



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Salmo & Area G Recreation Commission OPEN MEETING AGENDA

**7:00 pm**

**Monday, September 11, 2023**

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).

Attending Remote:

Join by Video

<https://nelsonho.webex.com/nelsonho/j.php?MTID=md9617cb163c3da9383cd7e5971acd507>

**Meeting number (access code):** 2774 407 9668

**Meeting password:** fR3pnNRX3a3

Join by Phone

1-844-426-4405 Canada Toll Free

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting number (access code):** 2774 407 9668

**Meeting Location** Held by remote meeting

### COMMISSION MEMBERS

Director H. Cunningham	Area G
Director D. Lockwood	Village of Salmo
Commissioner M. MacDonald	Village of Salmo
Commissioner J. Huser	Village of Salmo
Commissioner I. McInnes	Area G
Commissioner C. Hango	Area G
Commissioner S. Chew	School District No. 8

### MEMBERS ABSENT

### STAFF

Joe Chirico	General Manager, Community Services
Melanie Loutit	Community Meeting Coordinator

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

**1. CALL TO ORDER**

Chair Lockwood called the meeting to order at [Time] p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Agenda for the Monday, September 11, 2023 Salmo & Area G Recreation Commission meeting be adopted as circulated.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

The May 15, 2023 Recreation Commission No. 7 minutes have been received.

**5. STAFF REPORTS**

**5.1 Salmo Recreation Programming Update**

Commission Report dated September 6, 2023 from Tia Wayling, Regional Programming Manager, re: Salmo & Area G Programming Update, has been received

**6. NEW BUSINESS**

**6.1 Salmo Pool Upgrades Status Report**

Joe Chirico, General Manager of Community Services to give verbal report.

**6.2 Quarterly Financial Reports for S225 and S230**

The quarterly financial reports for S225 and S230 presented by Joe Chirico, General Manager of Community Services have been received.

**7. PUBLIC TIME**

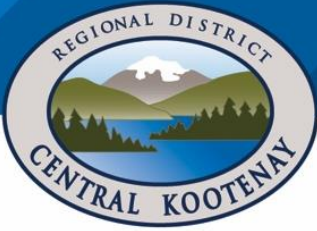
The Chair will call for questions from the public at [Time] p.m.

**8. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Salmo Area G Recreation Commission meeting be adjourned at [Time].

**Carried/Defeated/Referred**



# Commission Report

**Date of Report:** September 11, 2023  
**Date & Type of Meeting:** September 6, 2023, Salmo & Area G Recreation Commission  
**Author:** Tia Wayling, Regional Programming Manager  
**Subject:** SALMO & AREA G PROGRAMMING UPDATE  
**File:** 0520-50-RC7  
**Electoral Area/Municipality:** Village of Salmo & Area G

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the various program service areas within the Village of Salmo & Area G.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 Regional Programming - General

The facility use, programming, and facility rental stats are presented below for the months of January to June of this year with a comparison from 2019. This is the first year a large amount of similar data has been collected for all of the recreation facilities, analyzed independently, and compared to each facility.

Starting in Q3, for 2023 programming updates, stats will be compared to the previous year (2022), as opposed to 2019. Comparing operations to a previous year post-pandemic will be more reflective of the more current planning and targets set to programming strategies.

In parallel to working on the programming plan for 2024, the Programming team is currently working on a programming strategy that will outline programming priorities, goals, and implementation for RDCK Programming. With the use of guiding documents (Recreation Framework, Master Plans, etc), the team will be able to clearly outline what the goals of programming are, why it's important, and how the goals will be achieved. Some of the changes to current practices that will come out of this strategy will include:

- Alignment with guiding best practices
- Continuity and consistency within the services
- Data collection, evaluation, and reporting

The strategy will be shared with the Committees and Commissions once completed.

## 2.2 Pre-Registered Programs

### JANUARY – JUNE 2019

WHOLE FACILITY	# of Programs Offered	# of Programs Run	# of Program Hours	# of Participants	Average % Class Fill	Revenue	Program Cancellation Rate
Preschool Fitness	-	-	-	-	-	-	-
Youth Fitness	-	-	-	-	-	-	-
Adult Fitness	12	5	33	46	66%	\$1,205.00	70%
<b>TOTAL FITNESS</b>	<b>12</b>	<b>5</b>	<b>33</b>	<b>46</b>	<b>66%</b>	<b>\$1,205.00</b>	<b>70%</b>
Preschool Rec	-	-	-	-	-	-	-
Youth Rec	4	0	0	0	-	\$-	100%
Adult Rec	13	5	36	26	50%	\$1,804.00	54%
<b>TOTAL REC</b>	<b>17</b>	<b>5</b>	<b>36</b>	<b>26</b>	<b>50%</b>	<b>\$1,804.00</b>	<b>77%</b>
<b>TOTAL TRAIN/CERT</b>	<b>2</b>	<b>1</b>	<b>27</b>	<b>7</b>	<b>44%</b>	<b>\$2,373.00</b>	<b>50%</b>
<b>TOTAL</b>	<b>31</b>	<b>11</b>	<b>96</b>	<b>79</b>	<b>53%</b>	<b>\$5,382.00</b>	<b>66%</b>

### JANUARY – JUNE 2023

WHOLE FACILITY	# of Programs Offered	# of Programs Run	# of Program Hours	# of Participants	Average % Class Fill	Revenue	Program Cancellation Rate
Preschool Fitness	-	-	-	-	-	-	-
Youth Fitness	-	-	-	-	-	-	-
Adult Fitness	2	0	0	0	-	\$-	100%
<b>TOTAL FITNESS</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>\$-</b>	<b>100%</b>
Preschool Rec	-	-	-	-	-	-	-
Youth Rec	2	0	0	0	-	\$-	100%
Adult Rec	-	-	-	-	-	-	-
<b>TOTAL REC</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>\$-</b>	<b>100%</b>
<b>TOTAL TRAIN/CERT</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>\$-</b>	<b>100%</b>
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>\$-</b>	<b>100%</b>

Coming out of the pandemic, providing registered programs has been more challenging in rural areas due to the lack of available instructors. In 2023, of the programs offered, all were cancelled due to low enrollment. The regional programming team has doubled registered program offerings for Fall 2023 that are a mix of physical activity, education, and Pro-D Day programming.

Looking ahead into 2024, there will also be more opportunities available for financial support in acquiring aquatics and fitness advanced certifications to help recruit new fitness and aquatics staff.

## 2.3 Personal Services

Service Type	Jan-Jun 2019		Jan-Jun 2023		% increase
	Total Hours	Revenue	Total Hours	Revenue	
Private Swim Lessons	5.8	\$210.00	-	-	-
Personal Training	14	\$545.00	11	\$672.00	-21%
<b>TOTAL</b>	<b>19.8</b>	<b>\$755.00</b>	<b>11</b>	<b>\$672.00</b>	<b>-21%</b>

While Personal Services have not reached pre-pandemic levels in any RDCK facility, they have remained steady over 2023.

## 2.4 Admissions

Demographic	Jan-Jun 2019		Jan-Jun 2023		% increase in visits
	# of visits	Revenue	# of Visits	Revenue	
Child	38	-	0		
Youth	352	\$1,056.00	403	\$1,059.89	14%
Adult	101	\$395.00	322	\$1,682.61	219%
Family	6	\$60.00	0	\$-	-100%
Golden Guest	1		0	-	
Gymnasium Drop-in	481	\$1,703.53	437	\$1,191.19	
<b>TOTAL</b>	<b>979</b>	<b>\$3,214.53</b>	<b>1162</b>	<b>\$3,933.69</b>	<b>44%</b>

Increased single admission visits to the facility remain higher in 2023 compared to pre-pandemic numbers. There is a notably large increase in adult attendance to the fitness centre which is a trend seen across all of the RDCK fitness facilities post-pandemic.

## 2.5 Memberships

Pass Type	Jan-Jun 2019				Jan-Jun 2023				% increase in scans (visits)
	Memberships Purchased	# of scans (visits)	Avg Scans/ week	Revenue Total	Memberships Purchased	# of scans (visits)	Avg Scans/ week	Revenue Total	
10 PUNCH	18	188		\$1,114.24	37	322		\$1,696.25	
1 MONTH	48	360	0.3	\$2,044.64	107	1198	0.5	\$4,089.34	233%
3 MONTH	38	682	0.7	\$3,333.88	66	1939	1.2	\$6,313.32	184%
6 MONTH	6	293	2.0	\$1,051.43	16	806	2.1	\$2,976.80	175%
1 YEAR	4	602	3.1	\$2,366.74					-
LAP	9				1				
GOLDEN GUEST	0	no data			2	149	3.1		
<b>TOTAL</b>	<b>123</b>	<b>2125</b>	<b>1.5</b>	<b>\$9,910.93</b>	<b>229</b>	<b>4414</b>	<b>1.7</b>	<b>\$15,075.71</b>	<b>197%</b>

Alongside admissions, memberships have also seen a dramatic increase in visits as well as average use per membership holder. Unfortunately, there are software limitations to being able to report on the age groups purchasing each pass type.

## 2.7 Overall Analysis/Conclusion

There continues to be success and increased participation in unstructured recreation opportunities in the form of general admissions and pass sales. Programming staff are already planning into 2024 with concurrent strategies being developed to provide even more opportunities for the public to participate in structured programming as well.

It will be interesting to see if this upward trend continues to increase over the remainder of the year.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: ☐ Yes ☒ No      Financial Plan Amendment: ☐ Yes ☒ No  
 Debt Bylaw Required: ☐ Yes ☒ No      Public/Gov't Approvals Required: ☐ Yes ☒ No

N/A

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

N/A

### 3.3 Environmental Considerations

N/A

### 3.4 Social Considerations:

N/A

### 3.5 Economic Considerations:

N/A

### 3.6 Communication Considerations:

N/A

### 3.7 Staffing/Departmental Workplace Considerations:

Staff will continue with providing training opportunities in order to hire qualified staff to lifeguard and instruct. Staff will also continue to work on programming strategies and 2024 program plans.

### 3.8 Board Strategic Plan/Priorities Considerations:

N/A

## SECTION 4: OPTIONS & PROS / CONS

N/A

## SECTION 5: RECOMMENDATIONS

This report is to be received for information only.

Respectfully submitted,



Tia Wayling, Regional Programming Manager

## CONCURRENCE

Joe Chirico – General Manager of Recreation



Trisha Davison – Regional Manager of Recreation and Client Services





## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Salmo & Area G Recreation Commission OPEN MEETING MINUTES

**7:00 pm**

**Monday, May 15, 2023**

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).

Attending Remote:

Join by Video

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**Meeting number (access code):** 2774 407 9668

**Meeting Location** Held by remote meeting

### COMMISSION MEMBERS

Director H. Cunningham	Area G
Director D. Lockwood	Village of Salmo
Commissioner M. MacDonald	Village of Salmo
Commissioner J. Leus	Area G
Commissioner S. Chew	School District No. 8

### MEMBERS ABSENT

Commissioner M. Cain	Village of Salmo
Commissioner I. McInnes	Area G

### GRANT APPLICANT REPRESENTATIVES

Melanie Cox	Salmo & Area Supportive Housing Society
Patti Bishop	Salmo & Area Supportive Housing Society
Christine Stewart	Director, Salmo Childcare Society
Howard Grant	President, Nelson District Rod & Gun Club

Hoge Tyler

Nelson District Rod & Gun Club

**STAFF**

Joe Chirico

General Manager, Community Services

Pearl Anderson

Community Meeting Coordinator

**5 out of 7 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Lockwood called the meeting to order at 7:10 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Addenda for the Monday, May 15, 2023 Salmo & Area G Recreation Commission meeting be adopted with the following amendments:

- Item 5.2 – Salmo Pool Architectural Renovations Contract Award – the recommendation is amended by deleting “S225” and replacing it with “S230”; and
- Item 5.7 – Addition of the letter (via email) dated April 28, 2023 from Lianne Sanche Marleau re: 2023 Spring Grant Request.

**Carried**

**4. RECEIPT OF MINUTES**

The February 13, 2023 Recreation Commission No. 7 minutes have been received with the following amendment – deletion of Commissioner M. MacDonald as present.

**COMMISSIONER PRESENT:** Commissioner MacDonald joined the meeting at 7:22 p.m.

**5. NEW BUSINESS**

**5.1 Salmo Valley Youth and Community Centre Update**

The Salmo Valley Youth and Community Centre update provided by Laura Stavast has been received.

**5.2 Salmo Pool Architectural Renovations Contract Award**

Considered was the Commission Report dated May 3, 2023 from AJ Evenson, Senior Project Manager, re: Salmo Pool Architectural Renovations Contract.

**Moved** and seconded,

AND Resolved that it be recommended to the Board:

That the Board award the contract for the Salmo Pool Architectural Renovations to North Mountain Construction Ltd.; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$100,800.00 plus GST; AND FURTHER, that the cost be included in the 2023 Financial Plan for S230 Recreation Commission No. 7 – Salmo and Area G.

**Carried**

**5.3 Salmo Pool Upgrades Status Report**

The Commission Report dated February 1, 2023 from AJ Evenson, Senior Project Manager, re: Salmo Pool Upgrades Status Report has been received.

**5.4 Quarterly Financial Reports for S225 and S230**

The quarterly financial reports for S225 and S230 presented by Joe Chirico, General Manager of Community Services, have been received.

**5.5 Decision Making Framework**

Information regarding the decision making framework when contemplating numerous projects competing for RDCK support as presented by Joe Chirico, General Manager of Community Services, has been received.

**5.6 Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019**

The Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019 has been received.

**5.7 Grant Deliberations**

**Spring 2023 Grant Applications**

<b>Organization</b>	<b>Amount</b>
Salmo & Area Supportive Housing Society	\$ 1,350
Salmo Childcare Society	\$15,000
The Nelson District Rod & Gun Club`	\$30,000

The letter (sent via email on April 28, 2023) from Lianne Sanche Marleau requesting grant funds has been received.

**MOVED** and seconded,  
AND Resolved:

That Lianne Sanche Marleau be contacted by staff to advise of the correct grant application process with staff assistance to complete the application if Ms. Marleau so desires.

**Carried.**

Grant applicant representatives were permitted 5 minutes to address the Commission regarding their grant applications.

Information presented by Christine Stewart, Director of the Salmo Childcare Society, and Howard Grant, President, Nelson District Rod and Gun Club, has been received.

**MOVED** and seconded,  
AND Resolved:

That Salmo & Area G Recreation Commission No. 7 disburse Spring 2023 Grant Funds up to a maximum amount of \$6,500; AND FURTHER, that Salmo & Area G Recreation Commission No. 7 disburse the remaining 2023 grant funds in the Fall.

**Carried**

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

That the Board approve the payment of the following grants from the Recreation Commission No. 7 – Salmo & Area G Service S230:

Organization	Amount
Salmo Childcare Society	\$2,000
The Nelson District Rod & Gun Club`	\$2,000

**Carried**

Chair, I, Director Cunningham, wish to declare at this time that I am not entitled to participate in the discussion or vote on the next item of business on the meeting agenda, that is Item 5.7 – Spring 2023 Grant Applications – Salmo & Area Supportive Housing Society by reason that I am a Director on the Salmo & Area Supportive Housing Society and that I wish to leave the meeting at this time and request that the minutes record my leaving the meeting for the reasons stated.

Commissioner Cunningham left the meeting at 8:24 p.m.

Information presented by Melanie Cox and Patti Bishop, Salmo & Area Supportive Housing Society, has been received.

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

That the Board approve the payment of the following grant from the Recreation Commission No. 7 – Salmo & Area G Service S230:

Organization	
Salmo & Area Supportive Housing Society	\$ 500

**Carried**

Commissioner Cunningham returned to the meeting at 8:36 p.m.

## 6. PUBLIC TIME

The Chair called for questions from the public at 9:01 p.m.

**7. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Salmo Area G Recreation Commission meeting be adjourned at 9:03 p.m.

**Carried**

**Digitally approved,**

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Diana Lockwood, Chair

**RECOMMENDATIONS TO THE BOARD OF DIRECTORS**

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- 1. That the Board award the contract for the Salmo Pool Architectural Renovations to North Mountain Construction Ltd.; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$100,800.00 plus GST; AND FURTHER, that the cost be included in the 2023 Financial Plan for S230 Recreation Commission No. 7 – Salmo and Area G.*
- 2. That the Board approve the payment of the following grants from the Recreation Commission No. 7– Salmo & Area G Service S230:*

<b>Organization</b>	<b>Amount</b>
<i>Salmo Childcare Society</i>	<i>\$2,000</i>
<i>The Nelson District Rod &amp; Gun Club`</i>	<i>\$2,000</i>

- 3. That the Board approve the payment of the following grant from the Recreation Commission No. 7– Salmo & Area G Service S230:*

<b>Organization</b>	
<i>Salmo &amp; Area Supportive Housing Society</i>	<i>\$ 500</i>