



Regional District of Central Kootenay  
CRESTON VALLEY SERVICES COMMITTEE  
Open Meeting Agenda

**Date:** Thursday, September 7, 2023  
**Time:** 9:00 am  
**Location:** Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

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Pages

**1. WEBEX 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:**

9:00 a.m. MST

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=ma076d1a8b71c028807310876e66a348e>

**Join by Phone:**

1-844-426-4405 Canada Toll Free  
+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2773 592 9441

**Meeting Password:** uQMCuzpD693

**In-Person Location:** Creston & District Community Complex - Creston Room, 312  
19th Avenue North, Creston, BC

**2. CALL TO ORDER**

Chair DeBoon called the meeting to order at [Time] a.m.

**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 September 7, 2023 Creston Valley Services Committee meeting be adopted as circulated.

#### 5. **RECEIPT OF MINUTES**

4 - 10

The August 3, 2023 Creston Valley Services Committee minutes, have been received.

#### 6. **DELEGATES**

##### **6.1 Annual Creston Valley Blossom Festival**

The Annual Creston Valley Blossom Festival will present an update on the request for the use of the Creston & District Community Complex parking lot for the 2024 festival.

##### **6.2 Creston Community Forest Corporation**

The Creston Community Forest Corporation will present on a bike trail network on Goat Mountain.

##### **6.3 Creston & District Historical & Museum Society**

The Creston & District Historical & Museum Society will present on the Creston Museum.

#### 7. **NEW BUSINESS**

##### **7.1 Creston Valley Public Library**

11 - 15

The Reports dated June, July & August 2023 from Saara Itkonen, Library Director, re: Creston Valley Public Library (CVPL) Operations Report, Library Usage Report and Finance Report, have been received for information.

##### **7.2 Lister Community Cemetery**

Director Tierney requested a discussion regarding the annual RDCK grant for the maintenance and operation of the Lister Community Cemetery.

##### **7.3 Traditional Use Study Next Steps**

The Committee will have a discussion regarding the Traditional Use Study next steps.

#### 8. **STAFF REPORTS**

##### **8.1 Creston Tour of Lights**

Tom Dool, RDCK Research Analyst, will provide a verbal presentation regarding the Creston Tour of Lights.

**8.2 Creston Valley Transit 3 Year Transit Expansion Memorandum of Understanding**

16 - 23

The Committee Report dated August 31, 2023 from Tom Dool, RDCK Research Analyst, re: Creston Valley Transit 3 Year Transit Expansion Memorandum of Understanding, has been received.

**RECOMMENDATION:**

That the Board authorize the Corporate Officer to sign the Creston Valley Transit 3 Year Transit Expansion Memorandum of Understanding with BC Transit for the purpose of confirming transit service expansion plans for 2024/25 and to approve transit expansion priorities for the subsequent two years; and further that the costs associated with MOU be included the 5 Year Financial Plan.

**9. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at \_\_\_\_\_ a.m./p.m.

**10. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for October 5, 2023 at 9:00 a.m. MST.

**11. ADJOURNMENT**

**RECOMMENDATION:**

The Creston Valley Services Committee meeting be adjourned at [Time].



## **Regional District of Central Kootenay CRESTON VALLEY SERVICES COMMITTEE Open Meeting Minutes**

Thursday, August 3, 2023

9:00 a.m. MST

Hybrid Model – In-person and Remote

Creston & District Community Complex – Creston Erickson Room

312 19th Avenue North, Creston, BC

### **COMMITTEE MEMBERS PRESENT**

Committee Member A. DeBoon  
Committee Member G. Jackman  
Committee Member K. Vandenberghe  
Committee Member R. Tierney

Town of Creston – In-person  
Electoral Area A – In-person  
Electoral Area C – In-person  
Electoral Area B – In-person

### **STAFF PRESENT**

M. Moore  
M. Morrison  
J. Chirico  
U. Wolf  
T. Davison  
T. Wayling  
J. Riel  
Y. Malloff  
J. Dupuis  
C. Hopkyns

Chief Administrative Officer – Creston  
Corporate Officer - RDCK  
General Manager of Community Services - RDCK  
General Manager of Environmental Services - RDCK  
Regional Manager - Recreation & Client Services - RDCK  
Regional Programming Manager - RDCK  
Fire Chief – Creston Fire Rescue  
Chief Financial Officer - RDCK  
Bylaw Supervisor - RDCK  
Meeting Coordinator - RDCK

### **GUESTS PRESENT**

A. Mondia

Councillor - Town of Creston

**4 out of 4 voting Committee members were present – quorum was met.**

### **1. WEBEX REMOTE MEETING INFO**

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to attend all RDCK meetings in-person or remote.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m04f300fb2c7c788e73670f130d2a3a97>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2773 171 6405

**Meeting Password:** hVCKgRTJ254

**In-Person Location:** Creston & District Community Complex - Creston Erickson Room 312th Avenue North, Creston, BC

**2. CALL TO ORDER**

Chair DeBoon called the meeting to order at 9:01 a.m.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**4. ADOPTION OF AGENDA**

**Moved** and Seconded,  
And Resolved:

The Agenda for the August 3 , 2023 Creston Valley Services Committee meeting be adopted with the inclusion of:

- Item 8.2 – Committee Meeting Action List
- Item 8.3 - eScribe
- Item 8.4 - Traditional Use Study

as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The July 6, 2023 Creston Valley Services Committee minutes, have been received.

**6. DELEGATION**

Annual Creston Valley Blossom Festival Jennifer Huscroft - Vice-President & Bev Caldwell - Secretary/Treasurer.

The letter dated July 8, 2023 from Andreas Kamp & Bev Caldwell, Annual Creston Valley Blossom Festival – Use of Creston & District Community Complex Parking Lot, has been received.

Jennifer Huscroft, Annual Creston Valley Blossom Festival President, provided background to the Committee regarding the Annual Creston Valley Blossom Festival and shared the challenges finding a site to host the festival. With the Creston & District Community Complex (CDCC) parking lot being close to town and big enough to accommodate the midway rides, they are requesting the use of the CDCC parking lot to host the 2024 Annual Creston Valley Blossom Festival. She provided a map of the proposed set up of the festival in the CDCC parking lot.

Ms. Huscroft and Ms. Caldwell answered the Committee's questions regarding parking and fire lane concerns. The Committee had a discussion and provided input to the festival staff.

Staff informed the Committee that the request has been taken into consideration. They will work with the Town of Creston staff regarding the request and report back to the Committee at the September 7, 2023 meeting with recommendations. The Committee invited the Annual Creston Valley Blossom Festival staff back to the September CVSC meeting.

## **7. STAFF REPORTS**

### **7.1 Creston & District Community Complex - Programming Update**

The Committee Report dated July 27, 2023 from Tia Wayling, Regional Programming Manager re: Creston & District Community Complex - Programming Update, has been received.

Tia Wayling, Regional Programming Manager, provided an update to the Committee regarding the various program service areas within Creston & District Community Complex. Tia answered the Committee's questions.

### **7.2 Creston Valley Fire - 2023 Second Quarter Report**

The Report dated from Jared Riel, Creston Fire Rescue Fire Chief, re: Creston Valley Fire - 2023 Second Quarter Report, has been received.

Jared Riel, Creston Fire Rescue Fire Chief, provided a summary to the Committee regarding the second quarter report. Jared answered the Committee's questions.

## **8. NEW BUSINESS**

### **8.1 Recreation Facility Fees**

Chair DeBoon requested a discussion regarding the Recreation Facility fees.

The Committee shared the negative public feedback regarding the "10-admissions for 9" expiry date of 6 months.

Staff provided background regarding the "10-admissions for 9":

- 65% of 10 admissions for the price of 9 sold are fully used
- Those passes not fully used (35%) the average remaining number of admissions left is 4.7 admissions. This is not the result that we wanted. There is still a disconnect between who the admission types are intended for and how some members of the public perceive them. The strategy of fees and charges is this:
  - A daily admission is the fee for infrequent users.
  - The 10 admissions for the price of 9 is for moderate users. 10 uses in 180 days. The intention is to provide a break for those who use the facility on a semi-regular basis. The pre paid admissions are not intended to be unused.
  - The membership is for frequent users of the facility.
- The logic in the pricing structure has been detailed in reports on fees and charges and approved by the Board. The Board supports all people who use the recreation services and provides some additional subsidy to assist with people who use the facility more frequently.
- Allowing the non-use of the prepaid admission drives down use. No incentive to attend. An expiry is important to encourage use.
- The Board also provides a further discount of 50% for those who have financial need – Leisure access program. In July, the Board directed staff to complete a review this policy to ensure it is meeting the purpose of providing a further discount for those who financially need it.
- The patron purchasing the prepaid admissions is:
  - Told the terms at the time of purchase;
  - Agrees to the terms – printed for patrons to read at the time of purchase; has the terms then printed on the receipt; is noted on all publications and was fully described in all media released when the RDCK re launched the fee structure.
- Staff review the admission / membership process on a regular basis. Staff are investigating strategies to make this even more clear.
- If the Board approves, staff's intent will be to provide those patrons who had their prepaid admissions expire, 6 additional months from the change with the amount of prepaid admissions that were left at the time of expiry. All active prepaid admissions will be extended. It is expected that this will require extra customer service time to complete the task.
- Although this will impact staff workplans, staff estimates based upon the average amount of admission not redeemed that extending from 6 to 12 months for expiry may reduce the amount of prepaid admission unused by 25 to 50% on the minimum or to 17.5 to 26.25% overall.

The Committee had a discussion regarding extending the “10-admissions for 9” expiry date from 6 months to 12 months.

Moved and Seconded,

And Resolved **that it be recommended to the Board:**

That the Board extend the Recreation Facilities “10-Admissions for 9” expiry date to 12 months and rename the pass “One Year 10 Admissions”.

**Carried**

## **8.2 Creston Valley Services Committee Action List**

Committee Member Vandenberghe suggested the Committee add an action list to the end of the agenda to keep track directives that are active of items coming back to the Committee.

The Committee had a discussion regarding meeting action lists. Staff will implement the Committee action list once administrative support is hired. Staff will also work on other ways to keep the Committee up to date on items, such as a quarterly review on items related to the Committee.

## **8.3 eScribe**

Committee Member Vandenberghe requested the Creston Valley Services Committee agenda be sent out through eScribe, a meeting management platform, which is used for other RDCK meetings.

Staff confirmed the Creston Valley Services Committee agenda will prepared through Escribe going forward.

## **8.4 Traditional Use Study**

Committee Member Vandenberghe inquired what the status of the Traditional Use Study (TUS) and what further action is need from the Committee.

The Committee had a discussion regarding the TUS. Staff provided an update to the Committee, explaining that the study is currently being used for information. The Committee requested a workshop regarding the Traditional Use Study’s next steps in conjunction with a site visit.

**Staff Direction:** That staff propose a date for a Traditional Use Study workshop in conjunction with a site visit for the Creston Valley Services Committee.

## **9. PUBLIC TIME**

The Chair called for questions a second time from the public at 11:03 a.m.  
The public were present.

## **10. NEXT MEETING**

The next Creston Valley Service Committee meeting is scheduled for September 7, 2023 at 9:00 a.m.

## **11. IN CAMERA**

### **11.1 MEETING CLOSED TO THE PUBLIC**



**Moved** and seconded,

AND Resolved:

In the opinion of the Board and, in accordance with Section 90 of the Community Charter the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected;

**Carried**

***RECESS OF OPEN MEETING***

**Moved** and seconded,

AND Resolved:

The Open Meeting be recessed, with the exception of Councillor Mondia from Town of Creston, at 11:03 a.m. in order to conduct the Closed In Camera meeting.

**Carried**

**12. ADJOURNMENT**

Moved and Seconded,

And Resolved:

The Creston Valley Services Committee meeting be adjourned at 11:56 a.m.

**Carried**

Digitally approved by

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Arnold DeBoon, Chair

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

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That the Board extend the Recreation Facilities “10-Admissions for 9” expiry date to 12 months and rename the pass “One Year 10 Admissions”.



**Vision:** Empowering access to a world of ideas

**Mission:** A welcoming space for the creation and sharing of information, ideas and culture.

**Values:** Community collaboration, Environmental stewardship, Financial sustainability, Lifelong learning, Literacy, Patron-centred services, Reconciliation, Respect and inclusivity, Understanding and empathy, Universal access, Volunteerism, Well-trained and professional staff

## MONTHLY OPERATIONS REPORT

Reported by: Saara Itkonen  
Library Director

Report Date June, July, August 2023

### Recent developments

Event/Program Highlights	Participants	Value(s)
Our first full-service Summer Reading Club program with our full-time Children's Librarian was a great success and helpful learning experience for all. We ran 3 weekly program sessions for preschool, school-age, and tween kids throughout July and August, with maxed out registration at 20 kids each, and waitlists for all age groups. Average attendance for each session was 15 – 17 kids, for a total attendance of 322 for all sessions over the summer. Our staff saw individual kids gain social confidence, establish new friendships, and some even improved their English language skills as well. The Summer Reading Club is one of the only free kids' summer programs in the community and is clearly still very popular. Big congratulations to Lauriane Mehrer and her assistant, Ella Moore, for a successful Summer Reading Club!	60	Lifelong learning Literacy Universal Access
The Family Playtime program launched in July, providing a drop in hangout and play space for families with small children while the Family Place is closed for the summer.	136	Patron-centred services Universal access
Saara visited 2 daycares for Storytime programs over the summer. This provides an opportunity, not only to present a fun literacy program for kids, but also to establish	35	Lifelong learning Literacy

Event/Program Highlights	Participants	Value(s)
relationships with daycare staff and sometimes parents as well, to share our libraries services for kids and families.		Community collaboration
Our Adult Programs Coordinator, Lisa Benschop, organized /facilitated several programs over the summer, including screening of 2 Yaqan Nukiy films with host Janine Basil for Indigenous People's Day, a book mending workshop, and a how-to food preservation event. Summer is a slower time for Adult Programs as many regular participants are enjoying their gardens and the good weather.	48	Community collaboration Lifelong learning Reconciliation

## Long-Term Projects

### Ongoing events/programs

Ongoing events/programs	Participants	Value(s)
Our IT Coordinator, Josh Anderson, has been working on several projects to improve the computer infrastructure at the library. He's been moving our system away from exclusively Shaw (now Rogers) services to more in-house control to improve long-term affordability, system maintenance, system flexibility, and overall usability and performance of our staff and public internet & email.	n/a	Financial sustainability Well-trained and professional staff
In June, Saara officially joined the British Columbia Library Association board as a Director at Large. It is a 2 year term that will provide us with a provincial and national view of issues facing libraries. Online training for this position occurred in July and August.	1	Well-trained and professional staff Lifelong learning
Saara continues to work on the new library logo with Legend Logos graphic artist, Raine Mynott.	2	Community collaboration Reconciliation
Saara teamed up with Laura Zaytsoff from Castlegar to host Kootenay-wide online training for new and returning Summer Reading Club staff.	15	Community collaboration Well-trained and professional staff
The library hired a new Student Page and 2 new Shelves. Welcome Maria Maddess, Kerry Tomasic, and Brenna Palmer to the library!	3	Well-trained and professional staff

## Words from our patrons

From our Google reviews:

"Creston Library has the best staff! Always a smile and happy to help. They have a fabulous selection of books, and if they don't carry it, will do their best to find it. The kids section is absolutely amazing with quiet spots to read, colour or play while choosing fun books. My family loves our little library!"

"Creston Valley Public Library is a wonderful library. I have been in before and know what an amazing number of books they have and programs they offered before COVID. They are most helpful when you need documents printed or copied. Thank you for being so pleasant and friendly."

### Upcoming

September – Kootenay Library Federation meetings in Creston

October – Saara's employee contract expires

November – Collective Agreement Bargaining expected to begin

### Glossary

ABCPLD – Association of BC Public Library Directors

BCLA – British Columbia Library Association

BCLTA – British Columbia Library Trustees Association

KLF – Kootenay Library Federation

CBT – Columbia Basin Trust

CELA – Centre for Equitable Library Access (library services for people with print disabilities)

# 2023 Library Usage Statistics

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Hours Open</b>	168	152	184	152	168	176	160					
<b>Library Visits</b>	3809	3949	4280	3826	3324	3760	3773					
<b>Meeting Room Bookings</b>	40	37	40	44	29	40	19					
<b>New Library Cards</b>	38	56	53	39	36	61	31					
<b>Circulation</b>	10985	10743	11837	9794	10338	10326	10220					
Physical Materials	8346	8253	8949	7177	7879	7833	7894					
Electronic Materials	2639	2490	2888	2617	2459	2493	2326					
<b>Interlibrary Loans</b>	846	685	833	523	667	495	495					
<b>Public Wifi Sessions</b>	131	92	548	480	500	524	581					
<b>Website Visits</b>	1714	1805	1812	1577	1760	1332	1795					
<b>Internet Sessions</b>	504	405	529	444	428	505	437					
Avg. Session Time	52	56	55	55	58	62	58					
<b>Adult Programs</b>	2	2	4	10	5	3	3					
Program Attendance	60	29	83	54	43	23	16					
<b>Teen Programs</b>	0	4	5	4	5	0	0					
Program Attendance	0	59	53	28	35	0	0					
<b>Intergenerational Prog</b>				2	2	1	1					
Program Attendance				24	19	29	23					
<b>Children's Programs</b>	3	11	19	6	11	7	14					
Program Attendance	62	175	285	68	121	181	263					
<b>Community Visits</b>	0	2	1	6	5	1	2					
<b>Volunteer Hours</b>	73	75	75	123	107	110	91					

	Increase over 2022
	Decrease over 2022
	Same as 2022/no data comparison

**Creston Public Library Association  
Budget Expenditure Report  
June 2023**

<b>Revenue</b>	<b><u>Received to Date</u></b>	<b><u>Budget</u></b>
RDCK	\$ -	\$ 413,212
Province	\$ 336,165	\$ 62,975
Donations	\$ 203,213	\$ 10,119
Library Generated Revenue	\$ 2,292	\$ 2,922
Other Grants and Revenues	\$ 2,049	\$ 28,552
Transfer from reserve	\$ -	\$ 7,680
Carried over from previous year	\$ -	\$ 14,952
<b>Total</b>	<b>\$ 543,719</b>	<b>\$ 540,412</b>

<b>Expenditures</b>	<b><u>Expense to Date</u></b>	<b><u>Budget</u></b>	<b><u>Amount Available</u></b>	<b><u>Percent Available</u></b>
Advertising and promotion	\$ 174	\$ 675	\$ 501	74%
Books and magazines	\$ 26,868	\$ 53,135	\$ 26,267	49%
Book supplies	\$ 3,134	\$ 2,000	-\$ 1,134	-57%
Board operations	\$ 96	\$ 204	\$ 108	53%
Computer costs	\$ 17,489	\$ 8,500	-\$ 8,989.31	-106%
Copier	\$ 1,323	\$ 1,841	\$ 518	28%
Digital/Other collections	\$ 8,305	\$ 7,644	-\$ 661	-9%
Finance expenses (accounting, etc)	\$ 4,784	\$ 9,373	\$ 4,589	49%
Furniture and Equipment	\$ 1,809	\$ 3,060	\$ 1,251	41%
Insurance	\$ 9,552	\$ 9,702	\$ 150	2%
Internet	\$ 2,416	\$ 4,408	\$ 1,992	45%
Janitor	\$ 6,251	\$ 11,722	\$ 5,471	47%
Membership dues	\$ 1,278	\$ 1,104	-\$ 174	-16%
Office supplies and shipping	\$ 5,178	\$ 8,203	\$ 3,025	37%
Operations & Miscellaneous	\$ 671	\$ 211	-\$ 460	-218%
Outdoor equipment and improvements	\$ -	\$ 441	\$ 441	100%
Programming supplies	\$ 2,445	\$ 5,000	\$ 2,555	51%
Repairs and maintenance	\$ 4,136	\$ 9,500	\$ 5,364	56%
Telephone and utilities	\$ 15,445	\$ 23,867	\$ 8,422	35%
Travel & Training	\$ 1,897	\$ 1,168	-\$ 729	-62%
Wages and benefits	\$ 229,850	\$ 378,715	\$ 148,865	39%
<b>Main Budget Total</b>	<b>\$ 343,104</b>	<b>\$ 540,473</b>	<b>\$ 197,369</b>	<b>37%</b>
<b>Bank Accounts, per Trial Balance</b>	<b>\$ 320,604</b>			
<b>Reserve Funds</b>	<b>\$ 188,107</b>			

<b>*Capital Plan Improvements</b>	<b>Est. Cost</b>	<b>Spent</b>
<b>Total</b>	<b>\$ -</b>	



# Creston Valley Service Committee Report

**Date of Report:** August 31, 2023  
**Date & Type of Meeting:** September 7<sup>th</sup>, 2023 Creston Valley Services Committee  
**Author:** Tom Dool, Research Analyst  
**Subject:** Creston Valley Transit 3 Year Transit Expansion MOU  
**File:** 8020/10  
**Electoral Area/Municipality:** Electoral Areas A, B, C and the Town of Creston

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to give the committee consideration regarding the Creston Valley Transit Three Year Transit Expansion Plan Memorandum of Understanding (MOU).

This report recommends the Committee recommend the Board approve of the RDCK entering into a memorandum of understanding with BC Transit for the purpose of confirming transit service expansion plans for 2024/25 and to approve transit expansion priorities for the subsequent two years, and that the Chair and Corporate Officer be authorized to sign the necessary documents.; and further, the costs associated with memorandum of understanding be included the 5 year financial Plan for the Creston Valley Transit Service (\$234).

## SECTION 2: BACKGROUND/ANALYSIS

### Background

In 2021, at the recommendation of the Creston Valley Services Committee BC Transit, in partnership with the Regional District of Central Kootenay, completed a robust public engagement exercise and developed the Creston Valley Transit Future Service Plan. At the January 20<sup>th</sup>, 2022 Open Board the Board resolved that (53/22)

*That the Board adopt the 2021 Creston Valley BC Transit Future Service Plan.*

The plan contains 6 service level changes options for consideration by the Board. Working in conjunction with Regional District staff BC Transit used those options to develop the preliminary Transit 3 Year Transit Expansion Proposal for Creston Valley Transit which was submitted to the Creston Valley Services Committee in June of 2023.

At the recommendation of the Creston Valley Services Committee the Board, at the June Open Board Meeting, resolved that (372/23)

*That the Board request BC Transit pursue detailed costing and inclusion of the following service options in the BC Transit 3 Year Transit Expansion Proposal for Creston Valley Transit:*

1. In 2023/24, 1 additional vehicle and 316 additional custom/on-demand service hours.



2. *In 2024/25, 1 additional vehicle and 700 additional custom/on-demand service hours. 300 additional service hours for the Wyndell route.*
3. *In 2025/26, 1 additional vehicle and 700 additional hours for service expansion on the East Shore.*

BC Transit has finalized costing for the approved service level options and is now presenting those costs and annual operating hours for consideration by the Creston Valley Services Committee. The cost and hours detailed in Year 1 one of the MOU represent a firm commitment while those Year 2 and 3 priorities are for planning purposes.

### **Analysis**

As noted in the Transit Future Service Plan the proposed recommendations are broadly supported by the ridership. The Committee has recommended and received the endorsement of these options through the adoption of the plan by the Board. The final costing on the Year 1 Option, which represents a firm commitment, is aligned with cost and hours detailed the preliminary proposal.

The proposed 325 annual hour increase in service hours would allow for Additional Custom and On-request hours services, providing an additional 6 service hours a week intended to improve availability during peak demand times of the day.

## **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

The costs and hours described in the Years 2 and 3 options of the proposal are priorities for future investment in transit. While it is important that the Committee is aware of those costs, to place them in a strategic context with other future potential budgetary pressures, they do not bear detailed financial analysis because they are still subject to external pressures like labor costs and fuel price volatility.

The costs and hours described in Year 1 of the proposal are a firm commitment on behalf of BC Transit. The Year 1 proposed option increases the annual net municipal share of operating costs by \$12,025. This increases the municipal share of operating costs from \$283,298 to \$295,323, a 4% increase.

Figure 1. Year 1 Financial Impact describes the financial implications for participants of the Creston Valley Transit Service (\$234).

**Figure 1. Year 1 Option Financial Impact**

Participant	Apportionment	2023 Requisition	Cash Req Increase	% Req Increase
Creston	61%	\$ 104,178.00	\$ 7,335.25	7%
A	4%	\$ 6,956.00	\$ 481.00	7%
B	29%	\$ 48,695.00	\$ 3,487.25	7%
C	6%	\$ 9,840.00	\$ 721.50	7%
Total		\$ 169,669.00	\$ 12,025.00	

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

The MOU, if signed, is a contractual agreement between the Regional District and BC Transit. While there is no specified penalty for failure to comply with the conditions of the MOU the Committee should, never the less, view this as a firm commitment to the increase the Regional Districts portion of West Kootenay Transit funding.

### **3.3 Environmental Considerations**

None at this time.

### **3.4 Social Considerations:**

Improving custom and on-demand transit services is a commitment to providing access to public transit to high barrier populations within the Creston Valley Transit Service Area. This improvement is meant to address the transit needs of seniors and those with mobility challenges.

### **3.5 Economic Considerations:**

None at this time.

### **3.6 Communication Considerations:**

None at this time.

### **3.7 Staffing/Departmental Workplan Considerations:**

None at this time.

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

Recommending the implementation of transit service improvements, identified by the ridership, in the Creston Valley Transit Future Service Plan demonstrates the Committees commitment to excellence in governance and service delivery.

## **SECTION 4: OPTIONS & PROS / CONS**

**Option 1.** The Committee recommend the Board approve of the RDCK entering into a memorandum of understanding with BC Transit for the purpose of confirming transit service expansion plans for 2024/25 and to approve transit expansion priorities for the subsequent two years, and that the Chair and Corporate Officer be authorized to sign the necessary documents.; and further, the costs associated with memorandum of understanding be included the 5 year financial Plan for the Creston Valley Transit Service (\$234).

#### **Advantages**

- Addresses an identified need for more custom and on-demand transit services during peak demand times

#### **Disadvantages**

- Increases the cost to service participants by 7%

**Option 2.** The Creston Valley Services Committee recommend that the Board not authorize the signing of the Creston Valley Transit 3 Year Transit Expansion Memorandum of Understanding with BC Transit.

#### **Advantages**

- Increases to the Creston Valley Transit (S234) budget would not reflect the this increase in services.

#### **Disadvantages**

- The need for more custom and on-demand transit services would remain unaddressed.

### **SECTION 5: RECOMMENDATIONS**

That the Board approve of the RDCK entering into a memorandum of understanding with BC Transit for the purpose of confirming transit service expansion plans for 2024/25 and to approve transit expansion priorities for the subsequent two years, and that the Chair and Corporate Officer be authorized to sign the necessary documents.; and further, the costs associated with memorandum of understanding be included the 5 year financial Plan for the Creston Valley Transit Service (S234).

Respectfully submitted,

Tom Dool, Research Analyst

### **CONCURRENCE**

Corporate Officer – Mike Morrison Digitally approved by

#### **ATTACHMENTS:**

Attachment A – The Creston Valley Transit 3 Year Transit Expansion Memorandum of Understanding with BC Transit



July 6, 2023

Attn: Tom Dool  
Research Analyst  
Regional District of Central Kootenay  
202 Lakeside Drive  
Nelson, BC V1L 5R4

**Re: Transit Improvement Program - 3 Year Transit Expansion**

Dear Tom,

The purpose of this letter is to confirm transit service expansion plans for 2024/25 and approve transit expansion priorities for the subsequent two years.

BC Transit confirms service expansion plans with local government partners on an annual basis to coordinate the development of three-year budgets and capital plans with the Provincial Service Plan. Confirmation of next year's desired level of transit service expansion is also required to support the procurement of buses.

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific transit expansion initiatives for the next three operating years from 2024/2025 through to 2026/2027. These initiatives are derived from recommendations outlined in the most recent service plan received by your Board and Town of Creston Council, validated in collaboration with local government staff.

Transit service expansion investments are important components to sustaining and growing a successful transit system. These investments in your transit system come with several considerations. To support Board decision making, we have provided updated order-of-magnitude costing for each transit service initiative. These are based on the estimated annual increase to revenue service hours. If your expansion requires additional vehicles, this is identified and factored into estimated total costs. If expansion requests exceed available provincial funding, BC Transit's expansion prioritization process will be used to determine which projects receive funding.

One of the key challenges we continue to face through this process is the higher probability that demand for expansion vehicles will exceed the availability in each fleet category. More advanced lead times are required for procurement and delivery of buses, and bus orders need to be strategically timed to align with our deployment plans. While every effort is made to align bus orders with demand, some expansion initiatives will likely be impacted by the limited availability of certain vehicle types. Despite these challenges, we continue to work with our local government partners to identify and develop expansion priorities, and to align our expansion initiatives with our overall fleet procurement plans.

By conveying proposed transit service expansion initiatives as far in advance as possible, we are seeking to achieve four important goals:

1. Ensure 3-year expansion initiatives are consistent with the expectations of local governments.
2. Provide local government partners with enhanced 3-year forecasts that identify longer term funding requirements.
3. Ensure transit system infrastructure investments needed to support transit service expansion plans are aligned with transit service expansion initiatives identified in both local government and BC Transit's 3-year operating budgets and the long-term capital plans.
4. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's Service Plan funding request to the Province. Following confirmation of the provincial budget, I will confirm with you if supporting provincial funding was secured and initiate a transit service implementation plan. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed initiatives.

We ask that a signed copy of this letter be returned to BC Transit by September 29, 2023. If you are unable to meet this deadline, please contact me at your earliest convenience.

Yours truly,



Daynika White  
Manager, Government Relations  
BC Transit

### Three-Year Transit Expansion Plan

<b>Date</b>	July 6, 2023
<b>Expiry</b>	September 29, 2023
<b>System</b>	Creston Transit

#### Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives for the 2024/25 fiscal year with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon receipt of this MOU, we will confirm funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES – YEAR 1 (2024/25)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	September	325	0	\$780	\$28,262	\$12,025
		Description	Additional Custom/On-request hours. This would provide an additional 6 service hours a week and availability during peak demand times of the day.			

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES - YEARS 2 & 3 (2025/26 and 2026/27)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	September	1,000	2	\$2,437	\$132,142	\$75,826
		Description	700 additional Custom/On-request hours and 300 hours for additional service days for route 4 Wyndel			
2026/27	September	1,700	1	\$4,142	\$180,080	\$86,922
		Description	1000 hours Custom/On-request and 700 hours to introduce service between the East Shore and Creston.			

## Approval

On behalf of the Regional District of Central Kootenay, we are confirming to BC Transit to proceed with the request for funding to the Province on our behalf for the 2024/25 Fiscal year, and that we will budget accordingly for the initiatives identified above and will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details and capital initiatives are confirmed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**On behalf of BC Transit**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Manager, Government Relations