



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 7**

**OPEN MEETING AGENDA**

**7:00 p.m.**  
**May 11, 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**

Kristi Calder	Regional Manager of Recreation & Client Services
Tia Wayling	Regional Programming Manager
Jenna Chapman	Meeting Coordinator

**1. CALL TO ORDER**

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

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,

AND Resolved:

The Agenda for the May 11, 2026 Recreation Commission No. 7 meeting, be adopted as circulated.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

**pg. 03 – pg. 05**

The February 9, 2026 Recreation Commission No. 7 minutes, have been received.

**5. DELEGATE**

There are no Delegates scheduled for this Commission meeting.

**6. STAFF REPORTS**

**6.1 Salmo Programming Update**

**pg. 06 – pg. 07**

The Commission Report dated May 11, 2026, from Tia Wayling, Regional Programming Manager, re: Salmo Programming Update, has been received.

**6.2 Salmo Pool Admissions Structure**

**pg. 08 – pg. 11**

The Commission Report dated May 11, 2026, from Tia Wayling, Regional Programming Manager, re: Salmo Pool Admissions Structure, has been received.

**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 September 14, 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.**  
**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>

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Director H. Cunningham	Area G
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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
Tia Wayling	Regional Programming Manager
Alana Jenkins	Meeting Coordinator

**1. CALL TO ORDER**

Chair Lockwood called the meeting to order at 7:06 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**

**4. RECEIPT OF MINUTES**

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**

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

Tia Wayling provided an overview of the report, speaking to service delivery in 2025 and providing annual statistics related to aquatics, fitness, arena, camps, and general reaction.

The Commission asked questions regarding attendance and operating hours and requested the addition of general age groups to attendance statistics.

**6.2 Customer Experience Project Report**

The Commission Reports from Trisha Davison, General Manager of Community Service, re: The Customer Experience Project Report, has been received.

Trisha Davison, General Manager of Community Services provided an overview of the information collected through the Customer Experience baseline survey.

**6.3 Service Budget Review**

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

Joe Chirico reviewed changes to the budget from the previous year and answered questions from the Commission regarding the timeline and next steps in the budget process, and how the asset management allocation is calculated.

**7. PUBLIC TIME**

The Chair called for questions from the public at 7:39 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 7:40 pm.

**Carried**

Digitally Approved

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D. Lockwood, Chair



# Commission Report – For Information

May 11, 2026

## Recreation Commission 7 Programming Update

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

### 1.0 PURPOSE OF REPORT

The purpose is to provide an overview of Winter (January to March) 2026 Programming with year-to-date statistics for Salmo & Area G (S230).

### 2.0 BACKGROUND AND UPDATE

#### Programming Overview

#### Recreation

Drop-in sports continue to see strong participation, with pickleball remaining the most popular. Winter and Spring registered programs have been more challenging; both Home Alone and Family Archery have seen zero enrollment despite promotion through the school and within the village.

#### Fitness

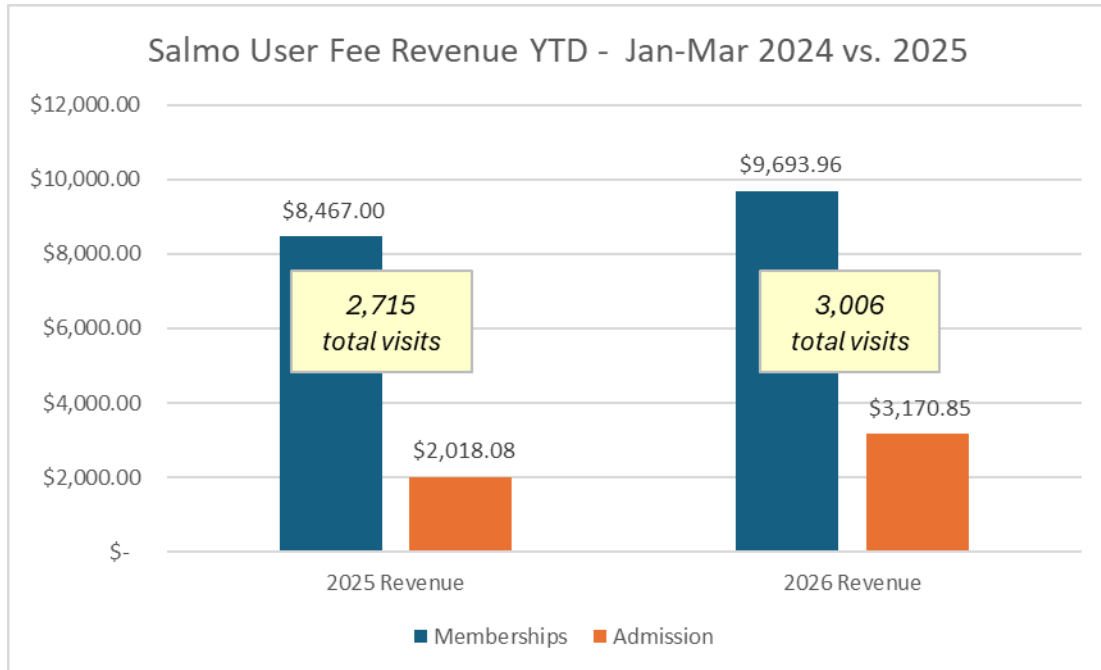
Program delivery is dependent on adequate staffing. Fitness instructor postings remain active; however, no applications have been received to date.

#### Aquatics

Staff are preparing to open the Salmo Pool on June 1. Up to six staff have been hired to operate the pool Sunday through Thursday. Public lessons are scheduled for two hours per day over an eight-week period, and school lessons will run for three weeks in June. It is anticipated pool rentals may come from the Castlegar Aquanauts due to the upcoming Castlegar pool closure in August.

## User Fees

Overall visits to the facility have increased by nearly 10% in comparison to 2025. While adult admissions remain stable, the increase is attributable to youth admissions and membership scans.



## 3.0 NEXT STEPS AND TIMELINE

Next steps include the following:

- Confirm aquatics staffing and coordinate school and public swim lesson schedules
- Confirm details for potential Castlegar Aquanauts rentals
- Continue recruiting for fitness instructor position
- Review low-enrollment programs, adjust promotion, and decide whether to reschedule, reformat, or pause offerings
- Continue monitoring of user trends including membership, admission, and gymnasium usage

Respectfully submitted,

Tia Wayling – Regional Programming Manager

## CONCURRENCE

General Manager, Community Services – Trisha Davison *TD*

Regional Manager, Recreation & Client Services – Kristi Calder *KC*

Regional Manager, Operations & Asset Management – Craig Stanley *CS*



# Committee Report – For Information

May 11, 2026

## Salmo Pool Admissions Structure - Information Report

<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 of this report is to provide background information and outline the considerations required to move from a donation-based model to a formal admission fee structure at the Salmo Pool. This report is presented for information and discussion to support future direction by the Commission regarding admissions, staffing implications, revenue consistency, and administrative requirements.

### 2.0 BACKGROUND AND UPDATE

The intention of this report is to support Commission discussion on:

- Whether the donation-based model continues to meet operational and financial needs
- Community expectations related to pool admissions
- Financial sustainability under each model
- Willingness to direct staff to develop a detailed admissions implementation plan

#### Historical Context

Historically, the Salmo Pool operated under a paid admission structure prior to the Regional District of Central Kootenay (RDCK) assuming operational responsibility in 2019. At that time, an employee was hired at minimum wage to solely collect admissions upon entry.

In more recent operating seasons, the pool has operated on a suggested donation model, with signage requesting a suggested donation of \$4 per visit. Under this model:

- Contributions are voluntary
- Not all patrons contribute the suggested amount, some more than suggested
- There is no mechanism to track who has paid versus who has not

Based on available information, donations received in 2025 totalled approximately \$4,900. The estimated number of total pool visits, based off head counts was approximately 5,000 people. Taking into consideration that in other centres, children aged 0-4 years and seniors aged 75+ years enter at no cost make up an average of 6% of admissions, it can be estimated the average donation was approximately \$1.04 per visit. Pool donations for

2024 are unreliable but the estimated number of total people for July and August (the pool didn't operate in June) was 4,600 visits.

RDCK facilities typically use Xplor Recreation software with a point-of-sale system to track admissions; this approach is also used at smaller operations, such as the Paddle Rental Centre in Nelson, to support accurate tracking and sound financial management.

### **Current Administrative and Staffing Model**

There is currently no dedicated admissions role at the Salmo Pool. Donation admissions are managed informally alongside other lifeguarding duties. This results in:

- Patrons entering without a consistent transactional process
- Cash donations being received without reconciliation against attendance
- Limited opportunity for staff to consistently encourage donations, particularly during peak use periods

While this approach minimizes staffing and administrative requirements including wages, it has led to variability in revenues and challenges in aligning attendance with revenue tracking and existing RDCK admissions procedures.

### **Operational Considerations for an Admission Model**

Should an admission structure be implemented, several operational components would need to be addressed:

#### **Staffing**

- Assessment of whether a dedicated admissions role is required
- Identification of coverage requirements during peak times
- Additional staffing cost

#### **Payment and Technology (if debit/credit is decided)**

- Current lack of debit and credit card acceptance
- Assessment and setup of point-of-sale technology
- Connectivity considerations at the pool site

#### **Patron Identification and Cash Handling**

- Method of indicating paid admission (e.g., wristbands, stamps)
- Secure cash-handling procedures
- Clear process for reconciling admissions to attendance

#### **Communication and Promotion**

- Advance communication to the community regarding any change
- Clear messaging around rationale, fairness, and sustainability
- On-site signage updates

### **Considerations of a Formal Admission Structure**

For discussion purposes, admission fees could align with Salmo's single-entry fee structure, which is approximately 75% of the RDCK single-entry fee at larger facilities. Using 2025 attendance numbers, an average

\$3 admission fee would generate an estimated \$15,000 in user-fee revenue (not taking into consideration the potential impact a formal admission fee structure could have on attendance). A Customer Service Representative to provide 40 operational hours per week would cost approximately \$10,500 (including in-lieu pay premium). Based on these assumptions, the additional user-fee revenue would not exceed the additional staffing cost.

Also for consideration, the table below includes some of the pros and cons of moving towards an admission-based structure or keeping with the current donation model.

<b>Considerations</b>	<b>Pros</b>	<b>Cons</b>
<b>Continue with a donation-based model</b>	<ul style="list-style-type: none"> <li>• No additional staffing requirements</li> <li>• Minimal administrative burden</li> <li>• Low barrier to access for all community members</li> <li>• Simple operations with no enforcement role for staff</li> <li>• Avoid potential patron conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue is unpredictable and significantly below potential</li> <li>• Donations do not meet expectations of most patrons paying the suggested amount</li> <li>• Perceived inequity among patrons who consistently donate</li> <li>• No reliable way to link attendance to revenue (head counts only)</li> <li>• Limited ability to forecast or plan admissions revenue</li> </ul>
<b>Implement a Formal Admission Fee Structure</b>	<ul style="list-style-type: none"> <li>• Predictable and transparent revenue stream</li> <li>• Better alignment between attendance and revenue</li> <li>• Increased fairness and consistency for all patrons</li> <li>• Improved data to support budgeting and operational planning</li> <li>• Alignment with other RDCK aquatic facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Requires a defined admissions process and additional staffing, which is variable by peak periods and time of day</li> <li>• Current limitation to cash-only payments</li> <li>• Payment technology is not feasible for 2026 implementation</li> <li>• If debit/credit not used, proper promotions to public that admissions are cash only</li> <li>• Risk of negative public response to reduced accessibility</li> <li>• Increased administrative and operational complexity</li> <li>• The impact implementation of a formal fee structure will have on pool attendance is currently unknown, but has the potential to decrease the overall number of users</li> </ul>

### 3.0 NEXT STEPS AND TIMELINE

This report supports discussion and to invite Commission consideration regarding whether, and to what extent, staff should undertake further investigation into pool admissions at the Salmo Pool.

Areas where the Commission may wish staff to explore additional detail include:

- Further analysis of the financial implications of continuing with a donation-based approach compared to implementing a formal admission structure
  - Financial implications would ultimately require a financial plan amendment
- A more detailed review of staffing requirements, including potential roles, hours, and associated costs to support an admission function
- Evaluation of payment options, including the feasibility, costs, and operational implications of introducing debit and credit card payment capability
- Determine costs of patron management tools, such as wristbands or other visual indicators, to clearly identify paid admissions
- Consideration of communication and engagement strategies to support any potential change in admission expectations
- Review of attendance data and trends to better understand potential revenue outcomes under different scenarios

Any recommendations as a result of directed work would return to the Commission for consideration. With the pool scheduled to open June 1, implementing a change to the 2026 admission structure, together with a financial plan amendment and an effective communication strategy, is likely unachievable.

Respectfully submitted,



Tia Wayling – Regional Programming Manager

### CONCURRENCE

General Manager, Community Services – Trisha Davison *TD*

Regional Manager, Recreation & Client Services – Kristi Calder *KC*

Regional Manager, Operations & Asset Management – Craig Stanley *CS*