Regional District of Central Kootenay

ALL RECREATION COMMITTEE

Open Meeting Agenda

Date: Wednesday, April 2, 2025

Time: 9:00 am

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

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

Pages

1. ZOOM REMOTE MEETING INFO

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

Meeting Time:

9:00a.m. PST

Join by Video:

https://rdck-bc-ca.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.

2. ELECTION OF THE CHAIR

1. **CALL TO ORDER**

[RDCK Board Chair (if present) or RDCK Corporate Officer or RDCK Staff or RDCK Director] called the meeting to order at [Time] a.m.

1. **ELECTION OF CHAIR**

CALL FOR NOMINATIONS (3 Times)

[Director/Member] [Last Name] nominated [Director/Member] [Last Name].

[Director/Member] [Last Name] nominated [Director/Member] [Last Name].

[Director/Member] [Last Name] nominated [Director/Member] [Last Name].

NOTE: An election takes place if there is more than one person nominated for Chair. Delete this note.

OPPORTUNITY FOR CANDIDATES TO ADDRESS THE [COMMISSION/COMMITTEE]

Two minutes per address.

VOTE BY SECRET BALLOT

[RDCK Board Chair (if present) or RDCK Corporate Officer or RDCK Staff or RDCK Director] distribute the ballots

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

[RDCK Board Chair (if present) or RDCK Corporate Officer or RDCK Staff or RDCK Director] ratifies the appointed [Director/Member] [Last Name] as Chair of the All Recreation Committee for 2025.

DESTROY BALLOTS

Moved and Seconded,

And Resolved

That the ballots used in the election of the All Recreation Committee be destroyed.

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 April 02, 2025 All Recreation Committee meeting be adopted as circulated.

5. RECEIPT OF MINUTES 5 - 10

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

6. DELEGATE

There are no Delegations scheduled for this Committee meeting.

7. STAFF REPORTS

7.1 Financial Access and Inclusion Implementation Update 11 - 15

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.

7.2 Programming Update - All Recreation Committee 16 - 19

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

7.3 Community Services Sponsorship Policy Framework 20 - 33

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

RECOMMENDATION:
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.

7.4 2025 Fees and Charges For Indoor Facilities Cost Per Hour, Per Use 34 - 39

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.

RECOMMENDATION:
That the Board approves the calculations of Total Costs per user and Total Cost per hour based upon the calculations of Total Cost, Total Use and Total Capacity for Use 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.

7.5 2025/2026 Community Services Fee and Charges Schedule 40 - 49

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

RECOMMENDATION:
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

8. OLD BUSINESS

8.1 Action Item List 50

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

9. PUBLIC TIME

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

10. NEXT MEETING

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

11. ADJOURNMENT

RECOMMENDATION:
The All Recreation Committee meeting be adjourned at [Time].

REGIONAL DISTRICT OF CENTRAL KOOTENAY

ALL RECREATION COMMITTEE
OPEN MEETING MINUTES

9:00 a.m.
October 30, 2024

COMMISSION/COMMITTEE MEMBERS

Chair 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 J. Lunn	Village of Slocan
Director K. Page	City of Nelson
Director D. Lockwood	Village of Salmo
Director L. Main	Village of Silverton
Director A. Watson	Electoral Area D
Director T. Newell	Electoral Area F
Alternate Director J. Fike	Village of New Denver

INVITEE

Clara-Jane Blye	RC Strategies

GUESTS

Councillor Tait	City of Nelson
Commissioner Bogle	City of Castlegar

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
Pearl Anderson	Meeting Coordinator

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

1. CALL TO ORDER
Chair McFaddin called the meeting to order at 9:04 a.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT
We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA
MOVED and seconded,
AND Resolved:

That the agenda for the October 30, 2024 All Recreation Committee meeting, be adopted with the inclusion before circulation of Item 8 - Tournament Costs.

Carried

MOVED and seconded,
AND Resolved:

That Commissioner Bogle be granted Freedom of the Floor.

Carried

4. RECEIPT OF MINUTES
The June 26, 2024 All Recreation Committee minutes have been received with the following amendment:

- Item 6.1 be amended by changing the words "Director Tait" to "Councillor Tait".

DIRECTOR PRESENT: Commissioner Davidoff joined the meeting at 9:22 a.m.

5. PARKS, TRAILS AND WATER ACCESS STRATEGY UPDATE
The power point and verbal presentation by Clara-Jane Blye with RC Strategies, re: Parks, Trails and Water Access Strategy Update, has been received.

DIRECTOR ABSENT: Director Newell left the meeting at 10:05 a.m.
DIRECTOR ABSENT: Director Main left the meeting at 10:16 a.m.

GUEST ABSENT: Clara-Jane Blye left the meeting at 10:29 a.m.

RECESS/ RECONVENE The meeting recessed at 10:30 a.m. for a break and reconvened at 10:40 a.m.

6. STAFF REPORTS

6.1 Donation of Community Services Policy

The Committee Report dated October 20, 2024 from Trisha Davison, Regional Manager – Recreation & Client Services, re: Parks, re: Donation of Community Services Policy, has been received.

DIRECTOR ABSENT: Director Lunn left the meeting at 11:02 a.m.

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

That the Board adopt Policy Number 500-01-11, Community Services Donation Policy, with the amendment to the framework content presented to include that the total value of donations by the Regional District of Central Kootenay for each calendar year be limited to the amount identified in the financial plan;

AND THAT the Community Services Donation Policy include that donations can be a combination of the options;

AND FURTHER, that the Community Services Donation Policy be effective December 1, 2024.
Carried

6.2 Regional Programming Update

The Committee Report dated October 17, 2024 from Trisha Davison, Regional Manager – Recreation & Client Services, and Tia Wayling, Regional Programming Manager, re: Regional Programming Update, has been received.

MOVED and seconded,
AND Resolved that direction be given to staff:

That staff be directed to bring a supplemental report, re: Alignment of Service Delivery on Statutory Holidays across the District, to the next All Recreation Committee meeting.

Carried

6.3 Asset Management Project and Green House Gas Feasibility Study Update

The presentation dated October 9, 2024 from Craig Stanley, Regional Manager – Operations and Asset Management, re: Asset Management Project and Green House Gas Feasibility Study, has been received.

DIRECTOR ABSENT: Director Tierney left the meeting at 12:02 p.m.
DIRECTOR ABSENT: Director Hewat left the meeting at 12:04 p.m.

6.4 Access and Inclusion Initiatives Update

The Committee Report dated October 20, 2024 from Trisha Davison, Regional Manager - Recreation and Client Services, re: Access and Inclusion Initiatives, has been received.

MOVED and seconded,

AND Resolved that direction be given to staff:

That the All Recreation Committee direct staff to continue the revised implementation plan for the Community Services Access Program as per the revised implementation plan as presented.

Carried

7. NEW BUSINESS

7.1 Review of the Castlegar & District Community Complex Criteria for the Wall of Fame

Craig Stanley, Regional Manager – Operations and Asset Management, presented an overview of the Castlegar & District Community Complex Wall of Fame. The criteria and procedures for the Castlegar & District Community Complex Wall of Fame, has been received.

MOVED and seconded,
AND Resolved that direction be given to staff:

That the All Recreation Committee direct staff to review the criteria and procedures for banner raising wall of fame historical recognition and provide a report at the next All Recreation Committee meeting.

Carried

7.2 Proposed All Recreation Committee Meeting Dates

The All Recreation Committee reviewed the following proposed dates for the 2025 meeting dates:

9:00 a.m. – April 2, 2025
9:00 a.m. – June 26, 2025
9:00 a.m. – October 30, 2025

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

That the Board approve the following 2025 meeting dates for the All Recreation Committee:

9:00 a.m. – April 2, 2025
9:00 a.m. – June 25, 2025
9:00 a.m. – October 29, 2025

Carried

8. OLD BUSINESS

8.1 Tournament Costs

Moved and seconded,
AND Resolved:

That Item No. 8.1 – Tournament Costs be included in the Annual Fees and Charges Report and **REFERRED** to the April 2, 2025 All Recreation Committee Meeting.

Carried

9. PUBLIC TIME

The Chair called for questions from the public and the media at 12:23 p.m. The question regarding the status of the concession opening at the Castlegar and District Recreation Complex was answered by staff.

10. NEXT MEETING

The next All Recreation Committee meeting is scheduled for April 2, 2025 at 9:00 a.m.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

That the All Recreation Committee meeting be adjourned at 12:25 p.m.

Carried

Digitally approved,
M. McFaddin, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *That the Board adopt Policy Number, Community Services Amenity Donation Program Policy, with the amendment that the Policy include that the total value of donations by the Regional District of Central Kootenays for each calendar year be limited to the amount identified in the financial plan;*

AND THAT the Community Services Amenity Donation Program Policy include that donations can be a combination of the options;

AND FURTHER, that the Community Services Amenity Donation Program Policy be effective December 1, 2024.

2. That the Board approve the following 2025 meeting dates for the All Recreation Committee:

9:00 a.m. – April 2, 2025
9:00 a.m. – June 25, 2025
9:00 a.m. – October 29, 2025

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

Future All Recreation Committee Meetings

1. *That staff be directed to bring a supplemental report, re: Alignment of Service Delivery on Statutory Holidays across the District, to the next All Recreation Committee meeting.*

2. *That the All Recreation Committee direct staff to continue the revised implementation plan for the Community Services Access Program as per the revised implementation plan as presented.*

3. *That the All Recreation Committee direct staff to review the criteria and procedures for banner raising wall of fame historical recognition and provide a report at the next All Recreation Committee meeting.*

4. *That Item No. 8.1 – Tournament Costs be included in the Annual Fees and Charges Report and* ***REFERRED*** *to the April 2, 2025 All Recreation Committee Meeting.*

Committee Report – For Information

April 2, 2025

Financial Access & Inclusion Policy Implementation Update

Author:	Trisha Davison, Regional Manager – Recreation & Client Services
File Reference:	01-0515-20
Electoral Area/Municipality:	AREAS A, B, C, E, F, G, H, I, J, Castlegar, Creston, Nelson, Salmo
Services Impacted	S222, S224, S226, S230

1.0 PURPOSE OF REPORT

The purpose of this report to provide the All Recreation Committee with an update on the implementation of revised Leisure Access Program (LAP) and "Free & Low Cost" programming initiatives within the Community Services Financial Access & Inclusion Policy since September 2024.

2.0 BACKGROUND AND UDPATE

The Community Services Financial Access & Inclusion policy was approved by the RDCK Board in April 2024. An update on the key initiatives within the policy was provided to the All Recreation Committee at the October 4, 2024 meeting. Since that time, considerable advancement of two of the key initiatives has occurred.

"FREE & LOW COST PROGRAMMING"

CHEER (Community Harmony for Equitable Engagement in Recreation) events have occurred in facilities since late Fall of 2024. The guiding principles of how these service offerings have been planned include:

- Operational feasibility
- Varying days and times to allow different demographics the opportunity to benefit
- Once per month in all facilities
- Support those with financial barriers to participation in recreation services.

A. *Statistics To Date*

   Between October and February 2025, 20 CHEER events were held across all 4 facilities. Five one-hour events (i.e., one per month) were held in each facility.

   Participation ranged by facility and date/time. Events outside of school hours were better attended across all facilities. The most well attended event was Sunday Dec 22, 2024 from 12 – 1pm in Nelson with 137 participants (82 adults, 46 youth, and 9 children). Across all 20 CHEER events total participation is broken down as follows:

Community	Total CHEER Admissions	Adult (19+ years)	Youth (5 – 18 years)	CHEER Child (0 – 4 years)
Castlegar	128	97	31	0
Creston	145	87	54	4
Nelson	250	175	64	11
Salmo	14	6	8	0

Across all CHEER events, attendance was higher than the past 4 week average for the same day of the week and time. For example, on Friday Jan 24, 2025, Nelson hosted a CHEER event from 9:45 – 10:45am. There were 48 participants of which 42 were adults and 6 were youth. In the 4 Fridays before January 24th, there were an average of 25 participants at the same time with 15 adults, 6 youth, and 3 children.

These attendance numbers do not reflect comprehensive facility usage during these times. Membership-based admission, including punch passes, are not reflected as this is not the target demographic of the CHEER events. Increased or decreased usage of memberships during CHEER times is not a concern. Furthermore, attendance numbers only reflect those who pay for facility admission during this time and does not include those who enter earlier in the day and stay for, or return during, the CHEER event.

B. Feedback/Learnings to Date
- Staff have found the way CHEER events are planned makes them operationally manageable.
- There is perception that promotions of CHEER events are not reaching the target audience. Increased public awareness is being planned to promote that activities including building relationships with local social service agencies.
- CHEER events are planned sporadically and comments have been received that some patrons find this difficult to plan around. The nature of these events was to be sporadic in order to support operational considerations as well as meet different demographics.
- Procedures for admission have been updated to better capture CHEER admissions for LAP participants.

LEISURE ACCESS PROGRAM (LAP)
The Leisure Access Program was revised as part of the approval of the Financial Access & Inclusion Policy. The new program officially launch in January 2025. The primary goals of the new program included:

- Create opportunities for equitable access to all recreation programs versus only general admission and term based memberships.
- Improve the ability to provide reporting on how the program was being used
- Update eligibility requirements to align with best practices related to income measures and respect where an individual may already be receiving other forms of government subsidy.
- Develop a means to build effective relationships with social service agencies who serve members of the community who could benefit from the LAP.
- Build financial integrity into the program while also ensuring the program can be accessed by those in financial need.

A. *Statistics*

It is important note that people have not had to reapply to the Leisure Access Program since June of 2023. Participants have automatically had their eligibility extended to May 31, 2025 as program revisions have been implemented. This ensured continuity to accessing services for those individuals. While statistics are being provided, this transition period likely skews some of the results however it does provide a picture of what has been occurring between January to March 2025.

Program Membership Details

Category	Count		Category	Count
Total Youth LAP members	**314**		**Total Adult LAP member**	**875**
Castlegar	*64*		*Castlegar*	*117*
Nelson	*115*		*Nelson*	*473*
Creston	*92*		*Creston*	*203*
Salmo	*9*		*Salmo*	*16*
Rec 8	*34*		*Rec 8*	*66*
Total LAP Members	**1189**			

Total Patrons with $0 Remaining Balance	Count
Creston - Youth	1
Creston - Adult	8
Castlegar - Adult	1
Nelson - Adult	25
Total	**35**

Usage Details

Service Type	Participant Details	Usage Count	Level of Subsidy used
Program Registration	Adult	17	$260.05
	Youth	24	$1,241.42
Memberships	Adult	228	$13,859.60
	Youth	38	$1,619.12
Admissions	Adult	689	$2,984.96
	Youth	230	$756.84
Total	Adult	934	$17,104.61
	Youth	292	$3,617.38
		1226	**$20,721.99**

Subsidy Utilization by Location	Amount
Nelson & District Complex	$11,287.09
Creston & District Community Complex	$3,920.37
Castlegar & District Community Complex	$2,919.84
Recreation 8 Office	$1,730.83
Salmo Youth & Community Centre	$276.40
Total	**$20,134.53**

**Subsidy utilization to date is 14.8% of what has been allocated*

Subsidy Usage by Category	Total
Adult Subsidies	$16,542.59
Youth Subsidies	$3,591.94

Total Subsidy Allocation per Category	Amount
Youth Leisure Access Subsidy	$47,650.00
Adult Leisure Access Subsidy	$88,199.00
Total	**$135,849.00**

B. *Learnings To Date*

RDCK staff have been monitoring feedback on the new program since communications went out on the changes in December 2024. A general analysis of the feedback to date would be:

- People with children appreciate that the subsidy can now be used for programs. Since the inception of the new program, there has been one "major" registration launch date. The level of uptake on use of the subsidy for this type of service will not be fully known until a later date.
- Some adults feel the level of subsidy available to them is unfair and insufficient. Some of these comments come from people who previously received a 50% discount on a six month pass ($327.24 @ 50% = $163.62) each time their purchased it versus now only have $100 to put towards that pass.
- For someone who is claiming eligibility by providing documentation showing they are receiving some other government subsidy, the requirement to be adjudicated by a 3rd party agency should be reconsidered. The situation of these individuals receiving other government funding is unlikely to change. Therefore, if the documentation is in place the policy could be changed to allow for the full amount of subsidy to be placed on someone's account at the time of application (ie. $200/adult & $300/youth).
- Fee structure for term-based memberships provides a great discount to those who can pay more in advance. An inequity continues where someone who can only pay a certain amount has to pay more because they cannot afford the larger upfront cost.
- Frequent users feel they have lost the ability to use facilities in the ways they have historically done as the subsidy does not go as far as the unlimited 50% discount used to. This has frustrated some people.
- There are administrative challenges staff continue to work through to support clients, where reasonable, within the parameters of the approved policy. Some challenges we do not have the ability to work around at this time (ie. How transactions are processed).
- As the re-application process will occur in Spring 2025, staff are working on communications and administrative processes to support continuity to accessing services for clients.

3.0 NEXT STEPS AND TIMELINE

An overall update on the status of the implementation of the various components of the Community Services Financial Access & Inclusion Policy is as follows:

COMPONENT	STATUS	COMMENTS
Caregiver Support	COMPLETE	This option was in place prior to the new policy being implemented.
Free & Low Cost Programming	MONITORING Planning for 2025 underway	“Cheer” activities have been planned in all major facilities for the Fall session. Based on an evaluation of the Fall activities, planning will occur like activities in 2025 as well as other “free” opportunities (ie. Sasquatch activity).
Support for Vulnerable Populations	Not started	The hope is that a process will be in place for this component by the late Spring.
Leisure Access Program (LAP)	MONITORING	See details below.

Nest steps specific to the continued implementation of the Leisure Access Program include:

Next Step	Anticipated Timeline
Promotion of the reapplication process prior to May 31	April 2025
Monitor key program registration dates and any feedback from participants looking to use their subsidy to access these services	April – June 2025
Propose adjustments to the Financial Access & Inclusion policy specific to the LAP program based on statistics collected	June 2025
Additional reporting to All Recreation Committee	June 2025

Respectfully submitted,

Trisha Davison, Regional Manager – Recreation & Client Services

CONCURRENCE

General Manager of Community Services – Joe Chirico
Regional Manager of Operations & Asset Management – Craig Stanley

Committee Report – For Information

April 2, 2025

Programming Update – All Recreation Committee

Author: Tia Wayling, Regional Programming Manager
File Reference: 0515-20-ALL All Recreation
Electoral Area/Municipality: AREAS A, B, C, D, E, F, G, H, I, J, K, CASTLEGAR, CRESTON, NELSON, SALMO
Services Impacted S222, S224, S226, S230

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the All Recreation committee with an update on the key programming initiatives and areas of service delivery within Community Services.

2.0 BACKGROUND AND UDPATE

2025 PROGRAMMING GOALS

The Programming Team have each developed annual workplans to move the progress needle on various projects and initiatives. In 2025, each workplan item is tied to one or more of following five programming goals:

Programming Goal	Description
1. Accessibility to Services	Financial Accessibility, Inclusive Services, Staff Development
2. Customer Service	Internal and external service to support excellence in service delivery
3. Standardization	Continued refinement of programming frameworks to support consistency in services across the District
4. Community Connections	Improved visibility, support, and relationship building with the public and community groups
5. Fiscal Responsibility	Refined costing and budget practices, cost-effective and benefits-driven programming and service delivery

Highlighted below are the larger, regional projects and initiatives the Regional Programming Team is focusing on for 2025.

FUNDED TRAINING

Associated Programming Goals: All

While some facilities are still struggling to achieve a full staffing complement, others are now working in a phase of succession planning. The focus for the Funded Training Program is shifting in 2025 as facility staffing needs have changed from the inception of the program. Staff have identified two priorities that will drive decision making when selecting eligible participants for funding participation in aquatics and fitness training courses:

1. Applicant identifies a financial barrier to registering for training programs
2. Applicant has the availability to fill operational gap(s)

While each facility's budget will ultimately fund these spots, the regional nature of the training programs allow the updated funding program to provide funded spots to the facilities and community members that need it most. The new subsidy structure of the Leisure Access Program will also be a contributor to reduce the cost of pre-requisite training courses for these applicants.

Work is currently underway to smooth out the application and award process to be more fair and transparent with improved communication processes.

SPACE ALLOCATION

Associated Programming Goals: All

The All Rec report from June 2024 identified challenges and associated actions to the current space allocation process. This project identified the following three priorities:

1. Adjust allocation procedure timelines.
2. Define "public space" and establish minimum "public space" commitment, adding both to the allocation procedure.
3. Research allocating specific space and times for rental to user groups and ensuring public access is maintained.

Staff faced competing priorities in the last half of 2024 that has pushed work on allocation to resume into 2025. However, with the closure of the Pioneer Arena and increased demand in other areas of the facilities (pool, dry floor, rooms, etc.), it has added a priority to the work on allocation. Efforts are already underway to support the challenges related to ice that will exist in Castlegar with this service change.

DATA COLLECTION & ANALYSIS

Associated Programming Goals: Accessibility to Services, Customer Service, Standardization, Fiscal Responsibility

This is a multi-phase project that aims to create and implement a centralized and consistent methodology for data collection and analysis within Community Services. Having access to reliable data will enhance the ability to use evidence-based decision making practices. The initial phase started in September 2024. Below is a chart of the current status of each project area:

Data Area	Status	Comments
Registered Programs	Started	Refining analysis and reporting process
Included with Admission Programs	Started	Refining analysis and reporting process
Leisure Access Program	Started	First reporting on data collected - April 2025. Refinement continuing.
Program Feedback/Comment Cards	Not Started	Scheduled start in 2025
Personal Services	Not Started	Scheduled start in 2025
General Admission	Not Started	Undetermined start date
Facility Usage	Not Started	Undetermined start date

PROGRAM COSTING ANALYSIS
Associated Programming Goals: Accessibility to Services, Customer Service, Standardization, Fiscal Responsibility

In 2022, after the approval of the Fees & Charges Policy as well as the move to a regional structure, the Programming Team developed a detailed program costing process to standardize the cost of programs across the District.

After two years, the Programming Team will launch in-depth review of the current costing model by reviewing the direct and indirect costs associated with program planning and execution. The goal will be to further improve on the formulas used in program costing which complements work on budgeting accuracy.

STATUTORY HOLIDAY ALIGNMENT
Associated Programming Goals: All

At the October 2024 All Recreation Committee meeting, staff were ask to bring back a supplemental report regarding alignment of statutory holidays across the District. The conversation wove between:

- Standardization of which statutory holidays recreation facilities would be operational.
- Managing sponsorship opportunities recognizing sponsorship can create inconsistencies in admission rates if there is a sponsor in one community and not others.
- Year to year public expectations of "free" admission on some statutory holidays due to historic practice as a result of ongoing funding that may not always be available.

Where alignment exists today:

- *Hours of operation* – One statutory holidays where buildings are operational, the hours of operation are consistent across the District.
- *Operational Statutory Holidays* – As of this past year, all facilities are operational only on the following statutory holidays: Family Day, Good Friday, Thanksgiving, Remembrance Day and Boxing Day.
- *Budgets* – Operating budgets reflect being operational on the above noted dates. Further, budgets do not reflect funding to come from other sources (Provincial Government or sponsorships) to support operations on these days.
- *Admissions* – regular admission rates have applied unless a sponsorship has been in place.

Where alignment will exist going forward:

- *Admissions for sponsored statutory holidays* – Regular admission rates will apply on all statutory holidays. Free admission will only occur if a confirmed sponsor is in place as per the draft Community Services Sponsorship Policy.
- *Non-operational Statutory holidays* – As per the draft Community Services Sponsorship Policy, unless a confirmed sponsor is in place to fully fund the operational costs of opening the facility on a non-operational statutory holiday facilities will not be open. Up until 2024, Castlegar had been open on New Years Day with the support of sponsorship; however, there was no framework in place to guide how a valuation to do so was created.

Where alignment may continue to be inconsistent:

- *Sponsored Statutory Holidays* - As per the draft Community Services Sponsorship Policy, the goal is to develop a program around the policy that lets potential sponsors know what sponsorship opportunities exist. Where reasonable, sponsors will be encouraged to sponsor like activities in all three communities to support the standardization of service delivery.

Recognizing this will not always be possible, service across the communities may be different. For example, there was a sponsor in place to support free admissions for Castlegar and Nelson for Family Day in 2025. The sponsor Creston had historically relied upon to support free Family Day activities (the Provincial Government grant) opted to no longer provide this funding. Going forward, if this situation occurred in 2026, it would have resulted in regular admission being charged in Creston and free admission being available in the other two communities. It is this type of situation staff want to ensure elected officials understand could occur.

3.0 NEXT STEPS AND TIMELINE

A timeline of the work on the above Programming Team projects is as follows:

Project/Initiative	Timeline
Funded Training	Updated program scheduled to launch for Summer 2025
Space Allocation	Work began in Winter 2025
Data Collection & Analysis	Ongoing
Program Costing	Work scheduled to start this Spring 2025
Statutory Holiday Alignment	Implemented – added sponsor features implementation in conjunction with work on Sponsorship Policy

The All Rec Committee will be provided with an update on the above projects next meeting.

Respectfully submitted,

Tia Wayling

Tia Wayling – Regional Programming Manager

CONCURRENCE

General Manager of Recreation – Joe Chirico J. Chirico
Regional Manager, Recreation & Client Services – Trisha Davison
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Committee Report

April 2, 2025

Community Services Sponsorship Policy Framework

Author: Trisha Davison, Regional Manager – Recreation & Client Services
File Reference: 01-0515-20
Electoral Area/Municipality: AREAS A, B, C, E, F, G, H, I, J, K, Castlegar, Creston, Nelson, Salmo, Nakusp
Services Impacted S222, S227, S224, S226

1.0 STAFF RECOMMENDATION

That the All Recreation Committee advance the Community Services Sponsorship Policy framework to the RDCK Board for approval as presented.

2.0 BACKGROUND/HISTORY

Over the years, sponsorship of activities (free swim or skate admissions) has occurred to some level in all major recreation facilities. Some communities have seen considerable sponsorship come from local business to support the offering of "free admission services" to the community. Not all communities have seen the same uptake. This is likely due to a variety of factors, one being available staff resources to support seeking these opportunities among other things.

While sponsorships have existed for services for some time, to date a framework has not been developed that outlines expectations & requirements of the parties, how valuation is determined, or what restrictions may or should exist. Further, there has not been an open and transparent process to solicit sponsorships. Often, if an organization sponsors an activity one year, they were sought again for the next year whereas equal opportunity was not provided to other organizations in the community. While historically there not been a common practice within Community Services around how to manage these opportunities, staff have done their best knowing the community benefit these low barrier to participation activities provide.

Since November 2024, four different unsolicited sponsorship opportunities have come to Community Services totaling an approximate valuation $10,500. All of these opportunities were unique and allowed staff the opportunity to "test drive" the framework and learn from these experiences. Examples of these opportunities were:

- An anonymous donation requesting staff provide a "free two hour swim"
- An organization looking to sponsor public skating for the two weeks of the Christmas holidays
- An organization looking to sponsor free admission on Family in both Nelson and Castlegar.
- An organization looking to sponsor a two hour free swim on a designated day in the Spring

The success of sponsorships in some communities has created a perceived inequity in service provision at times, in particular around statutory holidays. Putting a policy framework together around what, when and how sponsorships will be considered that ***aligns with existing staff resources*** will assist with standardization and continuity of sponsorship opportunities across the District.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The challenges that exist with the current way sponsorships have been managed in Community Services to date include:

- *Reactionary versus proactive* - Staff are have typically been in a situation to respond to a request from an organization looking to sponsor an activity versus developing a sponsorship program that potential sponsors could look to for opportunities.
- *Lack of standardization and formality* – this can create concerns for the RDCK brand, inconsistency in messaging or treatment of potential sponsors, and does not support organizational excellence.
- *Equal Opportunity* - There has not been a coordinated effort to ensure the opportunity to sponsor activities is known with the community. There is tremendous benefit to an organization to be affiliated with providing good will to the community. The RDCK could build a sponsorship program around what opportunities exist for sponsorship opportunities.
- *Inconsistent valuation framework* - As there was no formal valuation framework in place for the sponsorship opportunities that came forward, there was no basis to what the funds coming in were expected to cover.
- *Complexity* - The topic of sponsorship can get very complicated. For clarity, the intent of the draft Community Services Sponsorship policy framework applies specifically to special events, programs and services offered through the Department.

Draft Policy Limitations

Should there be a desire by the Board for seek sponsorship opportunities for things like naming rights of RDCK owned facilities or properties, advertising rights (ie. Multi-year agreements), or in-kind contributions to major projects or initiatives, they would fall outside of this draft policy framework and would require additional administrative considerations.

3.1 Alignment to Board Strategic Plan

This initiative aligns with the following Board strategic priorities:

- Organizational Excellence
- Develop Relationships and Partnerships
- Manage our assets and service delivery in a fiscally responsible manner.

3.2 Legislative Considerations

NA

3.3 What Are the Risks

The Local Government is expected to conduct business in a fair and transparent way. Recognizing the benefit to local businesses to be affiliated with RDCK services, in particular recreation services, it is important to ensure there is effort made to ensure the public is aware sponsorship opportunities exist.

Further, as one of the RDCK's strategic priorities is to "Develop Partnerships and Relationships", without a framework the risk becomes the organization looks unprofessional and disorganized.

4.0 PROPOSED SOLUTION

Attached is the proposed Community Services draft sponsorship policy framework. A high-level overview of each of the sections is as follows:

Topic	Key Highlights
Guiding Principle	• Consider corporate and non-profit sponsorship from qualified businesses and organizations whose support aligns to the RDCK's mission, values and priorities. • A mechanism to generate new non-tax revenue and reduce costs where administratively reasonable • Support businesses and organizations in achieving their business objectives and increasing their visibility in the community.
Purpose	• Standardized framework; support access and inclusion initiatives
Application	• Applies to events, special projects, programs and services offered through RDCK Community Services
Policy Statements	• Overarching philosophies guiding the policy
Requirements	• Alignment of values, mutually beneficial relationship, conducted in the spirit of transparency, documentation expectations
Solicitation	• Authority to directly solicit with the expectation there is communication strategy to ensure the overall public is aware of the opportunity to participate.
Valuation	• Differences in valuation for non-profit versus commercial organization. See 4.1 *Financial Considerations* section for more details.
Sponsorship Criteria	• Advertising standards, no personal benefit to RDCK employee, volunteer or official. • RDCK in control of all services, programs events and advertising. • No preferential treatment of the sponsor outside of the sponsor agreement.

Restrictions	• When and why the RDKC has the right to refusal of as sponsorship:
	  ○ Contradict a bylaw or policy of the RDCK
	  ○ Could reflect negatively on the RDCK
	  ○ Real or potential conflict of interest for the either party
	  ○ Sponsorship does not align with the intended audience (ie. Youth)
	  ○ Sponsoring business or organization is in dispute with the RDCK
	  ○ Sponsor produces, sells or promotes products that may negatively impact the RDCK image)
	  ○ Sponsor promotes religious, political, or other potentially other divisive messages
	  ○ Involves image or messages that are discriminatory, derogatory, prejudicial, harmful or intolerant of any specific group or individual.
	• RDCK retains the rights to approve the content of any creative branding or messaging including use of the RDCK logo.
	• No personal information will be shared with sponsors

Fund Allocation	• Any funds received through sponsorship will be allocated to the appropriate RDCK service
Evaluation & Reporting	• Opportunity will be evaluated on a sponsor by sponsor basis based on the activity being sponsored. • Annual report will be provided to the RDCK Board.

4.1 Financial Considerations of the Proposed Solution

Guiding Principles for Financial Considerations & Sponsorship Valuation

The financial considerations of the proposed solution include:

- *Existing Staff resource considerations* – the goal of the framework is to create planned sponsorship opportunities that are promoted through a public awareness campaign that the opportunity exists. The goal is not to dedicate staff time to finding sponsors for various "free" activities. Once the framework is built into a program, efficiencies for staff are expected to be realized when dealing with these initiatives.
- *Valuation* – finding a balance of what costs a sponsorship of services should cover is a balancing act. It is believed low cost or "free" opportunities provide a community benefit however a level of cost recovery is required that the sponsor should be required to cover.

It is proposed that costs to be included in a business sponsoring a "free admission" type of activity are:

- Commercial rates for use of the space
- Any additional staffing costs and associated overhead
- Administrative Fee of 10% of the sponsorship value
- Supplies if required
- Applicable taxes

If the sponsor was looking to provide funding to support "free admissions" on a non-operational day (ie., New Years Day), the primary difference in the valuation would be that all costs to operate the building would need to be included.

Here is some example financial information based on the scenarios that occurred in the past few months:

Event	Value	Comments
Anonymous Donation	$500	Managed in a way as to not incur additional staffing costs
Sponsored Public Skating (7 sessions)	$2700	Public Skating only over the two week Christmas holiday break
Family Day Free Swim & Skate (Nelson & Castlegar)	$6,600	Statutory holiday, free admission for the full operational day, costs covered additional staff only
2 Hour Free Swim	$615	Last day hours of operation on a Saturday.

Budget Considerations

Budgets for all recreation services have been developed under the assumption that no sponsorships will be received. If sponsorship money is realized in a given year it will simply be recorded as additional revenue. If there was a multi-year agreement established with a sponsor where there was a contractual agreement to provide sponsorship funding towards an activity/event, these funds would be included as part of the budget development.

Financial Comparisons

Staff reviewed historical information related to revenue and staffing costs on statutory holidays throughout 2024 as a means of comparing how the net difference compared to valuation and additional costs that occurred on Family in 2025. For Family Day, the valuation worked well in Castlegar but was insufficient to cover the actual staffing costs needed in Nelson. The Nelson & District Complex also recorded almost double the attendance to the next highest facility, which was the Castlegar & District Complex.

This information also demonstrates that the valuation between facilities for the same service may vary based on the very nature of the facilities usage and the valuation may change from year to year depending on public demand. This type of information would be important to share with potential sponsors should this framework be approved.

Holiday	Metric	Castlegar	Nelson	Creston
Good Friday 2024	*Attendance*	75	155	65
	*Revenue****	$419	$934	$446
	Staff Expenses	$2,293	$3,687	$1,942
	~ Net	-$1,874	-$2,753	-$1,496
Thanksgiving 2024	*Attendance*	35	78	23
	Revenue	$214	$545	$153
	Staff Expenses	$2,633	$3,379	$1,899
	~ Net	-$2,419	-$2,834	-$1,746
Remembrance Day 2024	*Attendance*	95	176	56
	*Revenue****	$727	$1,113	$360
	Staff Expenses	$2,633	$3,385	$1,904
	~ Net	-$1,906	-$2,272	-$1,544
Boxing Day 2024	*Attendance*	379*	230	109
	*Revenue****	$124	$1,731	$848
	Staff Expenses	$2,279	$2,315	$1,402
	~ Net	-$2,155	-$584	-$554
Family Day 2025**	*Attendance*	334	650	221
	Revenue	$3,300	$3,300	$0
	Staff Expenses	$3,204	$5,274	$2,917
	~ Net	$96	-$1,974	-$2,917

Note:
*Boxing Day in Castlegar had free admission to the pool but not to public skating.
**Castlegar & Nelson has a sponsor for Family Day where Creston did not.
*** Revenue is from paid admissions. Does not include memberships scans.

Once fully implemented, it would be important to evaluate the learning from the sponsorship program each year against the goals of implementing the policy and how it is received by sponsors who come on to the program.

4.2 Risks with the Proposed Solution

The proposed solution relies on the RDCK making communities aware sponsorship of activities is something we are in the business of doing but relies on those sponsors coming forward to staff versus being sought more directly. In some communities, there may be no sponsored activities where in others the uptake could be much greater. There is also the risk that there is inconsistency in "free admission" offerings between communities as well as from year to year within the same community.

4.3 Resource Allocation and Workplan Impact

Moving to a proactive plan to support a sponsorship program aims to create improved efficiencies for staff. The goal of the draft framework is create a program to target where sponsorship of service could be best utilized and is most operationally feasible. Once the structure is in place, the impact on work plans longer term is expected to be minimal.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The primary public benefit of this solution is being able to provide "free" recreation opportunities to the community. These opportunities support those who have financial barriers to participating in recreation services while also building relationships and partnerships with other community organizations.

4.5 Leveraging Technology

NA

4.5 Measuring Success

Success of the program will be measured by:

- The uptake of the organizations wanting to sponsor activities
- Feedback received by sponsoring organizations
- Funds realized through the program
- Number of community relationships formed

5.0 ALTERNATIVE SOLUTION(S)

No alternative solutions are being presented.

5.1 Financial Considerations of the Alternative Solution(s)

NA

5.2 Risks with the Alternative Solution(s)

NA

5.3 Resource Allocation and Workplan Impact

NA

5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

NA

5.5 Measuring Success

NA

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

Consideration was given as to whether the draft policy content should include other forms of sponsorship opportunities such as naming rights, advertising or in-kind services. Including these elements added considerable complication and complexity. As such the focus became on what was felt to be needed now to improve work already occurring versus considering what might occur at a later date.

7.0 OPTIONS SUMMARY

Option 1: To approve the draft content of the Community Services Sponsorship Policy

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.

8.0 RECOMMENDATION

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.

Respectfully submitted,

Trisha Davison – Regional Manager, Recreation & Client Services

CONCURRENCE

General Manager of Community Services – Joe Chirico
Regional Manager of Operations & Asset Management – Craig Stanley
Communications & Engagement Lead - Sarah Fuhr – Digitally Approved

ATTACHMENTS:

Attachment A – Draft Community Services Sponsorship Policy Content

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:
  - allocated to service where the sponsored activity occurred.
  - 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.

<u>Important Numbers</u>

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

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. <u>Facility Hours Available for Public Use</u>

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. <u>Total Costs of Operational Areas – 2025 Budgets for S222, S224, S226, S227</u>

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 rdck.ca

All Recreation Committee Report

April 2, 2025

2025/2026 COMMUNITY SERVICES FEE AND CHARGES SCHEDULE

Author:	Joe Chirico, General Manager of Community Services
File Reference:	01-0515-20
Electoral Area/Municipality:	RDCK
Services Impacted	All Recreation and Regional Parks Services

1.0 STAFF RECOMMENDATION

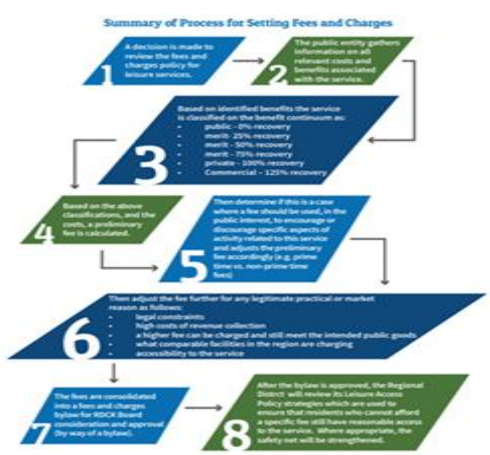
That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 2, 2025: As per Attachment A

2.0 BACKGROUND/HISTORY

Staff is continuing to work on consolidating our fees and charges into a comprehensive Fees and Charges Bylaw. The work is complicated by a fee structure that has been independently built across many services. Staff and the Board identified that the fees being charged across the district were not based upon any methodology that was consistent or transparent and more importantly were not related to the costs of providing the services.

Policy 500-01-08 creates a process for setting fees. In 2021 the Board approved admission fees based upon the policy. In 2022, the Board approved rental fees for RDCK pools based upon the policy. In 2023 the Board approved rental fees for RDCK multi-purpose rooms, field and outdoor amenity rentals and private and commercial fees and charges in arenas based upon the policy. In 2024 the committee recommended a process to bring rental fees for non-profit use of arenas in line with the policy.

The Process:



Rate Increase

For 2025 the rates have been adjusted based upon the 2025 evaluation of cost of providing arena, fitness and aquatic facilities. All other rate increases are based upon the February 2025 British Columbia cost of Living Index (BC CPI) Annual Average Index increase of 2.6%. As per direction rental rates that are below the target rate will be increased 5% plus BC CPI for arenas and 10% for Creston and District Community Complex aquatic rental rates until the rates reach the target rental rates as per policy.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The Board through the Fees and Charges Policy adopted the following recommended recovery rates for admission/membership fees.

- Preschool (Children) – 0% recovery or 100% community supported
- Youth – 25% recovery or 75% community supported
- Adult – 50% recovery or 50% community supported
- Golden Guest – 0% recovery or 100% community supported
- Family Unit – Twice the Adult Rate

All single admission fees are based upon the recommended recovery rates at the calculated cost per use to access aquatic, fitness and arena drop-in programming per day. The fee and the cost represent a user paying one fee to access all services per day.

The Ten Single Admission Pass is 90% of the cost of 10 single admissions (Buy 9 get 1 session free). Examples:
- Youth – 22.5% recovery or 77.5% community supported
- Adult – 45% recovery or 55% community supported

The One Month Pass is the same cost as Ten Single Admission Pass but has unlimited uses. Examples:
- Youth used 10 times – 22.5% recovery or 77.5% community supported
    - Used 12 times – 18.75% recovery or 81.25% community supported
- Adult used 10 times - 45% recovery or 55% community supported
    - Used 12 times – 37.5% recovery or 62.5% community supported

The Three-Month Pass is 85% of the cost of three One Month Passes. Examples:
- Youth used 30 times – 19.1% recovery or 80.9% community supported
    - Used 36 times – 15.9% recovery or 84.1% community supported
- Adult used 30 times – 38.3% recovery or 61.7% community supported
    - Used 36 times – 31.9 % recovery or 68.1% community supported

The Six-Month Pass is 75% of the cost of six One Month Passes. Examples:
- Youth used 60 times – 16.9% recovery or 83.1% community supported
    - Used 72 times – 14.1% recovery or 85.9% community supported
- Adult used 60 times - 33.8% recovery or 66.2% community supported
    - Used 72 times – 28.1 % recovery or 71.9% community supported

The methodology for setting the facility rental rates is to first set the average cost per hour of our recreation facilities. Refer to the
All other rental or extra fees for arenas and rooms will be increased by 2.6%.

The Board identified in policy that rental of RDCK facilities has a lesser public benefit than public use of RDCK owned facilities. Generally, if a person wishes to use a facility for informal use and share it with other members of the public, then they can use it with a larger public subsidy. However, if they want exclusive use (i.e. the right, by permit, to use it exclusively, and ask other users to vacate that portion of the facility for a specific period) the proportion of benefits shifts to a more merit benefit category, and this triggers a rental fee.

Rental fees are based upon the breakdown of user fees vs community supported subsidization:

- Youth Non-Profit is 50% user pay, and 50% community supported
- Adult Non-Profit is 75% user pay, and 25% community supported
- Private Group or Individual or Fundraising or Non-Profit Special Event is 100% user pay and is not community supported.
- Commercial should return an operating contribution of at 125% of the costs to provide the service.

3.1 Alignment to Board Strategic Plan

The recommendation follows Board policy.

3.2 Legislative Considerations

The Board is required to set fees for services.

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.

8.0 RECOMMENDATION

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

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

ATTACHMENTS:
Attachment A – Community Services 2025 Fees and Charges

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

ACTION ITEMS LIST FROM PREVIOUS MEETINGS
ALL Recreation Committee

#	ACTION ITEM	MEETING ORIGIN	STATUS
1.	Recreation Asset Management Progress Updates will be considered at the June 26, 2024 meeting.	March 27, 2024	In progress.
2.	That the All Recreation Committee support staff advancing their efforts to further develop and implement a replacement option to the 10x punch pass; And Further that the All Recreation committee support staff to further develop the feasibility of moving away from term based memberships to a monthly ongoing membership model.	March 27, 2024	In progress
3.	That staff be directed to bring a supplemental report, re: Alignment of Service Delivery on Statutory Holidays across the District, to the next All Recreation Committee meeting.	October 30, 2024	In Progress
4.	*That the All Recreation Committee direct staff to continue the revised implementation plan for the Community Services Access Program as per the revised implementation plan as presented.*	October 30, 2024	In Progress
5.	*That the All Recreation Committee direct staff to review the criteria and procedures for banner raising wall of fame historical recognition and provide a report at the next All Recreation Committee meeting.*	October 30, 2024	To be discussed at the June 25, 2025 meeting
6.	*That Item No. 8.1 – Tournament Costs be included in the Annual Fees and Charges Report and **REFERRED** to the April 2, 2025 All Recreation Committee Meeting.*	October 30, 2024	To be discussed at the June 25, 2025 meeting
7.			