



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 7**

**OPEN MEETING AGENDA**

**7:00 p.m.**  
**February 9, 2026**

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

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/98083065968?pwd=azSoaaagdWwu5JxKSdFvK9zwCunKEF.1>

**Join by Phone:**

1 833 958 1164

**Meeting ID:** 980 8306 5968

**Meeting Password:** 136289

**In-Person Location:** Village of Salmo – 423 Davies Avenue

**COMMISSION/COMMITTEE MEMBERS**

Director H. Cunningham	Area G
Director D. Lockwood	Village of Salmo - Chair
Commissioner M. MacDonald	Village of Salmo
Commissioner I. McInnes	Area G
Commissioner S. Chew	School District No. 8
Commissioner A. Ellis	Village of Salmo

**STAFF**

Joe Chirico	Staff
Trisha Davison	General Manager of Community Services
Craig Stanley	Regional Manager of Operations and Asset Management
Tia Wayling	Regional Programming Manager
Jenna Chapman	Meeting Coordinator

**1. CALL TO ORDER**

Chair [Name] 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:

The Agenda for the February 9, 2026 Recreation Commission No. 7 meeting, be adopted as circulated.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES** **pg. 3 – pg. 6**  
The January 19, 2026 Recreation Commission No. 7 minutes, have been received.

**5. DELEGATE**  
5.1 There are no Delegates scheduled for this Commission meeting.

**6. STAFF REPORTS**

**6.1 Salmo Programming Update** **pg. 7 – pg. 9**  
The Commission Report dated February 9, 2026, from Tia Wayling, Regional Programming Manager, re: Salmo Programming Update, has been received.

**6.2 Customer Experience Project Report** **pg. 10 – pg. 12**  
The Commission Reports from Trisha Davison, General Manager of Community Service, re: The Customer Experience Project Report, has been received.

**6.3 Service Budget Review** **pg. 13 – pg.15**  
The Service Budget Reports from Joe Chirico, re: the service budgets which are named below has been received.

- S225 Swimming Pool
- S230 Recreation Commission No. 7 – Salmo and Area G

**7. PUBLIC TIME**  
The Chair will call for questions from the public at \_\_\_\_\_ p.m.

**8. NEXT MEETING**  
The next Recreation Commission No. 7 meeting is scheduled for May 11, 2026, at 7:00 p.m.

**9. ADJOURNMENT**  
**MOVED** and seconded,  
AND Resolved:

The Recreation Commission No. 7 meeting be adjourned at [Time].

**Carried/Defeated/Referred**



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 7**

**OPEN MEETING MINUTES**

**7:00 p.m.**  
**January 19, 2026**

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).

**COMMISSION MEMBERS**

Director H. Cunningham	Area G
Director D. Lockwood	Village of Salmo - Chair
Commissioner M. MacDonald	Village of Salmo
Commissioner I. McInnes	Area G
Commissioner S. Chew	School District No. 8

**COMMISSION MEMBERS ABSENT**

Commissioner A. Ellis	Village of Salmo
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**GUEST**

Laura Stavast	Salmo Valley Youth & Community Centre Representative
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**STAFF**

Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager of Recreation & Client Services
Craig Stanley	Regional Manager of Operations and Asset Management
Jenna Chapman	Meeting Coordinator

**1. CALL TO ORDER**

Joe Chirico, General Manager of Community Services called the meeting to order at 7:03 p.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Member MacDonald nominated Director Lockwood

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

Joe Chirico, General Manager of Community Services ratifies the appointed Member Lockwood as Chair of the Recreation Commission No. 7 for 2026.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**4. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the January 19, 2026, Recreation Commission No. 7 meeting, be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The November 17, 2025, Recreation Commission No. 7 minutes, have been received.

**6. DELEGATE**

**6.1** There are no Delegates scheduled for this Commission meeting.

**7. STAFF REPORTS**

**7.1 S230 2026 Draft Financial Plan**

The Commission reviewed the preliminary 2026 financial plan for Service S230. Key budget highlights included a 22.4% increase in requisitions, a \$2,000 increase to user fees, and an anticipated operating surplus of \$15,000 from 2025. A 2.5% CPI wage adjustment is incorporated.

Planned repairs and maintenance total several line items, including:

- Pool repairs (\$10,000) and fencing repairs (\$2,000)
- Park tennis courts (\$2,500)
- Fitness area maintenance (\$1,500)

Capital work for the pool is budgeted at \$13,500, covering deck repairs and surge-tank plumbing.

Major equipment purchases include a new Aquatics AED (\$2,400) and replacement pool stairs (\$8,000).

Adjustments to salary allocations reflect a refined distribution of the Junior Recreation Services Supervisor's time across Aquatics, Fitness, and Overhead.

The budget also includes \$13,000 in grant funding from the Salmo Pool Society to support repairs, maintenance, and equipment needs; these funds do not support operating costs.

**7.2 2026 DRAFT Budget Review**

The Commission Reports from Joe Chirico, General Manager of Community Service, re: the 2026 DRAFT Budget Review for the below mentioned services has been received and reviewed including the key notable discussion items:

- 2026 Draft Financial Plan for Service S218 – Salmo Valley Youth & Community Centre.
  - Total 2026 Budget: \$66,800 operations and \$10,000 contribution to reserves
  - Budget remains balanced, with revenues matching planned expenditures.
- 2026 Draft Financial Plan for Service S225 – Swimming Pool.

- Total 2026 Budget: \$105,798, fully balanced.
- The service continues is projected to carry a \$26,812 surplus from 2025. Surplus is projected to be \$10,688 in 2027 and \$0 in 2028.
- The rising transfer to S230 reflects ongoing operational integration between pool and recreation services.
- Administrative cost inflation is predictable and incorporated into the plan.
- The Community Services Fee account is new in 2026 and simplifies transfers between services.

The Commission requested that staff undertake an analysis of facility utilization at the Salmo & District Recreation Fitness Centre for the periods of November through April and June through September and provide a report assessing whether current operating hours effectively serve all demographic groups.

**Freedom of the Floor** Laura Stavast, Salmo Valley Youth and Community Centre Society Representative have freedom of the floor.

Member S. Chew declared a conflict of interested due to being the Board Chair of the Salmo Valley Youth & Community Centre Society and left the meeting at 8:36 p.m.

## 8. NEW BUSINESS

### 8.1 2026 Grant Application

The Grant Application from Salmo Valley Youth & Community Centre Society has been received.

**Moved** and seconded,  
AND Resolved:

**Direction to staff:** to include a new grant for Pro-D Day and summer camps in the 2026 draft budget for Service No. S218:

Salmo Valley Youth & Community Centre      \$10, 131.00

AND FURTHER, the Salmo Valley Youth and Community Centre provide a report on the success of the camps by December 31 of 2026.

AND FURTHER the Camp budget in S230 be reduced to \$0.

**Carried**

Member S. Chew returned to the meeting at 8:55 p.m.

## 9. PUBLIC TIME

The Chair will call for questions from the public at 8:56 p.m.

## 10. NEXT MEETING

The next Recreation Commission No. 7 meeting is scheduled for February 9, 2026, at 7:00 p.m.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Recreation Commission No. 7 meeting be adjourned at 9:10 p.m.

**Carried**

**Digitally Approved**

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Chair, D. Lockwood

**RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

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*N/A*

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

***Future Recreation Commission No. 7 Meetings***

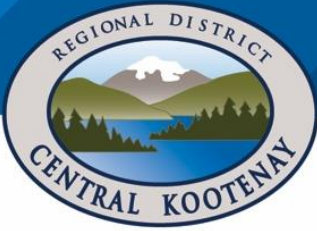
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1. The Commission requested that staff undertake an analysis of facility utilization at the Salmo & District Recreation Centre for the periods of November through April and June through September and provide a report assessing whether current operating hours effectively serve all demographic groups.
2. To include a new grant for Pro-D Day and summer camps in the 2026 draft budget for Service No. S218:

Salmo Valley Youth & Community Centre      \$10, 131.00

AND FURTHER, the Salmo Valley Youth and Community Centre provide a report on the success of the camps by December 31 of 2026.

AND FURTHER the Camp budget in S230 be reduced to \$0.



# Commission Report – For Information

February 9, 2026

## Recreation Commission 7 Programming Update

<b>Author:</b>	Tia Wayling, Regional Programming Manager
<b>File Reference:</b>	0520-50-RC7 Salmo Rec Commission 7
<b>Electoral Area/Municipality:</b>	Village of Salmo & Area G
<b>Services Impacted</b>	S230

### 1.0 PURPOSE OF REPORT

The purpose is to provide an overview of 2025 Programming with annual statistics for Salmo & Area G (S230).

### 2.0 BACKGROUND AND UPDATE

Program activity is reported across aquatics, fitness, arena, camps, and general recreation.

#### 2025 Service Delivery at a Glance

One theme really stands out for 2025 – Utilization of general admission spaces has started to climb as of Fall 2025.

#### *Aquatics*

- Of the 58 total registrants, the Salmo Pool welcomed 24 new participants to swim lessons in 2025 that did not take lessons in 2024
- Delivery of school swim lessons hit 60% of the budgeted hours (72 hours of 116 hours)

#### *Fitness*

- Adjustments to program minimums allowed fitness programs to successfully run as late registrations can be typical in Salmo

#### *Recreation*

- Drop-in Pickleball remains a popular gymnasium activity with 196 visits, 40% more in attendance than 2024

### Programming Financials

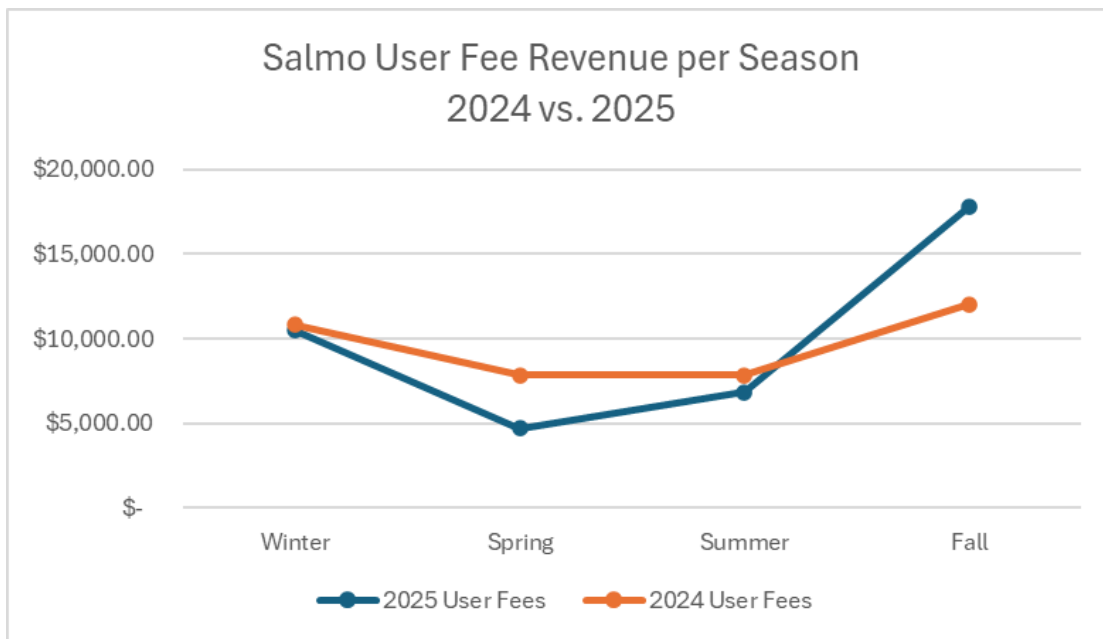
The financials for 2025:

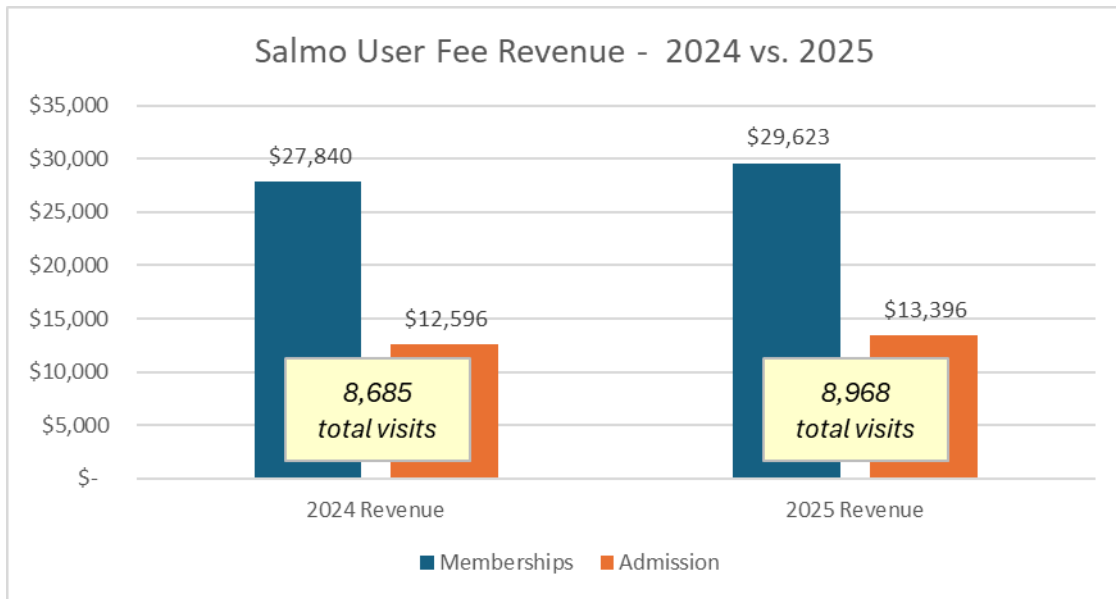
- Camps remained a staffing challenge for 2025
- Hunting courses that were offered were well attended, but only in certain seasons

Programming Financials	2024		2025		% Utilization
	Actuals	Budget	Actuals	Budget	
Recreation - Revenue	(\$6,902.00)	(\$20,900.00)	(\$8,010.00)	(\$14,500.00)	55%
Fitness - Revenue	(\$3,052.00)	(\$2,550.00)	(\$1,324.00)	(\$2,600.00)	51%
Aquatics - Revenue	(\$7,432.00)	(\$10,930.00)	(\$6,977.00)	(\$7,200.00)	97%
Recreation - Expenses	\$8,061.00	\$27,050.00	8,550.00	22,898.00	37%
Fitness - Expenses	\$2,931.00	\$5,677.00	1,211.00	5,870.00	21%
Aquatics Expenses	\$4,618.00	\$10,653.00	1,644.00	7,783.00	21%

### User Fees

The total number of visits to the Salmo Fitness Centre in 2025 surpassed 2024 by about 300 people. However, it wasn't until Fall where numbers increased a considerable amount in both pass scans and general admission. The below chart shows the revenue trend line per season. Usage dips in the warmer months is typical of recreation facilities.





### 3.0 NEXT STEPS AND TIMELINE

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

#### Aquatics & Training

- Continued monitoring to improve alignment with program offerings

#### Fitness

- Regional offering of fitness certifications to increase staff roster of available fitness instructors

#### Admissions

- Continued attention to admission numbers to see if the trend continues the upward trend

Respectfully submitted,

Tia Wayling – Regional Programming Manager

### CONCURRENCE

General Manager, Community Services – Trisha Davison

Regional Manager, Operations & Asset Management – Craig Stanley



# Commission Report – For Information

February 9, 2026

## Customer Experience Project Report & Next Steps

<b>Author:</b>	Trisha Davison, General Manager of Community Services
<b>File Reference:</b>	01-0520-50
<b>Electoral Area/Municipality:</b>	VILLAGE OF SALMO & AREA G
<b>Services Impacted</b>	S230

### 1.0 PURPOSE OF REPORT

To provide the Commission with an overview of the information collected through the Customer Experience baseline survey, with a specific focus on insights relevant to the Salmo & District Recreation Commission service area.

### 2.0 BACKGROUND AND UPDATE

In 2025, the Department initiated a training program focused on creating excellent customer experiences. While this was largely focused on service provision to clients who use services through Community Services, it has also been a catalyst to recognize staff teams within the Department and across the organization are also in service to each other.

There were three primary outcomes of the overall project were:

- To provide training and a team development opportunity for staff around customer experience excellence
- To develop a service promise that would unite and ground staff in a common service delivery expectation
- Conduct a baseline survey to understand how we are delivering on our service promise

#### Baseline Survey

The baseline survey was conducted for a four-week period from October 21 to November 21, 2025. Overall, 1,635 total responses were received from across the District distributed as follows:

- Nelson & District Community Complex: 680 responses (41.6%)
- Creston & District Community Complex: 445 responses (27.2%)
- Castlegar & District Community Complex: 415 responses (25.4%)
- **Salmo & Area G Recreation, Fitness & Pool: 51 responses (3.1%)**
- Regional Parks: 40 responses (2.4%)
- Other: 4 responses (0.2%)

As part of the survey response, participants were asked what the primary location was they were providing their feedback on. This report focuses on responses where the respondent identified the Salmo & District Recreation service as their primary location identifying the following program or service areas being mentioned:

- Fitness Centre/Gym: 42 mentions (53.8%)
- Drop-in or Community Program: 13 mentions (16.7%)
- Swimming Pool/Aquatic Programs: 12 mentions (15.4%)
- Fitness Class/Group Training: 4 mentions (5.1%)
- Arena/Ice Sports: 3 mentions (3.8%)
- Other: 4 mentions (5.1%)

Feedback shows strong participation in core services, particularly fitness and community programming. Because many participants interact with staff regularly in a smaller facility environment, service quality, familiarity, and consistency play an important role in shaping overall perceptions of participants.

**Key Satisfaction Indicators**

Of the key satisfaction indicators that were measured:

- 92.1% indicated they strongly agree or agree that they felt respected, welcomed, and heard with 2.0% disagreeing and 0% strongly disagreeing.
- 86.3% indicated they were very satisfied or satisfied with the level of care, attentiveness, and overall service received by RDCK staff with 2.0% being dissatisfied and 0% indicating they were very dissatisfied.
- 80.4% indicated being very satisfied or satisfied with the clarity and helpfulness of communication received from the RDCK (in person, by phone or online) with .9% indicating being dissatisfied and 0% indicating they were very dissatisfied.

**Analysis of Responses Received**

The survey included three questions where respondents could select a response aligned with their experience as well as a section for open ended feedback. An analysis of the responses received can be summarized as follows:

Area	Analysis
<i>Cared for, Respected &amp; Heard</i>	Salmo demonstrates exceptionally strong results in this indicator. Participants overwhelmingly feel welcomed and respected, reflecting the close-knit, community-based nature of the facility.
<i>Care &amp; Attentiveness</i>	Care and attentiveness are clear strengths for Salmo. High “Very satisfied” ratings indicate that participants feel personally supported and well cared for.
<i>Communication Clarity &amp; Helpfulness</i>	Communication is generally positive, with opportunities to further clarify scheduling and availability, particularly when changes occur.

Salmo & Area G benefits from a highly personal, relationship-driven service environment. Participants consistently feel welcomed, cared for, and supported. Continued attention to clear communication will help maintain this strong foundation as programming evolves.

Recommendations coming from the baseline survey include:

1. Protect the personal, welcoming service culture.
2. Communicate schedule or availability changes clearly and early.
3. Continue reinforcing attentiveness during peak use times.

### 3.0 NEXT STEPS AND TIMELINE

The following next steps will focus efforts on continuous improvement related to excellence in customer experiences:

Item	Date
Develop a process to implement the recommendations coming from the baseline survey.	April 2026
Revisit the Department goals and outcomes related to customer experience for 2026.	April 2026
Ongoing training & development of staff related to the customer service promise and its integration into how services are provided	April – September 2026
Conduct a follow-up survey in the Fall 2026 to measure impact of efforts made related to service improvements.	October 2026
Provide follow-up reporting to Commission February 2027.	February 2027

Respectfully submitted,



Trisha Davison, General Manager of Community Services

### CONCURRENCE

Regional Manager – Operations & Asset Management, Craig Stanley 

S225 Swimming Pool-Salmo and Area G		2025 Actual (to date)	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Account	Account (T)							
41010	Requisitions	-71,536.00	-71,536.00	-78,690.00	-86,291.00	-99,218.00	-101,508.00	-104,148.00
41020	Grants in lieu of Taxes	-293.13	0.00	-295.00	-295.00	-295.00	-295.00	0.00
49100	Prior Year Surplus	-36,412.75	-36,340.00	-26,812.87	-10,688.00	0.00	0.00	0.00
		<b>-108,241.88</b>	<b>-107,876.00</b>	<b>-105,797.87</b>	<b>-97,274.00</b>	<b>-99,513.00</b>	<b>-101,803.00</b>	<b>-104,148.00</b>
59100	Accumulated Operating Surplus	0.00	19,778.00	10,688.00	0.00	0.00	0.00	0.00
59500	Transfer to Other Service	79,449.15	86,118.00	93,023.00	95,162.53	97,351.27	99,590.35	101,880.92
59510	Transfer to Other Service - General Admin. Fee	1,024.86	1,024.86	1,050.00	1,074.15	1,098.86	1,124.13	1,149.98
59530	Transfer to Other Service - Community Services Fee	955.00	955.00	0.00	0.00	0.00	0.00	0.00
59709	Transfer to Community Services - A109	0.00	0.00	1,037.00	1,037.00	1,063.00	1,089.00	1,117.00
		<b>81,429.01</b>	<b>107,875.85</b>	<b>105,798.00</b>	<b>97,273.68</b>	<b>99,513.12</b>	<b>101,803.48</b>	<b>104,147.91</b>
		<b>-26,812.87</b>	<b>-0.15</b>	<b>0.13</b>	<b>-0.32</b>	<b>0.12</b>	<b>0.48</b>	<b>-0.09</b>

S230 Recreation Commission No.7-Salmo and Area G

Account	Account (T)	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
41010	Requisitions	-212,307	-246,532	-276,648	-284,633	-292,599	-293,736
41020	Grants in lieu of Taxes	-649	-600	-600	-600	-600	-600
42025	Sale of Services - Specified	-25,470	-14,730	-15,069	-15,415	-15,770	-16,133
42030	User Fees	0	0	0	0	0	0
42035	User Fees - Specified	-41,500	-42,300	-43,273	-44,268	-45,286	-46,328
42045	Rental Income - Specified	-1,500	-500	-511	-523	-535	-548
43025	Grants - Specified	-10,000	-10,000	0	0	0	0
43505	External Contributions & Contracts - Specified	0	0	0	0	0	0
44010	Penalties & Fees	0	0	0	0	0	0
44020	Investment Income & Interest	0	0	0	0	0	0
45500	Transfer from Other Service	-86,167	-93,023	-95,163	-97,351	-99,590	-101,881
49100	Prior Year Surplus	-55,000	-20,000	0	0	0	0
		-432,593	-427,685	-431,264	-442,791	-454,381	-459,225

51010	Salaries	158,900	161,200	164,908	168,700	172,581	176,550
51020	Overtime	0	1,000	1,023	1,047	1,071	1,095
51030	Benefits	29,320	28,890	29,554	30,234	30,930	31,641
51050	Employee Health & Safety	1,250	1,200	1,228	1,256	1,285	1,314
51060	Employee Recognition	0	0	0	0	0	0
52010	Travel	2,853	1,600	1,637	1,674	1,713	1,752
52020	Learning & Professional Development	3,500	2,500	2,557	2,616	2,676	2,738
52030	Memberships, Dues & Subscriptions	400	350	358	366	375	383
53020	Admin, Office Supplies & Postage	1,450	1,450	1,483	1,517	1,552	1,588
53030	Communication	4,000	4,400	4,501	4,605	4,711	4,819
53040	Advertising	3,700	3,811	3,899	3,988	4,080	4,174
53050	Insurance	2,575	5,200	5,320	5,442	5,567	5,695
53060	Bank Charges	515	750	767	785	803	821
53070	Bad Debts	0	0	0	0	0	0
53080	Licence & Permits	983	100	102	105	107	110
54030	Contracted Services	5,150	2,900	2,967	3,035	3,105	3,176
55010	Repairs & Maintenance	29,800	14,000	14,092	14,186	14,282	14,381
55020	Operating Supplies	6,769	5,350	5,473	5,599	5,728	5,859
55025	Chemicals	5,000	5,150	5,268	5,390	5,514	5,640
55030	Equipment	13,730	18,450	18,874	19,308	19,753	20,207
55040	Utilities	9,000	6,000	6,138	6,279	6,424	6,571
55050	Vehicles	0	0	0	0	0	0
55060	Rentals	11,500	11,615	11,882	12,155	12,435	12,721
55075	Recreation LAP Subsidy Expense	1,000	500	511	523	535	548

<b>57010</b>	<b>Grants</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>59500</b>	<b>Transfer to Other Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>59510</b>	<b>Transfer to Other Service - General Admin. Fee</b>	<b>19,735</b>	<b>25,342</b>	<b>25,925</b>	<b>26,521</b>	<b>27,131</b>	<b>27,755</b>
<b>59520</b>	<b>Transfer to Other Service - IT Fee</b>	<b>12,822</b>	<b>13,451</b>	<b>13,760</b>	<b>14,077</b>	<b>14,401</b>	<b>14,732</b>
<b>59530</b>	<b>Transfer to Other Service - Community Services Fee</b>	<b>8,075</b>	<b>1,021</b>	<b>1,021</b>	<b>1,021</b>	<b>1,021</b>	<b>1,021</b>
<b>59709</b>	<b>Transfer to Community Services - A109</b>	<b>86,565</b>	<b>81,547</b>	<b>86,483</b>	<b>88,314</b>	<b>90,861</b>	<b>93,133</b>
<b>59722</b>	<b>Transfer to Asset Management - A122</b>	<b>0</b>	<b>2,408</b>	<b>3,031</b>	<b>3,046</b>	<b>2,742</b>	<b>2,799</b>
<b>60000</b>	<b>Capital Expenditures</b>	<b>0</b>	<b>13,500</b>	<b>4,500</b>	<b>7,000</b>	<b>9,000</b>	<b>4,000</b>
		<b>432,593</b>	<b>427,685</b>	<b>431,264</b>	<b>442,791</b>	<b>454,381</b>	<b>459,225</b>
		<b>-0</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>