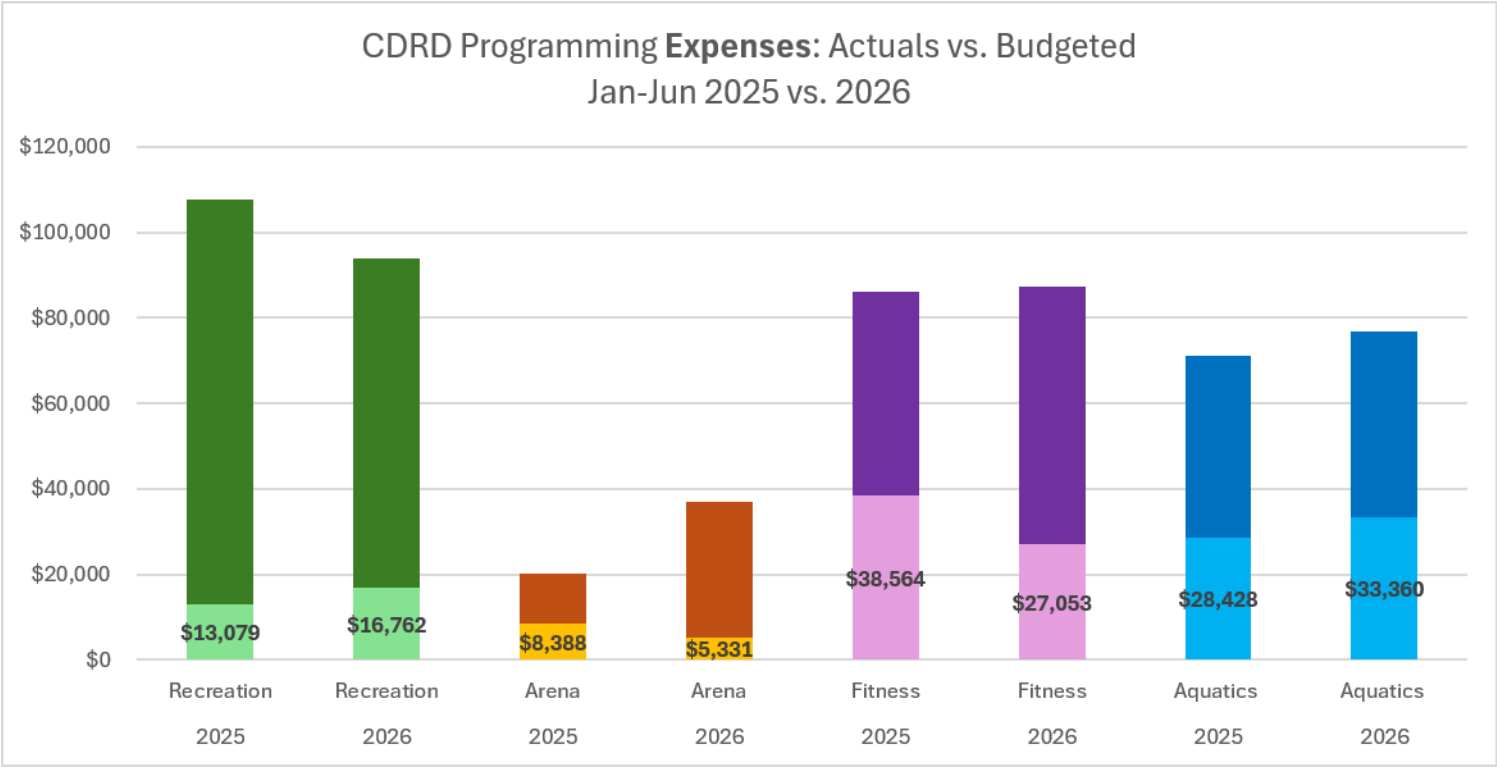
General recreation and youth programming experienced strong growth in Spring 2026, with no cancellations, compared to two cancellations in 2025. Total registrations increased by 52% (from 25 to 38 participants) and unique participants grew by 20% (from 25 to 30 participants). The results reflect growing community interest in specialized and family-focused recreation opportunities, demonstrating the value of continuing to develop specialized and targeted programs, while exploring greater use of underutilized facility spaces to support future growth.

#### Fitness

Fitness participation in Castlegar remained strong in Spring 2026, with increased registrations in pre-registered programs and higher average attendance across both registered and drop-in classes. Aquafit continued to perform well, maintaining participant numbers despite fewer offerings. While some service adjustments were required due to staffing and scheduling constraints, overall participation trends indicate continued interest and support for fitness programming.

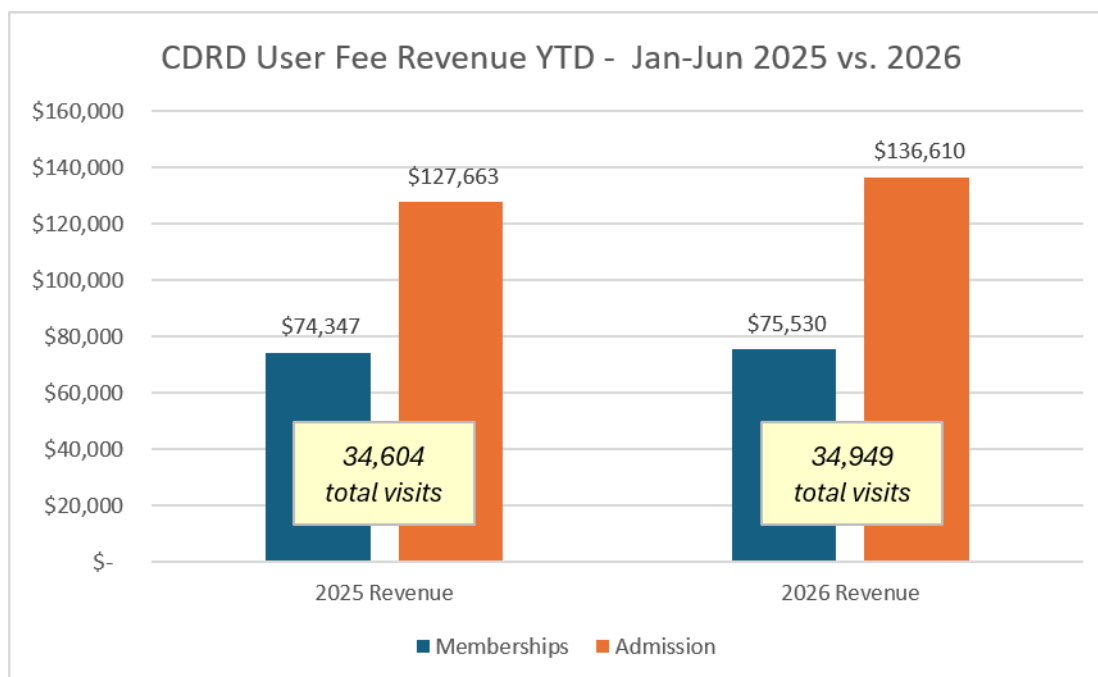
#### Aquatics

Aquatics programs continued to perform well in Spring 2026, with swim lesson offerings maintained at 2025 levels and total lesson hours increasing from 221 to 250. While average lesson capacity declined to 81%, registrations remained above budget minimums, attracting 198 participants and significantly reducing waitlists from 78 to 25 individuals.



### User Fees

Overall visits to the facility have increased by 6% compared to Spring 2025, with growth occurring across both admissions and memberships. The data indicates a positive shift in participation following the declines observed in 2025 and earlier this year. As seasonal trends and program demands continue to evolve, it remains too early to determine whether this increase represents a sustained upward trend in facility usage.



### Facility Rentals

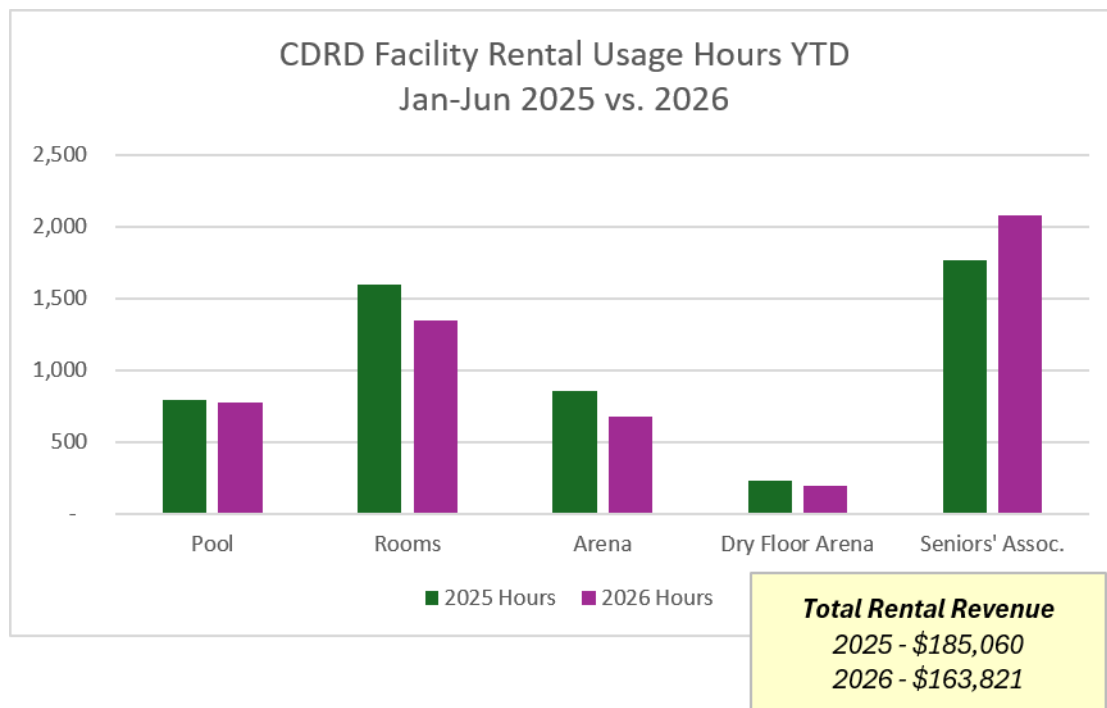
Facility rental revenues at the Castlegar and District Community Complex are approximately \$20,000 lower than the same period in 2025. However, the facility remains on track to achieve its overall annual rental revenue targets. While this decrease is notable, there are several contributing factors:

- Dry floor rental revenue declined by approximately \$3,000 as a result of the construction activities reducing rental availability in the spring - however, this was anticipated and reflected in the budget
- March's report indicated closure of the Pioneer Arena reducing revenue by \$7,700 - also reflected in the 2026 budget
- Pool rental revenues decreased by approximately \$5,000, corresponding to 80 fewer lane rental hours by the Aquanauts Swim Club in spring, an off-season time for the club, as well as a reduction in whole aquatic centre bookings

While annual room rental revenues remain relatively stable, the total hours booked declined, largely due to a reduction in one-time private and family event rentals. Family bookings decreased from 149 rental hours in spring 2025 to 15.5 hours in spring 2026. Staff believe that changes to room rental practices, including the move from flat-rate bookings to hourly rental fees, may have resulted in similar numbers of bookings, but for shorter durations in both private and community group rentals.

The reduction in room utilization may present an opportunity to attract new rental groups, expand programming offerings, or repurpose underutilized time slots. To fully realize these opportunities, future consideration may be given to room configuration changes, facility enhancements, or targeted marketing initiatives. Should the Commission wish, staff can further investigate potential opportunities for increasing utilization of available rental space and present options for future consideration. Given current workload priorities, any detailed review would likely be brought forward in Q1 2027 to inform the 2028 budget process.

Overall, while rental revenues and usage are lower in some areas compared to the same period last year, much of the variance is attributable to known operational factors or changing rental patterns rather than a broad decline in demand. Staff will continue to monitor utilization trends and identify opportunities to optimize facility use and revenue generation over the longer term.



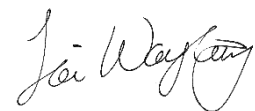
*\* 2025 Arena includes partial year of operations of both Pioneer and CDRD arenas.*

### 3.0 NEXT STEPS AND TIMELINE

Moving through 2026, staff will continue with the following work:

- Continue to prioritize high demand programming in youth programs and arena
- Continue tracking membership usage patterns to better understand changing attendance behaviours
- Closely monitor facility rentals trends including the pool and multi-purpose rooms

Respectfully submitted,



Tia Wayling – Regional Programming Manager

### CONCURRENCE

General Manager of Community Services – Trisha Davison 

Regional Manager of Recreation & Client Services – Kristi Calder 

Regional Manager of Operations & Asset Management – Craig Stanley 



## Committee Report – For Information

*August 4, 2026*

### Castlegar & District Arena and Walking Track Project – Timeline Update & Change to Referendum Date

**Author:** Trisha Davison, General Manager of Community Services  
**File Reference:** 01-0520-50  
**Electoral Area/Municipality:** City of Castlegar, Area I & Area J  
**Services Impacted** S222

#### 1.0 PURPOSE OF REPORT

To update the Castlegar & District Recreation Commission on the status and process associated with the referendum timeline for the Castlegar & District Arena and Walking Track Expansion project and identify a new date for the referendum.

#### 2.0 BACKGROUND AND UPDATE

Each month staff have been providing a report to Commission to update them on the progress being made on the major milestones leading up to the referendum. Significant progress has been made toward advancing the project, as outlined in the schedule update below. Throughout the process, the Commission has been advised that the project timeline was tight and that delays associated with critical path activities could impact the ability to meet the proposed referendum date of November 28, 2026.

Several key factors have now affected the project schedule:

- **Geotechnical Assessment** - The geotechnical assessment is a critical input required by proponents to prepare comprehensive design-build proposals. Procurement of the required resources to complete the assessment within a tight timeline for the project took longer than expected due to limited consultant availability. The newly retained consultant will require time to mobilize, undertake field investigations, and prepare the final report. Based on current estimates, completion of the assessment is anticipated to require approximately four weeks from award of the contract. With the delay in procuring the appropriate contractor, staff are anticipating this to result in an approximate two-week delay to the overall project schedule.
- **Legal/Audit/Taxation Reviews** - Given the complexity of the procurement process (highly conditional nature, naming rights etc.) and the number of procurement and contractual documents requiring review, legal, audit and taxation review timelines have exceeded original estimates. A delay of approximately two weeks has already been incurred as a result of this work. Staff continue to work closely with legal counsel and currently anticipate that procurement documents will be finalized and available for distribution in the first week of August.

- **Proposal Evaluation** - Three proponents have advanced to the Negotiated Request for Proposal (NRFP) stage. For scheduling purposes, staff have assumed that all three proponents will submit compliant proposals by the submission deadline. Should multiple compliant proposals be received, the evaluation period currently incorporated into the schedule will not provide sufficient time for a thorough technical, financial, and operational review. Staff anticipate that an additional week may be required to complete the evaluation process and advance a recommendation.
- **Referendum Timing** - Project documentation (i.e. NRFP) that will be provided to proponents references the anticipated referendum date, as this milestone is critical to informing proponents of the timeline associated with a final project decision. Given the cumulative schedule impacts identified above, staff no longer consider a November 28, 2026 referendum date to be achievable. In order to provide proponents, the Commission, and the public with a realistic and attainable timeline, staff recommend revising the target referendum date to **February 6, 2027**.

The recommended adjustment to the referendum date is intended to maintain a realistic project schedule while ensuring that all required technical investigations, procurement activities, evaluations, and due diligence processes are completed appropriately. This approach reduces project risk and supports informed decision-making by both the Commission and electors.

An update to the timeline that includes the above information is as follows:

| Topic                                                                                                                          | Status<br>July 7 | Status<br>August 4 | Comments                                        |
|--------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-------------------------------------------------|
| RFPQ Issued on May 29                                                                                                          | Complete         | Complete           |                                                 |
| Service Establishment Bylaw and Loan Authorization Bylaw – 1 <sup>st</sup> & 2 <sup>nd</sup> Readings at June 18 Board Meeting | Complete         | Complete           |                                                 |
| RFPQ Closed – June 26                                                                                                          | Complete         | Complete           |                                                 |
| Report to Commission for July 7 meeting – RFPQ Results                                                                         | In progress      | Complete           |                                                 |
| Recommendation to the Board re: RFPQ Proponent Award – July 16 Board Meeting                                                   | Pending          | Complete           |                                                 |
| Confirmation of additional funding from City of Castlegar & Area J                                                             | Pending          | Complete           |                                                 |
| Bylaws & supporting documentation submitted to Inspector for review                                                            | Pending          | Delayed            | Original date: July 23<br>Revised date - TBD    |
| Assent Vote material and required resolution drafted                                                                           | Pending          | Delayed            | Original date: August<br>Revised Date: Sept/Oct |
| Statutory Approval                                                                                                             | Pending          | Delayed            | Original date: Sept<br>Revised: TBD             |
| Assent Vote resolution and ballot question provided to the Board for approval                                                  | Pending          | Delayed            | Original: Sept 24<br>Revised: Nov               |
| Public notice specific to referendum logistics                                                                                 | Pending          | Delayed            | Original: October<br>Revised: November          |
| Issue NRFP                                                                                                                     | NA               | Pending            | August 6                                        |
| Geotech Assessment                                                                                                             | NA               | Pending            | August                                          |

|                                                         |         |         |                                                |
|---------------------------------------------------------|---------|---------|------------------------------------------------|
| <b>Intent to submit deadline</b>                        | NA      | Pending | August 20                                      |
| <b>Question Period Deadline</b>                         | NA      | Pending | October 11                                     |
| NFRP Submission Deadline                                | NA      | Pending | October 21                                     |
| Evaluation Period                                       | NA      | Pending | Oct 22-Nov 9                                   |
| Preferred Proponent Commission Approval                 | NA      | Pending | November 10                                    |
| Preferred Proponent Board Approval                      |         | Pending | November 19                                    |
| Public Engagement                                       | Pending | Delayed | Original Oct 7-Nov 27<br>Revised: Dec to Feb 6 |
| Referendum Day                                          | Pending | Delayed | Original: Nov 28<br>Revised: Feb 6             |
| Results declared                                        | Pending | Delayed | Original: Nov 30<br>Revised: Feb 8             |
| <b>Board approval of Referendum Results</b>             |         | Delayed | Feb 18, 2027                                   |
| <b>Notice to Proceed Issued to Successful Proponent</b> |         | Delayed | March 1, 2027                                  |
| Construction Start with a favourable referendum outcome |         | Pending | Summer/Fall 2027                               |
| Substantial completion                                  |         | Pending | August 2029                                    |

There remains an outstanding concern that the amount of time planned to be provided to proponents to submit their response to the NFRP may be unrealistic. The adjustment of the referendum date allows that timeframe to be adjusted slightly if concern is raised.

### ADDITIONAL CONSIDERATIONS

In developing the revised project schedule, staff considered a number of additional factors that may affect the successful delivery of the referendum process and overall project timeline. These considerations are summarized below.

- **February 6, 2027 Referendum Date** - Staff have reviewed procurement, statutory approval, and public engagement requirements and conclude that February 6, 2027 provides sufficient time to complete all remaining project milestones while maintaining momentum on the project.
- **Inspector Approval Uncertainty** - While the revised schedule is considered achievable, further delays associated with statutory approvals, procurement activities, or proposal evaluations may continue to impact project timelines. Based on discussions to date, staff remain confident that a February 2027 referendum can be achieved despite these uncertainties.
- **Public Engagement Implications** - Challenges associated with the revised referendum date are primarily related to ensuring public engagement activities are fully prepared for launch immediately following the Christmas holiday period. The holiday season reduces the amount of available engagement time and requires careful planning to maintain momentum heading into the referendum.
- **Outstanding Procurement Concern** - Staff have also identified a potential risk that the current NFRP response period may not provide proponents sufficient time to prepare comprehensive submissions. The revised referendum timeline provides flexibility to adjust procurement timelines if necessary while maintaining overall project objectives.

- **Other Project Risks** – As is project continues to move through its various stages, the risk remains that there is no proponent that signs the NRFP participation agreement, than no proponent submits and acceptable proposal, and that the referendum is not successful.

At this time, staff do not anticipate that the revised referendum date will materially impact the anticipated project delivery schedule following elector approval.

### 3.0 NEXT STEPS AND TIMELINE

Key next steps are summarized as follows:

| Next Step                                                          | Timeline       |
|--------------------------------------------------------------------|----------------|
| Notify proponents advancing to the NRFP stage                      | Complete       |
| Finalize NRFP and OSR documents and provide them to the proponents | July – Pending |
| Complete geotechnical assessment                                   | August         |
| Enter into Participation Agreements with all proponents            | Mid August     |
| Complete legal review of all documents                             | August         |
| Procure HCMA for public engagement activities                      | August         |

Respectfully submitted,



Trisha Davison, General Manager of Community Services

### CONCURRENCE

General Manager of IT, Procurement, and Finance – Yev Malloff – Digitally Approved

Regional Manager of Operations & Asset Management – Craig Stanley 

AJ Evenson – Senior Project Manager – Digitally Approved