REGIONAL DISTRICT OF CENTRAL KOOTENAY

RECREATION COMMISSION NO. 7
OPEN MEETING AGENDA

7:00 p.m.
September 21, 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
Alana Jenkins	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 September 21, 2026, Recreation Commission No. 7 meeting, be adopted as circulated.

Carried/Defeated/Referred

4. RECEIPT OF MINUTES **pg. 03 – pg. 06**

The May 11, 2026, Recreation Commission No. 7 minutes, have been received.

5. DELEGATE

Jon Francis, a representative with Salmo Secondary School to provide the Commission with a discussion to extend hours for a high school fitness class or to allow the School District to rent the space.

6. OLD BUSINESS

6.1 Salmo Valley Youth & Community Centre Summer Camp Update **pg. 07 – pg. 14**

The Commission Report dated September 21, 2026, from Kristi Calder, Regional Programming Manager, re: Salmo Pool 2026 Update, has been received.

7. STAFF REPORTS

7.1 Salmo Pool 2026 Update **pg. 15 – pg. 18**

The Commission Report dated September 21, 2026, from Kristi Calder, Regional Manager of Recreation & Client Services and Tia Wayling, Regional Programming Manager, re: Salmo Pool 2026 Update, has been received.

8. PUBLIC TIME

The Chair will call for questions from the public at _______ p.m.

9. NEXT MEETING

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

10. 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.
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 D. Lockwood	Village of Salmo - Chair
Commissioner I. McInnes	Area G
Commissioner S. Chew	School District No. 8
Commissioner A. Ellis	Village of Salmo

MEMBERS ABSENT

Commissioner M. MacDonald	Village of Salmo
Director H. Cunningham	Area G

STAFF

Kristi Calder	Regional Manager of Recreation & Client Services
Craig Stanley	Regional Manager of Operations and Asset Management
Tia Wayling	Regional Programming Manager
Jenna Chapman	Administration Coordinator
Alana Jenkins	Meeting Coordinator

1. CALL TO ORDER

Chair Lockwood called the meeting to order at 7:00 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

4. RECEIPT OF MINUTES

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

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

Tia Wayling, Regional Programming Manager reviewed the report, noting continued strong participation in drop-in sports, while some pre-registered programs have seen low enrolment and will continue to be monitored. Recruitment for a group fitness instructor is ongoing. Aquatics staff are preparing for the June 1 opening and operating Sunday through Thursday. User fees are up 10% from last winter, led by increased youth admissions and memberships.

The Commission asked about programs with no enrolment and promotion efforts. Staff advised the programs have been successful in the past and in other communities and will share enrolment information with Commission members locally. The Commission also expressed concern about the pool not being open on Saturdays. Craig Stanley, Regional Manager of Operations and Asset Management, advised the current schedule was based on previous usage statistics, tracking will continue, and staff will review the feasibility of operating the pool for a three-hour period on Canada Day.

Direction to Staff:
That staff review the Salmo Pool schedule and look for opportunities to open the pool on Saturday during July and August – potentially closing on a different day or accessing Community Development funding to offset the cost.

6.2 Salmo Pool Admission Structure

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

Tia Wayling, Regional Programming Manager provided a review of the report outlining the considerations required to move from a donation-based model to a formal admission fee structure at the Salmo Pool.

The Commission discussed potential payment systems and staff requirements, the need for increased signage and promotion of the existing donation system, and how any potential revenue would be used to offset pool operational costs.

Direction to Staff:
That Staff prepare a Proper Implementation Plan with timeline and financial implications for changing to a formal admission fee structure at the Salmo Pool for the September 14, 2026 meeting.

AND FURTHER

That Staff provide communications and larger signage prior to the pool opening informing the public of the current donation policy and its importance.

7. PUBLIC TIME

The Chair called for questions from the public at 7:48 p.m.

8. NEXT MEETING

The next Recreation Commission No. 7 meeting is scheduled for September 14, 2026, at 7:00 p.m.

Change meeting to September 21, at 7:00 p.m.

9. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Recreation Commission No. 7 meeting be adjourned at 7:49 pm.

Carried

Digitally Approved

____
D. Lockwood, Chair

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

Future Recreation Commission No. 7 Meetings

1. ***That staff review the Salmo Pool schedule and look for opportunities to open the pool on Saturday during July and August – potentially closing on a different day or accessing Community Development funding to offset the cost.***

2. ***That Staff prepare a Proper Implementation Plan with timeline and financial implications for changing to a formal admission fee structure at the Salmo Pool for the September 14, 2026 meeting.***
   AND FURTHER
   That Staff provide communications and larger signage prior to the pool opening informing the public of the current donation policy and its importance.

Commission Report – For Information

September 21, 2026

Salmo Valley Youth & Community Centre Summer Camp Program Update

Author:	Kristi Calder – Regional Manager, Recreation & Client Services
File Reference:	0520-50-RC7 Salmo Rec Commission 7
Electoral Area/Municipality:	Village of Salmo and Area G
Services Impacted	S218

1.0 PURPOSE OF REPORT

This report provides supporting information for the Commission's review of the 2026 Summer Camp Program update submitted by the Salmo Valley Youth & Community Centre Society (SVYCC), in accordance with the Commission's direction at the time of the 2026 grant application. A separate financial report from SVYCC is provided with this update.

2.0 BACKGROUND AND UDPATE

As part of the 2026 budget process, the Salmo Valley Youth & Community Centre Society (SVYCC) requested S218 funding for Pro-D Day and Summer Camp programming. When approving the request, the Commission directed SVYCC to provide a report on program outcomes by December 31, 2026, as a condition of funding release.

This report provides supporting information related to SVYCC's request for release of the approved funding. SVYCC's report summarizes the summer camp programming delivered to elementary-aged children and teens during July and August 2026.

Summary of Financials Presented

A total of $10,131 was allocated through S218 to support SVYCC's grant request. A review of the financial information indicates that the summer camp programming was delivered as planned and that associated expenses were incurred.

The Commission should note that the S218 funding was intended to support both Summer Camp and Pro-D Day programming. As some Pro-D Day camps have not yet occurred, the Commission may wish to consider releasing only the portion of funding related to services that have been delivered to date.

Future Programming

SVYCC has indicated that it will continue youth programming through Pro-D Day camps during the 2026-2027 school year, further expanding recreation and social opportunities for local children and youth.

Based on the information provided by SVYCC, the 2026 Summer Camp Program successfully delivered recreational, educational, and social opportunities for children and youth in the Salmo area. The programs achieved participation across both elementary and teenage groups and supported a variety of structured activities designed to encourage engagement, learning, physical activity, and community connection. A separate financial report will be provided for the Commission's review

3.0 NEXT STEPS AND TIMELINE

The Commission will receive the accompanying 2026 camp summary and financial report from SVYCC for information and consideration. Staff will continue to work with community organizations to support recreational programming opportunities that align with Commission priorities and approved service budgets.

Respectfully submitted,

Kristi Calder - Regional Manager, Recreation & Client Services

CONCURRENCE

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

Attachment A: SVYCC Summer Day Camps 2026
Attachment B: SVYCC Summer Day Camps Financial Reporting

Salmo Valley Youth & Community Centre Summer Day Camp Summary

Elementary school age 7 - 12

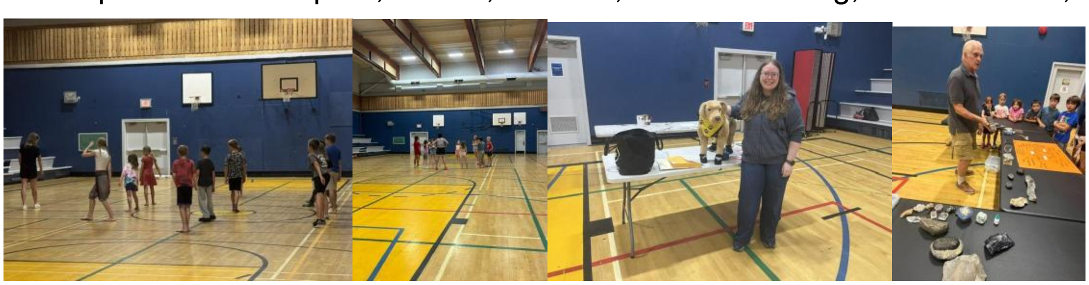
Summer day camps ran Monday, Wednesday and Thursday for 6 weeks. In total we had 102 visits with 23 participants. This accounted for 235 facilitator hours.

Each day was planned with specific activities and guest presenters.

Dino day

Trips to the forest

Guest presenters - Improv, Dance, Theatre, Rock Hounding, Nelson Nerds, SPCA



And lots of time playing, swimming, and moving bodies

Overall, the Elementary summer camps were successful and we believe we can build on this program in future years.. We were able to provide safe, healthy, activity-filled days. We introduced the kids to different groups and adventures they had not previously experienced and opened up possibilities for future growth.

Teen Ages 13-18

Camps for teens ran as a drop-in day on Tuesdays. We had an average of 12 youth attend each of the 6 sessions for a total of 72 visits. This accounted for 60 facilitator hours.

Drop in consisted of games, arts and crafts, movies and food. Activities included camping in the gymnasium, homemade sushi dinner, a day trip to Nelson and a visit from the Public Health Nurse.

SVYCC is excited to host the Pro D Day camps for school age children for the 2026-2027 school year.

Recreation Grant Summer Camps & Pro D Days

Projected Budget	**Application Amounts**
Projected Income	
Recreation Grants	$10,132
SVYCC Contribution	$9,959
Registration	$8,625
Fundraising	$1,000
Total Income	$29,716
Projected Project Expenses	
Professional Fees	$ 17,092
Facility Cost	$ 9,300
Equipment and Supplies	$ 2,415
Advertising and Promotion	$ 250
Admin Cost	$ 659
Total Project Expenses	**$ 29,715**

Actuals for Summer Camps

Income Actuals	
Registration	$ 1,655
SVYCC Facility	$ 7,200
SVYCC Admin Support	$ 277
Total Income	$ 9,132
Expenses Actual	**Amounts**
Wages	$ 6,781
Facility Cost	$ 7,200
Equipment & Supplies	$ 1,020
Advertising & Promotion	$ 100
Admin Cost	$ 776
Total Expenses Actual	$ 15,877
Deficit	**$ 6,745**

Projected Budget ProD Days

Projected Budget	**Application Amounts**
Projected Income	

Recreation Grants		$3,387
SVYCC Contribution		$1,800
Registration		$0
Fundraising		$400
Total Income		**$5,587**
Projected Project Expenses		
Professional Fees	$	2,870
Facility Cost	$	1,800
Equipment and Supplies	$	600
Admin Cost	$	268
Total Project Expenses	**$**	**5,538**

SVYCC Summer Camps Total Attendance

Week One 28
Week Two 38
Week Three 29
Week Four 25
Week Five 26
Week Six 30

Notes
Facility
based on $25 / day registration
Wages for Facilitators
Market Value of Facility Rental
Office expense advertising, promotion
Book Keeping costs

Actual facility use at market rate
Admin 8 hours
Notes
Facilitator Wages
Market Rate Gymnasium Rental
Cost $10 / Visit Elementary Age
Estimated - office expense
Admin, Bookkeeping, Web Programmer

Notes

10132 - 6745 summer camp expenses
Facility market rate
0
Entry By Donation
Wages for Facilitators
Market Value of Facility Rental
Book Keeping / advertising / Office costs

Commission Report – For Information

September 21, 2026

Salmo Pool 2026 Update

Author: Kristi Calder – Regional Manager, Recreation & Client Services
File Reference: 0520-50-RC7 Salmo Rec Commission 7
Electoral Area/Municipality: Village of Salmo and Area G
Services Impacted S230

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the Commission with an update on the 2026 operating season at the Salmo Outdoor Pool and to outline ongoing staff work related to evaluating future admission and payment model options for the facility.

2.0 BACKGROUND AND UDPATE

The Salmo Outdoor Pool has now concluded another successful summer operating season and is closed for the fall and winter months.

Throughout the 2026 season, the pool continued to provide accessible recreation opportunities for residents and visitors while supporting a broad range of community users including families, youth, lap swimmers, seniors, swim lesson participants, and visitors to the area.

Staff estimate that approximately 1,400 individual visits occurred during the 2026 season. Patrons contributed $6,242 in voluntary donations, representing an average donation of $4.46 per visit and demonstrating strong community support for the pool and willingness to contribute toward operating costs. Recommended donation amounts posted at the pool were $4.00 per person or $8.00 per family.

The estimated attendance for 2026 is significantly lower than in previous years due to changes in the attendance estimation methodology. Previous attendance estimates were primarily based on headcounts conducted every 30 minutes, which likely resulted in an overestimation of total visitation. In 2026, pool staff estimated daily attendance, which were compiled into weekly totals and used to estimate seasonal visitation.

As a result of the revised methodology, estimated visitation is lower and the average donation per visit appears higher than in previous years. While staff continue to refine attendance tracking methods to improve accuracy, visitation figures remain estimates. Additional staffing resources would be required to collect precise seasonal attendance data.

The current donation-based model has become an established part of pool operations and contributes to maintaining equitable access to recreation regardless of financial circumstances. Staff continue to observe strong participation across a diverse range of ages, household types, and income levels, supporting the pool's role as an important community gathering place.

Ongoing Review of Payment and Admission Options
As directed through previous Commission discussions, staff have continued to investigate options for implementing a more formal admission and payment structure at the facility. Initial review suggested that introducing user fees could create greater consistency with admission practices at other RDCK aquatic facilities.

As staff have continued this work, however, it has become clear that implementation is more complex than originally anticipated and requires consideration of operational, financial, technological, and infrastructure factors.

Operational and Technology Considerations
Unlike other aquatic facilities that operate with dedicated front-counter staff and established admissions infrastructure, the Salmo Outdoor Pool operates with a very limited staffing and facility footprint.

Potential admission models would require consideration of:

- Payment processing and merchant service requirements.
- Staff time and capacity for back-end software setup.
- Admission tracking and reporting tools.
- Staff training and administration.
- Public communication and customer education.
- Cash handling and reconciliation procedures where applicable.
- Processes for admissions related to public swimming, swim lessons, aquafit, lap swimming, and other programs.
- Patron verification methods if admission fees are collected (i.e. wristbands).

Staffing also presents a unique consideration. The facility does not currently operate with dedicated Customer Service Representatives, and lifeguards are primarily focused on supervision, programming, and public safety responsibilities. Any future admission system would need to balance customer service requirements with maintaining safe aquatic operations.

Facility Infrastructure Considerations
Further site review has identified several infrastructure limitations that would need to be addressed as part of any paid admission model. The facility was not originally designed with a dedicated admissions area congruent with current technology needs. Physical space within the site is limited, making it challenging to accommodate point-of-sale equipment, customer queuing, and secure cash management processes. Wi-Fi service is available at the location; however, the site does not currently have a dedicated hard-wired connection that would typically support secure payment processing systems.

While solutions may be available, implementation would likely require additional infrastructure investment and operational planning. Staff continue to evaluate these considerations as part of ongoing analysis.

Exploring Creative Options
Recognizing both the Commission's interest in improving cost recovery and the operational realities of the site, staff continue to explore several potential approaches, including:

- Recommended or suggested donation amounts.
- Cash-only admissions.

- Online payment through QR code technology.
- Seasonal memberships or annual passes purchased online.
- Off-site admission sales through nearby recreation facilities.
- Hybrid approaches that combine voluntary contributions with simplified payment opportunities.

Each option presents potential benefits and challenges. For example, cash-only admissions would require formal cash handling procedures while also requiring all patrons to arrive prepared with cash. However, a cash only option would eliminate the time and cost of infrastructure setup and staff time for back-end software setup. Electronic payment solutions may improve convenience but introduce equipment, merchant service, administration, and infrastructure costs.

At this time, staff have not identified a payment solution that clearly demonstrates increased net revenue after consideration of implementation and operational costs.

Financial and Community Considerations
Additional review of attendance and donation information has also provided a better understanding of current user behaviour. Staff have noted that many users contribute through larger donations made periodically throughout the season rather than making donations on every visit. Families may choose to make a single contribution to support a child's summer participation, while regular adult swimmers often provide one-time seasonal donations to support ongoing access to the facility.

These patterns suggest that revenue generated under the current model may not directly translate to a pay-per-visit fee structure. In fact, there is a possibility that introducing mandatory fees could reduce attendance or alter contribution patterns while also requiring additional expenditures related to administration, staffing, technology, and infrastructure.

As a result, any future assessment of admission fees should consider both revenue generation and broader community outcomes. The current donation-based approach provides a meaningful social benefit by creating an accessible and welcoming environment that encourages participation by residents regardless of age, family composition, or financial means.

Future Facility Discussions
In addition to the ongoing review of admission models, future discussions regarding the long-term operation of the Salmo Outdoor Pool will continue to be informed by previously identified facility and infrastructure needs. Past assessments have highlighted capital investment and renewal requirements that remain relevant to the facility's long-term sustainability.

As the facility continues to age, capital planning and infrastructure renewal considerations will remain important factors in evaluating overall operations, including admissions, technology requirements, customer service functions, accessibility, and service levels. While no dedicated funding has currently been identified to address these broader facility improvements, staff will continue to monitor operational and infrastructure needs and will bring forward information, funding opportunities, and recommendations as appropriate through future budget and capital planning discussions.

3.0 NEXT STEPS AND TIMELINE

Staff will continue refining attendance data, reviewing payment model options, and assessing infrastructure requirements associated with potential future admission systems.

Future reports will provide updated information regarding facility infrastructure needs, operational impacts, financial considerations, and any recommendations related to admissions practices at the Salmo Outdoor Pool.

Respectfully submitted,

Kristi Calder - Regional Manager, Recreation & Client Services

AND;

Tia Wayling – Regional Programming Manager

CONCURRENCE

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