



REGIONAL DISTRICT OF CENTRAL KOOTENAY

CASTLEGAR AND DISTRICT RECREATION COMMISSION OPEN MEETING MINUTES

4:00 p.m.
February 4, 2025

COMMISSION

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

STAFF

Stuart Horn	Chief Administrative Officer
Yev Malloff	Chief Financial Officer
Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager of Operations and Asset Management
Trisha Davison	Regional Manager of Recreation & Client Services
Cary Gaynor	Regional Parks Manager
Tia Wayling	Regional Programming Manager
Sarah Fuhr	Communications & Community Engagement Lead
Pearl Anderson	Meeting Coordinator

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).

Join by Video: <https://rdck-bc-ca.zoom.us/j/92680742394?pwd=rQH1YbUUBInngROv4gsMIDUaABO.1&from=addon>

Join by Phone:

+778 907 2071 Canada
833 958 1164 Canada Toll Free
*6 to unmute or mute
*9 to raise or lower your hand

Meeting Number (access code): 926 8074 2394

Meeting Password: 324225

In-Person Location: Castlegar and District Community Complex – Columbia Room
2101 6th Avenue, Castlegar, B.C.

2. CALL TO ORDER

Chair Bogle called the meeting to order at 4:10 p.m.

As Chair Bogle was attending the meeting by video, he called for nominations for Chair. Commissioner Hanegraaf nominated Commissioner McFaddin as Chair for this meeting only.

Commissioner McFaddin accepted the nomination.

MOVED and seconded,
AND Resolved:

That Commissioner McFaddin be appointed as Chair for this meeting only.

Carried

Commissioner McFaddin assumed the Chair.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

4. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

That the Agenda for the February 4, 2025 Castlegar and District Recreation Commission meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The January 7, 2025 Castlegar and District Recreation Commission minutes have been received.

6. DELEGATES

There were no delegates scheduled for the February 4, 2025 Castlegar and District Recreation Commission Meeting.

7. STAFF REPORTS

7.1 Castlegar & District Programming Update

The Commission Report dated February 4, 2025 from Tia Wayling, Regional Programming Manager, re: 2024 programming with statistics for Castlegar & District Community Complex, including an overview of 2025 program planning, has been received.

The Commission requested comparisons for programming financial statistics between 2019 (pre-Covid-19) and 2024. Staff will present the statistic comparisons at the next Commission meeting.

7.2 Glade Regional Park Upgrades Project

The Commission Report dated February 4, 2025 from Cary Gaynor, Regional Parks Manager, re: a progress update on the Glade Regional Park Upgrades Project including the next steps, has been received.

7.3 2025 Draft Budget

The Commission Report dated February 4, 2025 from Craig Stanley, Regional Manager of Operations & Asset Management, re: Service No. S222 Arena – Castlegar and Areas J & I and Service No. S227 Aquatic Centre – Castlegar & Areas J & I, 2025 Draft Budget, has been received.

Staff presented information regarding the following:

- review of 2024 actual and budgeted revenue amounts and 2025 budget revenue projections for Service No. S222 and Service No. S227.
- review of comparisons for 2024 actual and budgeted operating expenses and 2025 budget projections for Service No. S222 and Service No. 227.
- 2025 budget projections for capital projects and funding for Service No. S222 and Service No. 227.
- the 5 year financial plans for Service No. 222 and Service No. S227.
- 2024 surplus analysis.

Commissioner McFaddin advised she must leave the meeting to attend another meeting and nominated Commissioner Hanegraaf as Chair for the remainder of this meeting.

Commissioner Hanegraaf accepted the nomination.

MOVED and seconded,
AND Resolved:

That Commissioner Hanegraaf be appointed as Chair for the remainder of this meeting.

Carried

Commissioner Hanegraaf assumed the Chair.

COMMISSIONER ABSENT: Commissioner McFaddin left the meeting at 6:02 p.m.

7.4 Pioneer Arena Update

Trisha Davison, Regional Manager of Recreation & Client Services, provided the Commission with a verbal update, re: Pioneer Arena, advising that the Arena's last day of operation will be Sunday, March 2, 2025.

7.5 Castlegar & District Engagement Project

Trisha Davison, Regional Manager of Recreation & Client Services, provided the Commission with a verbal update, re: Castlegar & District Engagement Project with the next meeting being held on Thursday, February 6, 2025 at 2:00 p.m. at the Castlegar & District Recreation Complex.

8. PUBLIC TIME

The Chair called for questions from the public and members of the media at 6:15 p.m. There was a question from a member of the public, re: 2025 property taxes for Castlegar, which was answered by the Commission.

9. NEXT MEETING

The next Castlegar and District Recreation Commission meeting is scheduled for March 4, 2025 at 4:00 p.m.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

That the Castlegar and District Recreation Commission meeting be adjourned at 6:17 p.m.

Carried

Digitally approved,

M. McFaddin, Chair

H. Hanegraaf, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

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 Commission requested comparisons for programming financial statistics between 2019 (pre-Covid-19) and 2024. Staff will present the statistic comparisons at the next Commission meeting.



Community Services

Castlegar and District
Recreation Budget
Presentation
S222 and S227

Presented by: Staff
Date: February 4, 2025

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S222 2024 Review:

Revenue

- **Rental income +\$72,795**

Expenses

- **Salaries on budget**
- **Repairs and maintenance, operating supplies and equipment underspent**

Capital

- **Amended Capital Budget \$1,007,550 spent \$283,697**



2024 Capital

· GLA - Glade Park Legacy Project	0.00	130,000.00	Glade Project
· Complex Doors Replacement	0.00	100,000.00	Arena doors
· 2023 Arena Floor Replacement	25,670.00	0.00	Remaining payments for warranty and change orders
· Arena Roof Top Units	16,103.88	75,000.00	From 2024
· Arena Roof Coating	232,212.45	506,300.00	Revised from 2024
· Arena Roof Insulation	9,711.53	96,250.00	Pricing as per Evoke Option for Low E ceiling
· Pioneer Arena Decommissioning	0.00	100,000.00	Removal of all refrigeration equipment
	283,697.86	1,007,550.00	



2024 Surplus Analysis

Columbia Power Funding from 2023 plus previous funding	\$ 82,000.00
Capital Requisition not spent in 2024	\$ 555,252.00
Surplus from Castlegar Youth Service	\$ 10,513.00
Operational surplus	\$ 114,958.00
	\$ 762,723.00



Revenue Projections:

Revenue

- **Requisition decrease 11%**
- **Rental income increase \$24,000**
- **Programming decrease 15%**
- **Proceeds from borrowing \$911,000**
- **Surplus \$762,723**

S222 INCOME

Account	Description	2024 Budget	2025 Budget
41010	Requisitions	3,138,218	2,829,472
41020	Grants in lieu of Taxes	9,000	9,000
42015	Sale of Goods - Specified	7,000	9,700
42025	Sale of Services - Specified	86,250	74,620
42030	User Fees	0	0
42035	User Fees - Specified	12,500	27,500
42040	Rental Income	0	0
42045	Rental Income - Specified	250,270	274,500
43010	Donations	0	0
43015	Donations - Specified	10,000	10,000
43020	Grants	0	0
43025	Grants - Specified	1,000	0
43100	Proceeds from Borrowing	0	911,000
43505	External Contributions & Contracts - Speci	0	0
44010	Penalties & Fees	0	0
44020	Investment Income & Interest	11,000	3,000
45000	Transfer from Reserves	415,000	332,004
45500	Transfer from Other Service	4,636	5,221
49100	Prior Year Surplus	140,513	762,723
Total Income		4,085,387	5,248,740



Expenses Projections:

Expenses

- Salaries – CPI and bargaining
 - Pioneer closing
- Mostly flat compared to 2024
- Consulting fees – engagement project \$55,000
- Contribution to reserves \$3,000
- Capital \$2,190,000

EXPENSES

Account	Description	2024 Budget	2025 Budget
51010	Salaries	896,300	935,818
51020	Overtime	18,000	17,405
51030	Benefits	215,150	236,715
51050	Employee Health & Safety	9,714	9,915
51060	Employee Incentives	1,000	1,000
52010	Travel	6,310	7,770
52020	Education & Training	17,800	17,978
52030	Memberships, Dues & Subscriptions	1,010	1,170
53020	Admin, Office Supplies & Postage	13,430	13,463
53030	Communication	17,928	16,832
53040	Advertising	30,000	30,000
53050	Insurance	56,362	51,329
53060	Bank Charges	10,201	10,303
53070	Bad Debts	0	0
53080	Licence & Permits	2,323	1,734
54010	Legal	2,000	2,020
54030	Contracted Services	212,700	212,225
54040	Consulting Fees	85,000	70,000
55010	Repairs & Maintenance	112,896	112,000
55015	Repairs & Maintenance - Specified	2,525	2,550
55020	Operating Supplies	77,025	72,570
55025	Chemicals	4,000	2,000
55030	Equipment	54,463	56,500
55035	Radio Equipment	2,000	2,000
55040	Utilities	154,120	153,918
55050	Vehicles	13,000	12,500
55060	Rentals	0	0
55075	Recreation LAP Subsidy Expense	0	8,000
56110	Short-Term Financing Interest	0	10,386
56120	Short-Term Financing Principal	0	55,913
57010	Grants	419,513	425,513
59000	Contribution to Reserve	11,000	3,000
59500	Transfer to Other Service	14,583	1,740
59510	Transfer to Other Service - General Admin	118,699	124,155
59520	Transfer to Other Service - IT Fee	43,830	39,815
59530	Transfer to Other Service - Community Se	317,505	340,502
60000	Capital Expenditures	1,145,000	2,190,000
Total Expenses		4,085,387	5,248,740

2025 S222 Capital Projects and Funding:

CDRD - GLA - Glade Park Legacy Project	130,000.00	Glade Project
CDRD - Complex Doors Replacement	125,000.00	Arena doors
CDRD - 2021 Complex Roof Repairs	885,000.00	roof repairs estimate increased from 2024 \$780K
CDRD - Arena Roof Top Units	75,000.00	From 2024
CDRD - Arena Roof Coating	425,000.00	Revised from 2024
CDRD - Arena Roof Insulation	450,000.00	Pricing as per Evoke Option for Low E ceiling
CDRD - Pioneer Arena Decommissioning	100,000.00	Removal of all refrigeration equipment
Capital Expenditures	2,190,000.00	

- **Arena doors require additional \$25,000**
- **Arena roof insulation – low E ceiling \$450,000**
- **Roof repairs - \$885,000 more than estimated in 2024**
 - **40 year repair – consider how this is funded**
- **Total \$2,190,000**



S222 Five Year Financial Plan

- **Requisition increase to offset interest and moderate capital plans**
- **Long-term capital planning ongoing**
- **Note 2029 \$0 for capital but \$533,106 to reserves**



S227 2024 Review:

Revenue

- **Programming revenue exceed budget by 21%**
- **User fees exceed budget by \$43,656**

Expenses

- **Salaries below budget**
- **Repairs and maintenance, operating supplies and equipment underspent**

Capital

- **Minimal spent RTU's \$2,295 installing unit from 2023 purchase**
- **Reassessed the need for new lockers did not spend \$60,000**

Surplus

- **\$200,000 mostly from operating**



Revenue Projections:

Revenue

- **Requisitions Increase by 25%**
- **Mostly flat for sales of service, rentals, user fees**
- **Transfer from reserves \$1,219,720**
 - **Capital (roof repairs)**
- **Surplus \$200,000**

S227 INCOME

Account	Description	2024 Budget	2025 Budget
41010	Requisitions	1,202,928	1,502,455
41020	Grants in lieu of Taxes	4,000	0
42015	Sale of Goods - Specified	5,000	3,200
42025	Sale of Services - Specified	111,401	120,350
42035	User Fees - Specified	350,000	385,000
42045	Rental Income - Specified	59,500	40,000
43020	Grants	1,000	1,000
43100	Proceeds from Borrowing	0	0
43505	External Contributions & Contracts - Speci	0	0
44010	Penalties & Fees	0	0
44020	Investment Income & Interest	39,000	16,000
45000	Transfer from Reserves	135,000	1,291,720
45500	Transfer from Other Service	2,626	539
49100	Prior Year Surplus	8,000	200,000
Total Income		1,918,455	3,560,264



Expenses Projections:

Expenses

- Salaries increases for CPI and bargaining
 - Aquatics increase to full hours as of Jan 1
 - Will be finalized - could be reduced
 - Realistically looking like July 1, 2025
- Expenses kept close to 0% compared to 2024
- Equipment – fitness treadmill/exerciser
 - \$15,000

Capital

- \$1,675,000 for RTU (\$75K) and roofing repairs

EXPENSES

Account	Description	2024 Budget	2025 Budget
51010	Salaries	914,197	1,020,700
51020	Overtime	16,764	14,920
51030	Benefits	196,725	201,550
51050	Employee Health & Safety	6,330	6,500
51060	Employee Incentives	0	0
52010	Travel	3,500	3,700
52020	Education & Training	5,717	9,404
52030	Memberships, Dues & Subscriptions	657	800
53020	Admin, Office Supplies & Postage	1,010	1,200
53030	Communication	2,020	2,040
53040	Advertising	12,000	12,000
53050	Insurance	32,068	41,000
53080	Licence & Permits	1,010	1,020
54030	Contracted Services	39,200	25,000
55010	Repairs & Maintenance	40,080	54,000
55020	Operating Supplies	40,715	35,520
55025	Chemicals	25,000	25,000
55030	Equipment	26,110	47,000
55035	Radio Equipment	0	0
55040	Utilities	117,000	120,000
55050	Vehicles	0	0
55060	Rentals	0	0
56110	Short-Term Financing Interest	0	0
56120	Short-Term Financing Principal	0	0
59000	Contribution to Reserve	39,000	0
59500	Transfer to Other Service	21,261	7,950
59510	Transfer to Other Service - General Admin	116,380	121,119
59520	Transfer to Other Service - IT Fee	38,960	41,024
59530	Transfer to Other Service - Community Se	87,751	93,817
60000	Capital Expenditures	135,000	1,675,000
Total Expenses		1,918,455	3,560,264



S227 Five Year Financial Plan

- **Flat requisitions**
- **Moderate capital plans and moderate contribution to reserves**
- **Long-term capital planning in development**
- **Note in 2027 \$0 in capital but contribution to reserves is \$80,000**

S222 and S227 Funding Options

Total Capital for 2025 \$3,865,000

Capital funding

Taxation	\$800,000
Surplus	\$647,252
Reserves	
S222	\$126,461
Parks	\$160,266
S227	\$1,291,720
Borrowing	\$911,000

Total Funding \$3,936,699



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Pearl Anderson

From: Maria McFaddin
Sent: February 13, 2025 1:32 PM
To: Pearl Anderson
Subject: Re: 2025-02-04 CDR Draft Minutes

Good afternoon Pearl,
Sorry for the delay. My RDCK email was not updating. Received and approve minutes up until my departure of the meeting.

Better together,

Maria McFaddin
Director | RDCK

On Feb 11, 2025, at 7:08 PM, Pearl Anderson <PearlAnderson@rdck.bc.ca> wrote:

Good Evening Commissioners McFaddin and Hanegraaf,

Attached please find the draft 2025-02-04 CDR minutes.

Kindly forward any edits you would like made or if they are approved to go to the Board.

Craig Stanley asked that the budget presentation be included with the minutes.

Respectfully,

Pearl Anderson | Administrative Assistant

Robson Volunteer Fire Department
Regional District of Central Kootenay
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<2025-02-04-CDR_Minutes-DRAFT pa.pdf>

Pearl Anderson

From: Henny Hanegraaf
Sent: February 12, 2025 8:39 AM
To: Pearl Anderson
Subject: Re: 2025-02-04 CDR Draft Minutes

These look good to me.
Henny

From: Pearl Anderson <PearlAnderson@rdck.bc.ca>
Sent: Tuesday, February 11, 2025 7:08 PM
To: Maria McFaddin <MMcFaddin@rdck.bc.ca>; Henny Hanegraaf <HHanegraaf@rdck.bc.ca>
Cc: Ashley Chadwick <AChadwick@rdck.bc.ca>
Subject: 2025-02-04 CDR Draft Minutes

Good Evening Commissioners McFaddin and Hanegraaf,

Attached please find the draft 2025-02-04 CDR minutes.

Kindly forward any edits you would like made or if they are approved to go to the Board.

Craig Stanley asked that the budget presentation be included with the minutes.

Respectfully,

Pearl Anderson | Administrative Assistant

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