REGIONAL DISTRICT OF CENTRAL KOOTENAY

ALL RECREATION COMMITTEE
OPEN MEETING MINUTES

9:00 am
April 2, 2025

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Join by Video:

https://rdck-bcca.zoom.us/j/93352429697?pwd=cUVdMZU1Y852pq98v87ico4aCNWqXs.1

Join by Phone:

1 833 958 1164 Canada Toll-free

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

Meeting ID: 933 5242 9697
Meeting Password: 844364

In-Person Location: Regional District of Central Kootenay - 202 Lakeside Drive, Nelson B.C.

COMMISSION/COMMITTEE MEMBERS

Director M. McFaddin	City of Castlegar
Director G. Jackman	Electoral Area A
Director R. Tierney	Electoral Area B
Director K. Vandenberghe	Electoral Area C
Director C. Graham	Electoral Area E
Director H. Cunningham	Electoral Area G
Director W. Popoff	Electoral Area H
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K
Director A. DeBoon	Town of Creston
Director S. Hewat	Village of Kaslo
Director A. McLaren-Caux	Village of Nakusp

Director K. Page	City of Nelson
Director D. Lockwood	Village of Salmo
Director A. Watson	Electoral Area D
Director T. Newell	Electoral Area F

MEMBERS ABSENT

Director J. Lunn	Village of Slocan
Director L. Main	Village of Silverton
Director L. Casley	Village of New Denver

GUESTS

Brian Bogel	City of Castlegar
Kate Tait	City of Nelson

STAFF

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager of Operation and Asset Management
Trisha Davison	Regional Manager of Recreation and Client Services
Cary Gaynor	Regional Parks Manager
Tia Wayling	Regional Programming Manager
Yev Malloff	Chief Financial Officer
Stuart Horn	Chief Administrative Officer
Alana Jenkins	Meeting Coordinator

17 out of 20 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Joe Chirico, General Manager of Community Services called the meeting to order at 9 a.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

Joe called for nominations first time.

Director Hanegraaf nominated Director McFaddin.

Joe called for nominations a second and third time.

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

Joe Chirico, General Manager of Community Services ratifies the appointed Director McFaddin as Chair of the All Recreation Committee for 2025.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

MOVED and seconded,
AND Resolved:

That Brian Bogle, City of Castlegar, and Kate Tait, City of Nelson, be granted Freedom of the Floor.

Carried

4. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

The Agenda for the April 2, 2025 All Recreation Committee meeting, be adopted with the inclusion of Item No. 8.2. Junior Teams Concessions Percentages.

Carried

5. RECEIPT OF MINUTES

The October 30, 2024 All Recreation Committee minutes, have been received.

6. DELEGATE

6.1 There were no delegates present at this All Recreation Committee Meeting.

7. STAFF REPORTS

7.1 Financial Access and Inclusion Implementation Update

The Committee Report dated April 2, 2025 from Trisha Davison, Regional Manager - Recreation & Client Services, re: Financial Access and Inclusion Implementation Update, has been received.

DIRECTOR PRESENT: Director Hewat joined the meeting at 9:12 a.m.
DIRECTOR PRESENT: Director Davidoff joined the meeting at 9:15 a.m.

7.2 Programming Update - All Recreation Committee

The Committee Report dated April 2, 2025 from Tia Wayling, Regional Programming Manager, re: Programming Update, has been received.

DIRECTOR ABSENT: Director Weatherhead left the meeting at 9:50 a.m.
DIRECTOR PRESENT: Director Weatherhead joined the meeting at 9:59 a.m.
DIRECTOR ABSENT: Director Watson left the meeting at 10:16 a.m.

RECESS/ RECONVENE The meeting recessed at 10:18 a.m. for break and reconvened at 10:28 a.m.

DIRECTOR PRESENT: Director Watson joined the meeting at 10:36 a.m.

7.3 Community Services Sponsorship Policy Framework

The Committee Report dated, April 2, 2025 from Trisha Davison, Regional Manager - Recreation & Client Services re: Community Services Sponsorship Policy Framework, has been received.

Moved and seconded,
AND Resolved:

That the All Recreation Committee supports the Community Services Sponsorship framework, AND FURTHER, to Direct Staff to draft a Community Services Sponsorship policy for RDCK Board for approval.

Carried

7.4 2025 Fees and Charges For Indoor Facilities Cost Per Hour, Per Use

The Committee Report dated, April 2, 2025 from Joe Chirico, General Manager of Community Services, re: 2025 Fees and Charges for Indoor Facilities, Cost per hour, per use, has been received.

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

That the Board approves the calculations of Total Costs, as outlined in the table in the attached report, of a Service, as per Policy 500-01-08 Community Services Fees and Charges to be used in the calculation of Fees and Charges for Admissions and Rentals.

Cost Centre	2025
Pool: Per Lap Lane	$39.28
Pool: Full Lap Pool	$222.60
Pool: Full Leisure Teach Pool	$74.20
Pool: Half Leisure Teach Pool	$37.10
Pool: Leisure Areas	$74.20
Pool: Whole Space – No Public	$371
Fitness	$181.08
Arena Ice	Available Use - $290.27
Arena Dry Floor	Available Use - $131.60
Pool	$4,218,664 / 625,419 = $6.75
Fitness	$2,516,655 / 625,419 = $4.24
Arena	$3,741,670 / 625,419 = $5.98
Total Cost per Use	$16.75

Carried

7.5 2025/2026 Community Services Fee and Charges Schedule

The Committee Report dated April 2, 2025 from Joe Chirico, General Manager of Community Services, re: 2025/2026 Community Services Fee and Charges Schedule, has been received.

DIRECTOR ABSENT: Director Popoff left the meeting at 12:00 p.m.
DIRECTOR ABSENT: Director Deboon left the meeting at 12:00 p.m.
DIRECTOR ABSENT: Director Graham left the meeting at 12:00 p.m.
DIRECTOR PRESENT: Director Graham joined the meeting at 12:03 p.m.

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

That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 2, 2025: As per Attachment A - Community Services 2025 Fees and Charges.

Carried

8. OLD BUSINESS

8.1 Action Item List

The Committee and Staff to review the Action Item list from previous All Recreation Committee meetings.

8.2 Junior Teams Concession Percentages

NOTICE OF MOTION:
The Committee and Staff to review that the Junior Teams in Nelson, Castlegar and Creston be granted the concessions for the arenas with the normal percentages to be paid to the RDCK.

9. PUBLIC TIME

The Chair called for questions from the public at 12:05 p.m. No questions were received.

10. NEXT MEETING

The next All Recreation Committee meeting is scheduled for June 25, 2025 at 9:00 a.m.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The All Recreation Committee meeting be adjourned at 12:06 p.m.

Carried

Digitally Approved

____
M. McFaddin, Chair

***If there are recommendations that need to go to the Board of Directors please add them to the list below and forward to Angela Lund, alund@rdck.bc.ca to be put on the Board agenda.**

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. ***That the Board approves the calculations of Total Costs, as outlined in the table in the attached report, of a Service, as per Policy 500-01-08 Community Services Fees and Charges to be used in the calculation of Fees and Charges for Admissions and Rentals.***

2. *That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 2, 2025: As per Attachment A - Community Services 2025 Fees and Charges.*

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

Future All Recreation Committee Meetings

1. *The Committee direct Staff to draft a Community Services Sponsorship policy for RDCK Board for approval.*

Community Services

SPONSORSHIP POLICY – Programs, Services and Events

DRAFT

Date: March 2025

Guiding Principle

The Regional District of Central Kootenay (RDCK) Community Services Department will consider corporate and non-profit sponsorship from qualified businesses and organizations ("Sponsors") whose support aligns to the RDCK's mission, values and priorities. This initiative aims to support access and inclusion to existing programs, services, and events, and reduce costs where administratively reasonable. Additionally, it helps sponsors achieve their business objectives and increase their visibility in the community.

Purpose

To create a standardized framework for corporate and non-profit sponsorship opportunities that will supplement RDCK funding for its facilities, programs and services as well as support the RDCK's efforts around financial access and inclusion. This policy will be supported by processes and guidelines that outline specific opportunities, levels, and associated benefits.

Application

This policy applies to events, special projects, programs and services offered through the RDCK Community Services Department.

This policy does not apply to:

- RDCK owned facilities, programs and services that are operated by another organization except as outlined in operating, use, lease or service level agreements with the organization
- Philanthropic contributions, gifts, or donations
- Grants obtained from other levels of government, foundations or trusts
- RDCK sponsorship of external projects, programs or events where the RDCK provides funds to an outside organization.

Policy Statements

1.0 **General**

- Sponsorship relationships are defined under this policy as mutually beneficial experiential business relationships where a corporation or organization provides a rights fee in cash arrangement in return for recognition, acknowledgement or other promotional benefits.
- Sponsorship revenue may only be accepted to supplement RDCK Board approved initiatives.

- Sponsorship revenue may only be accepted to supplement RDCK Board approved initiatives.
- Sponsorship must not
  - unduly detract from the character, integrity, aesthetic, quality or safety of an RDCK service or program or unreasonably interfere with its enjoyment or use
  - lead to undue commercialization of the public realm
  - result in any additional net cost to the RDCK or taxpayers.
- The RDCK does not endorse the products, services or ideas of any sponsor, advertiser or promotional partner.

2.0 Requirements

- Sponsorships are associative in nature and alignment to RDCK values is necessary.
- Sponsorship must
  - be mindful and respectful of the community associated with the service being offered so as not to disrupt or interfere with the experience service
  - be conducted in the spirit of transparency, but a formal competitive process may not be required when soliciting or accepting sponsorship or advertising opportunities
  - take into consideration RDCK capacity implications on staffing and financial resources
  - comply with the RDCK's visual identity guidelines.
- Documentation and formal agreements
  - Documentation of general expectations between the parties is required at the time of securing sponsorship
  - Formal written agreement is not required, unless there are multiyear expectations.

3.0 Sponsorship Solicitation

- Events, special projects, programs and services – staff have the authority to directly solicit sponsors for these activities or consider requests to sponsor these activities from interested parties. Where reasonable, attempts will be made to make sponsored activities regional opportunities.
- Communications plan to promote sponsorship opportunities will be developed and shared through promotional tools available to staff (ie., website, Leisure Guide, Social Media, etc).

4.0 Sponsorship Valuation

- Valuation of sponsorship for events, special projects, programs and services will be determined by:
  - Nature of the organization (Commercial or Non-Profit)
  - Costs associated with staffing requirements and facility usage
  - Supplies and equipment required
  - Administrative fee of 10% of the sponsor valuation
  - All applicable taxes
- See Sponsorship Valuation Process Appendix for more details.

5.0 Sponsorship Criteria

- Sponsorships must conform to all applicable federal and provincial statutes, industry standards, and all applicable RDCK bylaws, policies, and practices.
- Sponsorship must not confer a personal benefit, directly or indirectly, to any particular RDCK employee, volunteer or official.
- The RDCK shall retain ownership and control over all RDCK services, programs and events including promotional materials.

- Benefits provided to the sponsor by the RDCK are limited to those stated in the sponsorship agreement.
- Sponsorship must not result in any competitive advantage, benefit, or preferential treatment for the sponsor unless specified in a sponsorship agreement.

6.0 Restrictions

- The RDCK reserves the right to refuse sponsorship or other support (such as community bulletin board posting within an RDCK facility) from an organization or individual that, in the sole discretion of the RDCK, is an inappropriate sponsor or promotional partner for the RDCK. Examples of inappropriate sponsors may include but are not limited to those that:
  - Do not meet the requirements of this policy
  - Contradict any bylaw or policy of the RDCK in any way
  - Could reflect negatively on the RDCK's public image or prove detrimental to the RDCK's integrity and/or reputation
  - Present a real or potential conflict of interest for the RDCK or the potential sponsor
  - Do not align with the audience or mandate of a specific service or program.. For example, for services or programs that are geared to children and youth, the RDCK will not solicit or accept corporate sponsorship or advertising from companies or organizations that produce alcohol, cannabis or other restricted substances
  - Involve a sponsor that is not in good standing with the RDCK
  - Involve a sponsor that is disqualified from doing business with the RDCK due to ongoing litigation, prior litigation, or other infringements against the RDCK
  - Involve a sponsor that produces, distributes, sells or promotes products or services that may reflect negatively on the RDCK's public image or be detrimental to the RDCK's integrity or reputation (e.g. pornography or sexual services, products that promote violence, etc.)
  - Involve a sponsor that promotes religious, political, or other potentially divisive messages specific to any group or faction
  - Involves images or messages that are discriminatory, derogatory, prejudicial, harmful or intolerant of any specific group or individual.
- The RDCK, in its sole discretion, retains the right to approve the content of any sponsorship creative, branding, messaging, or other activation to be installed, placed, or deployed on any RDCK property, including any approved use or reference to the RDCK brand or logo. All sponsors or promotional partners must obtain prior documented approvals of any proposed creative, branding, messaging, or other activations to be implemented as part of an RDCK program, facility, or service. RDCK approvals of sponsors' content will be based on the following standards:
  - Sponsors must not advocate violence or terrorism
  - Sponsors must not undermine the RDCK's objectives or providing safe, welcoming, accessible and inclusive services and programs to the community
  - Sponsors must not expose or tend to expose any person or class of persons to hatred or discrimination
  - Sponsors must not promote messages or images that are offensive or disturbing to community standards
  - Sponsors must not undertake marketing or communications that are, for any reason, demonstrably justified as being harmful, contradictory, or negatively impacting the delivery of community services or programs by the RDCK.

- To protect the privacy of RDCK residents, sponsors are not to have access to personal information held by the RDCK.
- There shall be no actual or implied obligation for the RDCK to purchase products or services from the sponsor.

7.0 **Fund Allocation**

- Funds received through sponsorship will be:
  - o allocated to service where the sponsored activity occurred.
  - o used for new or enhanced programs, services, or events where requested by the sponsor when reasonable and operationally feasible to do so.

8.0 **Evaluation**

- Sponsorship opportunities will be evaluated on an asset-by-asset basis to determine fit and alignment, and to assess that all provisions in the policy are satisfied.
- General ethical scans will be conducted on all companies and organizations as per section 6.0 Restrictions above. If concerns are found, the General Manager of Community Services will identify if the appropriate Recreation Commission needs to be consulted.

9.0 **Review**

- An annual report will be provided to the Board of Directors on the performance of this policy.

Other Details

10.0 Advertising

- Should the RDCK wish to sell or lease RDCK owned property or space for the purposes of allowing another business to advertise their organization or services, a subsequent policy, addendum to this policy, or a stand-alone agreement would be required. A stand alone agreement would be subject to support of the appropriate Commission and RDCK Board approval.

11.0 Naming Rights

- Should the RDCK wish to sell naming rights to RDCK owned facilities or other properties to generate revenue and offset costs, a subsequent policy or addendum to this policy would be required.

12.0 In Kind Sponsorships

Should a potential sponsor wish to provide in kind services in return for recognition, acknowledgement, or other promotional benefits, that in principle aligns with the foundations of this policy, a proposal will be drafted and provided to the appropriate Commission for initial consideration prior to a commitment being made to the organization.

COMMUNITY SERVICES - SPONSORSHIP VALUATION PROCESS

OVERVIEW

This section outlines the process to accept and/or attain a sponsor for **current service, events, programs, or special projects** within the Community Services Department. This document supplements the RDCK Community Services Sponsorship Policy #xxx-xxx-xx.

ADMINISTRATIVE EXPECTATIONS

1. **Staff Clarity:** Staff have a clear understanding of the requirements of the Sponsorship Policy.
2. **Transparency:** While not mandatory in all cases, the Sponsorship Policy encourages a transparent process for soliciting sponsorships for Community Services activities where feasible.
3. **Regional Considerations**: Sponsorships in one community may be expanded to include services in other RDCK communities. If a sponsored activity is offered in only one community, a rationale will be required to explain why it is not extended to other service areas offering similar programs or activities. For example, if a major industry sponsors a free skate in Castlegar, efforts should be made to explore sponsorship opportunities for free skates in Creston and Nelson as well.
4. **Coordination and Prioritization**: Operations and Programming staff will collaborate to plan, promote, and identify activities, programs, and events for sponsorship. Opportunities that provide the highest public benefit will be prioritized, with a proactive approach to seeking sponsorships rather than reacting to opportunities as they arise.
5. **Limited Notice Requests**: Limited Notice requests (less than three weeks) to sponsor activities, events, or other services will be considered where reasonable.
6. **Administrative Fee**: An administrative fee of 10% of the total valuation (before taxes) of the sponsored activity will be added to the sponsorship costing for all initiatives.
7. **Payment Terms**: Payment for sponsored activities must be received in advance of any advertising. This includes all Community Services publications and communication initiatives.
8. **Documentation Requirements**: Documentation must be in place that includes
    a. The activity being sponsored
    b. The date of the activity
    c. Completion of the Sponsorship Calculation Form
    d. How sponsorship acknowledgment will occur
    e. Expectations between Sponsor and the RDCK, including but not limited to:
        - Acknowledgment expectations between the Sponsor and RDCK are limited to:
            - Department's standard advertising and promotional efforts (e.g., posters, social media, leisure guide)
            - Logo and/or statement identifying "This [event, activity, or program] is proudly brought to you by…"

- Promotional strategy expectations
- Site expectations (e.g., setup, ability to have promotional materials, access considerations)
- Site point person and contact details

f. Process to ensure funds are received and deposited prior to promotions

g. Signatures of the appropriate Facility Manager(s) and Regional Program Manager

9. All advertising efforts for a sponsored activity must be done in collaboration with the RDCK Community Services Communications & Engagement Lead staff member.

VALUATION TERMS & CONSIDERATIONS

1. Operational Statutory Holidays

In all cases, valuation calculations will include the following costs:

- All **additional** staff required to support the operation of the facility assuming full space capacity will be met.
- Costs associated with all services offered in the facility are to be considered. For example, if public skating is scheduled to be available, the sponsor cannot choose to only sponsor a free swim. Both programs need to be considered. Goal is to support how people typically use services (ie., admission to one service gives you admission to all for the day). Use of the Fitness Centre is included.
- For these additional staff, the costs related to overhead, overtime, statutory holiday pay et cetra are to be included. Staffing costs need to include any staff time these additional staff are being paid to be on shift.
- Commercial facility rates are to be used to calculate facility costs. If the organization is a for-profit organization, adult facility rates are to be used to determine facility costs for non-profit organizations.
- Administrative fee of 10%
- Appropriate sales tax

Free Swim specifics:

- The full operational day must be sponsored. No partial days will be considered.
- Staffing levels are to assume the capacity of the facility will be reached during the activity.

Free Public Skates

- Skate and helmet rentals are not included unless agreed to with the sponsor and factored into the overall valuation.

2. Non-Operational Statutory Holidays

In all cases, the following details will apply:

- Pool operation will be the priority for sponsorship under this category.
- A minimum service level of 4 hours of operation will be required.
- **All staff** required to support the operation of the facility at full capacity form part of the valuation.
- Staffing costs need to include any staff time these additional staff are being paid to be on shift. This includes but is not limited to CSR's, lifeguards, fitness monitors, facility operators, custodians,

program staff and any required supervisory staff. All staffing costs related to overhead, overtime, statutory holiday pay etc are to be included.

- Commercial facility rates are to be used to calculate facility costs, if the organization is a for-profit organization. Adult facility rates are to be used to determine facility costs for non-profit organizations.
- Administrative fees of 10%
- Appropriate sales tax

3. Regular Operation (sponsorship within a normal operating day)

In call cases, valuation calculations will include:

- All **additional** staff required to support the operation of the facility assuming full capacity will be met.
- For these additional staff, the costs related to wages, overhead, overtime, etc. Staffing costs need to include any staff time these additional staff are being paid to be on shift.
- Commercial facility rates are to be used to calculate facility costs, if the organization is a for-profit organization. Adult facility rates are to be used to determine facility costs for non-profit organizations.
- Administrative fee of 10%.
- Appropriate sales tax.

Free swim specifics

- If the free activity is occurring in the middle of the operational day, staffing costs need to consider that patrons could remain in the facility for an extended period of time following the activity.
    - For example, if a sponsor wants to do a free swim from 12:00-2:00pm, the valuation needs to consider patrons who come in at 1:55pm will remain in the facility for a minimum of 1 hour. Staffing costs would need to reflect these additional expenses even though the “event” ends at 2:00pm.

Committee Report

April 2nd, 2025

Fees and Charges Review – Indoor Facilities Cost/Hour/Use

Author: Joe Chirico, General Manager of Community Services
File Reference: 01-0515-20
Electoral Area/Municipality: RDCK
Services Impacted S222, S224, S226, S227

1.0 STAFF RECOMMENDATION

That the Board approves the following schedule of Total Costs of a Service as per Policy 500-01-08 Community Services Fees and Charges to be used in the calculation of Fees and Charges for Admissions and Rentals.

2.0 BACKGROUND/HISTORY

As per Regional District of Central Kootenay Policy 500-01-08 Community Services Fees and Charges Policy (Policy), staff are to calculate the total cost of all recreation services every 3 years. This is the first review since the adoption of the policy in November of 2019.

Why has the total cost of a service not been calculated since 2019? Pandemic restrictions have affected the usage and operational costs of community services, making it difficult to calculate the costs of providing these services. To complete this evaluation in 2025 staff has adjusted how these costs are calculated versus the method in 2018.

The following table describes the assumptions and changes to methodology for calculating the cost per hour and use:

	2017-2018	2025	Reasoning
Calculation of Cost	Actual Costs	Budgeted Cost	Actuals in 2017 represented full operations in all services. 2024 is not representative of full operating costs for all services. 2025 budget is based upon full operational costs for all services.
Calculation of Cost	General Administration Fees: Not included	General Administration Fees: Included	The method of calculating the General Administration fees is more refined versus the process used in 2017.

Cost per Use	There were different practices across the district for renting and admitting people for recreation services. One service did not use a single fee for entry. The two services where a single fee for entry was used, entries were recorded differently as there was not standard practices.	Although not complete, practices are more standardized in 2025. All services use one admission fee for all services. This simplifies the calculation for determining the cost per admission.	In 2017 the cost per use was based upon a formula, it was estimated that 40% of visits were primarily for aquatics, 37.5% were primarily for fitness and 17.5% were primarily for the arena. Total usage multiplied by the estimated percentage of use for an area was then used to calculate the Cost per Use. In 2025 the Cost per Use is simply the cost of an operational area divided by the total use of the entire complex. Then each of the operational areas Cost per Use are then added together to result in the total coast per use. This cost is then used to calculate admission fees based upon the policy.
Cost Per Hour	In 2018 Aquatics, Fitness and Arena use was based on actual hours of use from 2017.	In 2025 staff is presenting two options for consideration. Cost per hour of actual use and cost per hour of available use.	The cost per hour of available use will make the calculation the same as the fitness and aquatic calculations. The evaluation of arenas can then be made on the utilization of the arena based upon a standard operational availability of 13 hours per day.

Important Numbers

A. Facility Usage (Individual use of all active visits to Community Complexes):

Rentals

138,038 – Estimated number based upon the number of individual bookings. Example - Each arena ice booking was estimated to have 25 persons participating. The range would be 15 to 40 persons participating.

Activities

44,515 – Estimated number based upon 8,903 registrants in 2024. Most activities have between 5 and 10 sessions. The estimate is based upon 5 sessions per activity.

Individual Admissions

149,668 – This is the actual number of paid admissions into community recreation facilities.

Membership Admissions

293,198 – This is the actual number of times that residents entered a community facility with their memberships.

Total Actual and Estimated Use

625,419 – 442,866 actual and 182,553 estimated. Staff is confident that estimated use is a reasonable but conservative estimate based upon actual data.

B. Facility Hours Available for Public Use

Fitness Hours

13,898

Aquatic Hours

11,380

Arena Hours

10,751 available hours to rent in the ice season.
6,184 hours based upon 2024 and 2023 actuals expected to be rented or programmed during the ice season.
4,719 available hours for dry floor use

C. Total Costs of Operational Areas – 2025 Budgets for S222, S224, S226, S227

Arenas

$3,120,655 - ice season
$621,015 – dry floor

Fitness

$2,516,655

Aquatic

$4,418,664

The following chart shows the **average unit hourly costs** from 2017, estimates used for 2024 and calculation for 2025 based upon budgeted expenditures:

Cost Centre	2017	2024	2025
Pool: Per Lap Lane	$33.37	$41.88	$39.28
Pool: Full Lap Pool		$158.16	$222.60
Pool: Full Leisure Teach Pool	126.00	$87.96	$74.20
Pool: Half Leisure Teach Pool		$43.98	$37.10
Pool: Leisure Areas			$74.20
Pool: Whole Space – No Public		$316.32	$371
Fitness	$89 - $144		$181.08
Arena Ice	Actual Use - $292 Available Use - $153	Actual Use - $261.06 (one arena) Actual Use - $419.21 (two arenas)	Actual Use - $504.65 Available Use - $290.27
Arena Dry Floor	Actual Use - $3,023 Available Use - $99	Not evaluated	Actual Use - $2,370.29 Available Use - $131.60

The following chart shows the **average costs per use** from 2017, estimates used for 2024 and calculation for 2025 based upon budgeted expenditures:

Cost Centre	2017	2024	2025
Pool	$16.29 * 0.45 = $7.33		$4,218,664 / 625,419 = $6.75
Fitness	$8.47 * 0.42 = $3.56		$2,516,655 / 625,419 = $4.24
Arena	$24.00 * 0.13 = $3.12		$3,741,670 / 625,419 = $5.98
Total Cost per Use	$14.01	$16.16	$16.75

Staff Recommends the following table of cost per hour/use for the establishment of Fees and Charges for 2025/26:

Cost Centre	2025	Resulting Youth Fee
Pool: Per Lap Lane	$39.28	$19.64
Pool: Full Lap Pool	$222.60	$111.30
Pool: Full Leisure Teach Pool	$74.20	$37.10
Pool: Half Leisure Teach Pool	$37.10	$18.55
Pool: Leisure Areas	$74.20	$37.10
Pool: Whole Space – No Public	$371	$185.50
Fitness	$181.08	NA
Arena Ice	Available Use - $290.27	$145.14
Arena Dry Floor	Available Use - $131.60	$65.80
Cost Per Use	$16.75	$4.19

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The opportunity is that through continued standardization of fee structure and processes including budgeting, programming, reporting and administrative practices the process of setting fees as per the Fees and Charges policy should become more accurate and consistent over time.

This report does not conclude the work in defining costs per hour/usage. For June 2025 the analysis for meeting and banquet, concession, and recreation programing will be reported on.

3.1 Alignment to Board Strategic Plan

This evaluation of the costs to provide recreational services across the district helps to ensure that when the Board sets fees and charges that the decision is informed and follows the policy.

Although this process will not result in updating the policy, the review of the costs does result in more consistent approach to setting fees.

Through the process staff have identified the appropriate reports to use to evaluate and a common set of assumptions to guide the next process which should be completed in 2027 using 2026 actual amounts.

Over the course of 2025, staff will be presenting commissions with improved scopes for service delivery. For example, confirming the number of hours each year a service is available.

3.2 Legislative Considerations

The Board must approve, and staff must follow the fees and charges that are adopted.

3.3 What Are the Risks

The risks of not following a process that bases fees and charges on the cost of a service is that a disconnect is created. To have productive conversations with the public, with staff and directors and between directors having a clear understanding of the relationship between fees and costs is imperative.

4.0 ALTERNATIVE SOLUTION(S)

The alternative solution is not to use this information and to continue to use the February BC CPI 12 month average applied to the current fees and charges. With both options, arena rates will continue with the Board direction to accelerate the increase by 5% per year until reaching the target rate for arenas. This will also not impact the plan to bring Creston aquatic rental rates into line with Castlegar and Nelson over time.

4.1 Financial Considerations of the Alternative Solution(s)

There is very little difference between the two approaches over the short term. In the long term the table below summarizes the major differences:

Cost Centre	BC CPI – Target Rates	Evaluated – Target Rates
Arena	One Arena - $267.85 Two Arenas - $430.11	$290.27
Lap Lane Whole Pool	$42.97 $324.54	$39.28 $371.00
Cost per Use	$16.58	$16.75

4.2 Risks with the Alternative Solution(s)

The risk with not moving to the evaluated target rates is the current method of tracking costs and budgeting is not reflected in evaluations based upon 2017 actuals.

4.3 Resource Allocation and Workplan Impact

There is no change to work-plan based upon the choice between the two different methods of calculation.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The new method of calculating the cost per/hour/use is more easily understood and directly connected to the financial plan.

4.5 Measuring Success

The methodology of the Evaluated – Target Rates process should enable proposed changes to service level to be more easily evaluated for impacts on cost and revenue.

7.0 RECOMMENDATION

That the Board approves the calculations of Total Costs, as outlined in the table below, of a Service, as per Policy 500-01-08 Community Services Fees and Charges to be used in the calculation of Fees and Charges for Admissions and Rentals.

Cost Centre	2025
Pool: Per Lap Lane	$39.28
Pool: Full Lap Pool	$222.60
Pool: Full Leisure Teach Pool	$74.20
Pool: Half Leisure Teach Pool	$37.10
Pool: Leisure Areas	$74.20
Pool: Whole Space – No Public	$371
Fitness	$181.08
Arena Ice	Available Use - $290.27
Arena Dry Floor	Available Use - $131.60
Pool	$4,218,664 / 625,419 = $6.75
Fitness	$2,516,655 / 625,419 = $4.24
Arena	$3,741,670 / 625,419 = $5.98
Total Cost per Use	$16.75

Respectfully submitted,

J. Chirico

Joe Chirico – General Manager of Community Services

CONCURRENCE

Regional Manager of Operations and Asset Management – Craig Stanley

Regional Manager of Recreation and Client Services – Trisha Davison

Community Services
2025 Fees and Charges
Attachment A

Approved by the Board of Directors – April 17, 2025

Admission Fees

Admission charges as of September 2, 2025, for the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)
- Castlegar and Area Indoor Aquatic Centre Local Service Area (S227)
- Salmo and Area G Recreational Program Service (S230)*

FEE TYPE	AMOUNT	UNIT
Single Admission Fees		
Adult	$8.38	Single
Youth	$4.19	Single
Child	$0.00	Single
Golden Guest (75 +)	$0.00	Single
Family Unit	$16.76	Single
Salmo and District Fitness Centre Adult*	$6.29	Single
Salmo and District Fitness Centre Youth*	$3.15	Single
Ten Single Admission Pass		
Adult	$75.42	10 Single (Expire in 1 year)
Youth	$37.71	10 Single (Expire in 1 year)
Salmo and District Fitness Centre Adult*	$56.61	10 Single (Expire in 1 year)
Salmo and District Fitness Centre Youth*	$28.35	10 Single (Expire in 1 year)
One Month Pass		
Adult 2nd Adult same household	$75.42 $67.89	1 Month
Youth With the Purchase of Adult One Month Pass	$37.71 $33.94	1 Month
Salmo and District Adult* 2nd Salmo and District Adult*	$56.61 $50.95	1 Month
Salmo and District Youth* With the purchase of an Adult One Month Pass*	$28.35 $25.52	1 Month

Three Month Pass		
Adult 2nd Adult same household	$192.32 $173.09	3 Months
Youth With the Purchase of Adult Three Month Pass	$96.16 $86.54	3 Months
Salmo and District Adult* 2nd Salmo and District Adult*	$144.36 $134.50	3 Months
Salmo and District Youth* With the purchase of an Adult Three Month Pass*	$72.29 $65.06	3 Months
Six Month Pass		
Adult 2nd Adult same household	$339.39 $305.45	6 Months
Youth With the Purchase of Adult Six Month Pass	$169.70 $152.73	6 Months
Salmo and District Adult* 2nd Salmo and District*	$254.75 $229.28	6 Months
Salmo and District Youth* With the purchase of an Adult Six Month Pass*	$127.58 $114.82	6 Months
Golden Guest Pass		
Golden Guest Pass	$0.00	1 Year

The definitions to be used when interpreting the table are:

- **Child Fee**: is an admission/membership fee for an individual to 4 years of age;
- **Youth Fee:** is an admission/membership fee for an individual 5 to 18 years of age;
- **Adult Fee:** is an admission/membership fee for an individual 19 to 74 years of age;
- **Golden Guest Fee:** is a yearly membership fee for an individual 75 years of age and over;
  Family Unit Fee: is an admission fee for up to five people with two adults max. Families are classified as adults with accompanying dependents.

** Salmo and District Fitness Centre has a different admission fee structure as the Service provides fitness services all year and only seasonal aquatic services. Salmo's single fee structure is 75% of the RDCK single fee structure.*

Aquatic Rental Rates

Rental charges as of September 2, 2025, for the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and Area Indoor Aquatic Centre Local Service Area (S227)
- Salmo and Area G Recreational Program Service (S230)*

Nelson and Castlegar and District Complexes

Rental Type	Amount	Unit
Per Lap Lane Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	$19.64	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$29.46	Per Hour
Fundraising or Non-Profit Special Event	$39.28	Per Hour
Commercial Usage	$47.14	Per Hour
Lap Pool Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	$111.30	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$169.95	Per Hour
Fundraising or Non-Profit High-Profile Event	$222.60	Per Hour
Commercial Usage	$267.12	Per Hour
Leisure Pool Rental Fees: Full Pool		
Youth Recreation (Regular, Private, Community Events, School Groups)	$37.10	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$55.65	Per Hour
Fundraising or Non-Profit High-Profile Event	$74.20	Per Hour
Commercial Usage	$89.04	Per Hour
Leisure Pool Rental Fees: Half Pool		
Youth Recreation (Regular, Private, Community Events, School Groups)	$18.55	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$27.83	Per Hour
Fundraising or Non-Profit High-Profile Event	$37.10	Per Hour
Commercial Usage	$44.52	Per Hour
Whole Pool Atrium Rental Fee		
Youth Recreation (Regular, Private, Community Events, School Groups)	$185.50	Per Hour
Adult Recreation	$278.25	Per Hour

(Regular, Private, Community Events, Post-Secondary School Groups)		
Fundraising or Non-Profit High-Profile Event	$371.00	Per Hour
Commercial Usage	$445.20	Per Hour

Salmo and Creston and District Community Complex

Rental Type	Amount	Unit
Per Lap Lane Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	$18.68	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$27.68	Per Hour
Fundraising or Non-Profit High-Profile Event	$36.91	Per Hour
Commercial Usage	$47.14	Per Hour
Lap Pool Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	$86.99	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$129.99	Per Hour
Fundraising or Non-Profit High-Profile Event	$174.48	Per Hour
Commercial Usage	$267.12	Per Hour
Whole Pool Atrium Rental Fee		
Youth Recreation (Regular, Private, Community Events, School Groups)	$174.48	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$278.25	Per Hour
Fundraising or Non-Profit High-Profile Event	$371.00	Per Hour
Commercial Usage	$445.20	Per Hour

Nelson and Creston and District Community Complexes

Rental Type	Amount	Unit
Teach Pool Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	$37.10	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$55.65	Per Hour

Arena Rental Rates

Rental charges as of September 2, 2025, for the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)

	2024-25 Rental Rate		
	Nelson	**Castlegar**	**Creston**
Arena: Ice Rentals			
Youth Recreation Prime (Regular, Private, Community Events, School Groups)	$136.38	$110.11	$93.18
Youth Recreation: Non-Prime (75% of prime) (Regular, Private, Community Events, School Groups)	$102.29	$82.58	$69.89
Representative Practices	$136.38	$102.33	As per contract
Representative Games	$156.60	$589.34	As per contract
Adult Recreation: Prime (Regular, Private, Community Events, Post-Secondary School Groups)	$214.33	$180.50	$169.21
Adult Recreation: Non-Prime (75% of prime) (Regular, Private, Community Events, Post-Secondary School Groups)	$160.75	NA	$126.91
Fundraising or Non-Profit High-Profile Event	$290.27	$290.27	$290.27
Commercial Usage	$348.32	$348.32	$348.32
Arena: Dry Floor Rentals			
Youth Recreation (Regular, Private, Community Events, School Groups)	$65.80	$65.80	$65.80
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$98.70	$98.70	$98.70
Fundraising or Non-Profit High-Profile Event	$131.60	$131.60	$131.60
Commercial Usage	$157.92	$157.92	$157.92
All Day Fundraising or Non-Profit High-Profile Event*	$1,184.40	$1,184.40	$1,184.40
All Day Commercial	$1,421.28	$1,421.28	$1,421.28

*Note: For reference only, the All Day rate has been calculated based on 10 hours of the hourly rate less 10%.

Room Rentals

Rental charges as of September 2, 2025, for the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)
- Castlegar and Area Indoor Aquatic Centre Local Service Area (S227)
- North Shore Hall Service (S211)

Rental Type	2024/2025	Unit
Large Multipurpose Room		
Youth Recreation (Regular, Private, Community Events, School Groups)	$60.52	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$90.94	Per Hour
Fundraising or Non-Profit High Profile Event	$121.05	Per Hour
Commercial Usage	$151.31	Per Hour
Medium/Small Multipurpose Room		
Youth Recreation (Regular, Private, Community Events, School Groups)	$20.28	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$30.42	Per Hour
Fundraising or Non-Profit High Profile Event	$40.56	Per Hour
Commercial Usage	$50.69	Per Hour
Room Rental Maximums	**2024/2035**	**Unit**
Large Multipurpose Room		
Fundraising or Non-Profit High Profile Event	$544.71	Per Day
Commercial Usage	$907.89	Per Day
Medium/Small Multipurpose Room		
Fundraising or Non-Profit High Profile Event	$182.52	Per Day
Commercial Usage	$304.17	Per Day

Field/Park Rental Rates

Rental charges as of September 2, 2025, for the following services:

- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)
- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Regional Parks – Creston and Areas B and C (S201)
- Regional Parks - Nelson, Salmo and Areas E, F, and G (S202)
- Regional Parks – New Denver, Silverton, Slocan and Area H (S203)
- Regional Parks – Area A (S205)
- Recreation Commission No. 8 – Area H South (S231)

Rental Type	Amount	Unit
Field Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	$25.32	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$37.97	Per Hour
Fundraising or Non-Profit High-Profile Event	$50.63	Per Hour
Commercial Usage	$63.29	Per Hour
Outdoor Court Rental Fees (Pickleball, Tennis, Sport, Volleyball)		
Youth Recreation (Regular, Private, Community Events, School Groups)	$8.00	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$12.00	Per Hour
Fundraising or Non-Profit High-Profile Event	$16.00	Per Hour
Commercial Usage	$20.00	Per Hour
Shelter Rental Fees (Pavilion, Gazebo)		
Youth Recreation (Regular, Private, Community Events, School Groups)	$10.66	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	$16.27	Per Hour
Fundraising or Non-Profit High-Profile Event	$21.32	Per Hour
Commercial Usage	$26.66	Per Hour