REGIONAL DISTRICT OF CENTRAL KOOTENAY

CRESTON VALLEY SERVICES COMMITTEE
OPEN MEETING AGENDA

9:00 a.m. MST
Thursday, November 2, 2023
Creston & District Community Complex – Creston Erickson Room
312 19th Avenue North, Creston, BC

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

Join by Video:
https://nelsonho.webex.com/nelsonho/j.php?MTID=m3cc6e8b751ce26690cab688d4aacf1e2

Join by Phone:
+1-604-449-3026 Canada Toll (Vancouver)

Meeting Number (access code): 2774 157 8559

Meeting Password: 3Wha4iHG3kJ

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

COMMITTEE MEMBERS PRESENT
Committee Member A. DeBoon	Town of Creston
Committee Member G. Jackman	Electoral Area A
Committee Member R. Tierney	Electoral Area B
Committee Member K. Vandenberghe	Electoral Area C

MEMBERS ABSENT

RDCK STAFF PRESENT
S. Horn	Chief Administrative Officer – RDCK
Y. Malloff	Chief Financial Officer – RDCK
J. Chirico	General Manager of Community Services
C. Stanley	Regional Manager – Operations and Asset Management
N. Hannon	Regional Fire Chief
J. Dupuis	Bylaw Enforcement Supervisor
T. Wayling	Regional Programming Manager

J. Jackson	Emergency Program Coordinator – Creston
C. Gaynor	Regional Parks Manager
M. Crowe	Park Planner
T. Dool	Research Analyst
J. Rafuse	Meeting Coordinator
K. Shyiak	Meeting Coordinator

CRESTON STAFF PRESENT

M. Moore	Chief Administrative Officer – Creston
J. Riel	Fire Chief – Creston Fire Rescue
A. Mondia	Councillor – Town of Creston

GUESTS PRESENT

G. Brigl	Area Manager, Roads, Ministry of Transportation and Infrastructure (MoTI)
S. Itkonen	Library Director – Creston Valley Public Library

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

1. **CALL TO ORDER**
   Chair DeBoon called the meeting to order at [Time] a.m.

2. **TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**
   We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

3. **ADOPTION OF AGENDA**
   Moved and Seconded,
   And Resolved:

   The Agenda for the November 2, 2023 Creston Valley Services Committee meeting, be adopted as circulated.

   Carried/Defeated/Referred

4. **RECEIPT OF MINUTES**
   The October 5, 2023 Creston Valley Services Committee (CVSC) minutes, have been received.

5. **DELEGATE**
   5.1 **Ministry of Transportation and Infrastructure (MoTI)**
   Gundula Brigl, Area Manager, Roads – Kootenay Pass (Creston), West Kootenay District, Ministry of Transportation and Infrastructure, will be attending the meeting to introduce herself to the Committee and to provide a role review.

6. **NEW BUSINESS**

    6.1   Creston RCMP

    Staff Sergeant Brandon Buliziuk, Detachment Commander, Creston RCMP will provide a verbal update.

    6.2   Creston Valley Public Library Update

    The Library Update for September 2023 from Saara Itkonen, Library Director: re: Creston Valley Public Library (CVPL) Finance Report, Library Usage Report and Operations Report, has been received.

    6.3   Creston Tour of Lights

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

    6.4   Airport Master Plan

    The Town of Creston - Creston Valley Airport Plan dated April 1990 from the Associated Engineering (B.C.) Ltd., re: Airport Master Plan, has been received.

    The Briefing Notes dated October 5, 2023 from Michael Moore, Chief Administrative Officer – Creston, re: S240 Airport – Creston, Areas B, C, has been received.

    Moved and Seconded,
    And Resolved:

    That the Creston Valley Services Committee direct staff to include $45,000 in the Draft 2024 financial plan for S240 – Airport Town of Creston, Areas B, C, and Defined A to support the development of a Creston Valley Airport Master Plan to be undertaken by the Town of Creston.

                                         Carried/Defeated/Referred

    6.5   Creston Valley Fire Master Plan

    The Briefing Note dated October 5, 2023 from Jared Riel, Fire Chief - Creston, re: Creston Valley Fire Master Plan, has been received.

    Moved and Seconded,
    And Resolved:

    That the Creston Valley Services Committee direct staff to include $60,000 in the 2024 budget process for consideration by the service participants during budget deliberations for the development of a Creston Valley Fire Master Plan and that staff coordinate payment to the Town of Creston for the development of the Creston Valley Fire Master Plan.

                                         Carried/Defeated/Referred

    6.6   Santa Claus/Christmas Parade

    The Committee will have a discussion regarding the Santa Claus/Christmas Parade in the Town of Creston.

6.7   East Resource Recovery Committee
The Committee will have a discussion regarding the East Resource Recovery Committee as to whether it should remain as is or if it should be a function of the Creston Valley Services Committee.

7.   STAFF REPORTS

7.1   Creston Valley Fire Service – Third Quarter Report
The Committee Report from Jared Riel, Fire Chief - Creston, re: Creston Valley Fire Service – Third Quarter Report, has been received.

7.2   Creston & District Community Complex Operations (CDCC)
The Operations and Financial Report for Recreation Facility – Creston and Areas B, C and Area A Service S224 for September 2023 from Craig Stanley, Regional Manager of Operations and Asset Management, has been received.

The Committee Report dated October 25, 2023 from Stuart Durning, CDCC Facility Manager, re: S224 Operations Report, has been received for information.

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

8.   OLD BUSINESS

8.1   Letter of Support – Francophone School in Creston
Moved and seconded,
And Resolved that it be recommended to the Board:

That the Board send a letter of support to Monique Arès and Marie-Hélène Chang for a Francophone School in Creston.

Carried/Defeated/Referred

8.2   Review Action Items List
The Committee will review the action items list from the October 5, 2023 Creston Valley Services Committee meeting.

9.   PUBLIC TIME
The Chair will call for questions from the public at _____ a.m.

10.   IN CAMERA

10.1   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, ALTERNTAE 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:
(e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
(n)the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

10.2   RECESS OF OPEN MEETING
Moved and Seconded,
And Resolved:

The Open Meeting be recessed at [Time] in order to conduct the Closed In Camera meeting.

Carried/Defeated/Referred

11.   NEXT MEETING
The next Creston Valley Services Committee meeting is scheduled for December 7, 2023 at 9:00 a.m.

12.   ADJOURNMENT
Moved and Seconded,
And Resolved:

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

Carried/Defeated/Referred

Arnold DeBoon, Chair

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

Thursday, October 5, 2023
9:00 am MST
Hybrid Model - In-person and Remote
Creston & District Community Complex – Creston Erickson Room
312 19th Avenue North, Creston, BC

COMMITTEE MEMBERS PRESENT

Chair A. DeBoon	Town of Creston – In-person
Committee Member G. Jackman	Electoral Area A – In-person
Committee Member K. Vandenberghe	Electoral Area C – In-person
Committee Member R. Tierney	Electoral Area B – In-person

STAFF PRESENT

S. Horn	Chief Administrative Officer – RDCK
M. Moore	Chief Administrative Officer – Creston
J. Chirico	General Manager of Community Services - RDCK
T. Wayling	Regional Programming Supervisor - RDCK
J. Jackson	Emergency Program Coordinator - RDCK
J. Dupuis	Bylaw Supervisor - RDCK
C. Hopkyns	Meeting Coordinator – RDCK

GUESTS PRESENT

A. Mondia	Councillor – Town of Creston

4 out of 4 voting Commission/Committee members were present – quorum was met.
_____

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=mc9e4b676503e96371733d670841163f3

Join by Phone:
1-844-426-4405 Canada Toll Free
+1-604-449-3026 Canada Toll (Vancouver)

Meeting Number (access code): 2771 992 4824
Meeting Password: R65NgE58fFC

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

2. **CALL TO ORDER**
    Chair DeBoon called the meeting to order at 9:00 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 October 5, 2023 Creston Valley Services Committee meeting be adopted with the correction to the Action Item List # 36 replacing "trail access" with "trailer boat access" before circulation.

    Carried

5. **RECEIPT OF MINUTES**
    Moved and seconded,
    And Resolved:

    The September 7, 2023 Creston Valley Services Committee minutes, have been received.

    Carried

6. **DELEGATE**

ORDER OF AGENDA CHANGED   The Order of Business was changed due to the delegation arriving later for Item 6.1, with Item 6.2 Creston Valley Tourism Society considered at this time.

6.2 Creston Valley Tourism Society

Jesse Willicome, Creston Valley Tourism Society Executive Director, gave a presentation to the Committee, reviewing the society's mission and goals. Jessie shared the societies marketing strategies, research and analysis. The Creston Valley Tourism Society is requesting funding for the 2024.

7. NEW BUSINESS

7.1 Letter of Support - Goat Mountain Bike Trails Project

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board send a letter of support to Creston Community Forest for Goat Mountain Bike Trails Project.

Carried

7.2 Creston Valley Tourism Society - Economic Trust of the Southern Interior (ETSI) Grant Application

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board send a letter of support to the Creston Valley Tourism Society for their Economic Trust of the Southern Interior (ETSI) grant application.

Carried

7.3 Creston Valley Economic Development Discussion

The Committee will have a discussion regarding Creston Valley economic development.

Moved and seconded,
And Resolved:

Councillor Mondia have freedom of the floor.

Carried

Councillor Mondia, Town of Creston, shared his observation for the economic development landscape of the Creston Valley. He believes it is fragmented, with resources spread out among several organizations. He is inquiring if there is an option to bring the organizations to the same table.

The Committee had a discussion regarding the background of economic development in the area and possible solutions.

CAO Horn discussed the challenges of economic development in the RDCK. He recommended that groups in the Creston Valley attend both the Kootenay Economic Action Partnership meetings and the Creston Valley Services Committee meetings for economic development discussions and budget requests.

Moved and seconded,
And Resolved:

That the Creston Valley Services Committee direct staff to include in the 2024 draft budget for Service 108 the allotment of $22,000 for the Creston Valley Tourism Society.

Carried

7.4   Creston Education Centre - Lease Agreement
The Committee Report dated September 26, 2023 from Craig Stanley, Regional Manager – Operations and Asset Management, re: Creston Education Centre Lease Terms, has been received.

Joe Chirico, General Manager of Community Services, provided an overview to the Committee regarding renewing the Creston Education Centre lease agreement.

The Committee had a discussion regarding the Creston Education Centre. Staff answered the Committee's questions.

STAFF DIRECTION: That the Town of Creston organize a tour of the Creston Education Centre.

Moved and seconded,
And resolved that it be recommended to the Board:

That the RDCK Board to renew the lease for the Creston Education Centre for five years commencing on November 1, 2023 and ending on October 31, 2028 and further that the costs be allocated to Creston and District Community Facilities, Recreation and Leisure Services Area Service - S224 - and General Administration – S100.

Carried

7.5   For Information: Traditional Use Study
The Ktunaxa RDCK Traditional Use Study (TUS) Summary Report will be provided to the Board for the October 19, 2023 Board meeting with the following recommendation that was passed at the May 4, 2023 Creston Valley Services Committee meeting.

> *That the Ktunaxa RDCK Traditional Use Study (TUS) Summary Report dated April 2023 be received by the Board.*

The Committee had a discussion regarding the Traditional Use Study.

STAFF DIRECTION: That staff send a Committee Report with the Ktunaxa RDCK Traditional Use Study (TUS) Summary Report be provided to the Board for the October 19, 2023 Board meeting to provide background to the Board.

8. **STAFF REPORTS**

   8.1 **Emergency Services - Third Quarter Report**
   The Committee Report dated September 22, 2023 from Jon Jackson, Emergency Program Coordinator, re: Emergency Program Report: 3rd Quarter 2023, has been received.

   Jon Jackson, Emergency Program Coordinator, provided an overview to the Committee regarding the Emergency Service 3rd quarter report and answered the Committee's questions.

ORDER OF AGENDA RESUMED   Item 6.1 Letter of Support - Francophone School in Creston be considered at this time.

   6.1 **Letter of Support - Francophone School in Creston**
   Monique Arès and Marie-Hélène Chang, representing a group of francophone parents, presented to the Committee on their request for a letter of support to open a Francophone school in Creston. They reviewed what a Francophone school is and the benefits of having a school in the Creston Valley.

   The Committee will consider the letter of support at the November 2, 2023 Creston Valley Services Committee meeting.

RECESS/ RECONVENE   The meeting recessed at 11:15 a.m. for a break and reconvened at 11:19 a.m.

   8.2 **Creston & District Community Complex Programming Update**
   The Committee Report dated September 28, 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 Creston & District Community Complex programming, sharing registration for summer camps and facility rentals have increased.

9. **PUBLIC TIME**
   The Chair called for questions from the public and members of the media at 11:24 a.m.

1) The public shared their support for the climate action plan.

2) The public voiced their concerns regarding losing the Goat River public access to the dike due to change in ownership of the land and are requesting the Committee to look into it. Staff answered the public's questions.

3) The public shared information regarding the Creston Valley Disc Golf Association and requested the Committee's support.

STAFF DIRECTION: That staff add a section to the agenda to allow the Committee time to discuss the action item list.

10. **NEXT MEETING**
The next Creston Valley Services Committee meeting is scheduled for November 2, 2023 at 9:00 a.m.

11. **ADJOURNMENT**
Moved and seconded,
And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:03 p.m.

Carried

_____
Arnold DeBoon, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board send a letter of support to Creston Community Forest for Goat Mountain Bike Trails Project.
2. That the Board send a letter of support to the Creston Valley Tourism Society for their Economic Trust of the Southern Interior (ETSI) grant application.
3. That the RDCK Board to renew the lease for the Creston Education Centre for five years commencing on November 1, 2023 and ending on October 31, 2028 and further that the costs be allocated to Creston and District Community Facilities, Recreation and Leisure Services Area Service - S224 - and General Administration – S100.

4. That the Ktunaxa RDCK Traditional Use Study (TUS) Summary Report dated April 2023 be received by the Board.

Creston Public Library Association
Budget Expenditure Report
September 2023

Revenue	Received to Date	Budget
RDCK	$ 413,212	$ 413,212
Province	$ 336,165	$ 62,975
Donations	$ 203,257	$ 10,119
Library Generated Revenue	$ 2,828	$ 2,922
Other Grants and Revenues	$ 2,054	$ 28,552
Transfer from reserve	$ -	$ 7,680
Carried over from previous year	$ -	$ 14,952
Total	$ 957,516	$ 540,412

Expenditures	Expense to Date	Budget	Amount Available	Percent Available
Advertising and promotion	$ 174	$ 675	$ 501	74%
Books and magazines	$ 37,059	$ 53,135	$ 16,076	30%
Book supplies	$ 3,408	$ 2,000	-$ 1,408	-70%
Board operations	$ 96	$ 204	$ 108	53%
Computer costs	$ 22,520	$ 8,500	-$ 14,020.40	-165%
Copier	$ 1,799	$ 1,841	$ 42	2%
Digital/Other collections	$ 9,251	$ 7,644	-$ 1,607	-21%
Finance expenses (accounting, etc)	$ 5,893	$ 9,373	$ 3,480	37%
Furniture and Equipment	$ 1,815	$ 3,060	$ 1,245	41%
Insurance	$ 9,552	$ 9,702	$ 150	2%
Internet	$ 3,079	$ 4,408	$ 1,329	30%
Janitor	$ 8,453	$ 11,722	$ 3,270	28%
Membership dues	$ 1,374	$ 1,104	-$ 270	-24%
Office supplies and shipping	$ 8,007	$ 8,203	$ 196	2%
Operations & Miscellaneous	$ 671	$ 211	-$ 460	-218%
Outdoor equipment and improvements	$ -	$ 441	$ 441	100%
Programming supplies	$ 4,082	$ 5,000	$ 918	18%
Repairs and maintenance	$ 6,777	$ 9,500	$ 2,723	29%
Telephone and utilities	$ 19,123	$ 23,867	$ 4,744	20%
Travel & Training	$ 2,024	$ 1,168	-$ 856	-73%
Wages and benefits	$ 297,741	$ 378,715	$ 80,974	21%
Main Budget Total	$ 442,899	$ 540,473	$ 97,574	18%

Bank Accounts, per Trial Balance $ 621,797
Reserve Funds $ 188,107

*Capital Plan Improvements	Est. Cost	Spent
Total	$ -	

2023 Library Usage Statistics

	January	February	March	April	May	June	July	August	September	October	November	December
Hours Open	168	152	184	152	168	176	160	176	160			
Library Visits	3809	3949	4280	3826	3324	3760	3773	4413	3678			
Meeting Room Bookings	40	37	40	44	29	40	19	33	33			
New Library Cards	38	56	53	39	36	61	31	51	49			
Circulation	10985	10743	11837	9794	10338	10326	10354	11819	10474			
Physical Materials	8346	8253	8949	7177	7879	7833	7894	9062	7459			
Electronic Materials	2639	2490	2888	2617	2459	2493	2460	2757	3015			
Interlibrary Loans	846	685	833	523	667	495	495	557	579			
Public Wifi Sessions	131	92	548	480	500	524	581	513	281			
Website Visits	1714	1805	1812	1577	1760	1332	1795	1290	1457			
Internet Sessions	504	405	529	444	428	505	437	529	548			
Avg. Session Time	52	56	55	55	58	62	58	53	52			
Adult Programs	2	2	4	10	5	3	3	2	5			
Program Attendance	60	29	83	54	43	23	16	29	25			
Teen Programs	0	4	5	4	5	0	0	0	0			
Program Attendance	0	59	53	28	35	0	0	0	0			
Intergenerational Prog				2	2	1	1	0	1			
Program Attendance				24	19	29	23	0	23			
Children's Programs	3	11	19	6	11	7	14	22	6			
Program Attendance	62	175	285	68	121	181	263	420	91			
Community Visits	0	2	1	6	5	1	2	2	4			
Volunteer Hours	73	75	75	123	107	110	91	85	98			

🟩	Increase over 2022
🟥	Decrease over 2022
🟨	Same as 2022/no data comparison

CRESTON VALLEY
PUBLIC LIBRARY

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	September 2023

Recent developments

Event/Program	Participants	Value(s)
Thank you to all the board members that represented the library at the Fall Fair! We appreciate you.	n/a	Community collaboration
Ellie Reynolds kicked off a new season of Family Storytime at the library, giving Saara time and space to work on our upcoming renovation projects, administrative tasks, community connections, bargaining, board and staff support.	38	Lifelong learning Literacy Well-trained and professional staff
Yaqan Nukiy K/1 classes returned to the library for their monthly visits. Saara provided a storytime program while Lauriane did an autumn craft with the kids.	21	Universal access Reconciliation Literacy
Programming is up in full-swing again and traffic has been increasing at the library this month. Lisa hosted several programs including a presentation by the Refugee Committee, explaining their long-term work in our community, the Access-Points book club, a mending workshop, and Geneology Basics.	25	Community collaboration Lifelong learning Patron-centred services Understanding and empathy Reconciliation

Event/Program	Participants	Value(s)
Lauriane started Storycrafters in September, a program for kids wanting to create their own stories through pictures and text.	22	Literacy Lifelong learning

Long-Term Projects

Ongoing events/programs	Participants	Value(s)
Saara met with the Executive Director of Kootenai Community Centre Society to discuss shared areas of community support and ideas for collaboration to meet shared community needs.	2	Community collaboration Patron-centred services Understanding and empahty
With school starting up again, Lauriane visited the high school and the Creston Valley Youth Network to discuss programs and shared intiatives.	3	Community collaboration Patron-centred services Universal access
Lisa, our Adult Program Coordinator, met with CBAL's settlement worker to discuss shared programs, initiatives, and services.	2	Community collaboration Patron-centred services Universal access

Words from our patrons

Upcoming

October – Typical Week Survey

January – Teen Space renovation

Glossary

ABCPLD – Association of BC Public Library Directors

BCLA – British Columbia Library Association

BCLTA – British Columbia Library Trustees Association

KLF – Kootenay Library Federation
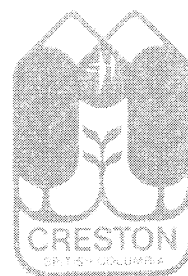
CBT – Columbia Basin Trust

Report

Town of Creston

Creston Valley Airport
Airport Master Plan

April 1990

ASSOCIATED
ENGINEERING

ASSOCIATED ENGINEERING (B.C.) LTD.

May 15, 1990
File: VJ30

Town of Creston
904 Vancouver Street
P.O. Box 1339
CRESTON, B.C.
V0B 1G0

Attention: W.F. Hutchinson
              Administrator

Dear Sirs:

Re: Creston Valley Airport
      Airport Master Plan

We are pleased to submit, herewith, 25 copies of the above report.

We take this opportunity to thank the Town of Creston for the invaluable assistance provided to us in the preparation of the report. We hope that the Master Plan will prove useful in guiding development and expansion of the Creston Valley Airport.

Yours truly,

E.A. Bird, P.Eng.
Branch Manager

EAB/cb

Enclosures

TABLE OF CONTENTS

ASSOCIATED
ENGINEERING

1.0 GENERAL

1.1 CRESTON VALLEY

The Town of Creston and the Creston Valley is located south of Kootenay Lake in the Central Kootenay Regional District (CKRD), southeast British Columbia. The Town of Creston is the largest community in the valley, with a population of approximately 4100. The current population of Creston Valley outside the Town itself is approximately 11,000 persons.

The economic base supporting the Creston Valley includes agriculture, forestry, mining, tourism and the Columbia Brewing Company's Creston Brewery. In addition, Creston is attracting a growing number of retirees, taking up residence in the valley to enjoy the mild climate and natural beauty of the area.

The transportation needs of the valley are served by B.C. provincial highways nos. 3 and 3A and highway 21 to the USA border crossing at Rykerts, B.C./Port Hill, Idaho, 11 km south of the Town of Creston. Regional airports served by national air carriers are located at Castlegar (124 km west of Creston) and Cranbrook (106 km east of Creston).
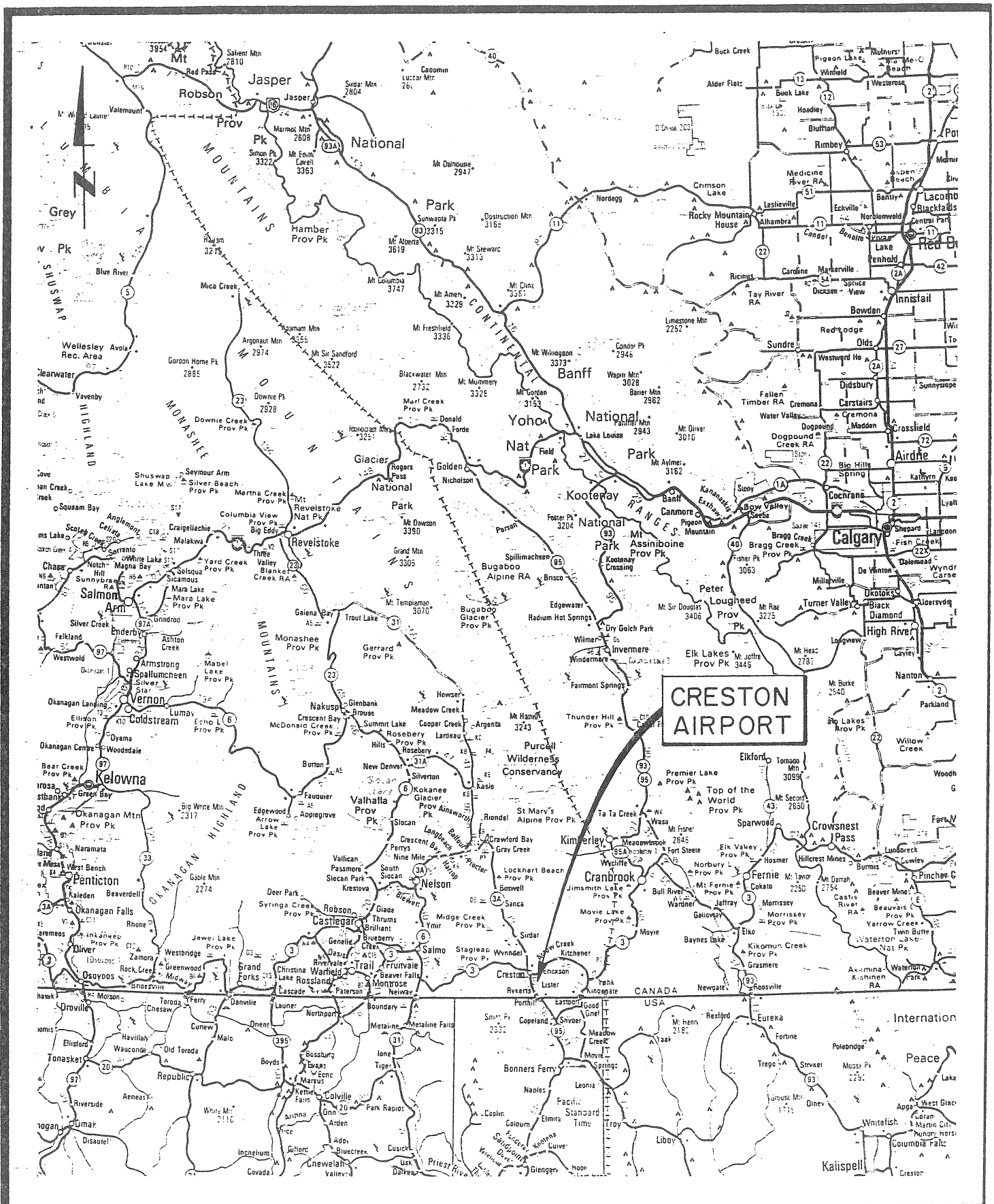
1.2 CRESTON VALLEY AIRPORT

.1 Location

The Creston Valley Airport is located 7.5 km southeast of the Town of Creston, just 4 km north of the Canada/USA border. The airport is situated on a bench approximately 1.5 km east of the Kootenay River, and about 100 m in elevation higher than the floor of the valley.

Access to the airport is from highway 21 (Creston-Rykerts highway) via Mallory Road and Airport Road.

Location of Creston Airport is shown on Figures 1.1 and 1.2, following.

ASSOCIATED
ENGINEERING

CRESTON
AIRPORT

CRESTON
AIRPORT

LOWER KOOTENAY
INDIAN RESERVE 1B
L 9998
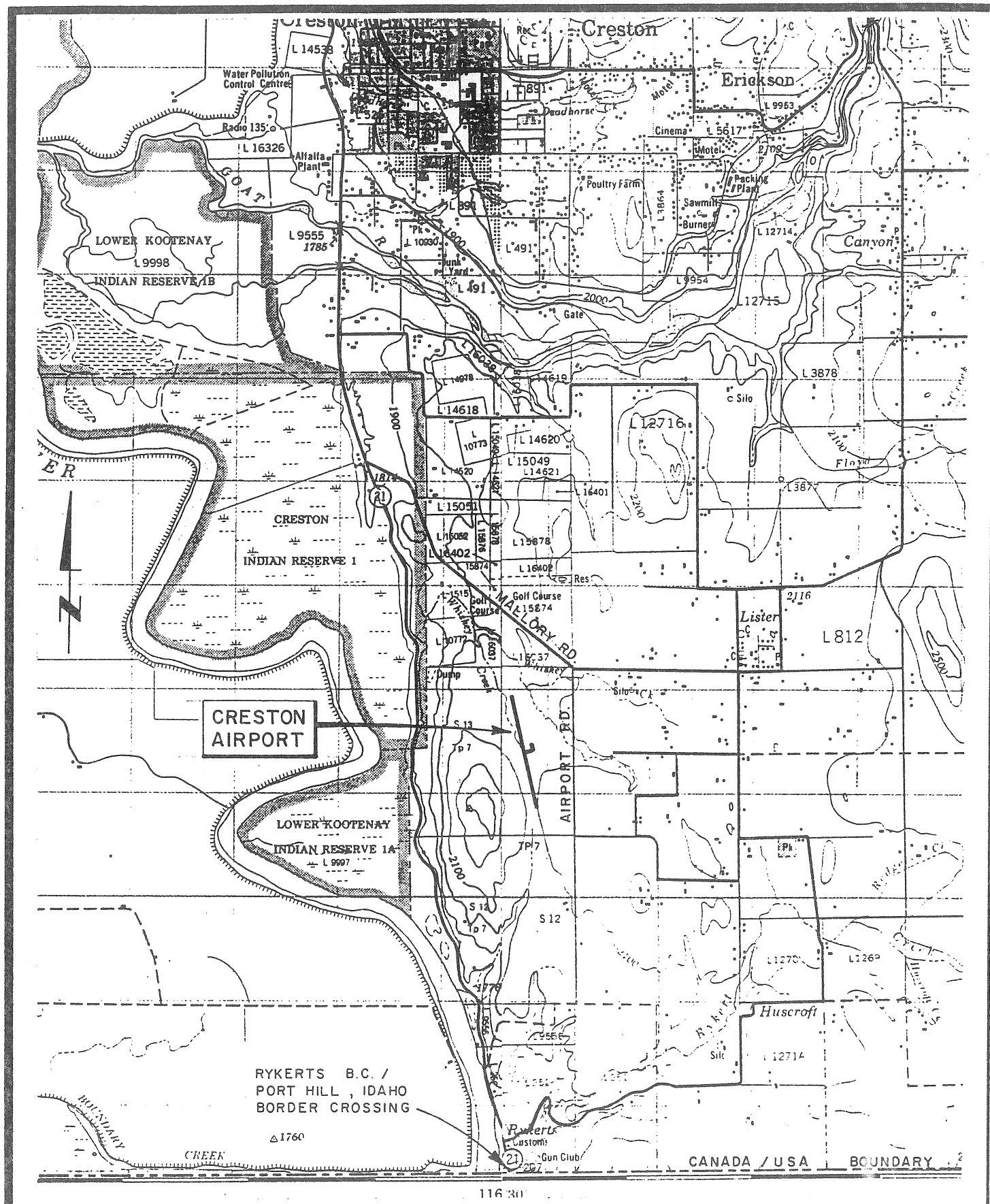
LOWER KOOTENAY
INDIAN RESERVE 1A
L 9997

CRESTON
INDIAN RESERVE 1

RYKERTS B.C. /
PORT HILL , IDAHO
BORDER CROSSING

CANADA / USA   BOUNDARY

.2 Land Tenure

The airport site is owned by the Town of Creston. The airport lands cover an area of approximately 100 hectares. Adjoining properties north and south of the airport are under private ownership. The property to the north is developed as a golf course, property to the south is farmed. Air easements are in place or under negotiation for the property to the south.

The property west of the airport, including the CKRD landfill site, is owned by the B.C. Ministry of Lands and Forests. The property is undeveloped.

.3 Land Uses

The airport site is zoned M6, industrial airport. The zoning permits airport related activities and site developments. Adjoining properties are designated for agricultural use to the north and east of the airport property, and for rural residential use to the south and west.

.4 Existing Airport Infrastructure

The airport was constructed in 1980. Existing development at the airport comprises a paved 1200 metre x 23 metre (3950 feet x 75 feet) runway, a 15 metre wide paved midfield taxiway, a 2700 square metre paved apron, and a 9000 square metre gravelled G.A. parking area, behind the apron.

Groundside buildings comprise a caretaker's residence and portable air terminal building and air carrier's office. There is a gravelled parking area and access road, for vehicles visiting the airport.

.5 Navigational Aids

Two non-directional beacons (NDBs) were installed in 1988. One NDB is located north of the airport site, the other south of the airport site.

Visual navigation aids comprise two windsocks.

An airport lighting system to include medium intensity runway, taxiway and apron lighting, apron floodlighting, PAPI and obstruction lights is planned. Preliminary engineering for the system is complete. Construction funding has been obtained and the lighting apparatus should be installed and operational in 1990.

ASSOCIATED ENGINEERING

.6 Municipal Services

Water supply and sewage disposal facilities have been developed on-site. The water supply is from a drilled well providing domestic water service to the caretaker residence, the terminal building and the air carrier office. The three buildings are also served by a septic tank/tile field sewage disposal system.

.7 Airport Operation and Maintenance

The airport is currently operated and maintained by the Town of Creston. Services include snow clearing and aircraft surface maintenance. Maintenance costs are offset by revenues from farming the airport lands.

Fire protection is provided by access to local fire-fighting capabilities through agreement with CKRD.

.8 Climate

The prevailing wind at the airport site is from the south-southwest. The airport site is generally clear and free of local fog.

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2.0 AVIATION DEMAND ANALYSIS

2.1 CURRENT AIRPORT USAGE

.1 Scheduled Commercial Air Service

Commercial air service to the Creston Airport is currently limited to charter air service only. A scheduled service was operated for a brief period by Air Caledonia, a Vancouver based company. The company started service to and from Creston using a 7-seat twin engine Piper Navajo in October 1987. Unfortunately, without instrument approach aids, schedule reliability could not be maintained and the air carrier withdrew the service early in 1988.

The commercial license for the scheduled service was acquired by Skylink Airlines, a Boundary Bay based air carrier. A Piper Navajo aircraft was planned for the route service. However, after completing only one return trip, Skylink suspended the service, citing low passenger load factor and the lack of navigation aids as the reason.

.2 Commercial and Business Aviation

Creston Air Services Ltd. operates a commercial charter service (Class 4) and flying training (Class 7) air service from the Creston Airport. It operates two single engine aircraft (Cessna 150 and Cessna 180). The operator also handles the airport aviation fuel sales. Charters have been operated to Cranbrook, Calgary, Castlegar, Kelowna and Spokane. Customers include forest industry companies and other resource based firms.

There are other frequent charter and business aircraft users of the Creston Airport. The Provincial Government air ambulance service using Cessna Citation jet aircraft, on occasion uses the airport for emergency medical flights. Heiscraft Construction, which has business activities in Kelowna and Cranbrook, uses a Cessna 206 for business trips. This aircraft, however, is based at the Creston Flats airstrip and not the Creston Airport. Charter trips come in to the Creston Airport primarily from Cranbrook (Horizon Air) and Castlegar (Adastra Aviation and Selkirk College). There are also U.S. charters for visitors to the Kokanee

Springs Golf Course and Resort north of Creston, who use the better equipped Creston Airport. The B.C. Forest Service also use helicopters extensively out of Nelson, but use a helipad in the Town of Creston rather than the Creston Airport. Cranbrook Flight Service Station records indicate that most of the flight plans filed in and out of Creston are by Creston Air Services. On average, each month ten flight plans are filed with the Cranbrook FSS that have Creston as an origin or a destination.

.3 General Aviation

The Creston Flying Club indicates that there are approximately 50 pilots in the Creston Valley. In total, there are a dozen General Aviation aircraft based in the Valley, including 6 at the Creston Airport, 2 at Creston Flats airstrip and 4 at the Port Hill Airport on the U.S./Canada border to the south of Creston.

.4 Transborder Traffic

Canada Customs records for the Port Hill Airport (Port Hill/Eckhart Crossing at Rykerts) provide some indication of transborder air traffic. It was noted, however, that most pilots clear Canada Customs at Cranbrook due to the facilities available rather than clear at Port Hill and fly the short distance to the Creston Airport. Table No. 1 shows the number of air passengers cleared in 1986, 1987 and 1988.

TABLE NO. 2.1

NO. OF AIR PASSENGERS CLEARED
PORT HILL/ECKHART

	1988	1987	1986
U.S. Citizens			
Returning Same Day	16	29	60
Staying 1 night or more	116	130	107
Subtotal	132	159	167
Canadian Citizens	61	94	91
Total	193	253	258
Average No. of Aircraft (assume 2.1 passengers/aircraft)	92	120	129

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.5 Schedule Passengers Using Nearby Airports

Creston Valley travel agents estimate that ten airline tickets a day are sold in Creston for scheduled flights out of Cranbrook and Castlegar. This is about 2600 passengers a year. This figure does not include Creston residents who purchase tickets directly from the airlines. It also does not include incoming air passengers who are visiting the Creston Valley for business or pleasure reasons. Travel Agents estimate that the total number of current air passengers destined to or from the Creston Valley would likely be about 5200 a year. The travel agents estimate that some 60% of the air traffic uses the Cranbrook Airport for their air carrier connections and 40% the Castlegar Airport. During the winter months (November to April) more passengers use the Cranbrook Airport since weather can affect driving on the Salmo-Creston highway between Creston and Castlegar.

2.2 DEMAND FOR SCHEDULED COMMERCIAL AIR SERVICE

.1 Demand Analysis

The Creston Area Economic Development Committee conducted a survey to determine if there is a need for a scheduled commercial air service in the Creston Valley. The survey was conducted in the summer of 1988. The sample survey size was 384 people residing in the Town of Creston. The sample represented 9.3% of the total town population (1986) and 3.5% of the total Creston Valley population.

The following table summarizes the results of the survey. It is assumed that the sample responses are representative of the population as a whole. The figures shown for Town and Valley are thus extrapolated from the sample data.

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TABLE NO. 2.2

CRESTON AREA ECONOMIC DEVELOPMENT SURVEY
POTENTIAL AIR TRAVEL DEMAND

	Sample	Town	Valley
Travelled by air in last 12 months	37.2%	1537	4114
Number of air trips in last 12 mos.	2.2*	3381	9050
Trips to:			
Vancouver	34.4%	1163	3113
Calgary	14.4%	487	1303
U.S.	26.8%	906	2425
Other Locations	24.5%	828	2217
Reason for Trips			
Shopping	1.4%	47	127
Medical	14.7%	497	1330
Visit Friends/Relatives	40.6%	1373	3674
Vacation	44.1%	1491	3991
Business	17.5%	592	1584
Other	1.4%	47	127
If Creston Air Service Available:			
- Number of trips in next 12 months	1.6*	6556	17694
- Air Business trips in next 12 mos.	18.5%	1213	3273
- Friends/Relatives/Business Associates visiting Creston by air in next 12 months	4.1*	16802	45342

* Number of trips for each sample

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Travel agents estimate that the existing demand for scheduled air travel is between 5,000-6,000 passengers a year. Extrapolating the sample survey to the population of the Town of Creston indicates that demand could be over 6,000 passengers a year. If the entire Creston Valley population is included, the potential volume which now could be using air transport is in the 18,000 passengers a year range. This figure represents 10.6 per cent of the total 1987 enplaned and deplaned passengers at both nearby Cranbrook and Castlegar airports.

The survey indicates that if an air service were available in the future, the demand for air travel would be even greater. Town of Creston and Creston Valley residents would take nearly twice as many trips in the future, increasing to 6,500 and 17,600 annual passengers, respectively. Incoming visitors are predicted to be even higher at 16,800 and 45,300 incoming passengers respectively.

.2 Air Carrier Service

Several scheduled and charter air carriers were contacted to determine if they had any future plans to serve Creston Airport. If an air service was contemplated, the air carriers were asked to provide estimates of service and type of aircraft equipment proposed. None of the air carriers contacted responded with a positive indication of the proposed future air service. Several, however, did express an interest in examining the possibility if traffic demand estimates from this study indicated sufficient level of demand.

In order to economically justify a scheduled air service, an air carrier would likely plan a twice a day service in and out of the Creston Airport, Monday to Friday. Flights would likely connect to hub airports at Kelowna and Calgary for connections to other locations. It is doubtful that flights would be scheduled to either nearby Castlegar or Cranbrook Airports due to the short stage length and competition from the automobile. Assuming a 60% load factor is required, the following table provides the minimum annual passengers an air carrier would require for each type of aircraft.

The table shows that the existing traffic could likely support a service provided by a non-pressurized twin engine aircraft like the Piper Navajo and Piper Chieftain (i.e. 5,000 - 6,000 passengers). A pressurized Beechcraft King Air would need about 7,500 passengers a year to provide a viable service.

TABLE NO.2.3

MINIMUM PASSENGER REQUIREMENT

AIRCRAFT TYPE

Non-Pressurized	Seats	Annual Seat Available	Minimum Passengers
Piper Navajo	7	7,280	4,368
Piper Chieftain	9	9,360	5,616
BN-2 Islander	9	9,360	5,616
DHC-6 Twin Otter	18	18,720	11,232
Shorts 360	36	37,440	22,464

Pressurized			
Beechcraft King Air	12	12,480	7,488
Fairchild Metro II	18	18,720	11,232
British Aerospace 31	19	19,760	11,856
DHC-7	50	52,000	31,200
DHC-8-100	36	37,440	22,464
Convair 580	50	52,000	31,200

* Assumes:
  - twice a day return service
  - Monday to Friday service
  - Load Factor 60 percent of available seats

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Given the mountainous terrain in southeastern British Columbia and the need for high performance to operate in hot summer temperatures and higher altitude airports, it would appear that the Fairchild Metro II or the British Aerospace Jetstream 31 would be the most appropriate aircraft to provide a scheduled air service to and from the Creston Airport. Both of the aircraft, however, will require a minimum of nearly 12,000 passengers a year to economically justify a service. These air traffic volumes may be available based on the results of the survey. These traffic volumes, of course, assume that a reliable regular air service is provided by an air carrier. It also assumes that flight connections and flight arrival and departure times meet the needs of the travelling public.

2.3 FUTURE AIRPORT USAGE

This subsection discusses the range of possible use of the Creston Airport in the future. The future airport use is examined by the main market categories.

.1 Scheduled Commercial Air Service

Local service air carriers contacted did not indicate that service to Creston was contemplated in the immediate future. Several, however, did state that they would be interested in obtaining information on air traffic potential for future consideration of a possible route service.

It is estimated, based on a recent survey by the Creston Area Economic Development Committee, that some 18,000 passengers a year, from the entire Creston Valley, use existing air services at Castlegar and Cranbrook. Of this total, it is estimated that 6,000 passengers travelled to and from the Town of Creston. The survey revealed that the number of passengers could double if an air service were to be available in Creston.

It should be noted, however, that a number of residents in the Creston Valley are located close to Castlegar or Cranbrook and would not be interested in using a Creston airport. Castlegar and Cranbrook airports will continue to have an advantage over a Creston Airport due to their infrastructure, number of air carriers and frequency of service. The potential air traffic which could be expected to use a Creston Airport, therefore, will be likely less than the survey estimate.

The following provides an estimate of probable air traffic to use the Creston Airport if an air service is provided using a turbine-powered, pressurized aircraft by a commuter air carrier. It is expected that the air carrier would provide service between Creston and Calgary and Creston and Penticton/Kelowna. Connecting flights are available at these airports.

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TABLE 2.4

POTENTIAL SCHEDULED COMMERCIAL AIR SERVICE

Two-Way Passengers	1989	1990	1991	1992	1993	1994	1995
Town of Creston	6,000	6,180	6,365	6,555	6,755	6,955	7,165
Creston Valley	12,000	12,360	12,730	13,115	13,505	13,910	14,330

* estimated annual growth rate of 3.0% compounded
used to forecast future traffic

The estimated air traffic potential would justify twice a day service with a 19-seat aircraft such as the Fairchild Metro 11, British Aerospace Jetstream 31 or Beechcraft 1900.

.2 General Aviation

There is considerable use of the Creston Airport by General Aviation Aircraft. These include commercial charter services, provincial government emergency health services, business aircraft users, flying training and recreational flyers.

Many of these flights, however, are conducted under Visual Flight Rules. Flight plans and flight notes are not usually filed with the Transport Canada Flight Service Stations (FSS) at either Castlegar or Cranbrook. Cranbrook FSS indicate about 10 flight plans each month are filed to and from Creston. A similar number are filed at the Castlegar FSS. Most of these are filed by commercial charter firms. This is likely only half of the itinerant traffic which now uses the airport. There is also a summertime peak with General Aviation traffic with the months of June, July and August being the most active flying months.

It is estimated that there are 500-600 itinerant aircraft movements a year. It is expected that instrument approved facilities will permit additional instrument flight rule (IFR) traffic to use the Creston Airport in the future. It is expected that itinerant aircraft movements could increase by 20-25% with improved facilities to between 650-750 movements a year. About 1,450 to 1.650 passengers can be expected to be carried on these flights.

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Local aircraft movements generated by aircraft based in the Creston Valley are likely about 1,500 movements a year. These movements include flying training, practice circuits and local sight-seeing trips within a 10nm radius of the Creston Airport. Each locally based aircraft will generate about 250 movements a year. An additional 2-3 aircraft based at the airport could increase the annual movements to about 2,250.

.3 Transborder Traffic

Records indicate that about 100 aircraft a year now clear Canada Customs at the nearby Port Hill/Eckhart Airport on the US/Canada border. The majority of the traffic are U.S. pilots and their passengers visiting Canada. The Port Hill Airport, however, does not have adequate facilities to serve instrument aircraft and most pilots use the Cranbrook Airport.

It is proposed that Canada Customs be established at the Creston Airport to clear air traffic. The same Customs officer which now mans the border crossing stations would be used to clear at the airport. Flight plans must be filed for transborder flights and "ADCUS" (Advice Customs) is indicated on the flight plan to provide Canada Customs with sufficient time to schedule to meet the arriving aircraft.

If Canada Customs services were available for commercial charter, business and recreation flights, it is estimated that between 150 to 200 transborder aircraft a year could be expected to use the Creston Airport. These aircraft would carry between 350 and 450 transborder passengers.

There may be an opportunity for a route service between Creston and Spokane. Spokane is 134 air miles south of Creston and there is considerable community of interest between the two centres. Spokane is some 233 kilometres distant via Highways 1 and 95, therefore readily accessible by automobile. Air demand would likely be limited to those connecting to other air carriers at Spokane for flights to and from other US locations.

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TABLE 2.5

COMMUTER AIRCRAFT PERFORMANCE CHARACTERISTICS

Aircraft	Seating Crew/Pax	Eng No/Power	T.O. Weight lbs.	Max Payload lbs.	T.O. SL/ISA	T.O. 5000+ 20°C	Climb (FPM)	Max Alt.	Cruise TAS
Pilatus B-N Islander	2 + 8	2 Lyc 260 HP	6200	1731	1118	1725	1000	15,500	137
Cessna 406 Caravan II	2 + 12	2 P&W 500 shp	9850	2933	4776	6300	1750	30,000	236
Embraer-110 Bandeirante	2 + 19	2 P&W 750 shp	13,007	3665	3600	5600	1650	21,500	230
Short Bros SD3-360	3 + 36	2 P&W 1424 shp	27,100	8300	4280	4920*	952	20,000	214
Fairchild 227 Metro III	2 & 19	2 A&R 1100 shp	14,500	4650	3850	5100	2370	26,700	270
Beech 1900	2 & 19	2 P&W 1100 SHP	16,600	4150	3800	5450	2330	25,000	248
British Aerospace Jetstream 31	2 & 19	2 A&R 2000 shp	15,212	4299	4600	4600*	2080	25,000	238

* weight and temperature limited (i.e. reduced payload)

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3.0 AIRPORT DEVELOPMENT PLAN

3.1 GENERAL

The proposed airport layout is shown on drawing VJ30-SK-101. Development of the airport to the degree shown on the plan will probably not occur for some time. However, phased development guided by the basic concepts of the plan, at a pace dictated by growth in airport usage and demand for facilities and commercial sites will ensure that the airport expansion will be orderly and future upgrading will not be constrained by inappropriate siting of immediate developments.

The plan is a guideline document. It has been prepared to address the needs of the airport users and operators as they appear at this time. Periodically, the plan should be reviewed to ensure that the objectives addressed by the plan remain appropriate. Modifications to suit the needs of prospective airport users are encouraged, and aircraft surface and navigational aid upgrading proposals should be reviewed as new aircraft are introduced or considered for service at Creston Airport, and new technology in navigational aids is introduced.

3.2 AIRCRAFT SURFACES AND NAVIGATIONAL AIDS

The runway is currently 1200 metres long and 23 m wide. The reference code is 2B and parallel zoning is in affect with vertical transition surfaces offset 75 m either side of the runway.

The aviation demand analysis indicates that the existing traffic loads could support operation of a service featuring Pipe Navajo or Piper Chieftain aircraft. The present runway is adequate for such aircraft and also the Cessna Citation, as used by the provincial air ambulance.

As traffic volumes increase with growth of the Creston Valley, future introduction of larger aircraft such as the Fairchild Metro II or the BAe Jetstream 31 is envisaged. At that time runway extension to approximately 1500 metres (5000 feet) would be appropriate. The exact length of the runway extension would be determined based on the performance and payload data of the user aircraft.

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A preliminary analysis for the Jetstream 31 and the existing runway is appended for information. It should be noted that extension beyond 4500 feet will exceed the limits of applicability of parallel zoning, and tree removal and regrading of lands west of the runway will be required to comply with the transition surfaces applicable to a reference code 3C runway. Also, with the upgrading from reference code 2B to reference code 3C, runway widening to 30 m will be required.

In anticipation of future runway extension, property acquisition at the south end of the runway should be considered, if a suitable opportunity arises.

.1 Taxiways

The parallel taxiway will be required in the future to expand the capacity of the runway for take-off and landing manoeuvres, by diverting taxiing operations. The parallel taxiway will also provide access to proposed airside commercial lots and would be constructed in phases for this purpose. The proximity of the ravine to the parallel taxiway east of the apron prevents development of lots with taxiway frontage. This portion of the parallel taxiway would therefore only be constructed if further expansion of runway capacity were required.

Stub taxiways from the parallel taxiway provide access to the proposed airside commercial areas and hangars. In order to defray onerous initial costs the taxiways could be constructed initially with gravel or even turf surfaces, with upgrading to paved standard when lease lot demands warrant.

.2 Apron

Expansion of the apron is proposed to provide for three aircraft stands in front of the terminal building, as well as temporary parking for pilots visiting the terminal building. The area south of the apron identified for G.A. Parking would be suitable for itinerant aircraft seeking overnight and short term parking.

.3 Navigational Aids and Runway Lighting

The existing non-visual navigational aids comprise NDBs located north and south of the runway. The NDBs provide for a circling approach with a minimum descent altitude (MDA) of 4500 feet ASL, or 2430 above ground level at the runway. The navigational aids are appropriate to aircraft using the airport, both now and in the future. Minor advantages over the existing arrangement might be provided by installation of distance measuring equipment (DME) to aid in determination of location relative to the airport.

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Consideration was given to future installation of MLS equipment in the longer term. However, indications are that such a precision approach system would be useable only by STOL capable aircraft equipped with the necessary sophisticated microwave signal receiving equipment.

Visual navigation aids include the windcones and the airport light system currently under design. With system modifications and expansions for runway extensions, new taxiways and apron expansions, the proposed medium intensity lighting system is suitable for present and future needs at Creston Airport.

3.3 TERMINAL SYSTEM

.1 Air Terminal Building

The appropriate size and features of an air terminal building (ATB) at a smaller airport are determined through reference to the Systemized Terminal Expansion Program (STEP) developed by Transport Canada. The program manual provides a direct correlation between peak hour passenger volume and ATB size. Based on the aviation demand analysis for Creston Airport, projected passenger volumes could be accommodated by a STEP 3 ATB with a floor space of approximately 340 square metres. A suggested layout for a STEP 3 ATB is shown in figure 3.1. The actual layout would be modified to accommodate additional enterprises or agencies that may wish to lease space in the ATB, and also to make the building more attractive, architecturally.

.2 Flight Service Station

A limited flight service facility, supplemented by FSS at Castlegar and Cranbrook, would be located in the ATB. In the immediate future a FSS at Creston Airport is not warranted.

.3 Meteorological Station

A compound area for Atmospheric Environmental Services (AES) is located south of the ATB. AES personnel would be located in the ATB.

.4 Canada Customs

A small office for Canada Customs would be provided in the ATB. The office would be operated on a call-out basis, from the customs post at Rykerts, B.C. Construction of a direct link road between the customs post and the airport, by extension of 8th Avenue as shown on figure 3.2, would be an integral part of the proposal to offer customs clearance service at Creston Airport.

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3.4   GROUNDSIDE ROADS AND PARKING

With expansion of the apron and expansion of the ATB, abandonment of the west end of the main access road is proposed. This portion of the access road will be replaced by terminal access and frontage roads, feeding traffic to the terminal building, vehicle parking and operations areas through a one-way system. Initially all parking would be in one area. When parking demand dictates separation of short and longer term parking, making use of the area identified as parking reserve for long-term parking, could be implemented.

Direct vehicle access to the apron will be restricted for safety and security reasons. Gated access to the apron for medical evacuations and refuellers will be from the terminal access road. A further stub road from the terminal access road will provide access to the flying club and G.A. hangars.

A new road system, from the existing airport access road will be constructed to access the proposed airside commercial area. Within the airside commercial area three stub roads will provide frontage for the commercial lots.

The objective would be for roads to be developed to paved standard, although initial development to gravel standard may be necessary to limit initial expenditures.

3.5   SUPPORT SERVICES
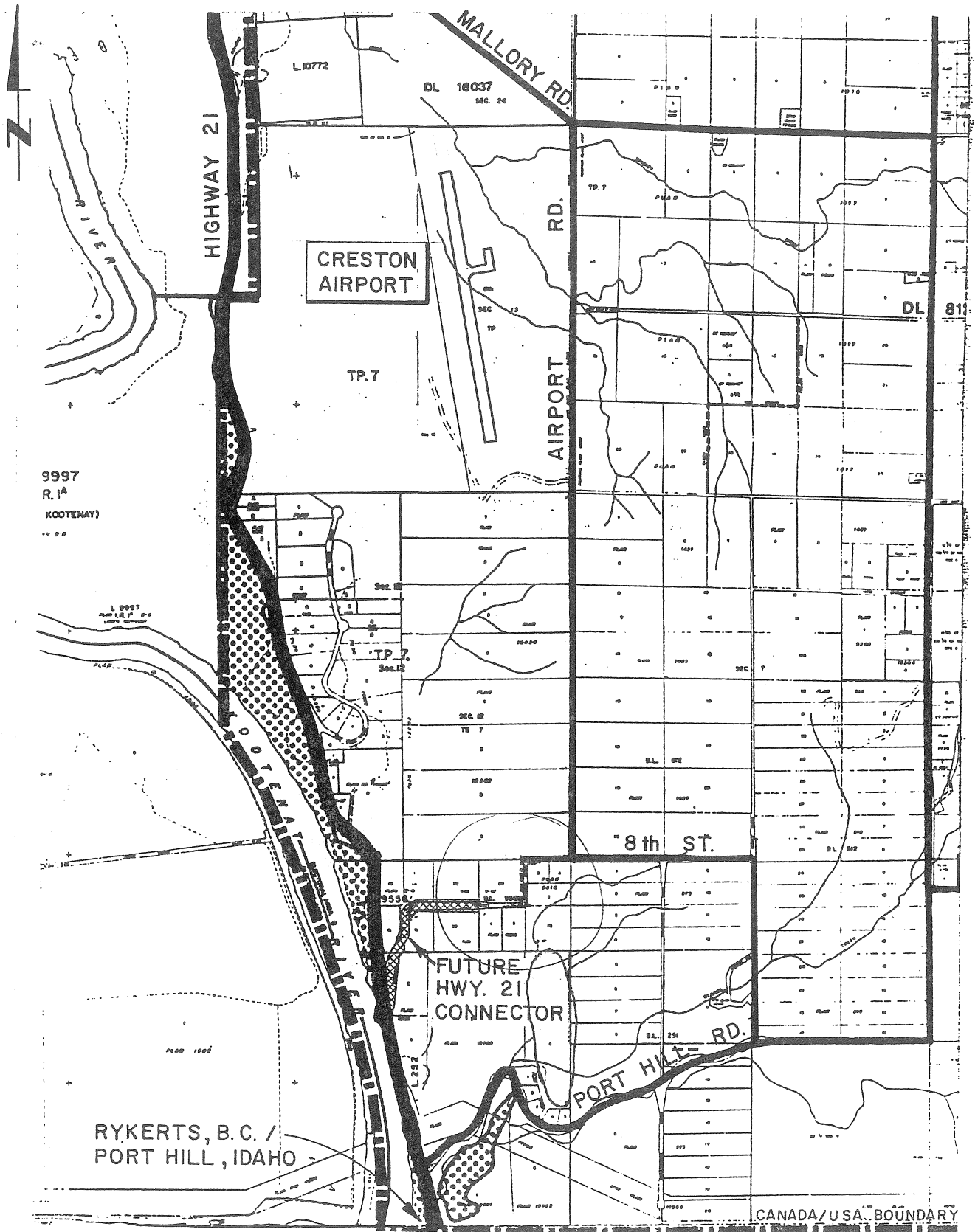
.1   Maintenance Facilities

A maintenance compound is located adjacent to the ATB, with direct access to the apron. The maintenance compound would provide a parking area for maintenance equipment, storage of deicing materials and an office and workshop for airport maintenance personnel.

.2   Fire Truck Garage

The fire truck garage is located within the maintenance compound. The fire truck garage would provide shelter and maintenance space for one fire truck, and other fire-fighting equipment.

.3   Aircraft Refuelling

The fuel pumps remain in their existing location at the east side of the apron. With the future expansion of the apron that part of the existing apron in front of the fuel cabinets would be designated for refuelling only.

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MALLORY RD.

HIGHWAY 21

CRESTON
AIRPORT

AIRPORT RD.

DL 16037

DL 811

9997
R. I^A
(KOOTENAY)

TP. 7

TP. 7

"8th ST.

FUTURE
HWY. 21
CONNECTOR

PORT HILL RD.

RYKERTS, B.C. /
PORT HILL, IDAHO

CANADA / U.SA. BOUNDARY

KOOTENAY RIVER

RIVER

PROJECT No.	VJ 30
DATE	FEB. 90
APPROVED	
SCALE	N T S
DWG. No.	FIG. 3.2

TOWN OF CRESTON

CRESTON AIRPORT
AIRPORT ACCESS ROUTES

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AE

3.6 FLYING CLUB AND PRIVATE AIRCRAFT

The facilities for the private pilot and flying club members are located north of the existing apron. The flying club headquarters, hangars for small aircraft and a tie-down area are located in this area. The tie-down area would have a grass surface. Access for owners of private aircraft would be from a gravel road off the terminal access road.

3.7 AIRSIDE COMMERCIAL AREA

The airside commercial area is located south of the existing apron, and the drainage course which traverses the airport site. The layout of the airside commercial area provides a framework of 0.21 ha (0.5 acre) lease lots with access road and taxiway frontage. Lots could be combined or lot lines adjusted to provide larger lots, as required.

The airside commercial area is intended for aircraft related enterprises and operations, associated with both fixed and rotary wing aircrafts. Typical lessees would include fixed bases for aircraft charter operations , aircraft service and maintenance centres, hangar space rentals and flying training operations.

Roads and taxiways will be developed at a pace dictated by demand. If economically feasible, rotary and fixed wing operations should be separated in order to minimize conflicting patterns of aircraft movements. Generally, enterprises working with larger aircrafts should be sited with frontage to the code C parallel taxiway.

3.8 GROUNDSIDE COMMERCIAL AREA

Lots within the groundside commercial area, south of the airport access road, are smaller and have groundside vehicular access only. The are intended for those enterprises with airport related businesses that do not require aircraft to have access to their premises. Typical lessees would include car rental operations or aircraft parts overhaulers.

3.9 MUNICIPAL SERVICES

.1 Water System

The existing water system at the airport is supplied by groundwater from a well located east of the air terminal building. The water supply is adequate for the existing development. Domestic water demands at the airport will be relatively light, and could probably be accommodated by the existing well, based on the well's apparent capacity. Consideration could be given in the future to construction of a reservoir at the airport to provide a water supply for fire protection.

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.2 Sewage Treatment and Disposal

On-site disposal systems for individual users will be installed as development at the airport proceeds. Airport industries and services are usually "dry", with limited sewage flows generated. Septic tank/tile field or holding tank systems would be appropriate, depending upon the individual tenants needs.

.3 Drainage

Storm water run-off from the developed areas of the airport will be directed, via a system of roadside ditches and culverts, to the existing water courses which cross the site west of the airport access road and northeast of the apron.

.4 Power

A three-phase overhead power supply system is in place at the site. The system will be extended as airport development proceeds.

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APPENDIX A

JETSTREAM 31 ANALYSIS

JETSTREAM 31 ANALYSIS

The Jetstream 31 commuter aircraft was recently purchased by Air B.C. to provide service to centres which do not have sufficient air traffic to support the larger DHC-8 turboprop or BAe 146 jet aircraft.

The Jetstream 31 is a pressurized 19-passenger seat aircraft powered by two Garrett TPE 331 turboprop engines. It has a maximum take-off weight of 15,212 lbs. and a maximum landing weight of 14,550 lbs. Its operating empty weight is 9,745 lbs. and the weight limit payload is 4,144 lbs. Maximum usable fuel is 3,024 lbs. or 454 U.S. gallons.

Operational parameters of the Jetstream 31 indicate it has a maximum operating altitude of 25,000 ft. Its maximum cruise speed is 260 kts. TAS, a maximum approach speed (gear and flaps extended) of 164 kts. IAS and a typical landing speed of 110 kts IAS. Its twin turbine engines permit a climb performance of 2,080 ft/min. at maximum take-off weight. Range with full payload and IFR reserves if 515 nm. In summary, the Jetstream 31 is a high performance commuter aircraft, suited to the B.C. mountainous terrain. Its performance, however, needs substantial runway for take off and landing. At maximum take-off weight and at sea level (ISA temperature) it requires a balanced field length of 4,800 ft. in length. At maximum landing weight it needs 3,825 ft. to land.

An analysis was conducted to determine if the Jetstream 31 could be operated in and out of Creston Airport without significant reductions in passenger or fuel weight to operate from the runway.

The Creston Airport is 2,070 ft. above sea level and, therefore, density altitude affects the take-off performance of the aircraft. The runway length is only 4,000 ft.

The following routes were examined for possible Jetstream service:

TABLE

Route	NM Distance	Airway	MEA	Speed Kts.	Time	Fuel Needed
Creston - Cranbrook	38	V112	11,500	177	:16	185
Creston - Castlegar	50	Direct		177	:16	185
Creston - Spokane	54	V112	11,000	177	:16	185
Creston - Kelowna	126	B4	11,900	177	:34	415
Creston - Penticton	126	V300	11,000	177	:34	415
Creston - Calgary	148	V305	13,700	177	1:42	469
Creston - Vancouver	265	V300	14,000	177	1:13	798

Assumptions:
- High speed cruise at Flight Level 130
- IFR Diversion (100 nm) + 45 minute reserve to be added = 600 lbs. fuel

If the Jetstream 31 is operated at gross take-off weight from the Creston Airport at ISA temperatures (e.g. 15°C), it would take 5,600 ft. for a balanced runway condition (accelerate - stop distance) using 10° flap. This is 1,600 ft. more than the available runway. At 30°C the aircraft weight is restricted to 14,000 lbs. and the runway needed is 5,630 ft.

Creston – Vancouver is the only route noted which would require a maximum gross take-off weight due to the fuel load needs if a full payload were to be carried. The Jetstream 31, therefore, cannot be used on this route.

Operating Empty Weight	9,745 lbs
Maximum Payload	4,144
Minimum Fuel Needed (IFR)	1,398
	15,287 lbs

In order to operate the Jetstream 31 from the Creston Airport, at ISA temperatures, the aircraft weight has to be reduced to about 14,091 lbs. Temperatures of 30°C would further reduce the aircraft's weight to about 13,345 lbs. The following table shows the affect on payload of the Jetstream 31 on the routes analyzed. It can be noted that a significant reduction in payload is needed to operate from the Creston Airport. The payload reduction increases with temperature.

TABLE

	Fuel Needed	Payload Available			
		Lbs.	Pax.	Lbs.	Pax.
Creston – Cranbrook	785	3,561	16	2,815	13
Creston – Castlegar	785	3,561	16	2,815	13
Creston – Spokane	785	3,561	16	2,815	13
Creston – Kelowna	1,015	3,331	15	2,585	12
Creston – Penticton	1,015	3,331	15	2,585	12
Creston – Calgary	1,069	3,277	15	2,531	11
Creston – Vancouver	1,398	2,948	13	2,202	10

ENTRANCE FROM APRON

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ENTRANCE FROM PARKING
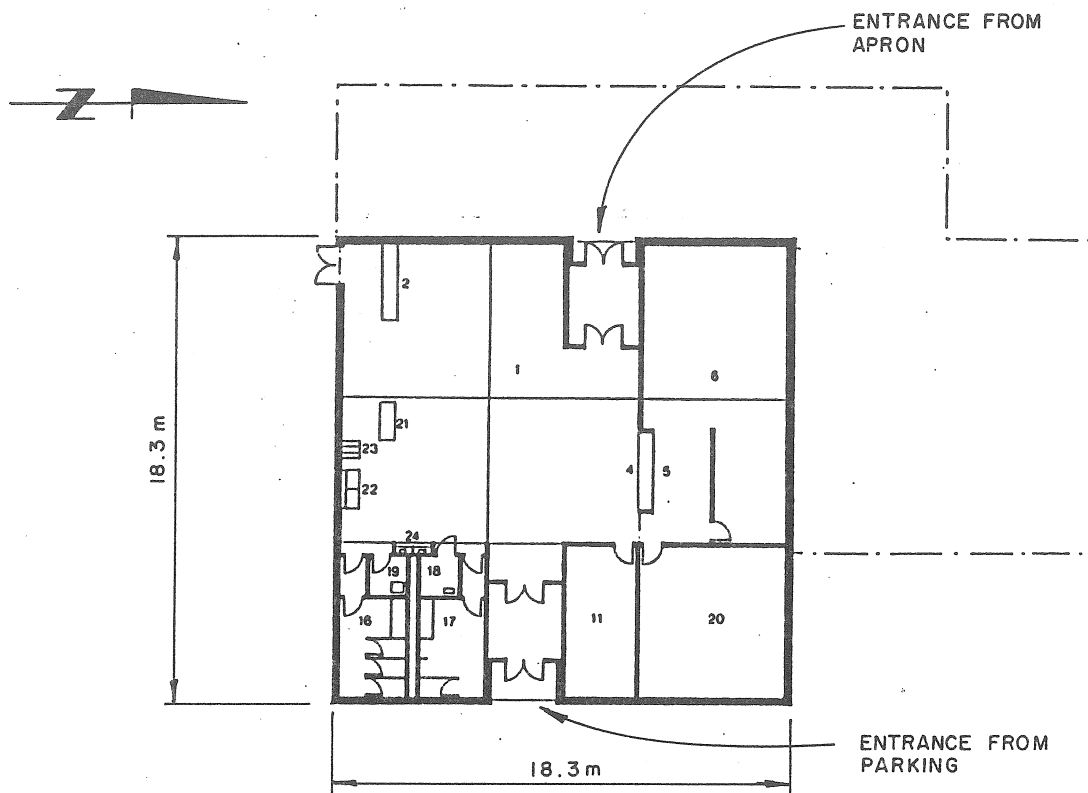
LEGEND

1	GENERAL WAITING
2	BAGGAGE CLAIM
3	HOLD ROOM
4	TICKET LINE UP AREA
5	AIRLINE TICKET COUNTERS
6	AIRLINE OFFICES AND BAGGAGE
7	NEWSTAND/GIFT SHOP
8	FOOD SERVICES
9	KITCHEN AND STORAGE
10	ADMINISTRATION GENERAL OFFICE
11	AIRPORT MANAGER
12	ASSISTANT
13	LUNCH/TRAINING/BOARDROOM
14	SECURITY-PASSENGER
15	SECURITY-AIRPORT
16	WASHROOM-FEMALE
17	WASHROOM-MALE
18	WASHROOM-HANDICAPPED
19	JANITOR
20	STORAGE/SERVICES
21	CAR RENTAL COUNTERS
22	VENDING MACHINES
23	LOCKERS
24	TELEPHONES

Creston Valley Regional Airport
Creston, BC
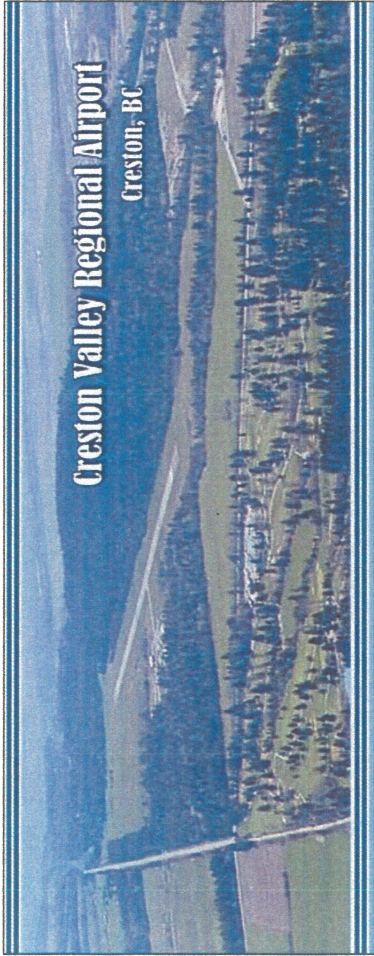
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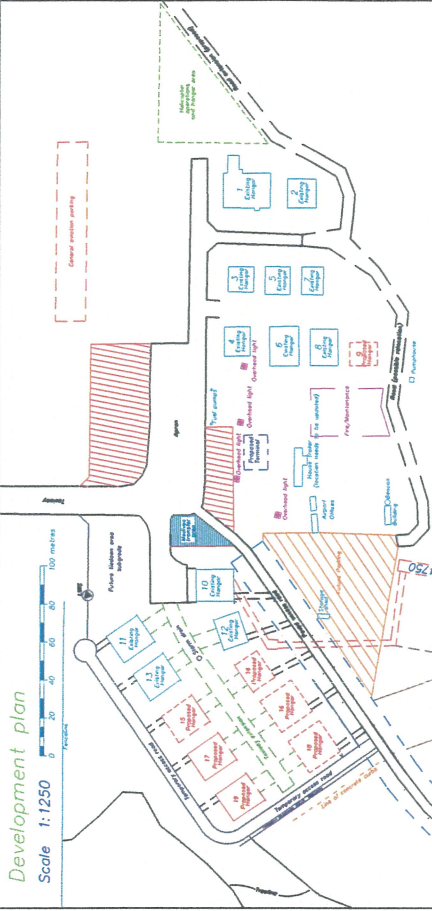
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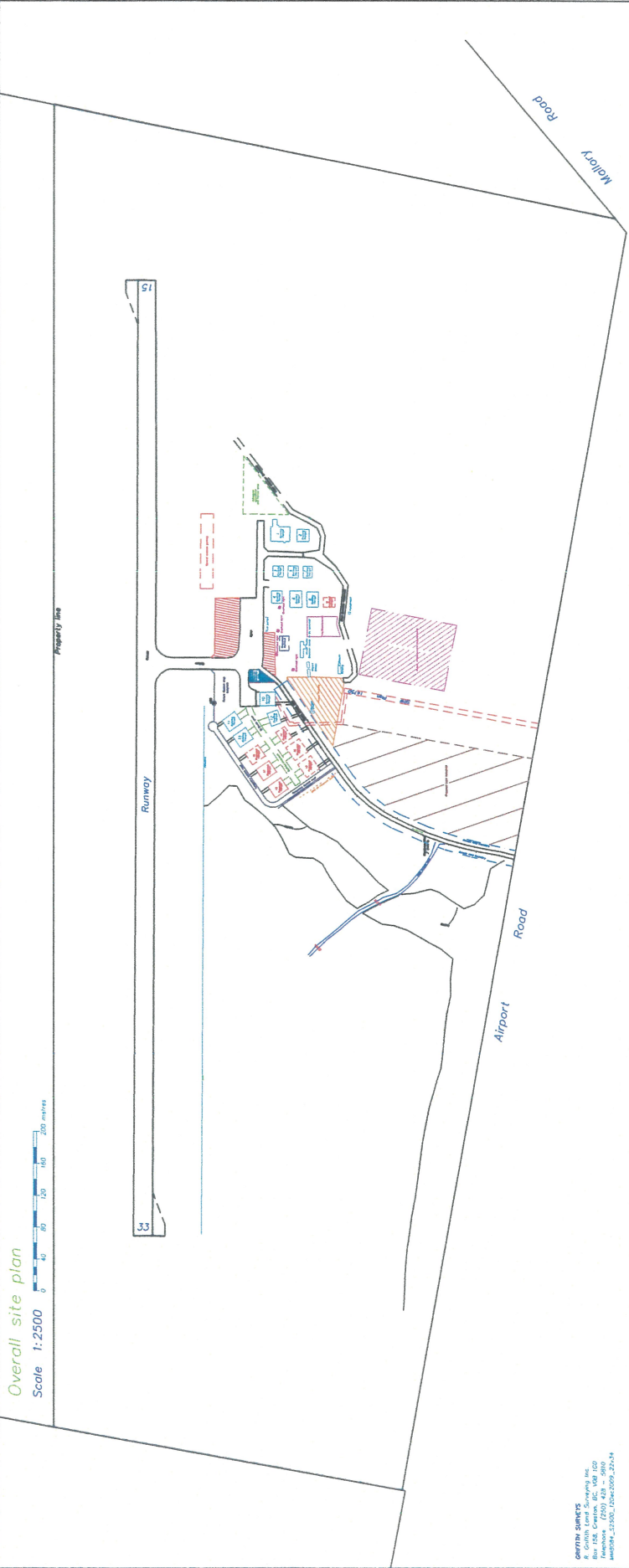
Drawing No. VJ30-SK-101
Replaces Dwg. No. SK-201 (Council Res. #443-09, Dec. 15, 2009)

STAFF BRIEFING NOTE

Town of Creston

		DATE:	2023-10-05
TO:	Creston Valley Services Committee		
CC:	Stuart Horn, RDCK CAO		
FROM:	Michael Moore, Town CAO		
DEPARTMENT:	Administration		
SUBJECT:	S240 Airport – Creston, Areas B, C		
APPENDIX:	☐ ATTACHED ☒ OTHER DOCUMENT ☐ NOT APPLICABLE		

PURPOSE / ISSUE:

To receive direction on submitting budget request for the service participants consideration during 2024 budget cycle to develop a Creston Valley Airport Master Plan.

BACKGROUND:

The Creston Valley Airport is owned by the Town of Creston and operated by the Creston Valley Airport Society through an operating agreement. This operating agreement has been in place since 2008. Since approximately 2010, the RDCK through Service 240 has provided an operating grant to the Society.

The Town of Creston has an outdated airport master plan (see attached) developed in 1990.

The Society has provided on-going maintenance to the airport assets and more recently, has identified further infrastructure improvements to enhance the airport for users. While the Society has been successful in funding many projects through grants, a current airport master plan would assist in securing future grants. Often grant providers will use the existence of a master plan as part of the grant evaluation process.

The BC Air Access Program (BCAAP) will be announcing a new grant stream for master plan development for November 1 with a deadline for submission of December 22, 2023. The maximum grant available for airport master plans is $35,000.

The Creston Valley Airport has a number of private users but provides important community services through medevac operations, wildfire suppression activities and is plays an important role in emergency response and preparedness.

- **Air Ambulance Operations:** The Province deploys ground ambulances, helicopters, and fixed-wing aircraft according to patient needs and resource availability, maximizing operational flexibility and the level of care that can be provided. Creston Valley Airport supports air ambulance movements from BC Air Ambulance (fixed-wing and helicopter) and occasionally STARS (helicopter). The Airport also supplements the lack of a heliport at the Creston Valley hospital, as the Creston and District Recreation Centre field is used in limited circumstances to accommodate helicopter. This requires ground staff (usually the fire department) to establish the landing zone and is limited in its inability to accept certain air ambulance helicopters, provide fuelling, and support nighttime operations.

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STAFF BRIEFING NOTE

- **Wildfire Suppression:** Helicopters operate from the Airport in support of the British Columbia Wildfire Service, with assets flexibly deployed to Creston on an as-needed basis. In past years, BC Wildfire has used the airport for re-fuelling of helicopters and fixed wing aircraft deployed in the area.

- **Search and Rescue:** Creston Valley Airport has an air search and rescue organization based out of the main building.

- **Emergency Management:** Creston Valley Airport will be important in supporting emergency management efforts following natural disasters, such as facilitating the arrival of geotechnical specialists during ice jams or landslides. The facility can also support medical airlift evacuations if ever required due to wildfires and other natural disasters.

CURRENT SITUATION:

A new airport master plan would provide stakeholders (elected officials, the Society, the Town and community) information for future decision making. The airport operating agreement has not been significantly changed since 2008 and could be enhanced to include some responsibility in implementing improvements to the service based on a master plan. Other upcoming concerns are the expiry of hanger leases and adjusting costs accordingly to improve sustainability without significantly impacting future growth opportunities.

To allow for informed decision making by elected officials, an assessment of the current airport operations and services would provide:

- A review of current infrastructure and facilities identifying existing infrastructure that requires improvement or updating;

- The current airport capacity in terms of size of planes, traffic patters, capacity concerns, runway dimensions, capacity of airport building and refuelling services;

- Current aviation services available, such as charter, commercial private, emergency/medical and use of surrounding lands;

- A review of how the airport generates revenue and whether the current revenue model supports long term sustainability and asset management;

- A review of how the airport operations support the local economy and community, such as industry and businesses that utilize the airport as part of supply chain;

- How the airport activities affect the community through emergency services, medical transport or in other ways; and

- A review of the land surrounding the airport is being used, including land designations (ALR) restricting development, revenue generation and development potential.

Prior to new infrastructure addition at the airport, a master plan would provide framework for stakeholders that considers future development of services and infrastructure improvements, such as:

- Do the demographics of the community and region demonstrate a need for airport development or expansion?

- What are the current aviation forecasts – future passenger service, aircraft and air cargo volumes for region – and local community expectations?

- What sectors would utilize and support potential airport development?

- How can the airport lands be developed or offered for development – target market, need, vision, types of activities / development encouraged, regulatory and zoning barriers?

- What is the estimated investment required for development projects?

- What are the primary benefits and advantages of potential development?

- What are some challenges and concerns that are anticipated with potential development?

- Are there any indirect or unintended effects that can be anticipated, good or bad?

The Society has been proactive in airport improvements and have a desire to continue to make meaningful long-term sustainable upgrades to the services provided. The Society presently as limited revenue streams available with only marginal growth opportunities in the current strategy. It is important to have the stakeholders sharing the same vision and understanding the social and economic value the local airport has to the Creston Valley and the region.

The Town of Creston staff during a recent tour of the airport discussed federal aviation regulation and risk management with the Society President. From the discussion there is some concern by staff that there needs to be some clear identification of risks and managing risks. For example, once in the airport there is limited security distinguishing airside of the airport (no fencing). In addition, there has been fuel sales on the airport tarmac to non-aircraft users. There needs to be clear identification of risks and policies implemented on managing these risks.

KEY CONSIDERATIONS:
1. The Creston Valley Airport is funded as a Regional District service (S240) that provides the primary funding for the airport.

2. The most recent airport master plan was created 33 years ago in 1990.

3. The airport master plan would include an economic viability study to examine the current operation and future potential of the Creston Valley Airport in collaboration with stakeholders: a facility owned by the Town, operated by the Creston Valley Airport Society and with financial support from the RDCK.

4. The airport master plan and business case report would provide decision-makers with an understanding of the current state of infrastructure and operations at the Creston Valley Airport,

potential business opportunities, and actions required to support activity growth and the management of future revenues and expenses.

5. The study could also examine the potential closure and redevelopment of the Airport for an alternative highest and best use, to provide an alternative view of the continued operation of the airport.

6. The study will allow for informed decision making on prioritizing infrastructure improvements, asset management and changes to service levels.

7. The study will identify regulatory requirements and specifically if there is any non-compliance.

8. The study will take approximately 6 to 7 months to complete after identification of the consultant. Due to the timing of grant announcement, process to identify a successful proponent through an RFP process and project time, it is anticipated that the study will be completed prior to the end of 2024 or first quarter 2025.

9. The Town of Creston will administer and coordinate the project, including the issuance of the request for proposal, identification of successful proponent, financial administration and coordination of public consultation / advertising.

FINANCIAL CONSIDERATIONS:

The Town of Creston has obtained a variety of budget estimates that suggest a project budget of $80,000. This will include approximately $60,000 to $65,000 for the consultant and additional budget for travel expenses, public engagement and project coordination.

With the opportunity of a BC Air Access Program grant, the contribution of $45,000 from Service 240 would be required to complete the airport master plan.

TOWN OF CRESTON REQUEST OF SERVICE PARTICIPANTS:

THAT the participants of Service 240 Airport – Creston, Areas B, C recommend to RDCK Staff to include $45,000 in the 2024 budget process for consideration by the service participants during budget deliberations for the development of a Creston Valley Airport Master Plan AND THAT RDCK Staff coordinate payment to the Town of Creston for the development of the Creston Valley Airport Master Plan upon successfully obtaining the BC Air Access Program grant.

Submitted by: **Michael Moore, CAO**

STAFF BRIEFING NOTE

Town of Creston

		DATE:	2023-10-05
TO:	Creston Valley Services Committee		
CC:	Mike Moore, Town of Creston CAO		
FROM:	Jared Riel, Fire Chief Town of Creston		
DEPARTMENT:	Community Services – Fire Department		
SUBJECT:	Creston Valley Fire Master Plan		
APPENDIX:	☐ ATTACHED ☐ OTHER DOCUMENT ☒ NOT APPLICABLE		

PURPOSE / ISSUE:

To receive direction from the service participants on a 2024 budget request to develop a Creston Valley Fire Master Plan.

BACKGROUND:

The Creston Valley Fire Service consists of 4 fire halls located in West Creston, Wynndel Lakeview, Canyon Lister and Town of Creston. These fire services started operating together in 2015 and provides fire, rescue, medical response, fire prevention and public educational services to the majority of the Creston Valley including Erickson, Arrow Creek and Yaqan Nukiy. The service has grown from two full time employees to adding a work experience program providing a better daytime response, on duty shift coverage during evenings and weekends and a full time Fire Service Support Supervisor.

The Department operates under the direction of a full time Fire Chief, Assistant Chief and Captain (Fire Service Support Supervisor). The Department's current response staffing is 43 paid-on-call firefighters including 6 WEP firefighters. The Work Experience Program continues to fill a gap providing a career type response during the day. Through fire protection contracts between the Regional District of Central Kootenay and the Town of Creston incident response is automatic with firefighters and apparatus responding from all areas. All the firefighters from the different areas have a positive working relationship with each other. The departments have demonstrated a practical approach to ensuring that the Creston Valley receives the best, most efficient level of fire protection possible based on the available resources.

In 2007 The RDCK engaged a consultant to conduct the Creston Valley Regional Fire Service Standard of Response Coverage Study. Elected officials, key personnel within each fire department and residents were asked for input. The report reviewed 10 categories and provided recommendations. No other master plan has been done taking into consideration a Creston Valley Fire Service.

STAFF BRIEFING NOTE

Town of Creston

CURRENT SITUATION:

A new master plan would provide stakeholders (elected officials, fire department staff and community) with information for future decisions regarding a valley service. The plan would culminate into a 10 year strategy of future opportunities for organizational improvements.

The overall objective of the master plan is to provide the stakeholders with a comprehensive look at how well the Valley Fire Service is meeting the needs of its personnel and the community it serves. If the plan is adopted implementation will depend on the resources to move forward with the recommendations.

KEY CONSIDERATIONS:

To ensure the fire service is meeting the needs of the community, it is recognized that it is necessary to conduct this review of the organization for the intention of providing high-quality fire services to the residents and businesses of the Creston Valley along with its visitors.

With the creation of a Fire Master Plan, the Town of Creston and Regional District of Central Kootenay is evaluating all aspects of its fire service including the operational costs and capital budgets required to maintain or enhance the service. Any recommendations arising from the plan will be used to develop strategies for 2025 through to 2035. The master plan will provide the road map for the fire service to address the needs for the local government and its citizens.

As such, the plan will cover at a minimum:

1. Emergency Response
2. Facilities
3. Apparatus Plan
4. Mutual Aid Review
5. Fire Prevention Public Education Plan
6. Service Level Standards Review
7. Administrative Review
8. Insurance Underwriters Review

When planning to meet the needs of the community three key areas will be evaluated:

1. Public Education
2. Inspections and Enforcement
3. Emergency Response

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STAFF BRIEFING NOTE
Town of Creston

A SWOT analysis with internal and external review will identify what is working and recognize areas that need improvement focusing on:

1. Administration
2. Training
3. Fire Suppression
4. Fire Communications
5. Fire Prevention and Public Education
6. Fire Stations
7. Equipment & Fleet Apparatus
8. Information Technology

The end result would be a Fire Service that can take advantage of consolidating existing funding sources and the economies of scale to manage the development of solutions in a coordinated and centralized fashion providing a consistent level of service addressing the needs of the Creston Valley community.

FINANCIAL CONSIDERATIONS:

Staff has obtained a budget estimate of $60,000. The table below is a cost breakdown based on assessed values of the fire protection areas:

Protection Area	Area	Assesed Value	Percentage	Budget Amount	
Canyon Lister	B	43,560,704	15.0%	$ 9,018.70	
Erickson	B	35,270,147	12%	$ 7,302.24	
	C	12,027,200	4%	$ 2,490.08	
ArrowCreek	B	10,607,351	4%	$ 2,196.12	
Wynndel Lakeview	A	21,537,105	7%	$ 4,458.99	
	C	11,808,572	4%	$ 2,444.82	
West Creston	C	17,029,787	6%	$ 3,525.80	
Town of Creston		137,961,814	48%	$ 28,563.26	
TOTAL		289,802,680	100.0%	$ 60,000	

TOWN OF CRESTON REQUEST OF SERVICE PARTICIPANTS:

THAT the participants of the Creston Valley Fire Protection Areas – Creston, Areas A, B, and C recommend to Staff to include $60,000 in the 2024 budget process for consideration by the service participants during budget deliberations for the development of a Creston Valley Fire Master Plan AND THAT RDCK Staff coordinate payment to the Town of Creston for the development of the Creston Valley Fire Master Plan.

Submitted by: *Jared Riel*

Jared Riel, Fire Chief

CRESTON VALLEY FIRE THIRD QUARTER 2023 REPORT

INCIDENT STATISTICS & COMPARISON

THIRD QTR 2023

Open Burning, 10
Rope Rescue, 1
WUI, 1
Public Assist, 20
Lift Assist, 37
Motor Vehicle Incident, 21
False Fire Call, 7
Structure Fire , 5
Outdoor Fire, 8
First Responder, 71

TOTAL: 181
TOTAL HRS: 148
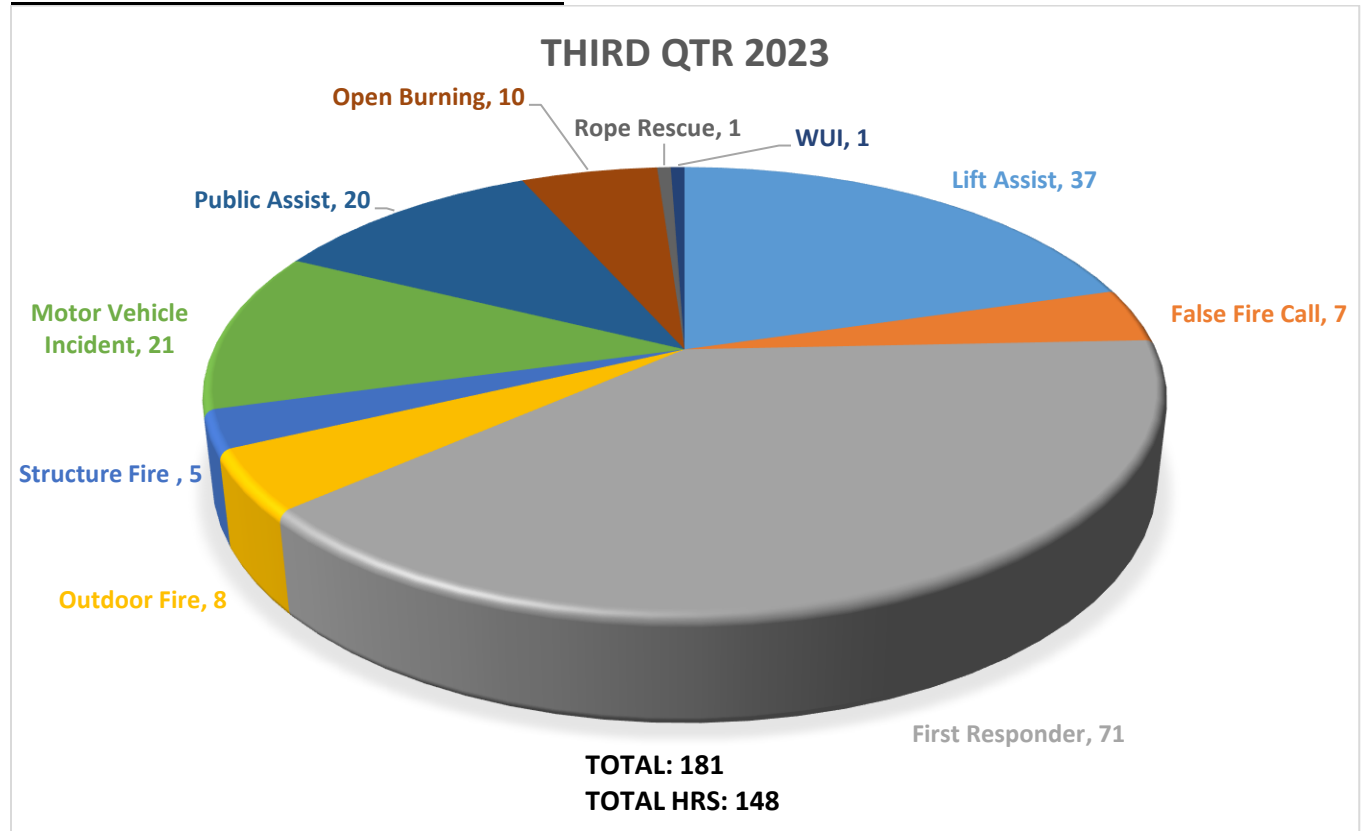
INCIDENTS QTR	3rd QTR 2023	3rd QTR 2022	% CHANGE
Fire, Fire Related	32	42	↓ 24%
Medical	71	109	↓ 35%
Motor Vehicle Incident	21	16	↑ 31%
Public Assist	57	45	↑ 27%
TOTAL	**181**	**212**	↓ 15%
INCIDENTS YEAR TO DATE	JAN – SEP 2023	JAN – SEP 2022	
Fire, Fire Related	101	88	↓ 15%
Medical	227	283	↓ 20%
Motor Vehicle Incident	55	48	↑ 15%
Public Assist	126	109	↑ 16%
TOTAL	**509**	**528**	↓ 4%

3rd QTR 2023	CRESTON	WLFD	CLFD	W/C
Average Response Time*	12/11 min	22/14 min	18/15 min	18/17 min
Average Total Time Incident	53/46 min	1:36/1:18 hr	1:03/1:00 hr	47/1:27 hr
Total dollar loss – estimate	$4,800	$0	$0	$0
Total at risk – assessed value	$2,350,000	$0	$500,000	$4,425,000

*Response time is composed of call-processing time, turnout time and travel time.

PAID ON CALL FIREFIGHTER STAFFING

- Paid on Call Firefighters & Staff = 62
- 6 Work Experience Firefighters

Training & Maintenance:

- 21 Maintenance sessions: daytime duty coverage, hall maintenance, hose testing
- 12 Weekly training sessions
- 19 Additional Training sessions: First Responder, Driver Pump Operator, Wildland, Rope Rescue, Officer Meetings, Occupational Health and Safety.

FACILITIES

- WLFD – Vehicle Exhaust Extraction System operational
- CLFD – Electrical upgrade project

EQUIPMENT

- No new equipment

PUBLIC ENGAGEMENT & EVENTS

- 2 Fire Hall tours
- Tudor Jet Ceremony Setup
- Provincial Wildfire Deployment to Burns Lake
- Gleaners Anniversary at Centennial Park
- Wynndel Park Fair
- Hot Summer Nights
- First Aid for RDCK skate park even
- Fall Fair setup
- Yaqan Nukiy – wet down for sweat lodge
- Corn Crickers in West Creston
- Flag Football with Creston Valley Youth Network

Thank you.

Jared Riel
Fire Chief

Regional District of Central Kootenay
Unaudited Service Statement

S224 Recreation Facility-Creston and Areas B, C and Area A
Period: September 2023

REVENUE

Account		Workorder		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions			0	4,448,250	4,448,250	0	100%
41020	Grants in lieu of Taxes			0	3,116	7,272	4,156	43%
42015	Sale of Goods - Specified			1,844	9,226	18,000	8,774	51%
42025	Sale of Services - Specified			2,943	104,822	198,653	93,831	53%
42030	User Fees			0	17	0	(17)	0%
42035	User Fees - Specified			30,492	326,600	404,441	77,841	81%
42040	Rental Income			260	996	0	(996)	0%
42045	Rental Income - Specified			36,669	181,730	273,206	91,476	67%
43015	Donations - Specified			0	0	12,500	12,500	0%
43020	Grants			0	241,664	241,664	(0)	100%
43025	Grants - Specified			0	11,500	126,000	114,500	9%
43505	External Contributions & Contracts - Specified			250	37,182	0	(37,182)	0%
44010	Penalties & Fees			20	70	0	(70)	0%
44020	Investment Income & Interest			0	86	0	(86)	0%
45500	Transfer from Other Service			0	6,967	27,350	20,383	25%
49100	Prior Year Surplus			0	979,070	1,035,000	55,930	95%
Revenue				72,479	6,351,296	6,792,336	441,040	94%

OPERATING EXPENSES

Account		Workorder		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries			102,708	1,090,909	1,572,140	481,232	69%
51020	Overtime			2,013	14,819	30,714	15,895	48%
51030	Benefits			26,804	288,416	413,474	125,058	70%
51050	Employee Health & Safety			412	3,969	16,291	12,322	24%
51060	Employee Incentives			0	0	2,018	2,018	0%
51550	Directors - Expenses			0	0	1,200	1,200	0%
51560	Directors - Travel			0	0	1,010	1,010	0%
52010	Travel			647	1,826	14,907	13,081	12%
52020	Education & Training			20	14,860	35,335	20,475	42%
52030	Memberships, Dues & Subscriptions			0	768	3,748	2,980	20%
53020	Admin, Office Supplies & Postage			2,125	23,895	22,955	(940)	104%
53030	Communication			926	9,276	21,880	12,605	42%
53040	Advertising			2,397	6,657	44,150	37,493	15%
53050	Insurance			1,201	64,434	86,860	22,426	74%
53060	Bank Charges			1,015	9,507	12,625	3,118	75%
53070	Bad Debts			0	0	505	505	0%
53080	Licence & Permits			2,632	6,652	8,080	1,428	82%
54010	Legal			0	0	2,000	2,000	0%
54030	Contracted Services			4,268	96,360	133,603	37,244	72%
54040	Consulting Fees			0	6,076	37,500	31,424	16%
55010	Repairs & Maintenance			7,264	65,562	182,925	117,363	36%
55020	Operating Supplies			1,891	73,950	111,548	37,598	66%
55025	Chemicals			692	38,157	40,400	2,243	94%
55030	Equipment			322	19,774	84,000	64,226	24%
55035	Radio Equipment			0	1,857	2,525	668	74%
55040	Utilities			44,729	219,171	400,000	180,829	55%
55050	Vehicles			363	5,980	5,535	(445)	108%
55060	Rentals			(35,322)	65,142	67,145	2,003	97%
57010	Grants			43,044	147,965	149,465	1,500	99%
Operating Expenses				210,151	2,275,980	3,504,539	1,228,559	65%

CAPITAL EXPENSES

Account		Workorder		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures			19,475	136,622	955,000	818,378	14%
Capital Expenses				19,475	136,622	955,000	818,378	14%

NON-OPERATING EXPENSES

Account		Workorder		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
56010	Debenture Interest			0	173,144	485,000	311,856	36%
56020	Debenture Principal			0	201,627	551,000	349,373	37%
59000	Contribution to Reserve			0	721,664	721,664	(0)	100%
59500	Transfer to Other Service			0	18,169	5,000	(13,169)	363%
59510	Transfer to Other Service - General Admin. Fee			0	213,762	213,762	0	100%
59520	Transfer to Other Service - IT Fee			0	99,288	99,288	0	100%
59530	Transfer to Other Service - Community Services Fee			0	257,083	257,083	0	100%
Non-Operating Expenses				0	1,684,737	2,332,797	648,060	72%

| Total Service | | | | (157,147) | 2,253,957 | (0) | | |

Committee Report

Date of Report:	October 25, 2023
Date & Type of Meeting:	November 2, 2023, Creston Valley Services Committee
Author:	**Stuart Durning – CDCC Facility Manager**
Subject:	S224 OPERATIONS REPORT
File:	
Electoral Area/Municipality	Town of Creston, Area A, Area B, and Area C

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the various service areas within Creston & District Community Complex.

SECTION 2: BACKGROUND/ANALYSIS

2.1 General Updates

Past Events & planning for upcoming events

Staff conducted several well-attended events.

- Terry fox run
- Skate nights at the skate park
- Blossom Fest 10K run

Roof repair over aquatic facility

Heritage roofing from Nelson was the successful bidder for this project. Work is projected to start Oct 30th 2023. This project may be delayed until the spring due to the late start and the onset of winter weather. This delay will not cause significant complications or issues with the roof condition or repair; however cost escalations will be determined as part of decision making to postpone.

Solar Panel Project

The project was awarded and staff have been working with the contractor to finalize the scope of work, but due to complications with the roof structure, as assessed by an engineer, this project may be delayed or cancelled depending on the extent of the work required. This project risk was identified at the project initiation /approval stage.

2.2 Staffing

Staffing is stable and adequate in most areas with some current postings for CSRs and some fitness positions. Aquatics staffing is low.

Aquatics Staffing

The CDCC and other RDCK recreation services continue to be challenged by the lack of lifeguards and experienced aquatics supervisory staff.   After the summer, with many staff returning to university, the compliment of aquatics staff in Creston went from 2 full-time and 13 part-time employees to 2 full-time and 7 part-time employees.   At current lifeguard staffing levels, CDCC aquatic operations cannot deliver the pre-pandemic operational service levels. Hours of operations for fall are shown below:

Pool Hours CDCC

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
2019	5	13	12.5	13	12.5	13	5	74
2023	5	0	6	10.5	6	10.5	5	43

If staffing levels decrease, the service delivery will decrease through reduced hours of operation and reduced swim lessons and programming.

Regional staff are working on training and mentorship plans to develop current staff levels and certifications with the goals of getting back to pre-pandemic staffing and operating hours. Recruiting efforts have included ongoing job postings, on-the-job training for aquatics supervisors. Currently the RDCK has ongoing aquatic postings for:

- Lifeguard/swim Instructors part-time (open until filled)
- Aquatic Leader full-time (open until filled)

There have been multiple in-house training opportunities for new aquatics certifications and aquatics leadership
- o Swim Instructor Course (1), Aquatic Supervisor Training (3), SEE (2), On going in-service training
- o Ongoing support of developing new aquatic leadership instructors, including regional approach at supporting staff through certification, mentorship and required co-teaching

Future training opportunities will leverage funding for new and prospective employees and internal staff for certifications and enhanced qualifications.

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:
Reduced hours of operation for the CDCC aquatics facility reduces opportunities for recreation according to the communities' previous patterns of beneficial use.

3.5 Economic Considerations:
N/A

3.6 Communication Considerations:
N/A

3.7 Staffing/Departmental Workplace Considerations:
Ongoing recruitment and training efforts are intended to facilitate the return to pre-pandemic staffing levels and hours of 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,

Stuart Durning – CDCC Facility Manager

CONCURRENCE
Craig Stanley, Regional Manager – Operations & Asset Management

Joe Chirico, General Manager of Community Services

CVSC ACTION ITEMS LIST FROM PREVIOUS MEETINGS

#	ACTION ITEM	MEETING ORIGIN	STATUS
1.	**STAFF DIRECTION:** That the Committee discuss at the March 2, 2023 Creston Valley Services Committee meeting a recommendation to the Board outlining some direction to develop a policy around the budgeting expectations of these groups as opposed to the reporting side of things after the fact. More engagement with these groups inDecember or January for the upcoming year	05-Jan-2023 & 02-Feb-2023 & 02-Mar-2023 & 06-Apr-2023	(Staff direction at Jan, Feb & Mar, Apr meetings)
2.	**STAFF DIRECTION**: That the Creston Valley Services Committee direct Staff to put in a request to the Creston Valley Public Library Board to get permission for Saara Itkonen, Library Director to host a pre-budget discussion meeting in the CVPL meeting room with the Crawford Bay, Riondel and Yahk Library Boards prior to July or August 2023.	02-Feb-2023	
3..	**STAFF DIRECTION**: That staff create a Terms of Reference on how this service will be delivered. Sangita Sudan and Jordan Dupuis to discuss with Mike Morrison, Manager of Corporate Administration – RDCK, on how this service would be addressed.	02-Mar-2023	Pending- Staff are investigating and seeking legal advise.
4.	**STAFF DIRECTION**: That staff prioritize proposed or existing parks identified in the Ktunaxa RDCK Traditional Use Study (TUS) Summary Report dated April 2023 and come back at a later date to the Creston Valley Services Committee meeting with recommendations.	04-May-2023 & 01-Jun-2023 & 06-Jul-2023	(Staff director at May, June, July meetings) Ongoing
5.	**STAFF DIRECTION**: Stuart Horn, Chief Administrative Officer – RDCK, to talk to Tom Dool, Research Analyst, about reaching out to the Hospital Boards and BC Transit with regards to transportation between Creston and Cranbrook.	04-May-2023	
6.	**STAFF DIRECTION**: Staff to develop mechanisms for feasibility studies for proposals for recreation requests.	04-May-2023	Ongoing -
7.	**STAFF DIRECTION**: Staff to communicate to Ministry of Transportation and Infrastructure (MoTi) that there is a benefit to the community if they came to some resolution to keep the toilets and garbage at Martell Beach.	01-Jun-2023	Ongoing
8.	**STAFF DIRECTION**: Staff to create a contribution agreement with Kootenay River Secondary School where RDCK lists what the funding is for and what the expectations are for the funding. To formalize the agreement, staff to include in the agreement what the rates are that RDCK is going to charge to receive that funding. The Creston Valley Services Committee would review the contribution agreement with Kootenay River Secondary School every year.	01-Jun-2023	For the auditorium. This has not been started.
9.	Michael Moore, Chief Administrative Officer – Creston, to create a special committee and invite the Directors from Electoral A, B and C and the new Staff Sgt. Brandon	06-Jul-2023	

	Buliziuk, Creston RCMP Commander. Michael Moore to request that Staff Sgt. Brandon Buliziuk provide a quarterly report to the Directors.		
10.	**STAFF NOTE**: Stuart Horn, Chief Administrative Officer – RDCK advised that the ownership and maintenance of the signage is being handled by Kootenay Employment Services and the Committee will receive an update later in 2023.	06-Jul-2023 & 04-May-2023	Ongoing
11.	**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.	03-Aug-2023	Ongoing
12.	**STAFF DIRECTION:** That staff report back to the CVSC as part of the 2024 budget process to provide direction on what would be required to reinstate the grant funding to Lister and Crawford Bay cemeteries, including the release of prior years amounts being held in reserve.	07-Sep-2023	Ongoing
13.	**STAFF DIRECTION:** That staff write a request the Kootenay Lake Partnership to consider integrating the Traditional Use Study with the update of Cultural Values Study.	07-Sep-2023	Ongoing – meeting held on September 21, 2023
14.	**STAFF DIRECTION:** That staff reach out to Ministry of Transportation to get their response/interest on Martel Beach regarding blocking trailer boar access.	07-Sep-2023	Ongoing
15.	**STAFF DIRECTION:** That staff request a workshop/session with the Traditional Use Study authors, the Ktunaxa Nation and Yaqan Nukiy, to educate the Committee to better understand the Traditional Use Study.	09-Sept-2023	Ongoing
16.	Tom will bring back a Creston Tour of Lights budget to the Committee prior to December.	09-Sept-2023	
17.	That the Creston Valley Services Committee direct staff to include in the 2024 draft budget for Service 108 the allotment of $22,000 for the Creston Valley Tourism Society.	05-Oct-2023	
18.	**STAFF DIRECTION:** That the Town of Creston organize a tour of the Creston Education Centre.	05-Oct-2023	
19.	**STAFF DIRECTION:** That staff send a Committee Report with the Ktunaxa RDCK Traditional Use Study (TUS) Summary Report be provided to the Board for the October 19, 2023 Board meeting to provide background to the Board.	05-Oct-2023	
20	The Committee will consider the letter of support at the November 2, 2023 Creston Valley Services Committee meeting.	05-Oct-2023	
21.	**STAFF DIRECTION:** That staff add a section to the agenda to allow the Committee time to discuss the action item list.	05-Oct-2023	