



Regional District of Central Kootenay
ALL RECREATION COMMITTEE Open
Meeting Addenda

Date: Wednesday, April 1, 2026
Time: 1:00 pm
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:

1:00p.m. PST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/93352429697?pwd=cUVdMZU1Y852pg98v87ico4aCNWqXs.1>

Join by Phone:

833 958 1164

*6 to unmute or mute

*9 to raise or lower your hand

Meeting ID: 933 5242 9697

Meeting Password: 844364

In-Person Location: RDCK Head Office - Board Room - 202 Lakeside Drive, Nelson

**2. ELECTION OF THE CHAIR
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] p.m.

ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

OPPORTUNITY FOR CANDIDATES TO ADDRESS THE 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 2026.

RECOMMENDATION:

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 1, 2026 All Recreation Committee meeting be adopted as circulated.

5. RECEIPT OF MINUTES

The October 29, 2026 All Recreation Committee minutes, have been received.

4 - 9

6. DELEGATE

There are no Delegates scheduled for this Committee meeting.

7. STAFF REPORTS

7.1 2026/2027 Community Services Fees & Charges Schedule

The Committee Report dated April 1, 2026 from Trisha Davison, General Manager of Community Services, re: 2026/2027 Community Services Fees & Charges Schedule has been received.

10 - 22

RECOMMENDATION:

That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 8, 2026: As per- Appendix A

- 7.2 Financial Access & Inclusion Policy – Leisure Access Program Review** 23 - 28
The Committee Report dated April 1, 2026, from Trisha Davison, General Manager of Community Services, re: Financial Access & Inclusion Policy – Leisure Access Program Review has been received.

RECOMMENDATION:

That the Board direct staff to do a feasibility study on the addition of an account level subsidy for the Leisure Access Program.

- 7.3 Community Services – Punch Pass Review** 29 - 32
The Committee Report dated April 1, 2026 from Trisha Davison, General Manager of Community Services, re: Community Services – Punch Pass Review has been received.

- 7.4 Regional Parks – Information, Updates and Planning** 33 - 44
The Committee Report dated April 1, 2026 from Trisha Davison, General Manager of Community Services, re: Regional Parks – Information, Updates and Planning has been received.

- 7.5 *Projects Overview*** 45 - 48
The Committee Report dated April 1, 2026, from Tia Wayling, Regional Programming Manager, re: Projects Overview, has been received.

8. PUBLIC TIME

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

9. NEXT MEETING

The next All Recreation Committee meeting is scheduled for June 24, 2026.

10. ADJOURNMENT

RECOMMENDATION:

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



REGIONAL DISTRICT OF CENTRAL KOOTENAY

ALL RECREATION COMMITTEE OPEN MEETING MINUTES

9:00a.m.

October 29, 2025

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

Join by Video:

<https://rdck-bc-ca.zoom.us/j/93352429697?pwd=cUVdMZU1Y852pq98v87ico4aCNWqXs.1>

Join by Phone:

1 833 958 1164

Meeting Number (access code): 933 5242 9697

Meeting Password: 844364

In-Person Location: RDCK Head Office – Boardroom
202 Lakeside Drive, Nelson, BC

COMMITTEE MEMBERS

Director M. McFaddin	City of Castlegar
Director G. Jackman	Electoral Area A
Director R. Tierney	Electoral Area B
Director K. Vandenberghe	Electoral Area C
Director A. Watson	Electoral Area D
Director C. Graham	Electoral Area E
Director T. Newell	Electoral Area F
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 A. McLaren-Caux	Village of Nakusp
Director J. Lunn	Village of Slokan
Alternate Director J. Woodward	City of Nelson

MEMBERS ABSENT

Director D. Lockwood	Village of Salmo
Director K. Page	City of Nelson
Director S. Hewat	Village of Kaslo
Director L. Main	Village of Silverton
Director L. Casley	Village of New Denver

GUESTS

Janice Morrison	City of Nelson
Kate Tait	City of Nelson

STAFF

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
Stuart Horn	Chief Administrative Officer
Alana Jenkins	Meeting Coordinator

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

1. CALL TO ORDER

Chair McFaddin called the meeting to order at 9:02 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:

The Agenda for the October 29, 2025, All Recreation Committee meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The June 25, 2025, All Recreation Committee minutes, have been received.

5. DELEGATE

5.1 There are no Delegates scheduled for this Committee meeting.

6. STAFF REPORTS

6.1 Project Overview

The Committee Report dated October 29, 2025, from Trisha Davison, Regional Manager - Recreation & Client Services and Tia Wayling, Regional Programming Manager re: All Recreation Project Overview, has been received.

DIRECTOR PRESENT: Director Popoff joined the meeting at 9:06 a.m.

DIRECTOR PRESENT: Director Weatherhead joined the meeting at 9:09 a.m.

MOVED and seconded,
AND Resolved:

That Mayor Morrison and Councillor Tait, City of Nelson be granted Freedom of the Floor.

Carried

DIRECTOR PRESENT: Director Lunn joined the meeting at 9:13 a.m.

Trisha Davison, Regional Manager – Recreation & Client Services provided an overview of the report providing updates on the Leisure Access Program, Sponsorship Framework, Program Costing Analysis, and Funded Training.

The Committee asked questions regarding comparable typical hourly frontline service positions, how Fund Training impacts smaller services, current staffing levels, and the specifics of first aid training offerings.

6.2 Ice Season and Rate Structure Review

The Committee Report dated October 29, 2025, from Trisha Davison, Regional Manager – Recreation & Client Services re: Ice Season and Rate Structure review, has been received.

Trisha Davison, Regional Manager – Recreation & Client Services provided a review of the three recommendations brought forward by staff as part of ongoing efforts to standardize service delivery within Community Services across the RDCK.

The Committee discussed arena energy use across seasons, ice availability, and potential policy development. They inquired about provincial comparisons, communication plans, and hockey school operations, noting that the Leisure Access Program doesn't apply to third-party users. Equity between rural and urban participants and the inclusion of spectators in program value assessments were also highlighted for future consideration.

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

That the Board approve core operating seasons for ice arenas as follows:

Facility	Summer Season	Core Season	Spring Season
Nelson & District Complex	Monday of the 2 nd full week in August	September 1 to March 31	April 1 to April 15
Creston & District Complex	Monday of the 3 rd full week in August	September 1 to March 31	No Spring Ice
Castlegar & District Complex	Monday of the last full week in August	September 1 to March 31	No Spring Ice

Carried

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

That the Board direct staff to include Spring and Summer ice rental rates in the upcoming 2026 Fees & Charges review, and further, that rates for ice usage during these seasons be set at prime-time levels.

Carried

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

That the Board direct staff to apply a non-prime time rate for adult ice rentals at the Castlegar & District Complex where appropriate, and further, that the Fees & Charges Schedule be updated accordingly as part of the 2026 annual review to ensure consistency and accuracy in pricing.

Carried

6.3 RDCK Arena Utilization by Kootenay International Hockey League

The Committee Report dated October 29, 2025, from Craig Stanley, Regional Manager – Operations & Asset Management re: RDCK Arena Utilization by Kootenay International Hockey League has been received.

Craig Stanley, Regional Manager – Operations & Asset Management, provided an overview of temporary advertising approvals for the three franchises and outlined plans to align team agreements through recommendations to the respective Recreation Commissions and Committee.

DIRECTOR ABSENT: Director Watson left the meeting at 10:31 a.m.

DIRECTOR PRESENT: Director Watson joined the meeting at 10:39 a.m.

The Committee asked questions about the exclusive use of dressing rooms and the cost to manage the signage in the arenas.

RECESS/ The meeting recessed at 10:43 a.m. for break and reconvened at 10:53 a.m.
RECONVENE

7. NEW BUSINESS

7.1 Aligning Purpose and Service: A Strategic Overview

The Committee Report dated October 29, 2025, from Trisha Davison, Regional Manager – Recreation & Client Services re: Aligning Purpose and Service: A Strategic Overview has been received.

Trisha Davison, Regional Manager – Recreation & Client Services, presented the department’s updated mission, vision, and strategic goals, highlighting the Baseline Customer Survey, while the Committee discussed outreach methods, offered feedback suggestions, and commended staff for their work.

DIRECTOR ABSENT: Director Popoff left the meeting at 11:14 a.m.

DIRECTOR ABSENT: Director Watson left the meeting at 11:26 a.m.

7.2 2026 Proposed All Recreation Committee Meeting Dates

The Committee to review the 2026 proposed All Recreation Committee Meeting dates.

Wednesday, April 1, 2026

Wednesday, June 24, 2026

Wednesday, October 28, 2026

8. PUBLIC TIME

The Chair called for questions from the public at 11:36 p.m., no members of the public were present.

9. NEXT MEETING

The next All Recreation Committee meeting is scheduled for April 1, 2026, at 9:00 a.m.

10. ADJOURNMENT

MOVED and seconded,

AND Resolved:

The All Recreation Committee meeting be adjourned at 11:37 a.m.

Carried

Digitally Approved

M. McFaddin, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *That the Board approve core operating seasons for ice arenas as follows:*

Facility	Summer Season	Core Season	Spring Season
Nelson & District Complex	Monday of the 2 nd full week in August	September 1 to March 31	April 1 to April 15
Creston & District Complex	Monday of the 3 rd full week in August	September 1 to March 31	No Spring Ice
Castlegar & District Complex	Monday of the last full week in August	September 1 to March 31	No Spring Ice

2. *That the Board direct staff to include Spring and Summer ice rental rates in the upcoming 2026 Fees & Charges review, and further, that rates for ice usage during these seasons be set at prime-time levels.*
3. *That the Board direct staff to apply a non-prime time rate for adult ice rentals at the Castlegar & District Complex where appropriate, and further, that the Fees & Charges Schedule be updated accordingly as part of the 2026 annual review to ensure consistency and accuracy in pricing.*



Committee Report

April 1, 2026

2026/2027 Community Services Fees & Charges Schedule

Author:	Trisha Davison, General Manager of Community Services
File Reference:	01-0515-20
Electoral Area/Municipality:	RDCK
Services Impacted	S222, S224, S226, S227, S229, S230

1.0 STAFF RECOMMENDATION

That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 8, 2026: As per- Appendix A

2.0 BACKGROUND/HISTORY

Fees and charges for general admission and rental of facilities are reviewed annually.

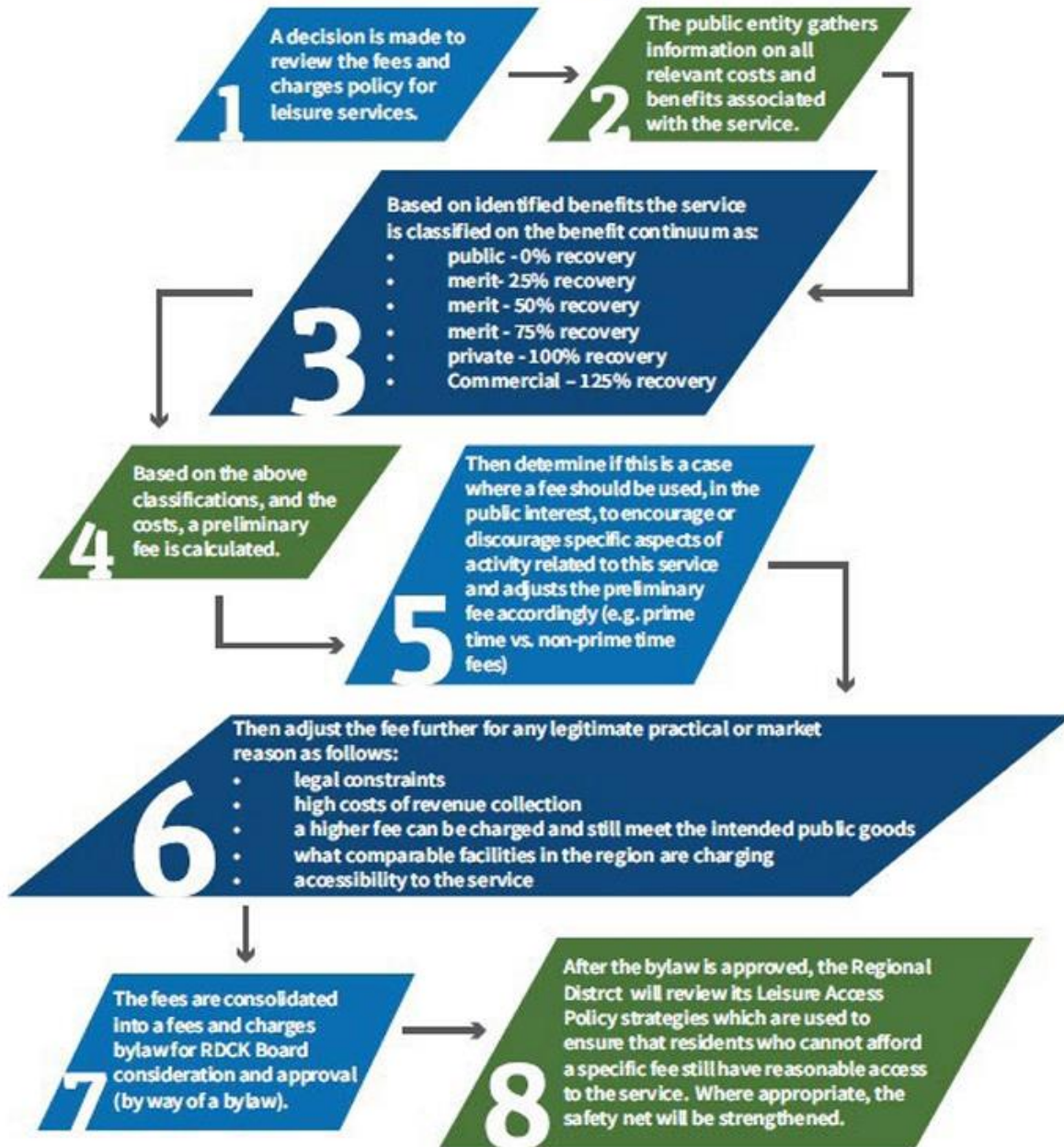
Staff is continuing to work on consolidating our fees and charges into a comprehensive Fees and Charges Bylaw. The work is complicated by a fee structure that has been independently built across many services. Staff and the Board identified that the fees being charged across the district were not based 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. A brief history to date is as follows:

- 2022 - the Board approved rental fees for RDCK pools based upon the policy.
- 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.
- 2024 - the All Rec Committee recommended a process to bring rental fees for non-profit use of arenas in line with the policy.
- 2025 - the previous General Manager of Community Services provided the committee with a more comprehensive review of the fees and charges to determine if any recalibration of fees was required based on the principles outlined in the Fees and Charges Policy 500-01-08.

The process for establishing Fees and Charges is outlined in the following diagram with is contained with the policy document. Please note, both the policy and the fees and charges schedule are available online through the RDCK's website.

Summary of Process for Setting Fees and Charges



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

Admissions & Memberships

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

Facility Rental Rates

The methodology for setting the facility rental rates is to first set the average cost per hour of our recreation facilities.

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.

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.

All Other Fees

All other rental or extra fees not noted in the fees and charges schedule will be increased by 1.8%.

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.

4.0 PROPOSED SOLUTION

The proposed solution is to increase fees for general admission

4.1 Financial Considerations of the Proposed Solution

Rate Increase – 2025 History

For 2025, the rates for admissions and rentals (aquatics and arenas) were adjusted based on the comprehensive evaluation of the cost of providing arena, fitness and aquatic facilities. All other rate increases were based upon 2025 British Columbia cost of Living Index (BC CPI) Annual Average Index increase of 2.6% as reported in February of that year. Further, as per Board direction rental rates that were below the target rate were increased 5% plus BC CPI for arenas or a total of 10% (whichever is greater) and 10% for Creston and District Community Complex aquatic rental rates until the rates reach the target rental rates as per policy.

Rate Increase – 2026

Like the previous year, in 2026 it is proposed that the British Columbia cost of Living Index (BC CPI) Annual Average Index increase of 1.8% as reported in February of that year be applied to fees and charges be applied to all fees and charges. Further, it is recommended that for rental rates that continue to be below the target rate that was outlined in 2025 that an additional increase of 5% or a total of 10% (whichever is greater) be applied to arenas and 10% be applied for Creston and District Community Complex aquatic rental rates until the target rental rates are reached as per the policy. For Creston, all aquatic rental fees have now caught up to the other complexes with the exception of one fee category.

A summary of key changes to the fees and charges schedule is as follows:

Fee	% Increase
Admissions and Memberships	1.8%
Aquatics Rentals (Nelson & Castlegar)	1.8%
Aquatics Rental – Commercial	4.2% (correction applied from 2025)
Aquatics Rental (Creston & Salmo)	1.8% to 10%
Rooms	1.8%
Arenas	10%
Arena – Dry Floor	1.8%
Fields	1.8%

Further, notations have been made in the schedule related seasonal ice rates and the core operating seasons for arenas as directed by the Board in October 2025.

4.2 Risks with the Proposed Solution

There are no anticipated risks with the proposed solution. The proposed increases in based on the annual average BC CPI increase as reported in February of 2026 which is the standard that has been consistently applied over time and the process transparent.

4.3 Resource Allocation and Workplan Impact

There is no anticipated workplan impact. The adjustments to fees and charges are brought the Committee to allow for sufficient time to prepare for Fall facility use contracts and Department program marketing materials. A delay in approving the fees and charges could have an workplan impact.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Not applicable.

4.5 Leveraging Technology

Not applicable.

4.5 Measuring Success

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5.0 ALTERNATIVE SOLUTION(S)

There is an option to not adjust fees for 2026/2027 and hold fees at their current rates.

5.1 Financial Considerations of the Alternative Solution(s)

The could be budget implications where revenue targets are not met. Further is fees and charges for services do not increase, a disconnect in the relationship between the cost of providing services and the revenue generated making conversations with the public and politicians challenging.

5.2 Risks with the Alternative Solution(s)

No applicable.

5.3 Resource Allocation and Workplan Impact

Not applicable.

5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Not applicable.

5.5 Measuring Success

Not applicable.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

There are no options considered and not presented.

7.0 OPTIONS SUMMARY

Option 1: To Approve the Fees and Charges as presented for 2026/2027

Recommendation:

That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 8, 2026: As per- Appendix A

Option 2: To not increase fees and charges for 2026/2027.

Recommendation:

This option is not recommended.

8.0 RECOMMENDATION

That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 8, 2026: As per- Appendix A

Respectfully submitted,



Trisha Davison, General Manager of Community Services

CONCURRENCE

Regional Manager of Operations and Asset Management – Craig Stanley 

ATTACHMENTS:

Attachment A – Community Services 2026/2027 Fees and Charges



Appendix A – Community Services 2026/2027 Fees and Charges

DRAFT PROVIDED TO ALL RECREATION COMMITTEE – April 1, 2026

Admission Fees

Admission charges as of September 8, 2026, 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	\$8.53	Single
Youth	\$4.27	Single
Child	\$0.00	Single
Golden Guest (75 +)	\$0.00	Single
Family Unit	\$17.06	Single
Salmo and District Fitness Centre Adult* - Fitness Centre	\$6.40	Single
Salmo and District Fitness Centre Adult* - Gym	\$3.38	Single
Salmo and District Fitness Centre Youth* - Fitness & Gym	\$3.21	Single
Ten Single Admission Pass		
Adult	\$76.78	10 Single (Expire in 1 year)
Youth	\$38.39	10 Single (Expire in 1 year)
Salmo and District Fitness Centre Adult*	\$57.63	10 Single (Expire in 1 year)
Salmo and District Fitness Centre Youth*	\$28.86	10 Single (Expire in 1 year)
One Month Pass		
Adult	\$76.78	1 Month
2 nd Adult same household	\$69.11	
Youth	\$38.39	1 Month
With the Purchase of Adult One Month Pass	\$34.55	
Salmo and District Adult*	\$57.63	1 Month
2 nd Salmo and District Adult*	\$51.87	
Salmo and District Youth*	\$28.86	1 Month
With the purchase of an Adult One Month Pass*	\$25.98	

Three Month Pass		
Adult	\$195.78	3 Months
2 nd Adult same household	\$176.21	
Youth	\$97.89	3 Months
With the Purchase of Adult Three Month Pass	\$88.10	
Salmo and District Adult*	\$146.96	3 Months
2 nd Salmo and District Adult*	\$136.92	
Salmo and District Youth*	\$73.59	3 Months
With the purchase of an Adult Three Month Pass*	\$66.23	
Six Month Pass		
Adult	\$345.50	6 Months
2 nd Adult same household	\$310.95	
Youth	\$172.75	6 Months
With the Purchase of Adult Six Month Pass	\$155.48	
Salmo and District Adult*	\$259.34	6 Months
2 nd Salmo and District*	\$233.41	
Salmo and District Youth*	\$129.88	6 Months
With the purchase of an Adult Six Month Pass*	\$116.89	
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 8, 2026, 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)	\$19.99	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$29.99	Per Hour
Fundraising or Non-Profit Special Event	\$39.99	Per Hour
Commercial Usage	\$49.98	Per Hour
Lap Pool Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$113.30	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$173.01	Per Hour
Fundraising or Non-Profit High-Profile Event	\$226.61	Per Hour
Commercial Usage	\$278.25	Per Hour
Leisure Pool Rental Fees: Full Pool		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$37.77	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$56.65	Per Hour
Fundraising or Non-Profit High-Profile Event	\$75.54	Per Hour
Commercial Usage	\$92.75	Per Hour
Leisure Pool Rental Fees: Half Pool		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$18.88	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$28.33	Per Hour
Fundraising or Non-Profit High-Profile Event	\$37.77	Per Hour
Commercial Usage	\$46.38	Per Hour
Whole Pool Atrium Rental Fee		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$188.84	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$283.26	Per Hour
Fundraising or Non-Profit High-Profile Event	\$377.68	Per Hour
Commercial Usage	\$463.75	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)	\$19.99	Per Hour

Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$29.99	Per Hour
Fundraising or Non-Profit High-Profile Event	\$39.99	Per Hour
Commercial Usage	\$49.98	Per Hour
Lap Pool Rental Fees		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$95.69	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$142.99	Per Hour
Fundraising or Non-Profit High-Profile Event	\$191.93	Per Hour
Commercial Usage	\$239.91	Per Hour
Whole Pool Atrium Rental Fee (Creston Only)		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$188.84	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$283.26	Per Hour
Fundraising or Non-Profit High-Profile Event	\$377.68	Per Hour
Commercial Usage	\$463.75	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)	\$37.77	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$56.65	Per Hour

Arena Rental Rates

Rental charges as of September 8, 2026, 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)
- NOTE: Prime rates apply for ice rentals on statutory holidays, all spring and summer ice rentals, and as of 3:00pm on weekday evenings and all day on weekends during the core season.

Facility	Summer Season	Core Season	Spring Season
Nelson & District Complex	Monday of the 2 nd full week in August	September 1 to March 31	April 1 to April 15
Creston & District Complex	Monday of the 3 rd full week in August	September 1 to March 31	No Spring Ice
Castlegar & District Complex	Monday of the last full week in August	September 1 to March 31	No Spring Ice

	2026-27 Rental Rates		
	Nelson	Castlegar	Creston
Arena: Ice Rentals			
Youth Recreation Prime (Regular, Private, Community Events, School Groups)	\$150.02	\$121.121	\$102.50
Youth Recreation: Non-Prime (75% of prime) (Regular, Private, Community Events, School Groups)	\$112.52	\$90.84	\$76.88
Representative Practices	\$150.02	\$112.56	As per contract
Representative Games	\$172.26	\$648.27	As per contract
Adult Recreation: Prime (Regular, Private, Community Events, Post-Secondary School Groups)	\$235.76	\$198.55	\$186.13
Adult Recreation: Non-Prime (75% of prime) (Regular, Private, Community Events, Post-Secondary School Groups)	\$176.83	\$148.91	\$139.60
Partial Concourse Rate only: Youth Recreation	\$14.62	NA	NA
Partial Concourse Rate only: Adult Recreation	\$21.95	NA	NA
Partial Concourse Rate only: Fundraiser or Non-Profit	\$29.27	NA	NA
Partial Concourse Rate only: Commercial	\$36.59	NA	NA
Partial Concourse Rate only: All Day Fundraiser or Non-Profit	\$131.73	NA	NA
Partial Concourse Rate only: All Day Commercial	\$219.56	NA	NA
Fundraising or Non-Profit High-Profile Event	\$319.30	\$319.30	\$319.30
Commercial Usage	\$383.15	\$383.15	\$383.15
Arena: Dry Floor Rentals			
Youth Recreation (Regular, Private, Community Events, School Groups)	\$66.98	\$66.98	\$66.98
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$100.48	\$100.48	\$100.48
Fundraising or Non-Profit High-Profile Event	\$133.97	\$133.97	\$133.97
Commercial Usage	\$160.76	\$160.76	\$160.76
All Day Fundraising or Non-Profit High-Profile Event*	\$1,205.72	\$1,205.72	\$1,205.72
All Day Commercial	\$1,446.86	\$1,446.86	\$1,446.86

*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 8, 2026, 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)
- New Denver Gymnasium (S229)

Rental Type	2026/2027	Unit
Large Multipurpose Room		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$61.61	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$92.58	Per Hour
Fundraising or Non-Profit High Profile Event	\$123.23	Per Hour
Commercial Usage	\$154.03	Per Hour
Medium/Small Multipurpose Room		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$20.65	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$30.97	Per Hour
Fundraising or Non-Profit High Profile Event	\$41.29	Per Hour
Commercial Usage	\$51.60	Per Hour
Room Rental Maximums		
	2026/2027	Unit
Large Multipurpose Room		
Fundraising or Non-Profit High Profile Event	\$554.51	Per Day
Commercial Usage	\$924.23	Per Day
Medium/Small Multipurpose Room		
Fundraising or Non-Profit High Profile Event	\$185.81	Per Day
Commercial Usage	\$309.65	Per Day

Field/Park Rental Rates

Rental charges as of September 8, 2026, 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)	\$25.78	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$38.65	Per Hour
Fundraising or Non-Profit High-Profile Event	\$51.54	Per Hour
Commercial Usage	\$64.43	Per Hour
Outdoor Court Rental Fees (Pickleball, Tennis, Sport, Volleyball)		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$8.14	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$12.22	Per Hour
Fundraising or Non-Profit High-Profile Event	\$16.29	Per Hour
Commercial Usage	\$20.36	Per Hour
Shelter Rental Fees (Pavilion, Gazebo)		
Youth Recreation (Regular, Private, Community Events, School Groups)	\$10.85	Per Hour
Adult Recreation (Regular, Private, Community Events, Post-Secondary School Groups)	\$16.56	Per Hour
Fundraising or Non-Profit High-Profile Event	\$21.70	Per Hour
Commercial Usage	\$27.14	Per Hour



Committee Report

April 1, 2026

Financial Access & Inclusion Policy – Leisure Access Program Review

Author: Trisha Davison, General Manager of Community Services
File Reference: 01-0515-20 ALL All Recreation
Electoral Area/Municipality: RDCK
Services Impacted S222, S224, S226, S227, S229, S230, S231

1.0 STAFF RECOMMENDATION

That the Board direct staff to do a feasibility study on the addition of an account level subsidy for the Leisure Access Program.

2.0 BACKGROUND/HISTORY

In April 2024, the RDCK Board approved the Financial Access and Inclusion Policy. Part of this policy includes details related the Leisure Access Program (LAP) which supports those with financial barriers to access recreation services. The new program was launched in January 2025.

In June 2025, a preliminary review and evaluation on how the program was functioning was completed. As a result some administrative changes were made to the policy to improve clarity for patrons and ease administration for both staff and users. Now that a full year has passed, staff have done a comprehensive review of the data collected including feedback from staff and patrons to determine if any further additional changes should be made to improve the effectiveness of the program.

Usage Information

LAP Activations	#	Total Utilization/Location	Amount
Total Youth Patrons	339 (32%)	NDCC	\$22,501.22 (43.9%)
Total Adult Patrons	733 (66%)	CDCC	\$13,591/36 (26.5%)
Youth \$0 remaining balance	19 (1.8%)	CDRD	\$10,967.20 (21.4%)
Adults \$0 remaining balance	223 (20.8%)	Slocan Valley	\$3,290 (6.4%)
Adult No Usage	259 (24.2%)	Salmo Youth & Community Centre	\$878.93 (1.7%)
Youth No Usage	155 (14.5%)		
Total Activations	1276	Total Utilization	\$51,229.10
Total Unique Patrons	1072		

Usage Type	#	Amount Used
Adult Registered Programs	95	\$1,547.08
Youth Registered Programs	139	\$5,100.51
Membership – Adult	571	\$31,822.97
Membership – Youth	157	\$6,931.71
Admission - Adult	1,609	\$7,057.81
Admission - Youth	362	\$1,217.58
Total	2,933	\$53,677.66

Other Usage Details

- 117 (10.9%) activated more than one subsidy amount. Of these, 104 applicants received a second subsidy, 10 received three subsidies, and 2 received more than three subsidies.
- 36% of applicants have not used their subsidy to date.
- The issue of escalating edge cases for additional subsidy requiring senior manager approval was minimal.
- The administrative change implemented in July 2025 where those providing the required verification documents could receive their full subsidy allotment at the time of initial application was a helpful change.
- The subsidy amounts of \$100 adults (\$200 with verification of need) and \$150 youth (\$300 with verification of need) is appropriate at this time. As fees and charges evolve over time, this may need to be looked at.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

Operational Observations

1. Family transactions remain one of the largest operational pressures

- One of the most consistent themes in the issue tracker is the amount of time required to process family visits when all family members are using LAP. When subsidies are applied, they are attached to the individual not the overall account resulting in several separate transactions. This slows down service, creates longer waits at the front desk, and can be frustrating for both staff and patrons during busy periods.

2. Adult subsidies are often carrying family admissions

- When paying for a family admission, the subsidy for the adult on the account is used. While this allows families to attend together, it causes adult subsidy balances to be used more quickly than youth balances. This creates an imbalance in the current model and does not fully reflect how families naturally access recreation services as a household unit.

3. The current structure may disadvantage month-to-month users

- Recurring concerns have been raised from patrons who can only afford to purchase one month at a time. The term based membership system is based providing a higher discount in a longer term is purchased. Three separate 1-month adult passes at \$75.42 each would require \$113.13 in subsidy to receive the full 50% benefit over three months, which exceeds the subsidy cap. By comparison, a 3-month pass at \$192.32 only requires \$96.16 in subsidy to receive the full 50% discount. In practice, this means patrons who can afford a longer pass up front may receive more time from the same subsidy balance than patrons who must renew monthly.

4. Patron Confusion Around How the Subsidy Works

- A repeated theme across multiple centres is that patrons do not always understand:
 - How the \$100 subsidy works
 - Why it is not applying as a straight 50% reduction each time
 - why there is a fixed \$ amount
 - How long it is intended to last

This often creates difficult front desk conversations, particularly when patrons are upset or feel they are receiving less support than under the previous structure.

5. Number of Edge Cases are Growing

- Staff are dealing with an increased number of cases that fall outside of the standard processes for this program. Examples of these situations include:
 - duplicate subsidies after account merges
 - children connected to multiple qualifying households
 - cancelled programs after subsidy has been used
 - request to backdate the subsidy after a membership had already been purchased prior to LAP approval, creating frustration for the patron and requiring staff to explore refund and reissue options.
 - youth not living at home
 - vulnerable patrons requiring additional subsidy support
 - confusion around GIS, NOA, and secondary subsidy approvals
 - patrons who struggle to access the online application process

These issues do not change the overall findings of the report, but they do show that the current program requires a high level of manual interpretation and exception handling.

Overall, the Leisure Access Program continues to provide meaningful access to recreation services across participating communities, and the usage data shows that the program remains active across a broad range of service types. Through the documentation of feedback over the past year, it is clear that there are recurring operational and service delivery concerns that go beyond usage totals alone. The most common issues relate to family transactions, patron confusion, the way subsidy value is used more quickly by month-to-month users, and the growing number of exception cases requiring manual staff intervention.

While the program is working, there are opportunities to make it easier to understand, easier to administer, and more equitable in practice.

3.1 Alignment to Board Strategic Plan

This project aligns with the following Board strategic priorities:

- Organizational Excellence
- Develop Relationships and Partnerships
- Managing our Assets and Services in a Fiscally Responsible Manner

3.2 Legislative Considerations

- Not applicable

3.3 What Are the Risks

Staff are continuing to make small incremental changes and improvements to the Leisure Access Program based on the feedback received from staff and patrons from the past year. The improvements proposed do not have any risks.

4.0 PROPOSED SOLUTION

Improvement Changes – No Formal Recommendation Required

Based on the experiences of the past year, the following improvements are in the process of being implemented:

1. **Communication Program** – staff are in the process of developing communications tools to support the reapplication process for patrons which commences in May 2026. This will also include communication around supporting those with limited or no digital access.
2. **Edge Cases** – it is understood that a program such as the LAP will have edge cases that will require review against the principles of the policy. In some cases this involves putting administrative practices into place. In other cases, this could involve staff working with social service agencies to support our learning and understanding of the documentation that is available to assist with additional verification requirements to support additional subsidy requests. This is work in progress.
3. **Family General Admission** – staff will be adjusting the administrative process to allow both the adult and child subsidies to pay for family general admission. This change will be monitored for effectiveness over time. This change will not occur until June 2026.
4. **Concern Related to Month to Month Term Membership Holders** – staff are aware that the term-based membership structure provides the most financial benefit to those who can afford to pay up front. Staff direction has been provided at a previous All Recreation Committee meeting to review the membership structure. This has not been prioritized to date. Through the existing policy, there are some creative means to support patrons who may be in this situation for the time being.

Proposed Solution Requiring Staff Direction

The issues related to the processing of family transactions are consistent enough that staff believe there is value in reviewing the feasibility of an account level subsidy program. The findings of this initiative could be reviewed at a future All Recreation Committee meeting to determine if this is a change to advance for consideration in 2027.

4.1 Financial Considerations of the Proposed Solution

As there are no recommended policy changes or changes to the subsidy amounts, there are no financial considerations at this time.

4.2 Risks with the Proposed Solution

There are no known risks with the proposed solution.

4.3 Resource Allocation and Workplan Impact

There are no resource allocation or workplan impacts.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Since the launch of the revised LAP in January 2025 and subsequent policy amendments in June 2025, patron and staff feedback has been documented to assist with the evaluation of the overall program. The continued improvements noted in this report support enhancing the user experience of the program overall while ensuring the intent of the policy is upheld.

4.5 Leveraging Technology

Community Services utilizes Xplor recreation software to manage all recreation services. The LAP subsidy program is also managed through this software. The recommendation within this report recognizes that staff need to review what the software can support while balancing the administration required to run the program.

4.5 Measuring Success

Not applicable.

5.0 ALTERNATIVE SOLUTION(S)

There are no alternate solutions being presented.

5.1 Financial Considerations of the Alternative Solution(s)

Not applicable.

5.2 Risks with the Alternative Solution(s)

Not applicable.

5.3 Resource Allocation and Workplan Impact

Not applicable.

5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Not applicable.

5.5 Measuring Success

Not applicable.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

There are no additional options considered that are not being presented.

7.0 OPTIONS SUMMARY

Option 1: Investigate the feasibility of an account level subsidy option for the Leisure Access Program.

Recommendation: That the Board direct staff to do a feasibility study on the addition of an account level subsidy for the Leisure Access Program.

Option 2: Not investigate the feasibility of an account level subsidy option for the Leisure Access

Recommendation: This option is not recommended.

8.0 RECOMMENDATION

That the Board direct staff to do a feasibility study on the addition of an account level subsidy for the Leisure Access Program.

Respectfully submitted,



Trisha Davison, General Manager of Community Services

CONCURRENCE

Regional Manager, Operations and Asset Management – Craig Stanley





Committee Report – For Information

April 1, 2026

Community Services – Punch Pass Review

Author:	Trisha Davison, General Manager of Community Services
File Reference:	01-0515-20
Electoral Area/Municipality:	AREAS A, B, C, D, E, F, G, I, J, CASTLEGAR, CRESTON, NELSON, SALMO
Services Impacted	S222, S224, S226, S227, S230

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the All Recreation Committee with data related to punch pass usage. This is a key step in helping guide future decision making on a replacement option for the 10x punch pass.

2.0 BACKGROUND AND UPDATE

In March 2024, staff provided a report to the All Recreation Committee regarding the development of a membership restructuring framework. The report included the following recommendation:

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.

This report focuses on the 10x pass.

Over the past two years, key changes were made to the 10x punch pass. Most notably, these passes expire one year from the date of purchase. Staff needed sufficient time from when this change was fully implemented to pass in order to start collecting data that could help inform future planning and decision making.

Data Details

The following information provides a summary of punch pass sales and usage across RDCK recreation centres. Staff have used the information to identify usage patterns related to unused sessions after the time of expiry. The data collected is from the timeframe of February 1, 2025 to February 28, 2026. Two different datasets were used. The sales dataset identifies how many punch passes were sold by location during the reporting period and the expired-pass extract dataset identifies the number of passes that expired with unused sessions. When combined, these reports provide insight into how frequently passes expire with unused session and the overall magnitude of the value of unused session.

Note: Expired pass data is available for all centers. Nelson and Salmo represent the most complete datasets, while Creston and Castlegar reflect partial snapshots due to the more recent adoption of expiry tracking practices. As a result, figures for these centers may underrepresent total expired passes and unused sessions.

Sales Summary

Between February 1, 2025 and February 28, 2026, sales of punch passes were as follows:

Location	# Sold	%
Nelson & District Community Complex (NDCC)	4,965	60.2%
Creston & District Community Complex (CDCC)	1,963	23.8%
Castlegar & District Community Complex (CDRD)	1,180	14.3%
Salmo Youth & Community Centre (SYCC)	139	1.7%
Total	8,247	
Total Number of Passes Expiring with Unused Sessions	981	11.9%
Total Number of Unused Session (approx.)	7,014	
Total Estimated Value of Unused sessions (approx.)	\$50,500	

Information verifies that NDCC is the primary driver of punch pass activity. As a result, for the purposes of initial evaluation, the dataset from the NDCC is used due to the high sales volume and completeness of currently available records. For the NDCC, it was identified that:

- 579 punch passes expired with sessions remaining (11.7% of passes sold)
- 3,079 total sessions left unused (6.2% of total session value)
- An average of approximately 5.3 unused sessions per expired pass

For SYCC, it was identified that:

- 58 punch passes expired with sessions remaining (41.7% of passes sold)
- 285 total sessions left unused (20.5% of total session value)
- An average of approximately 4.9 unused sessions per expired pass

Datasets for Creston & Castlegar combined represent 38.1% of sales. For these locations the following was identified:

- 344 punch passes expired with sessions remaining (10.9% of passes sold)
- 3,654 total sessions left unused
- Across Creston and Castlegar, an average of approximately 1.16 sessions per pass sold remain unused, representing roughly 11.6% of total session value.
- *Note: expiry tracking practices in Creston and Castlegar were not consistently in place for the full review period. Due to staffing changes and the more recent adoption of this documentation process, the available datasets from these centres represent a partial snapshot and may underreport total expired passes.*

Anticipated Contributing Factors to Underutilized Sessions

Based on the expiry records reviewed across multiple centres, several factors are contributing to punch pass under-utilization. The consistency of expiry with unused sessions, along with the volume of sessions remaining per pass, suggests these patterns are not isolated to a specific location.

1. *Overestimation of Intended Attendance* - Patrons may expect to attend more frequently than they do, resulting in unused sessions at the time of expiry.
2. *Seasonal and Life Circumstance Barriers* - Attendance may be affected by illness, injury, changing schedules, weather, transportation, or other personal circumstances that limit consistent participation over time.
3. *Purchase by Visitors or Short-Term Users* - Some passes may be purchased by individuals who do not remain in the area long enough to fully use them.
4. *Limited Awareness of Expiry Timelines* - Some patrons may not fully understand that punch passes expire after one year, particularly if usage is infrequent.
5. *Forgotten Remaining Sessions* - Patrons who attend infrequently may lose track of their remaining sessions over time, especially where there are no active reminders or prompts.
6. *Limited Direct Patron Feedback* - The data reflects outcomes at the point of expiry but does not directly capture patron intent or decision-making. Additional engagement, such as surveys or follow-up with affected patrons, would be required to validate the underlying reasons behind these patterns.

Program Considerations

Prior to recommending any changes to the punch pass program, staff are planning to implement the following next steps:

1. *Reminder Communication System (Implemented)*
Automated reminder messaging for punch pass balances and upcoming expiry dates has been implemented. Ongoing monitoring will help determine whether this improves utilization and reduces expiry with unused sessions over time. The impact of these efforts will be observable by the December 2026 expiration season.
2. *Review of the Punch Pass Structure*
Given the observed number of unused sessions per expired pass across centres, a review as to whether the current punch pass formats align with actual patron usage patterns. There may be other options that work better.
3. *Strengthen Point of Sale Messaging*
Ensure staff consistently communicate expiry timelines and support patrons in selecting products that align with their anticipated attendance. This remains an important complement to automated reminders.
4. *Improve Online Visibility of Product Options*
Provide clear comparisons between punch passes, drop-ins, and membership options so patrons can make informed decisions based on expected usage.

5. *Use Surveys or Targeted Follow-up*

While the data shows consistent patterns of unused sessions at expiry, it does not capture patron's intent. Targeted surveys or follow-up could help validate the reasons behind these patterns and inform future program design.

6. *Continue and Refine Centre by Centre Review*

With initial datasets now available for all centres, continued review with a focus on improving data completeness and consistency, particularly in locations where expiry tracking practices were adopted more recently, will be important. This will support a more comprehensive district-wide analysis over time.

Expiry data reviewed across all centres indicates that punch passes are regularly expiring with unused sessions remaining (approximately 85%). The calculated expiry rates are broadly consistent across centres, while the average number of unused sessions per expired pass varies, indicating differences in utilization patterns between locations.

While the datasets for Creston and Castlegar are incomplete, the available data shows a higher average number of unused sessions per expired pass compared to other centres. This suggests that the overall impact of unused sessions at expiry in these locations may be greater than currently captured.

Continued monitoring, along with alignment of product structure, reminder systems, and patron-facing communication, will support improved understanding and potential optimization of punch pass usage over time.

3.0 NEXT STEPS AND TIMELINE


Next Step	Timeline
Marketing and promotion enhancements to clients	Now (commenced in early 2026)
Staff communication practices/enhancements	Now
Data collection and completeness practices	Now
Punch Pass Structure Review	April to September
Targeted Survey	Fall 2026

Respectfully submitted,



Trisha Davison, General Manager of Community Services

CONCURRENCE

Regional Manager of Operations & Asset Management – Craig Stanley 
Recreation Client Services Business Coordinator – Erick Chmara – Digitally Approved



Committee Report – For Information

April 1, 2026

Regional Parks – Information, Updates and Planning

Author:	Trisha Davison, General Manager of Community Services
File Reference:	01-0515-20 All Recreation
Electoral Area/Municipality:	RDCK
Services Impacted	All Parks Services

1.0 PURPOSE OF REPORT

The purpose of this report is to provide information to the All Recreation Committee on Parks initiatives from 2025 and to highlight the scope and volume of work currently being managed by the Parks team as we come into 2026. This report aims to improve how Parks services and activities are communicated to the Committee and to identify next steps that will support effective prioritization of the team's efforts.

2.0 BACKGROUND AND UPDATE

The RDCK Regional Parks system consists of 27 regional parks and 3 trail systems encompassing over 580 hectares of land. It is a complex system that continues to grow, evolve and have continued pressures put on it where that be from the addition of new parks, demand or requests by user groups, management of contractual relationships or partnerships, and a limited staffing resource. Further there are many projects that require effort over multiple years due to the layers or complexity. Finding ways to tell the story of parks differently to help with general understanding of the parks system is a key priority of staff in 2026.

Reporting out on Parks tends to occur at the Commission or Committee level. The All Recreation Committee is the only place, next to a Board meeting itself, where reporting on the service could occur on a much broader level to help everyone gain a more comprehensive understanding of the system as a whole.

The first initiative identified is to share information in a board and meaningful way with decision makers and key stakeholders. This report is the kick off to this information sharing by:

- Sharing the first annual "Parks Report"
- Sharing a list of key projects and initiatives the Parks team is working on
- Identify proposed next steps on prioritization of initiatives

Parks Report

Attached is the first annual Park Report that was completed for 2025. It is currently posted on the RDCK website, has been circulated as part of the RDCK newsletter, on social media sites and is available in the major recreation complexes. Staff are continuing to look for ways to use the information in the report (i.e. the map) in

unique and different ways to help celebrate and draw attention to the overall parks system and what each park has to offer.

Parks Projects & Initiatives

A summarized version of the key Parks projects and initiatives has been attached for information. Each of these items require a detailed work plan to be developed that helps to identify the steps involved with each project. In some cases, the project or initiative is something that can be accomplished in one year. In other cases the projects spans, or is expected to span, multiple years (1 to 3 years), where other require a long-term outlook (3 to 5+ years) due to the complexity or nature of the project. It is important to note that the list aims to capture more significant initiatives/projects and does not include regular workload activities related to operations or planning functions.

Staff are challenged with identifying definitions for what makes a project high, medium or low priority and are working on a matrix to help identify how an initiative would be identified as such. Projects can also move from one priority to another for a number of reasons as well which can cause staff to suddenly have to pivot on priorities. For example, if a large grant is suddenly achieved for a project that was awaiting funding confirmation, this can escalate the priority of the project. Similarly, if a large grant is suddenly offered, other ongoing or planned projects may be reprioritized to leverage external funding. Having a consistent and understood methodology in how these decisions are made is something that is felt to be valuable for all stakeholders.

Guiding principles to date have included:

- Need for the project – the gap, the benefit, the demand
- Resource allocation – funding, grant monies, contributions from a key partner or stakeholder
- Opportunity – a direction can be provided that there is a willingness to acquire land for park purposes, but it is difficult to plan for when those acquisitions may occur
- Political direction – the energy and commitment from political leaders to have something occur.
- Project Complexity – in some cases communication could be improved to help with understanding around the steps required for a particular project which can impact anticipated timelines.
- Alignment – how the project aligns with other initiatives, mandates, strategies etc
- Operational or Strategic decision – how operational priorities are set versus strategic priorities are set may look different.

As this develops, staff will bring a decision making matrix back to the All Recreation Committee for review and consideration.

3.0 NEXT STEPS AND TIMELINE

The anticipated next steps are as follows:

Next Step	Timeline
Build the development of an Annual Parks Report into workplans	Commencing now
Enhance promotion and awareness of the parks system	Spring 2026
Develop a draft prioritization matrix	Spring 2026
Report back to the All Recreation Committee	June 2026
Maintain and share an Parks project & initiatives list for ongoing review	Now

Respectfully submitted,



Trisha Davison, General Manager of Community Services

CONCURRENCE

Manager of Operations & Asset Management – Craig Stanley



ATTACHMENTS:

Attachment A – 2025 Parks Report

Attachment B – Parks Projects & Initiatives Summary



Rosebud Lake Regional Park Expansion

In January 2025, the RDCK expanded Rosebud Lake Regional Park from 16 hectares to more than 80 hectares with support from the BC Parks Foundation. This milestone advances a long-standing goal identified in The Rosebud Lake Park Plan (2002) to protect the lake’s unique ecosystem and manage critical water levels.

Fed by underground springs, Rosebud Lake is a rare and sensitive environment. The expansion brings much of the lake’s shoreline and adjacent uplands into the regional park, strengthening long-term conservation and stewardship.

These lands are vital for Western Painted Turtles, the only native freshwater turtle species in British Columbia. By protecting shoreline and upland habitat, the RDCK and BC Parks foundation are helping ensure Rosebud Lake remains a refuge for wildlife and a valued natural space for the community.



Future Regional Park in the Creston Valley

The RDCK secured land in the Creston Valley to create a future community regional park and restore public access to the Goat River. This important acquisition advances shared park priorities identified in the RDCK and Town of Creston Parks and Recreation Master Plan and sets the stage for a new regional park designed for people, nature, and connection.

This riverfront property holds strong potential as a gathering place where residents and visitors can enjoy the natural beauty of the Goat River. As planning moves forward, the RDCK will focus on environmental stewardship, safe public access, and thoughtful park design, with opportunities for community input along the way.

The purchase was made possible through funding partnerships with Columbia Basin Trust and the BC Parks Foundation, demonstrating a shared commitment to expanding and protecting parkland in the Creston Valley.



Rosebery–Three Forks (Galena) Trail Bridge Replacement

The RDCK completed the installation of a new 85-foot aluminum bridge on the Rosebery to Three Forks Regional Trail, restoring the connection between the cable car crossing and the Three Forks trailhead. The work was needed after a slough affected the original bridge, which led to a temporary trail closure while safety measures and replacement work were completed. The project also included wooden ramp approaches and earthworks necessary to stabilize the trail.

 Area: New Denver, Silverton & Area H



Crawford Creek Trail Rehabilitation and Upgrades

A trail rehabilitation project was completed, improving trail surfacing and drainage to enhance safety and accessibility across all corridors.

The project also included replacing the old, failing footbridge with a new 65-foot aluminum footbridge that was installed over a pond outflow to improve safety for trail users. Ongoing maintenance continues throughout the parks trail network to keep it in top condition for users.

 Area A



Celebrating the Trail: In May, the community came together for a reopening celebration, connecting with Parks staff, East Shore Trails and Bike Association, and the RDCK Regional Director while enjoying the newly upgraded trail.

Bathroom Upgrades at Cottonwood Lake and Glacier Creek

This summer, the existing toilets from Cottonwood Lake Regional Park were relocated to Glacier Creek Regional Park, which needed updated bathrooms. The swap allows Cottonwood Lake to receive upgraded toilets and a repaired concrete slab, better suited to its high visitor traffic, while the relocated toilets are now helping Glacier Creek visitors enjoy the park more comfortably.

 Area G & Area D



Better Bathrooms for All: Upgrades at Cottonwood Lake and Glacier Creek ensure both parks stay welcoming and enjoyable for everyone.

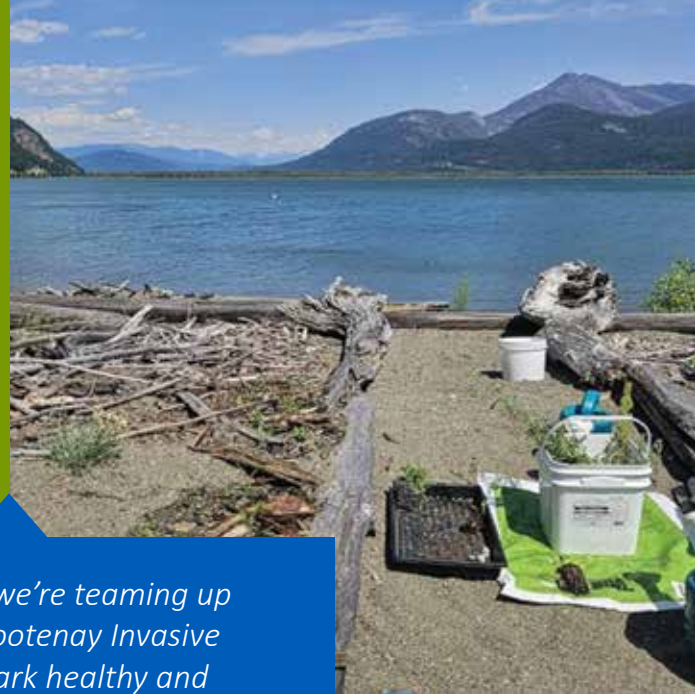


Invasive Plant Management

Lardeau Regional Park saw successful community-led efforts to manage invasive plants, including multiple weed-pull events that brought residents together to protect the park's natural spaces.

A solarization trial also produced excellent results with minimal labour, and targeted knapweed removal efforts were largely successful, helping to restore and preserve native ecosystems.

 Area D & Area J



Community Impact: *Alongside work at Lardeau, we're teaming up with the Okanagan Nation Alliance and Central Kootenay Invasive Species Society to keep Waterloo Eddy Regional Park healthy and free of invasive species.*



Trail and Habitat Improvements


Morning Mountain Regional Park continues to improve for all visitors. Native plantings, including shade trees, are establishing well with compost integration, while slope stabilization protects sensitive areas.

Trail inspections, brushing, and drainage work were carried out in coordination with user groups, including the Nelson Cycling Club, to keep trails safe and enjoyable. Added risk signage and ongoing invasive plant management help maintain the park's natural beauty, ensuring it remains welcoming for everyone.

 Area E

Old South Slocan Schoolhouse

Following the removal of the original schoolhouse, work is underway to re-establish this historic site as a welcoming community gathering place. The next major phase, planned for 2026, will focus on foundation improvements and new concrete surfaces, setting the stage for a future pavilion and park space that honours the site's history while supporting community connection for generations to come.

 Area H



Local volunteers have been playing a hands-on role in preparing the site, contributing skilled labour and countless hours to help move the project forward.



Regional Parks Overview



0 15 km 30 km

Over **580** hectares
(1,435 acres)

3
Trails

27
Regional Parks

Yours to Explore & Enjoy!

- | | | | | | |
|----|--|----|--|----|-----------------------------------|
| 1 | ▲ Balfour Beach Regional Park | 13 | ▲ Lardeau Regional Park | 25 | ▲ Taghum Beach Regional Park |
| 2 | ▲ Bigelow Bay Regional Park | 14 | ▲ McDonalds Landing Regional Park | 26 | ▲ Waterloo Eddy Regional Park |
| 3 | ▲ Bonnington Regional Park | 15 | ▲ Morning Mountain Regional Park | 27 | ▲ Winlaw Regional and Nature Park |
| 4 | ▲ Brilliant Bridge Regional Park | 16 | ▲ Nelson Salmo Great Northern Trail | P1 | 3823 Goat Canyon Road |
| 5 | ▲ Cottonwood Lake Regional Park | 17 | ▲ Pass Creek Regional Park | P2 | Campbell Fields |
| 6 | ▲ Crawford Creek Regional Park | 18 | ▲ Pulpit Rock Access Regional Park | P3 | Robson Community Park |
| 7 | ▲ Crescent Valley Beach Regional Park | 19 | ▲ Riondel Regional Park | P4 | Former Old School House Site |
| 8 | ▲ Glacier Creek Regional Park | 20 | ▲ Robson Boat Ramp Regional Park | | |
| 9 | ▲ Glade Regional Park | 21 | ▲ Rosebery Parklands Regional Park | | |
| 10 | ▲ Historic Ainsworth Wharf Regional Park | 22 | ▲ Rosebery to Three Forks Regional Trail | | |
| 11 | ▲ James Johnstone Regional Park | 23 | ▲ Rosebud Lake Regional Park | | |
| 12 | ▲ Krestova Regional Park | 24 | ▲ Sunshine Bay Regional Park | | |

Primary Park Type	
●	Open Parks
●	Future Parks
▲	Multiple Purpose Park (6)
▲	Waterfront Access Park (16)
▲	Regional Trails (3)
▲	Waterfront Access & Multiple Purpose Park (2)

My lists
PARKS INITIATIVES - COMMUNITY SERVICES ☆ ☺

Initiative ↑	Priority	Project Details	Timeframe
Acquisition - In Camera Land Acquisition (Ongoing)	Medium	This is a placeholder for recognizing In Camera discussion involving project acquisition and negotiation	3-5+ years
Acquisition - Taghum Beach Teck Land	Low		3-5+ years
Best Practices - Trail Construction Standards	Medium	Develop a trail standards that are suitable for contracting out trail and pathway constructions and for internal use.	
Commission Workshop Request - Funding for Regional Amenities (Rec 5)	High	Requested by Rec 5 Commission.	<1 year
Contract - Glacier Creek Campground Host Recruitment	High	Interviews & recommendation to the Board.	<1 year
Contract - Great Northern Trail Brushing	High	RFP initiated for 2026	<1 year
Contract - Pass Creek Regional Park Campground Host Recruitment	High	Interviews & recommendation to the Board.	<1 year
Environmental Assessment - Glade & Taghum	Medium	Environmental Assessment being completed for these sites with potential project near the riparian zone. Glade Park Improvement will trigger the required for Environmentally Sensitive Development Permit	<1 year
Feasibility - Blewett Boat Launch	Low	The Area Director has interest in reopening the discussion for a boat launch in Blewett	
Feasibility - Cricket Castlegar & Area	Medium	Looking at options at Pass Creek Park.	1-3 years
Feasibility - Pass Creek Disc Golf	Medium	Site visit done with user group. Staff report required back to Commission. Anticipate April.	1-3 years
Feasibility - Pass Creek Park Review	Medium	Includes governance, ball diamond parking, exhibition grounds stewardship, spawning channel, ponds, etc.	3-5+ years
First Nations Engagement	High	Efforts to work with First Nation occur with various parks projects.	

...continued.



My lists

PARKS INITIATIVES - COMMUNITY SERVICES ☆ ☺

Initiative ↑	Priority	Project Details	Timeframe
Fuel Treatment - Glacier Creek Regional Park FMP	Low	A Fuel Management Prescription was done in 2018, the project has not been funded	3-5+ years
Grant - Campbell Field Community Works Application	High	Funding has been approved. Next steps are to move forward with the planning for the gateway project. Next steps involve a project initiation form.	<1 year
Grant - CBT Enhancement Grant (\$1m) 2026-2028	High	Step 1: Board approval - complete (March 2026) Step 2: Develop year 1 draft work plan & charter & determine appropriate review with commissions/committees - pending, due June 15 to CBT Step 3: Develop year 2 workplan - not started, due in 2027	1-3 years
Grant - Community Works Grant Application Goat River	High	At the request of the Area Director, submit an application to secure community works funding to support park development at 3823 Goat Canyon Road and any other potential sites on the Goat River.	<1 year
Land Tenure - Galena Trail	High	Applied for and land tenure documents have been received from the Province. We are awaiting final documents.	
Land Tenure - Glacier Creek Regional Park	High	The Special Use Permit expired on March 1, 2020. Community Institutional Licence of Occupation application is required. This could trigger the requirement for a management plan and first nations consultation.	1-3 years
Land Tenure - Great Northern Trail	High	A one year extension of the existing Tenure has been granted which expires December 31, 2026	
Land Tenure - Morning Mountain	High	Morning Mountain Regional Park Licence of Occupation Expired July 2022. Renewal of the Licence is thought to be an option.	
Land Tenure - Soon to Expire	Medium	Taghum (Teck) – May 2027 Glade Wharf – March 2027 Ainsworth Wharf – December 2028	1-3 years
Management Plan - Crawford Creek Regional Park	Medium	To include consultation with First Nations.	1-3 years
Management Plan - Five, Six Mile Beach & McDonald's Landing	Medium		

...continued.

My lists			
PARKS INITIATIVES - COMMUNITY SERVICES ☆ ☾			
Initiative ↑	Priority	Project Details	Timeframe
Management Plan - Great Northern Trail	Medium	Project includes topics such as motorized use, Sisters of St. Anne site, Ymir Sk8 Park etc.	1-3 years
Management Plan - Taghum Beach	Medium		1-3 years
Park Development - 3823 Goat River Road	High	Project charter required to identify the process and steps required to move this park development forward.	3-5+ years
Park Development - Campbell Field	Medium	To construct an initial development phase for a future multi-use outdoor recreation hub.	3-5+ years
Park Development - Former Old School House Site Park Development	High	May be assigned to Project Management	1-3 years
Park Development - Krestova Regional	Medium	No designated parking, toilets or interpretive and wayfinding signage. Public commitment was to complete a Management Plan within the first 5 years of acquisition.	1-3 years
Park Development - Robson Community Park	High	Community fundraised money to build the park. RDCK will be the operator. RDCK to oversee the construction of the park. Expected to commence Spring 2026.	1-3 years
Park Improvement Project - Glade Regional Park	Low	Community consultation resulted in challenges determining next steps.	3-5+ years
Park Improvement Project - Taghum Beach Regional Park	High	Funding for the design work is in place. Some of the CBT accessibility funds may be able to support this project. Requires archeological assessment and permitting.	1-3 years
Park Investigation - West Creston Ferry Landing	High		1-3 years
Policy - Park Permitting/FUA	Medium	Project involves use of the recreation software to support basic park permitting requests. FUA vary depending on the type of use being requested.	1-3 years
Policy - Regional Parks Bylaw Review	Medium	A number of new parks have been added in recent years which are not in the bylaws. This work may trigger broader changes to the bylaws.	
Promotion - Parks Program Development	High	Build basic promotional materials to highlight park services	<1 year

...continued.

My lists			
PARKS INITIATIVES - COMMUNITY SERVICES ☆ ⓘ			
Initiative ↑	Priority	Project Details	Timeframe
Request - CIC Bluff Climbing Area request from TAWKROC	Low	TAWKROC has presented to the Nelson, Salmo, E, F G Commission and no decision has been made regarding their request for a climbing area. The CIC Bluffs are partially located on land that the RDCK owns.	
Rosebud Lake Dam Alternate Access	Medium	In the event of an extreme flood, the culvert beneath Rosebud Lake Road would be washed out and the dam and spillway would not be accessible. An alternate access to the left (south) abutment should be considered.	1-3 years
Rosebud Lake Dam Emergency Plan & OMS Manual	High	The DEP must contain specific records of actions to be taken by the dam owner in an emergency.	<1 year
Rosebud Lake Dam Safety Review	Medium	As the dam consequence classification will likely be increased from "Significant" to "High" or "Very High" a dam safety review will be required to be completed within about two years of the reclassification.	1-3 years
Rosebud Lake Dam Spillway Upgrades	High	The dam spillway is undersized compared to current dam safety guidelines (CDA 2013) and upgrades to the spillway may be needed.	3-5+ years
Rosebud Lake Painted Turtle Habitat Enhancement		More information is needed regarding this project	
Safety - Danger Tree Assessment & Renewal	High	2026 focus is Pass Creek Park, Crawford Creek etc.....	
Safety - Snow management standards	High	Develop snow management standards for trails and access points, snow clearing and sanding priorities.	<1 year
Signage - Comprehensive Signage Plan (Regulatory & Standardization)	Medium	Phase 1 - Define and implement standard signage in all parks operated by the RDCK.	1-3 years
Signage - Ongoing	High	Park entry, park portal and park regulatory signage is currently identified by operational needs.	
Small Capital - Balfour Beach Park Bathroom Installation	Medium	Initial Septic Site Investigation has been completed. A decision on how to proceed is required. Archeological works needs to be done.	1-3 years

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Small Capital - Glacier Creek Campground Expansion	Low	Not sure if this is actually a project.	
Small Capital - Glacier Creek Emergency Access Road		Is this connected to the Campground expansion? Not sure if this is a project	
Small Capital - Pulpit Rock Regional Park Parking Upgrades	Medium	This project involves a partnership with MOTT to allow for angle parking. The project is understood to be a MOTT initiative that the RDCK will provide some funding for. The RDCK will only be responsible for the trail and MOTT will be responsible for the parking (though no enforcement is provided).	
Strategy - Parks, Trails, and Water Access Strategy	High	Awaiting final draft to take to public engagement.	1-3 years
Trail Development - Cottonwood Lake Regional Park	High	This project involves a trail connection to the TCT which would allow for a looped trail in vicinity of the logged area. There is \$40,000 remaining in TCT accessibility funds for 2026	<1 year
Trail Development - Crescent Valley Beach Accessible Trail	High	Develop an accessible trail to the shelter area to improve access to the area for more patrons.	1-3 years



Committee Report – For Information

April 1, 2026

Projects Overview - All Recreation Committee

Author: Tia Wayling, Regional Programming Manager
File Reference: 0515-20-ALL All Recreation
Electoral Area/Municipality: RDCK
Services Impacted S222, S224, S226, S227, S229, S230, S231

1.0 PURPOSE OF REPORT

The purpose of this report is to provide an update on three priority projects underway within Community Services: *Program Costing Analysis*, *Funded Training*, and *Allocation Review*. These initiatives are intended to improve consistency, equity, and transparency in recreation service delivery and financial practices across the RDCK.

2.0 BACKGROUND AND UPDATE

1. PROGRAM COSTING ANALYSIS PROJECT

Background

The Program Costing Analysis Project was initiated to establish a standardized and sustainable method for assessing the full cost of delivering recreation programs across the RDCK. This includes evaluating direct and indirect expenses to support improved budgeting, cost recovery alignment with the *Fees & Charges Policy*, and consistent pricing across all recreation regions.

Update

The project continues to progress steadily toward its next phase. Staff are currently preparing the required training materials and support resources that will help guide implementation of the updated costing framework. A more comprehensive project update is expected for the June All Recreation Committee meeting.

NEXT STEPS:

Item	Timeline
Prepare training materials and support resources for staff	May 2026
Introduce a transparent framework for communicating program costs and pricing rationale (includes update for All Rec Committee)	June 2026
Implement small fee adjustments in 2027 using standardized cost-per-hour formulas	October 2026

2. FUNDED TRAINING

Background

The Funded Training Program supports aquatic and fitness staffing by subsidizing training for candidates across the region. Adjustments made in Fall 2025 improved internal clarity, strengthened selection processes, and refined which courses are eligible for funding. The program supports both immediate operational needs and long-term succession planning.

Data collected in 2026 will offer a more accurate assessment of the effectiveness of the restructured program. Staff have delivered in-person presentations across the region in 2026 to promote recreation services, including funded training, with outreach to schools planned for this Spring.

Update

The most recent funded training data comparisons (2024–2025) is below and shows continued engagement in both aquatics and fitness training streams:

RDCK Funded Aquatic Training

	Total Applicants	Total Funded Candidates	Hired	% Hired	Continuing Training
2024	101	36	15	42%	3
2025	53	8	3	37.5%	1

The above table shows public applications to the funded training program in 2025 decreased significantly from 2024. Staff responded to this decrease and made adjustments to the application process. In Fall 2025, the funding program for aquatics was restructured to improve selection of candidates and improve the percentage of individuals who are hired successfully after receiving funding.

RDCK Funded Fitness Training

	Total Applicants	Hired & Refunded
2024	27	2
2025	22	1

In Fall 2025, the funding program for fitness was restructured to provide registration at no cost to approved candidates in fitness. However, the primary contract instructor recently moved from the Kootenays. Staff are identifying solutions to address this gap and support the continued development of fitness instructors in the region.

NEXT STEPS:

Applicants will continue to be compared with current staffing needs before being approved for funding.

Item	Timeline
Increased community exposure	Ongoing
Reinvigorate interest in aquatics and fitness careers, positioning them as exciting and rewarding opportunities for youth and adults alike	June 2026

3. ALLOCATION REVIEW PROJECT

Background

The Allocation Review Project aims to improve the implementation of the RDCK's Recreation Allocation Policy #500-01-09. These improvements include alignment with allocation timelines and user group seasons, clear roles and responsibilities, and consistent understanding of priority weighting. The project's purpose is to strengthen clarity, efficiency, and equity in the allocation of high-demand and shared facilities such as arenas and pools.

The June 2025 report outlined the overarching goals of the project, including aligning timelines with seasonal needs, improving coordination for multi-facility user groups, defining public-use space, and updating procedures to support consistent decision-making across the region.

Since the June 2025 update, staff have continued advancing the project with a focus on operational improvements and stakeholder engagement:

Updated Allocation Timeline Shared with User Groups

Staff developed an updated allocation timeline and circulated it to user groups for feedback in January 2026. The majority of user groups have confirmed the new timeline will work well with their seasonal planning and does not create conflicts with existing schedules.

Development of a Consistent Allocation Request Form

Work is underway to create a standardized allocation request form that all user groups will be required to complete. This form will all user group to capture:

- Weekly recurring schedules
- Known events in future seasons
- Anticipated cancellations
- Alternate schedules for school breaks (spring and winter)
- Seasonal volume shifts, such as early fall fluctuations on the ice and spring usage changes in the pool

Updating Allocation Procedures

Staff are revising the internal allocation procedures to reflect:

- Updated allocation timelines
- New and clarified definitions
- Updated conflict-resolution practices
- Clear expectations for both user groups and staff
- Inclusion of additional bookable spaces such as:
 - Dry arena floors
 - Creston Education Centre
 - Creston courts

These updates address many of the identified gaps and support more transparent and reliable implementation of the Allocation Policy.

Minimum Public Pool Space Commitments

Minimum public space commitments for the pool will be developed and brought forward as a recommendation to the All Recreation Committee for review in June 2026. These commitments will help maintain equitable public access in balance with user group needs.

NEXT STEPS:

Item	Timeline
Prepare recommendations regarding minimum public pool access for Committee review	June 2026
Finalize and rollout new Allocation Request Form to user groups	September 2026
Complete updates to allocation procedures	October 2026
Begin implementation of new timelines for 2027 season	November 2026
Continue engaging user groups to support smooth adoption of updated processes	ongoing

3.0 NEXT STEPS AND TIMELINE

Where appropriate, reporting will continue to the All Recreation Committee on these initiatives at upcoming meetings.

Respectfully submitted,



Tia Wayling
Regional Programming Manager

CONCURRENCE

General Manager of Community Services – Trisha Davison 
Regional Manager, Operations and Asset Management – Craig Stanley 