



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RECREATION COMMISSION NO. 7 – SALMO AND AREA G OPEN MEETING AGENDA

**7:00 pm.**  
**September 9, 2024**

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/92534047576?pwd=6jaJ7ggvz0hIBfnCjVODaUW6jZSPoe.1>

**Join by Phone:**

1-778-907-2071 Canada  
1-855-703-8985 Canada Toll-free

**Meeting Number (access code):** 925 3404 7576

**Meeting Passcode:** 542647

**In-Person Location:** Village of Salmo, 423 Davies Avenue, Salmo B.C.

**COMMISSION/COMMITTEE MEMBERS**

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

**STAFF**

Joe Chircio	General Manager – Community Services
Craig Stanley	Regional Manager – Operations and Asset Management
Trisha Davison	Regional Manager – Recreation and Client Services
Pearl Anderson	Meeting Coordinator

**1. CALL TO ORDER**

Chair Lockwood called the meeting to order at \_\_\_\_\_ 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 9, 2024 Recreation Commission No. 7 – Salmo and Area G meeting, be adopted as circulated.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

The February 12, 2024 Recreation Commission No. 7 – Salmo and Area G minutes, have been received.

**5. DELEGATE**

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

**6. STAFF REPORTS**

**6.1 Salmo and Area G Summer Camp Summary**

The Commission Report dated September 4, 2024 from Tyler Uhlenbrauck, Regional Recreation Programmer and Tia Wayling, Regional Programming Manager re: Salmo and Area G Summer Camp Summary has been received.

**6.2 Salmo & District Community Complex Quarterly Report**

The Commission Report dated September 3, 2024 from Ryan Ricalton, Nelson & District Community Complex Facility Manager, re: Salmo & District Community Complex Quarterly Report received.

**7. CORRESPONDENCE**

**7.1 Salmo Valley Youth & Community Centre Letter**

The Letter dated August 14, 2024 from Laurie Mac Donald Executive Director with the Salmo Valley Youth & Community Centre re: Feasibility Study on Consolidating Recreation Program Delivery through the Salmo Valley Youth & Community Centre, has been received.

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

That RDCK staff develops a Terms of Reference for an operational review of recreational services in Salmo and Area G with a proposed budget.

**Carried/Defeated/Referred**

**8. PUBLIC TIME**

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

**9. NEXT MEETING**

The next Recreation Commission No. 7 – Salmo and Area G meeting is scheduled for November 25, 2024 at 7:00p.m.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Recreation Commission No. 7 – Salmo and Area G meeting be adjourned at [Time].

**Carried/Defeated/Referred**



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 7 – SALMO AND AREA G  
OPEN MEETING MINUTES**

**7:00 p.m. (PST)  
February 12, 2024**

**COMMISSION/COMMITTEE MEMBERS**

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

**MEMBERS ABSENT**

Commissioner M. Cain	Village of Salmo
Commissioner J. Leus	Area G

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

**STAFF**

Joe Chirico	General Manager - Community Services
Craig Stanley	Regional Manager of Operations and Asset Management
Trisha Davison	Regional Manager – Recreation and Client Services
Pearl Anderson	Meeting Coordinator

**1. CALL TO ORDER**

Chair Lockwood called the meeting to order at 7:27 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Agenda for the February 12, 2024 Recreation Commission No. 7 – Salmo and Area G meeting be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The January 29, 2024 Recreation Commission No. 7 – Salmo Area G minutes have been received.

**5. DELEGATE**

**5.1** There were no Delegates scheduled for this Commission Meeting.

**6. STAFF REPORTS**

**6.1 Salmo and Area G Camp Programming**

The Commission Report dated February 8, 2024 from Tia Wayling, Regional Programming Manager, re: Salmo and Area G Camp Programming has been received with the following information provided:

- Ages for program – 7 – 12 years of age
- Salmo Valley Youth Community Centre does not provide day camp programming for spring break, professional development days or summer break and agreed there would be interest in youth camps
- Research was carried out as to what else is going on in the community
- Child Care Centre was pleased to hear there may be camps
- Other funding opportunities have not been researched
- Camps to be collaborative and complementary
- Pilot this year with thorough evaluation
- Contact school principle regarding camp program requesting recommendations of students that may be interested in a camp leader position

**Direction to Staff:**

Recreation Commission No. 7 – Salmo and Area G directed staff to move forward with the Salmo and Area G Camp Programing and incorporate it into the 2024 financial plan.

**COMMISSIONER PRESENT:** Commissioner MacDonald joined the meeting at 8:07 p.m.

**6.2 Service No. 225 Swimming Pool – Salmo and Area G, Service No. 230 Recreation Commission No. 7 – Salmo and Area G Draft Financial Report**

The Commission Report dated February 8, 2024 from Joe Chirico General Manager of Community Services, re: Service No. 225 Swimming Pool – Salmo and Area G, Service No. 230 Recreation Commission No. 7 – Salmo and Area G Draft Financial Report, has been received.

**7. PUBLIC TIME**

The Chair called for questions from the public at 8:31 p.m. A member of the public asked questions regarding the Salmo and Area G Camp Program project.

**8. NEXT MEETING**

The next Recreation Commission No. 7 – Salmo and Area G meeting is scheduled for May 13, 2024 at 7:00p.m.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Recreation Commission No. 7 – Salmo and Area G meeting be adjourned at 8:48.p.m.

**Carried**

**Digitally approved,**

D. Lockwood, Chair

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

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- 1. N/A**

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

***Future Recreation Commission No. 7 – Salmo and Area G Meetings***

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**1. *Direction to Staff:***

*Recreation Commission No. 7 – Salmo and Area G directed staff to move forward with the Salmo and Area G Camp Programing and incorporate it into the 2024 financial plan.*

**From:** [Diana Lockwood](#)  
**To:** [Pearl Anderson](#)  
**Subject:** Rec 7 minutes  
**Date:** February 14, 2024 1:36:35 PM

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Hi Pearl,

I approve the February 12,2024 Salmo and Area G Recreation Commission 7 meeting.

Kind Regards

Director Lockwood  
Village of Salmo/Mayor



# Commission Report

**Date of Report:** September 4, 2024  
**Date & Type of Meeting:** September 9, 2024, Salmo & Area G Recreation Commission  
**Author:** Tyler Uhlenbrauck, Regional Recreation Programmer  
Tia Wayling, Regional Programming Manager  
**Subject:** SALMO & AREA G SUMMER CAMPS SUMMARY  
**File:** 0520-50-RC7  
**Electoral Area/Municipality:** Village of Salmo & Area G

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of Summer Camps programming in the Village of Salmo & Area G.

## SECTION 2: BACKGROUND/ANALYSIS

Conversations with the Commission began in early 2024 regarding the financial feasibility for the Salmo Recreation Department to provide a new offering of Summer Camps for the community of Salmo. After approval was granted, initial planning was done was to offer eight weeks of summer camps from 8:30am to 1:30pm, Monday to Thursday, and create two seasonal employment opportunities for the community in order to properly staff the program.

## SECTION 3: DETAILED ANALYSIS

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

<b>Included in Financial Plan:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Registration Numbers and Staffing

The RDCK opened registration for Summer Camps on May 13<sup>th</sup>, 2024. Throughout May and June, promotions and advertising were circulated to inform the community about the new program offering.

Recruitment of staff was more of a challenge than anticipated. Only one staff member was hired in Salmo, which was not enough to run the camps as a minimum of two staff are required. There was a fortunate option to pull an additional staff member from Castlegar camps allowing Salmo camps to run during the two highest registration weeks. The remaining camps had less than three registrants in each week and were subsequently cancelled. The decision to cancel the camps was done early in July in order to arrange adequate staffing from Castlegar.

For the two weeks of camp that ran, registration numbers were high with fifteen children in one week and twelve in the other. The majority (71%) of the campers were between the ages of 8-9 years, which is reflective of the other RDCK communities with camp programs.



## **Marketing and Promotion**

Marketing was done through various mediums:

- RDCK Summer Camp Brochure and Leisure Guide
- Salmo Recreation Facebook
- Distribution to Salmo schools
- Posters

Also, SVYCC offered a total of \$400 in subsidies to families to use the subsidy for the Summer Camp Program. SVYCC managed the application process to their subsidy program.

## **Feedback from Staff and Participants**

The two weeks of Summer Camps in Salmo ran very smoothly. The staff and participants enjoyed their experiences. The facilities accommodated the camps extremely well, allowing for indoor and outdoor play and activities. The use of the Salmo pool was incorporated into the camps in the afternoons. The Castlegar staff member noted the Salmo's camps were some of their favourite camps to be involved within due to the facilities available and energy of the campers to participate in the day's activities. As Salmo is a smaller community, all the kids had pre-existing relationships which made the camp experience more enjoyable.

After the summer season, a survey was distributed for feedback. Some of the highlights were:

- All participants would like to see summer camps as a weekly option next summer
- All parents indicated they would prefer a longer camp day next year
- Majority of barriers from registering for more weeks were a mix of timing and/cost
- All participants agreed their camp experience met or exceeded expectations

## **Summary and Initial Thoughts**

1. The trend for registration revealed the participants seemed to be more interested in a specific theme or activity (Creative Campers and Archery Camp) rather than general themes (ex. Crazy Competitions, Colorful Characters, Crafty Critters and so on). Putting a focus on specific themes and activities in the future would cater to the interests of the participants and may promote increased registrations.
2. Reducing the overall camp offering (four weeks instead of eight weeks), and making them full days may appeal more to the community members. This would also assist with staffing and if needed, using additional staff from other facilities could be more easily managed.
3. It would be advantageous to explore additional subsidy opportunities for the participant through the SVYCC that can be promoted at the time initial advertising is released.
4. The positive feedback from the Salmo camps that ran this year was very encouraging. The structure the RDCK has developed for camps proved to be very helpful in launching this service in a new community. Offering a summer program for the youth in Salmo seems to be of interest to the community, and has the potential to grow to be a very successful program.

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

N/A

**3.3 Environmental Considerations**

N/A

**3.4 Social Considerations:**

**3.5 Economic Considerations:**

**3.6 Communication Considerations:**

**3.7 Staffing/Departmental Workplace Considerations:**

**3.8 Board Strategic Plan/Priorities Considerations:**

- Manage our Assets and Service Delivery in a Fiscally Responsible Manner
- Develop Relationships and Partnerships
- Regional Approach to Growth

**SECTION 5: RECOMMENDATIONS**

That the Commission receive this report for information only.

Respectfully submitted,

*Tyler Uhlenbrauck*

Tyler Uhlenbrauck, Regional Recreation Programmer



Tia Wayling, Regional Programming Manager

**CONCURRENCE**

Joe Chirico – General Manager of Recreation



Trisha Davison – Regional Manager of Recreation and Client Services





Wednesday, August 14, 2024

Dear Diana Lockwood:

The Salmo Valley Youth & Community Centre Board of Directors are writing to propose a collaborative effort between the SVYCC and The Salmo Recreation Commission to conduct a feasibility study on consolidating recreation program delivery through the SVYCC.

The primary goal of this study is to investigate the opportunity to streamline the service offerings for the benefit of our community while increasing responsiveness to community needs. Through a potentially more consolidated effort, we can enhance the quality and accessibility of recreational programs, eliminate redundancy, and make better use of local community resources.

We understand this is a multi-layered initiative and aim to make any potential transition a win-win for everyone involved. By working together, we can ensure that future processes address the needs and concerns of all stakeholders, leading to a more cohesive and efficient delivery of services.

We envision working closely with the Salmo Recreation Commission to explore how to best move forward with a feasibility study that will include assessing current programs, identifying areas for improvement, and developing a comprehensive plan for any potential service integration.

We believe that this initiative will strengthen our community and set a precedent for effective collaboration and resource management. Your support and approval are crucial to moving forward with this study.

We look forward to discussing this proposal further and working together to enhance the recreational opportunities for all members of our community.

Kind Regards,

Laurie Mac Donald

Executive Director



# Commission Report

**Date of Report:** September 3, 2024  
**Date & Type of Meeting:** September 9, 2024 Salmo & District Recreation Commission  
**Author:** Ryan Ricalton – NDCC Facility Manager  
**Subject:** SDRD QUARTERLY REPORT  
**File:** 01-0520-50  
**Electoral Area/Municipality:** Salmo & Area G

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an operational update on the various service areas within Salmo Recreation.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 General Updates

#### Salmo Pool Operation Season Overview

The Salmo Pool's operating season ran from June 16 to August 29. Initially, the pool's opening was delayed by two weeks due to the completion of essential plumbing and pump work. Once operational, the pool was open from Monday to Thursday each week. We opened for 3 hours on Canada day but remained closed on BC day. Pre and Post season work as well as general operational and mechanical work through the operating season was supported by the NDCC Facility Maintenance Tech as well as other Nelson and Castlegar recreation staff.

#### Financial Overview

- **Donation Revenue:** Salmo Pool operated on an admission by donation method again this year. The pool received a total of \$4800 in donations throughout the season.
  - **Past Donation Revenues**

2020	\$4379
2021	\$3223
2022	\$3315.35
2023	Closed due to project
2024	\$4800

- **Salary Expenses:** Due to staff shortages and a delayed opening it is projected that budgeted staff salaries will be approx. \$8000 - \$10000 in surplus.

### Salmo Pool Project

The Salmo Pool Project was mainly completed before the June 16 opening date. This work included:

- Renewed pump house structure, including repairs to the structural integrity of the building, concrete curb around perimeter, new boiler pads, siding, roofing and doors.
- New electrical line run from the main building.
- New mechanical equipment including, 2 new boilers, chemical feed equipment, pool pump.
- All new plumbing and valving from the main municipal line into the building to the return line to the pool.
- Added plumbing for an additional sand filter (purchased 2021).
- Outstanding work includes installation of new backflow preventer, installation of a couple additional pressure gauges (and associated pipe saddles), Repair / Replace surge tank pipework, pump balancing.
- Additionally there is other identified work that will need to be scheduled in the coming years, including deck and tile repairs, Hot Water Tank Replacement, Shower repairs, ect.

### Salmo Pool Society

The Salmo Pool society has notified us that it intends on dissolving. They have approximately \$13,000 in reserves to be put towards identified repair and maintenance items. Some of this work can begin in the fall of 2024.

## SECTION 3: DETAILED ANALYSIS

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

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

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

N/A

### 3.3 Environmental Considerations

N/A

### 3.4 Social Considerations:

The Salmo Pool provides a safe low cost barrier opportunity for recreation to Salmo and surrounding areas.

### 3.5 Economic Considerations:

N/A

### 3.6 Communication Considerations:

N/A

### 3.7 Staffing/Departmental Workplace Considerations:

Ongoing staffing challenges, specifically with supervisory staff continue to challenge the operation

### 3.8 Board Strategic Plan/Priorities Considerations:

Managing our facilities in a sustainable manner.

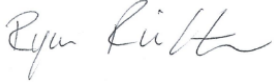
## SECTION 4: OPTIONS & PROS / CONS

N/A

## SECTION 5: RECOMMENDATIONS


No recommendation. The report is received for information only.


Respectfully submitted,



Ryan Ricalton – NDCC Facility Manager

## CONCURRENCE

Craig Stanley, Regional Manager – Operations & Asset Management 

Joe Chirico - General Manager of Community Services (Alt. Trisha Davison) 

### ATTACHMENTS:

Attachment A – Salmo Pool Participation Numbers 2024

Attachment B –



# SDRD 2024 Pool Participation Numbers

**Date of Report:** [09, 06, 2024]  
**Author:** Aiko Kreuzer, JR. Recreation Services Supervisor  
**Subject:** SALMO POOL PARTICIPATION NUMBERS  
**Electoral Area/Municipality:** Salmo, Area G

## SUMMARY

This Document contains the recorded averages for the Salmo and District Recreation Departments 2024 Aquatic Season.

## Background and External Factors

For the 2024 season, the SDRD Pool saw a late opening on June 16<sup>th</sup> due to some mechanical work that needed completion. There was variance within days of operation due to weather, navigation of the new mechanical system and staff illness. This document contains both the averaged data per staff recorded headcount times in both a table, as well as graphed.

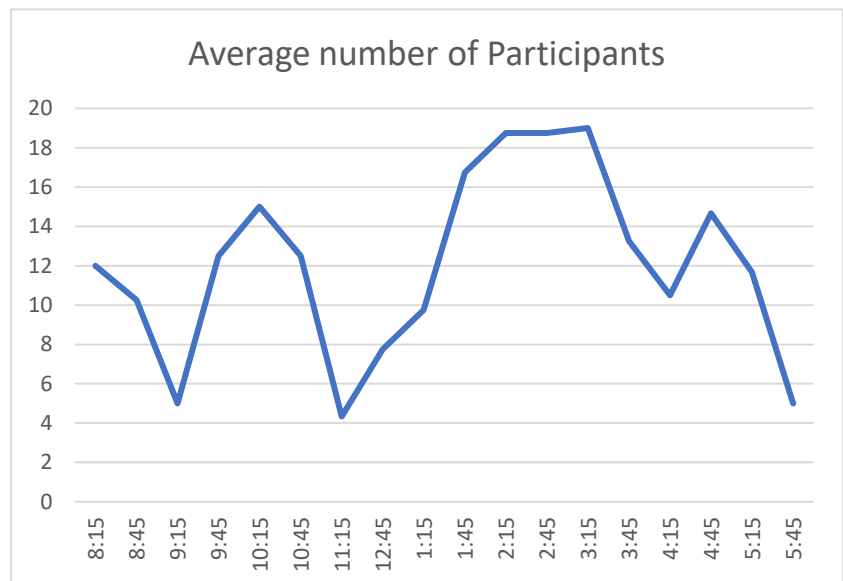
Please note some activities that effect the data outside of Drop-In:  
 Swimming Lessons ran Monday to Thursday from 9:30-11:30am  
 Aquafit Ran from 12:00-1:00pm on Sundays

## Data

### July

#### Monday

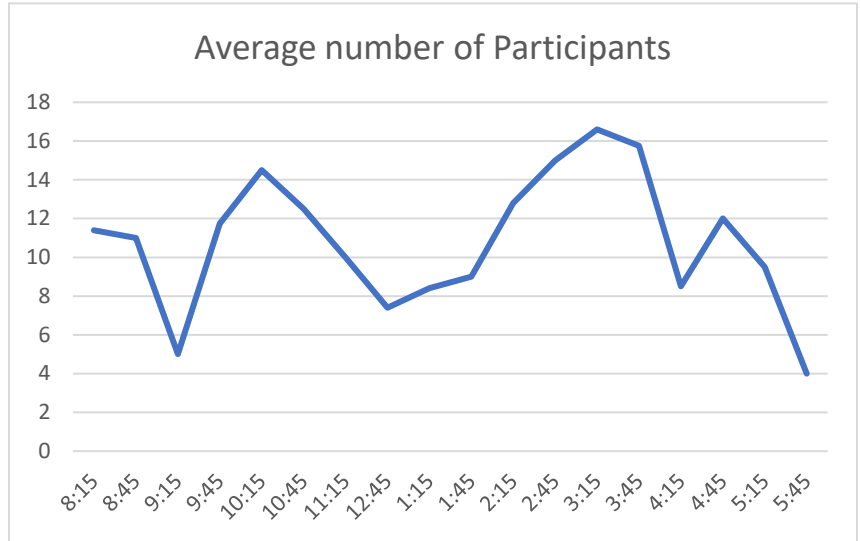
Time	Average Participant Level
8:15	12
8:45	10.25
9:15	5
9:45	12.5
10:15	15
10:45	12.5
11:15	4.333333333
12:45	7.75
1:15	9.75
1:45	16.75
2:15	18.75
2:45	18.75
3:15	19
3:45	13.25
4:15	10.5
4:45	14.66666667



5:15	11.66666667
5:45	5

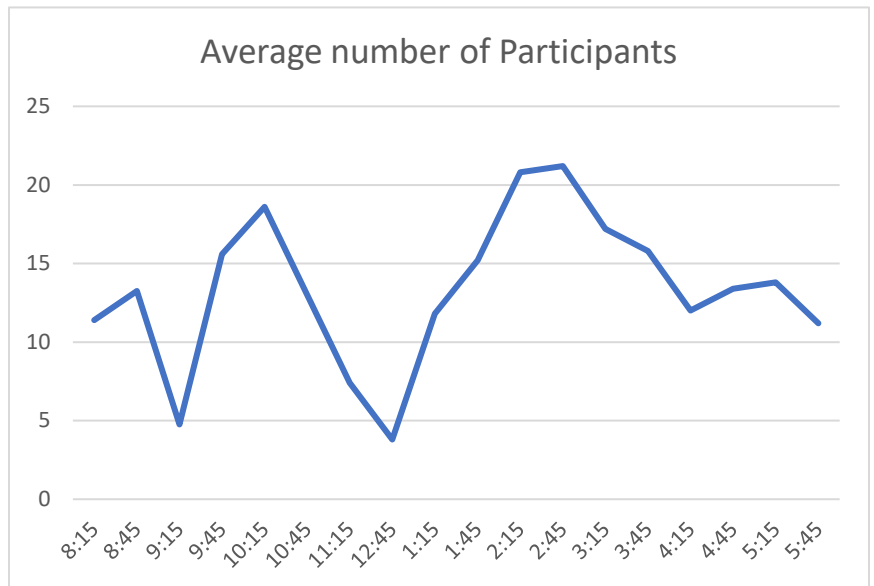
Tuesday

Time	Average Participant Level
8:15	12
8:45	10.25
9:15	5
9:45	12.5
10:15	15
10:45	12.5
11:15	4.333333333
12:45	7.75
1:15	9.75
1:45	16.75
2:15	18.75
2:45	18.75
3:15	19
3:45	13.25
4:15	10.5
4:45	14.66666667
5:15	11.66666667
5:45	5



Wednesday

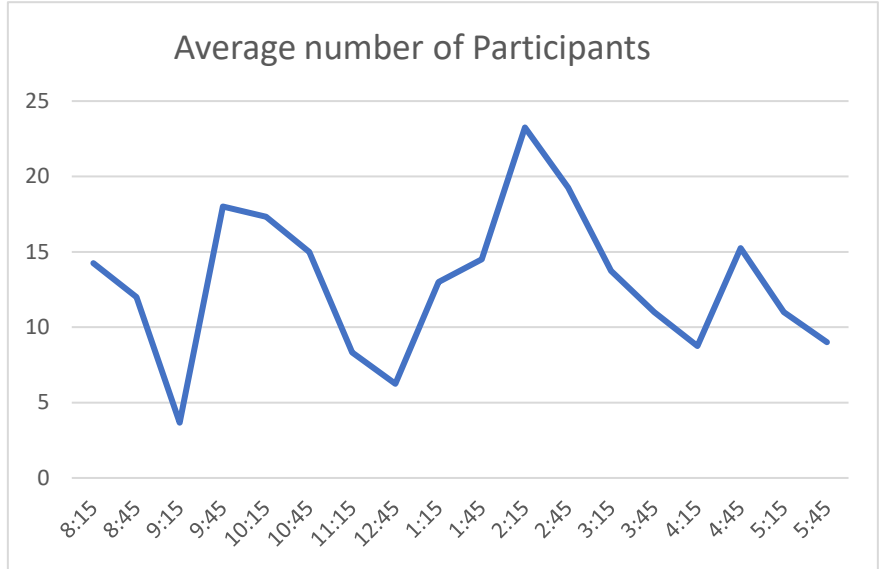
Time	Average Participant Level
8:15	11.4
8:45	13.25
9:15	4.75
9:45	15.6
10:15	18.6
10:45	13
11:15	7.4
12:45	3.8
1:15	11.8
1:45	15.2
2:15	20.8
2:45	21.2
3:15	17.2
3:45	15.8
4:15	12
4:45	13.4
5:15	13.8
5:45	11.2





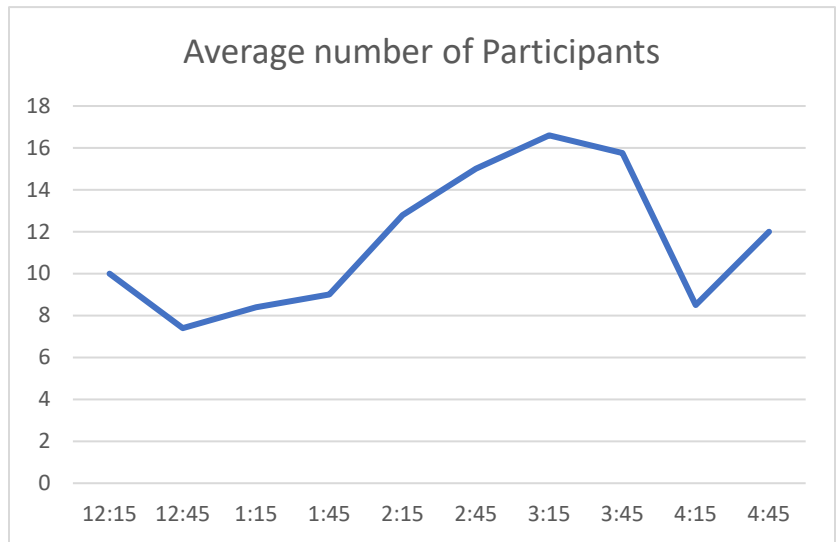
Thursday

Time	Average Participant Level
8:15	14.25
8:45	12
9:15	3.666666667
9:45	18
10:15	17.33333333
10:45	15
11:15	8.333333333
12:45	6.25
1:15	13
1:45	14.5
2:15	23.25
2:45	19.25
3:15	13.75
3:45	11
4:15	8.75
4:45	15.25
5:15	11
5:45	9



Sunday

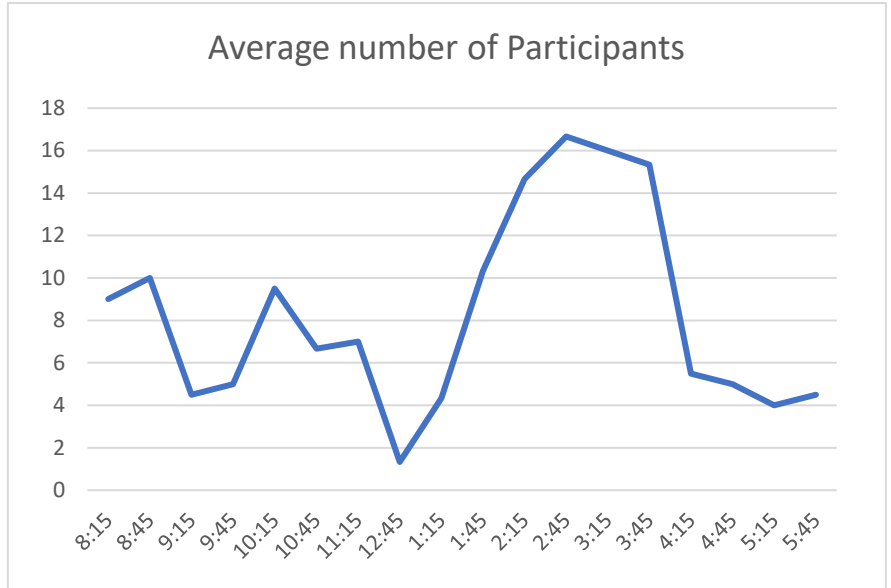
Time	Average Participant Level
12:15	14.25
12:45	14.25
1:15	13.25
1:45	18.25
2:15	25.25
2:45	24
3:15	19
3:45	16.25
4:15	14
4:45	8.75



**August**

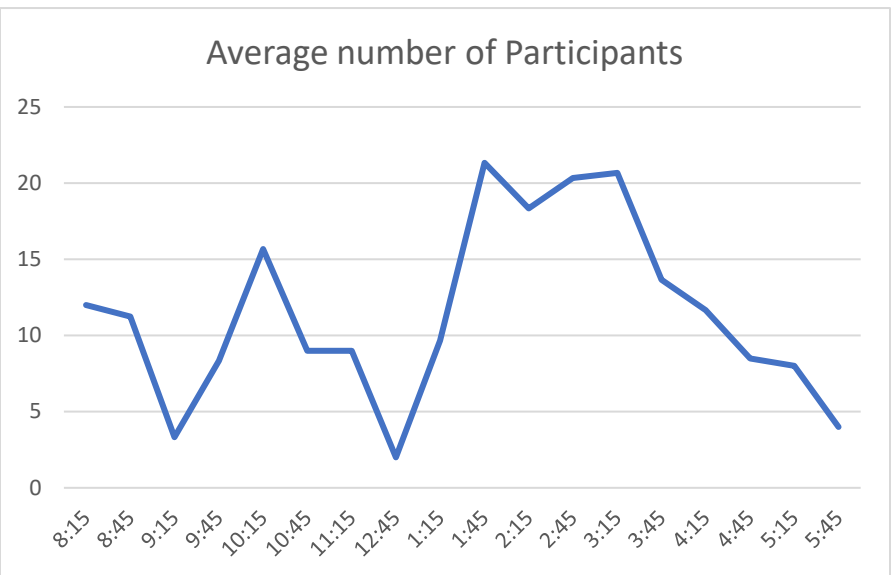
**Monday**

Time	Average Participant Level
8:15	9
8:45	10
9:15	4.5
9:45	5
10:15	9.5
10:45	6.66666667
11:15	7
12:45	1.333333333
1:15	4.333333333
1:45	10.33333333
2:15	14.66666667
2:45	16.66666667
3:15	16
3:45	15.33333333
4:15	5.5
4:45	5
5:15	4
5:45	4.5



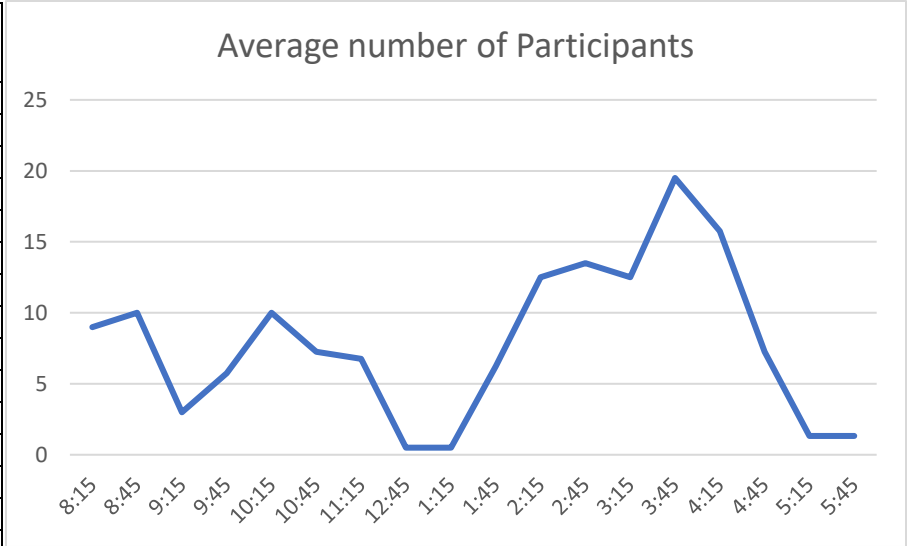
**Tuesday**

Time	Average Participant Level
8:15	12
8:45	11.25
9:15	3.333333333
9:45	8.333333333
10:15	15.66666667
10:45	9
11:15	9
12:45	2
1:15	9.666666667
1:45	21.33333333
2:15	18.33333333
2:45	20.33333333
3:15	20.66666667
3:45	13.66666667
4:15	11.66666667
4:45	8.5
5:15	8
5:45	4



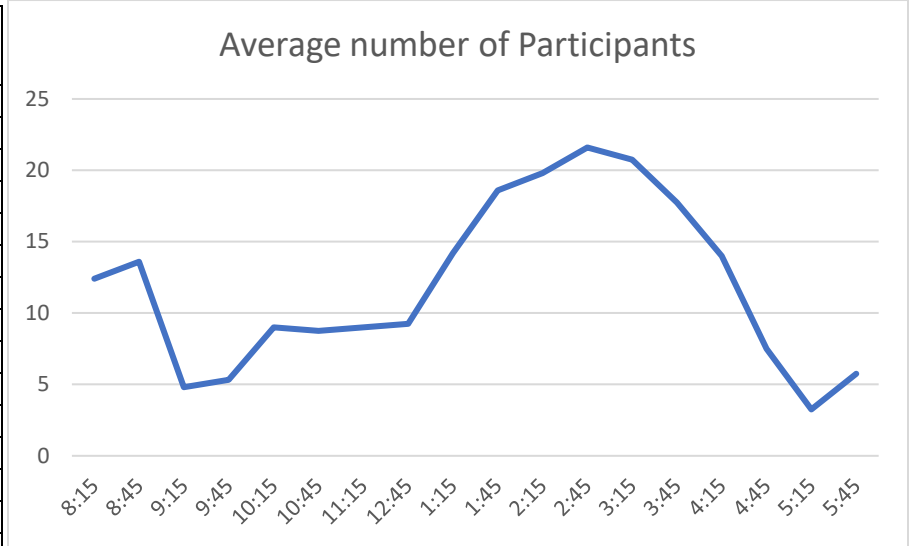
Wednesday

Time	Average Participant Level
8:15	9
8:45	10
9:15	3
9:45	5.75
10:15	10
10:45	7.25
11:15	6.75
12:45	0.5
1:15	0.5
1:45	6.25
2:15	12.5
2:45	13.5
3:15	12.5
3:45	19.5
4:15	15.75
4:45	7.25
5:15	1.333333333
5:45	1.333333333



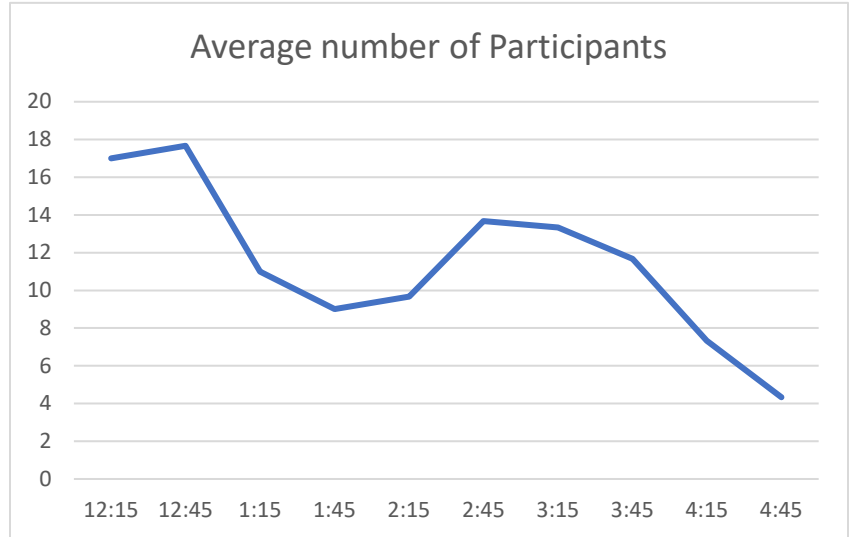
Thursday

Time	Average Participant Level
8:15	12.4
8:45	13.6
9:15	4.8
9:45	5.333333333
10:15	9
10:45	8.75
11:15	9
12:45	9.25
1:15	14.2
1:45	18.6
2:15	19.8
2:45	21.6
3:15	20.75
3:45	17.75
4:15	14
4:45	7.5
5:15	3.25
5:45	5.75



## Sunday

Time	Average Participant Level
12:15	17
12:45	17.66666667
1:15	11
1:45	9
2:15	9.666666667
2:45	13.66666667
3:15	13.33333333
3:45	11.66666667
4:15	7.333333333
4:45	4.333333333



## **In-Season Feedback**

Positive Feedback was given to the Lifeguards and their supervisors this season specifically about:

- Swimming Lesson Quality
- Longer hours than previous years
- Aquafit being moved to a Weekend day

Some improvement Suggestions provided to the staff during this pool season included:

- Longer operating hours (evening swims specifically)
- Open the full week, Sunday to Saturday
- More Aquatic Leadership courses run during the summer, versus focusing them in June