



Regional District of Central Kootenay
WEST TRANSIT SERVICES COMMITTEE
Open Meeting Agenda

Date: Tuesday, January 9, 2024
Time: 1:00 pm
Location: RDCK Board Room, 202 Lakeside Dr., Nelson, BC

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

Pages

1. WEBEX REMOTE MEETING INFO

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

Meeting Time:

1:00pm - 3:00pm PST

2:00pm - 4:00pm MST

Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m56fdb11aa347879c94177666ee4107e2>

Join by Phone:

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

Meeting Number (access code): 2774 389 8639

Meeting Password: CVs4KWVrm49 (28745987 from phones)

In-Person Location: RDCK Board Room - 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

Chair Hewat called the meeting to order at _____ p.m.

2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

2.2 ADOPTION OF THE AGENDA

RECOMMENDATION:

The agenda for the January 9, 2024 West Transit Services Committee meeting be adopted as circulated.

2.3 RECEIPT OF MINUTES

4 - 14

The October 4, 2023 West Transit Services Committee minutes, have been received.

3. BC TRANSIT INTRODUCTIONS

Introduction of Elise Wren and Seth Wright, BC Transit Government Relations Managers.

4. WTSC ITEMS

4.1 Communications

4.1.1 Enhancing Transit Services for Area E

15 - 27

The letter dated September 23, 2023 from Area E residents, re: Enhancing Transit Services, has been received.

4.1.2 Improving Transit Services for Kaslo and Area D

28 - 29

The email dated December 12, 2023 from Area D resident, re: Improving Transit Services for Kaslo and Area D, has been received.

4.2 Economic Trust of Southern Interior (ETSI) BC Grant

30 - 43

The Application Guide dated September 9, 2023 from Economic Trust of Southern Interior, re: ETSI BC Grant, has been received.

The Watt Consulting Proposal has been received.

4.3 Presentation - Watt Consulting - RDCK Transit Values & Cost Apportionment Study

44 - 50

Tania Wegwitz, Watt Consulting, will be making a presentation to the Committee.

The Presentation from Watt Consulting, re: RDCK Transit Values & Cost Apportionment Study has been received.

4.4 Presentation - Village of Salmo and RDCK Area G Transit Demand Study

51 - 68

Dr. Sarah Breen and Jonnah Ronquillo, Selkirk College, will be making a presentation to the Committee.

The presentation dated January 9, 2024 from Selkirk College, re: Village of

Salmo and RDCK Area G Transit Demand Study has been received.

4.5 Presentation - West Kootenay Transit Budget

69 - 81

Tom Dool, Research Analyst, will be making a presentation to the Committee.

The Presentation from Tom Dool, Research Analyst, re: West Kootenay Transit Budget has been received.

4.6 Director Graham - Combining Services

Director Graham has requested a discussion regarding combining services S237 Transit – Castlegar and Area, S238 Transit – North Shore and Slocan Valley and S239 Transit – Kootenay Lake West.

4.7 2024 West Transit Services Committee Schedule

RECOMMENDATION:

That the 2024 West Transit Services Committee meeting dates are as follows:

June 18, 2024
August 27, 2024.

5. PUBLIC TIME

The Chair will call for questions from the public and members of the media at _____ p.m.

6. ADJOURNMENT

RECOMMENDATION:

The West Transit Services Committee meeting adjourn at _____ p.m.



Regional District of Central Kootenay WEST TRANSIT SERVICES COMMITTEE Open Meeting Minutes

Wednesday, October 4, 2023

1:00 pm PST

Hybrid Model - In-person and Remote

RDCK Board Room – 202 Lakeside Drive, Nelson, BC

COMMITTEE MEMBERS PRESENT

Chair S. Hewat	Village of Kaslo	
Director G. Jackman	Electoral Area A	In-person
Director A. Watson	Electoral Area D	
Director C. Graham	Electoral Area E	
Director T. Newell	Electoral Area F	
Director H. Cunningham	Electoral Area G	In-person
Director W. Popoff	Electoral Area H	In-person
Director A. Davidoff	Electoral Area I	
Director M. McFaddin	City of Castlegar	
Director A. McLaren-Caux	Village of Nakusp	
Director K. Page	City of Nelson	
Director D. Lockwood	Village of Salmo	In-person
Director J. Lunn	Village of Slocan	

COMMITTEE MEMBERS ABSENT

Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K
Director L. Casley	Village of New Denver
Director C. Ferguson	Village of Silverton

STAFF PRESENT

M. Morrison	Corporate Officer
T. Dool	Research Analyst
Y. Malloff	Chief Financial Officer

C. Hopkyns
C. Feeney

Meeting Coordinator
Meeting Coordinator

GUESTS PRESENT

D. White BC Transit Manager, Government Relations

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1:00 p.m. (PST)

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Join by Phone:

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

Meeting Number (access code): 2772 251 5536

Meeting Password: mH4JeJcG64 (64453552 from phones)

In-Person Location: RDCK Head Office - Board Room, 202 Lakeside Dr, Nelson, BC

2. CALL TO ORDER & WELCOME

The RDCK Corporate Officer, Mike Morrison, called the meeting to order at 1:00 p.m.

3. ELECTION OF CHAIR

3.1 CALL FOR NOMINATIONS (3 Times) CALL FOR NOMINATIONS (3 Times)

The Corporate Officer called for nominations the first time.

Directors Davidoff and Hewat were nominated.

Director Davidoff withdrew his nomination.

The Corporate Officer called for nominations the second and third time.

3.2 DECLARATION OF ELECTED CHAIR

Being none, RDCK Corporate Officer ratifies the appointed Director Hewat as Chair of the West Transit Services Committee for 2023/2024 by acclamation.

CHAIR'S ADDRESS

Chair Hewat thanks Director's Lockwood and Cunningham for the nomination. Going forward, she shared that she will be attending the meeting in-person and she looks forward to chairing the committee.

4. COMMENCEMENT OF REGULAR WEST TRANSIT SERVICES COMMITTEE

The West Transit Services Committee Chair assumed the chair.

4.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

4.2 ADOPTION OF THE AGENDA

Moved and seconded,
And resolved:

The agenda for the October 4, 2023 West Transit Services Committee meeting be adopted as circulated.

Carried

4.3 DELEGATION

No delegation.

4.4 ITEMS

4.4.1 FOR INFORMATION: BC TRANSIT 101

Daynika White, BC Transit Manager, Government Relations, provided a presentation to the Committee regarding BC Transit. She shared an overview of the BC Transit and partnership model. Daynika reviewed the different transit services available and the BC Transit share services model with local governments.

Daynika provided an overview of the regional transit system and she shared ridership stats showing BC has returned to pre-Covid levels. Daynika reviewed BC Transit future service plan, sharing the critical, short term and infrastructure priorities for the region. She also provided an overview of the Transit Improvement Program with the Committee.

Daynika concluded by sharing the local transit initiatives being implemented in the region:

- the new Nelson transit exchange - completion target of summer of 2024;
- the implementation of the Next Ride customer facing technology, and;
- the electronic fare collection - Umo mobile app.

Daynika answered the Committee's questions.

4.4.2 FOR INFORMATION: RDCK TRANSIT FUNDING SERVICES

The presentation dated November 16th, 2022 from Tom Dool, Research Analyst, re: Public Transit Services at the Regional District of Central Kootenay, has been received.

Tom Dool, Research Analyst, presented to the Committee the West Kootenay transit system services in the RDCK:

- S237 – Castlegar & Area;
- S238 Transit – North Shore/Slocan Valley Transit;
- S239 Transit – Kootenay Lake West; and
- Health Connections.

Tom answered the Committee's questions.

4.4.3 FOR INFORMATION: KOOTENAY WEST PARA CHANGE OF CONTRACTOR

The memorandum dated August 18, 2023 from Daynika White, BC Transit Manager - Government Relations, re: Kootenay West Para Change Of Contractor, has been received.

Daynika White, BC Transit Manager - Government Relations, provided an overview to the Committee regarding the Kootenay West Para change of contractor. With the NextGen Transit contract expiring, BC Transit is interested in exploring a mutually beneficial agreement with the City of Nelson to provide Transit Management Services for the Kootenay West portion of the region. Daynika answered the Committee's questions.

4.4.4 STAFF UPDATE

Tom Dool provided an overview to the Committee regarding emerging transit issues:

- Hwy 3A pullout paving is complete. Paving was completed using Minor Transit Betterment Funds.
- Staff are preparing plans for next year's shelter installs. If Directors are interested in additional shelters in their areas, they should let staff know.
- The ETSI-BC Economic Trust of the Southern Interior is making \$650,000 dollars available in Grants. Staff will be seeking additional information.
- Asset Management Planning is ongoing. Staff are in the process of selecting a software platform for shelter inspection and record keeping.
- Dr. Sarah Breen from Selkirk College and her students are preparing an analysis of transit services in Salmo and Area G. Staff will review the study and arrange for presentation to the committee.

4.4.5 MEMORANDUM OF UNDERSTANDING: WEST KOOTENAY TRANSIT THREE YEAR EXPANSION PLAN

The Committee Report dated September 27, 2023 from Tom Dool, RDCK Research Analyst, re: 2023 West Kootenay Transit Three Year Expansion Plan Memorandum of Understanding, has been received.

The Committee had a lengthy discussion regarding the different service options and financial implications to certain areas. They discussed possible amendments to the recommendation. The Committee members will spend the time before the October Board meeting to further investigate the options presented in the report. The Committee will reach out to staff if they need further clarification.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board approve of the RDCK entering into a memorandum of understanding with BC Transit for the purpose of confirming transit service expansion plans for 2024/25 and to approve transit expansion priorities for the subsequent two years, and that the Chair and Corporate Officer be authorized to sign the necessary documents.; and further, the costs associated with memorandum of understanding be included in the 5 year financial Plans for Castlegar and Area Transit Service S237, North Shore Slocan Valley Transit Service S238, Kootenay Lake West Transit S239.

Carried

4.4.6 WEST TRANSIT SERVICES COMMITTEE MEETING DATES

The West Transit Services Committee had a discussion regarding meeting dates for 2023/24.

STAFF DIRECTION: Staff will send out poll for potential meeting dates for the middle of January.

4.5 PUBLIC TIME

The Chair called for questions from the public and members of the media at 3:01 p.m.

No public were present.

4.6 ADJOURNMENT

Moved and seconded,
And resolved:

The West Transit Services Committee meeting adjourn at 3:02 p.m.

Carried

Digitally Approved by

Suzan Hewat, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board approve of the RDCK entering into a memorandum of understanding with BC Transit for the purpose of confirming transit service expansion plans for 2024/25 and to approve transit expansion priorities for the subsequent two years, and that the Chair and Corporate Officer be authorized to sign the necessary documents.; and further, the costs associated with memorandum of understanding be included in the 5 year financial Plans for Castlegar and Area Transit Service S237, North Shore Slocan Valley Transit Service S238, Kootenay Lake West Transit S239.



September 29, 2023

Attn: Tom Dool
Research Analyst
202 Lakeside Drive
Nelson BC V1L 6B9

Re: Transit Improvement Program - 3 Year Transit Expansion

Dear Tom,

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

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

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

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

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

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

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

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

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

Yours truly,

Daynika White
Manager, Government Relations
BC Transit

Three-Year Transit Expansion Plan

Date	September 28, 2023
Expiry	September 29, 2023
System	West Kootenay Transit

Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives for the 2024/25 fiscal year with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon receipt of this MOU, we will confirm funding from the Province on your behalf. Please keep in mind that should vehicles be procured to support your expansion following agreement to the MOU and a determination is made that an expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of one-year.

PROPOSED EXPANSION INITIATIVES - Year 1 (2024/25)						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	September	400	1	\$4,554	\$92,563	\$57,946
		Description	Extend Route 34 to serve the Grandview Heights Neighbourhood			
2024/25	September	400	1	\$1,600	\$83,952	\$49,020
		Description	Additional trip time for Route 53 Edgewood to address ferry run time issues, and additional hours for Route 52 trips to pass by the New Denver Health Centre. Extend weekday 4:04 pm Route 10 trip to Balfour.			
2024/25	September	1,500	2	\$6,002	\$283,074	\$163,142
		Description	One new Route 99 round trip on weekdays at each peak time, for a total of two new round trips per weekday.			

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon

confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES - Year 2 & 3						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	September	700	1	\$8,057	\$221,354	\$123,101
		Description	Add a new route to extend service from Fruitvale to Salmo, 3 trips per weekday; interline with route 43.			
2025/26	September	1,300	1	\$5,278	\$206,247	\$105,573
		Description	Introduce basic commuter service between Salmo, Ymir and Nelson. 5 new service days, 3 trips a day.			
2026/27	September	1,000	0	\$11,510	\$249,929	\$121,728
		Description	Extend service in Castlegar until 8pm weekdays and align with other urban routes within the West Kootenay Transit System.			

Approval

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

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

On behalf of BC Transit

Signature: _____

Date: _____

Name: _____

Position: Manager, Government Relations

REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

ATT. TOM DOOL, RESEARCH ANALYST

As residents of the Balfour area, I/we are of an interest in enhancing the transit service to and from Balfour, particularly along the Upper Balfour Road. This would benefit seniors, the disabled, students and shoppers wanting to travel to Nelson for shopping, medical, dental, optical, and similar appointments.

In recent years this area has seen extensive development with the addition of the Post Office {which is a service needed by all}, a Golf Course, an Athletic centre and some 27 new building lots many of which are already occupied. In addition to these are 25 trailer sites adjacent to the Golf Course, many of which are occupied year round.

Also, well many riders from the Ferry depend on this service as it already exists and could, we are sure, benefit in some way from the addition of this extended route.

This reroute could be accomplished by a turn around at the Balfour Ferry Landing, continuing up the Upper Balfour Road with stops at possibly the Queens Bay Rd, the Evangelical Church, the Post Office, Holt Road and Hwy 3A Junction where there is one already.

It is hoped that some time in the near future this route may be added to assist the residents of the area.

Sincerely,

Jean Myers
Balfour, BC



REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

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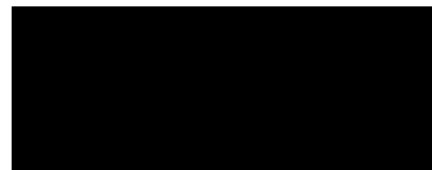
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It is hoped that some time in the near future this route may be added to assist the residents of the area.

Sincerely, *Edith Lane* (EDITH LANE)

Balfour, BC



REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

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Sincerely,

Balfour, BC

Gordon Bruce President Balfour Seniors #120

REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

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Sincerely,

S. Walgren
Balfour, BC

And MacLellan

REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

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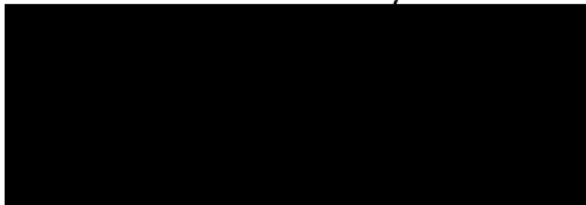
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Sincerely,

Bernadette McAlister

Balfour, BC



REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

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Sincerely,

Balfour, BC

Ray Anderson



REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

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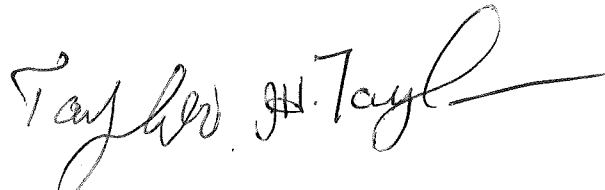
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Sincerely,

Marianne Taylor
Balfour, BC



REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

ATT. TOM DOOL, RESEARCH ANALYST

As residents of the Balfour area, I/we are of an interest in enhancing the transit service to and from Balfour, particularly along the Upper Balfour Road. This would benefit seniors, the disabled, students and shoppers wanting to travel to Nelson for shopping, medical, dental, optical, and similar appointments.

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Balfour, BC

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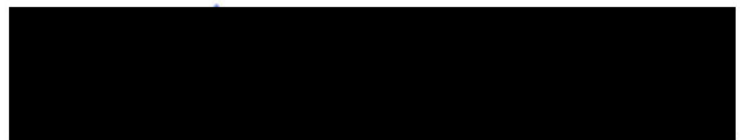
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Sincerely,

BRUCE LACHON

Balfour, BC

BL



REGIONAL DISTRICT OF CENTRAL KOOTENAY
BOX 590
NELSON, BC
V1L5R4

ATT. TOM DOOL, RESEARCH ANALYST

As residents of the Balfour area, I/we are of an interest in enhancing the transit service to and from Balfour, particularly along the Upper Balfour Road. This would benefit seniors, the disabled, students and shoppers wanting to travel to Nelson for shopping, medical, dental, optical, and similar appointments.

In recent years this area has seen extensive development with the addition of the Post Office {which is a service needed by all}, a Golf Course, an Athletic centre and some 27 new building lots many of which are already occupied. In addition to these are 25 trailer sites adjacent to the Golf Course, many of which are occupied year round.

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Balfour, BC

Alma Johnson
Bob Mather *Angela Blackwell* *24* *Paroline Leonard*

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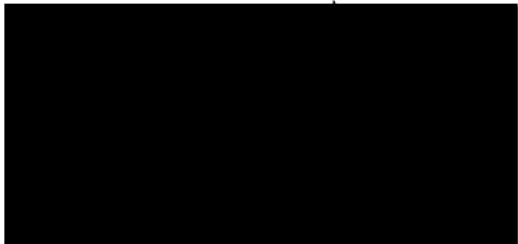
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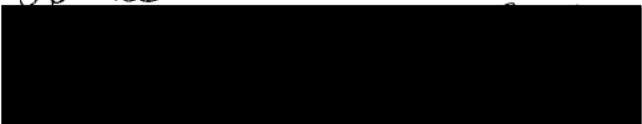
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Sincerely,

Balfour, BC

Linda Baumann



Carly Feeney

To: Suzan Hewat
Subject: RE: West Kootenay Transit

From: [REDACTED]
Sent: Tuesday, December 12, 2023 3:21 PM
To: Mayor Hewat <mayor@kaslo.ca>
Subject: West Kootenay Transit

Dear Mayor Hewitt:

I'm writing to you in your capacity as chair of the West Kootenay Transit Services Committee.

I will try to keep this brief, and thank you in advance for reading my concerns.

About twenty years ago I started taking the bus into Nelson that stopped at Mirror Lake. I was overjoyed to discover that it existed, as I've always liked the convenience of public transportation. What I recall is that the best (and perhaps only) time and day was Wednesday. It stopped at M.L. at about 9:15 and arrived at Ward Street in Nelson about an hour later.

One could return on the direct 3 p.m. (about) bus or, if one missed that, on the approximately 5 p.m. bus, which I think stopped in Balfour.

I remember the bus being crowded going into Nelson and returning, unlike currently. Did you know Hiltrud Rohlman? She was on that Wednesday bus without fail, and sold her beeswax candles at the Nelson Wednesday market. I always sat next to her, and there were other regulars, too.

For various reasons I stopped taking the bus for a couple of years but have resumed; and have found it extremely inconvenient nowadays.

I am not the only one who finds the online schedule almost impossible to comprehend — even Tom Dool agreed with me. It is the most unwieldy website I've ever encountered! Please try making a schedule for yourself using it and I think you will see what I mean.

One finally compiles a correct schedule and discovers that — one has to remain in Nelson for either three or seven hours. There is no longer a 3 p.m. returning bus. The only really practical return time is 5 p.m., even in winter. I was told by a driver a couple of years ago that whichever government bureau was paying for transit, it did not want to pay a driver to wait in Nelson for five hours before driving back. I think the riders really lost out in that cost-saving. But money was spent on incomprehensible announcements that now alert riders to every street and bus stop, as if we are living in Vancouver or New York City. If these names were not shown at the front of the bus, how would anyone know what they were? Riders never seemed to need this before, no one ever missed a stop, at least during the times I took the bus.

And instead of a trip into Nelson of at the most 1 1/4 hours, it now takes (over) 1 1/2, as there is a wait in Balfour and then the Route 10 bus winds around all the suburbs and byways of Nelson. This may sound like a small difference, but a 3-hour round-trip journey is not very appealing, especially if one is spending only 3 hours in Nelson.

I hope all of the above is correct. It is so difficult maneuvering through the online schedule that I have made embarrassing mistakes. Buit my main message, and request. is that someone who is an actual bus rider review the BC Transit #76 and #10 online schedule; and that a more convenient and less circuitous schedule be re-instated for those of us at this end of the lake who would like to spend 5 hours in Nelson and — most of all — return in the late afternoon instead of the early evening.

Thank you again. I apologize — this is longer than I had wanted it to be! Happy holidays to you, Mayor Hewitt!

Sincerely yours,

Meg Seaker in Mirror Lake

UPDATED GRANT APPLICATION GUIDE

PROGRAM STREAM: REGIONAL TRANSPORTATION ENHANCEMENT (RTE)

1. About the Program

The Economic Trust of the Southern Interior BC (ETSI-BC) recognizes the continued challenges that residents of the Southern Interior face in accessing safe, reliable passenger transportation options. This funding is made available thanks to financial support from the Province of BC, through the Ministry of Transportation and Infrastructure (MoTI).

The ETSI-BC Regional Transportation Enhancement (RTE) Program provides non-repayable grants to support strategic investments that will enhance transportation plans, partnerships, technology, service communication and seasonal connections between communities in the Southern Interior of BC. The primary focus of this funding program is enhancing transportation opportunities in Indigenous, smaller and more rural communities that may currently have little or no transportation access.

A total of \$650,000.00 is available to fund projects delivered between January 1, 2024 and October 15, 2024. The following three funding streams form part of the RTE Program (additional information provided in Section 6 – Eligible Projects):

RTE 1 – Planning & Partnership Development

- Supports planning studies and partnership development in support of improving transportation options and addressing transportation gaps.

RTE 2 – Technology & Service Communication

- Supports the delivery of technology and service communication initiatives to improve how transportation options are operated and or communicated.

RTE 3 – Seasonal Service Delivery/Expansion

- Supports the delivery of seasonal service and/or expansion to existing local, regional, or inter-regional ground passenger transportation services within the Southern Interior.
- ETSI-BC is currently working with MoTI and BC Transit to understand the applicability of this stream to existing BC Transit and Health Connection services in the region. Please contact our project consultant if you are considering this stream and have questions.
- If you are considering piloting a change to a BC Transit or Health Connection services, please contact your BC Transit Government Relations Manager to discuss the feasibility of the project.

2. Program Objectives

The RTE Funding Program seeks to address a portion of the funding recommendations identified in the [BC Southern Interior Regional Ground Transportation Study final report](#). Specifically, we hope to

- Address local, regional, or inter-regional gaps in seasonal service.
- Assist First Nations communities and other small communities located at a distance from services and amenities that are located in larger hub communities or off major highway corridors.
- Build on Health and Tourism transportation services already offered to the general public in the Southern Interior.
- Contribute to strengthening and diversifying the economy of the Southern Interior through enhanced connections.

3. Who Can Apply

Applicants must be located in the [ETSI-BC service area](#). The applicant must be financially solvent and current with their annual Federal and/or Provincial filings. The types of organizations eligible to apply for ETSI-BC funding include:

- Registered First Nations bands, wholly owned Indigenous development corporations, tribal councils and Metis organizations
- Local governments (municipalities and regional districts) and their associated economic development organizations
- Registered non-profit organizations serving the region, such as:
 - Chambers of Commerce, Community Futures
 - Indigenous business support organizations
 - Industry associations (eg tourism groups)
 - Other community organizations (eg volunteer driver programs, car shares)
- Post-secondary institutions, as long as they partner with another eligible applicant from the list above.
- Incorporated for-profit businesses or transportation providers, as long as they partner with an eligible applicant from the list above for the project (eg ski resorts, businesses with employee shuttles).

NOTES:

- If you are not sure whether your organization is eligible to apply for funding from ETSI-BC, please contact our Transportation Project Consultant
- Private individuals, sole proprietorships and religious institutions are not eligible to apply for ETSI-BC funding.

4. Key Project Requirements

A total of \$650,000.00 is available to fund projects to be carried out between January 1, 2024 and October 15, 2024. The three RTE funding streams have the following maximum funding limit and leveraging requirements:

- RTE 1 – Planning & Partnership Development – up to a maximum of \$25K, 100% funded.*
- RTE 2 – Technology & Service Communication – up to a maximum of \$25K, 100% funded.*
- RTE 3 – Seasonal Service Delivery/Expansion – up to a maximum of \$65K, 80% funded.*

**These maximum funding amounts may be increased based on demonstration of need. Please contact us if this is the case in your community.*

Other key project requirements:

- Where additional funds are required to cover project costs, leveraging of additional funding through partner and/or in-kind contributions is encouraged.
- Individual organizations (Applicant) can only submit one application; however, a community may submit more than one initiative for consideration with multiple organizations.
- Multiple projects may be considered from a single community, provided that leveraging is in place commensurate with the combined size of the projects, which cannot exceed \$65,000.
- Eligible and qualified projects will be reviewed by the ETSI-BC for a decision in the first half of December 2023.
- Funds will be released in full as of January 1, 2024 to successful applicants for RTE 1 and 2. For RTE 3, 80% of funds will be released as of January 1, 2024, with the final 20% released upon submission of the final report.
- Applicants or their project partner (if required) under RTE 3 must possess an existing passenger transportation license to operate the proposed service.

5. Application Intake Deadlines

The RTE Program will be delivered through a single intake. Applicants must complete and submit the funding application by October 18th, 2023. Any applications received after this date will not be considered.

Supporting documentation, particularly for applications submitted under RTE 3, may be provided after October 18th, 2024.

Information sessions were held on September 12 and September 13, 2023.** [CLICK HERE to view the recording.](#) **

6. Eligible Projects

The following types of activities are eligible to be funded by the RTE Program :

RTE 1 – Planning & Partnership Development

This funding stream is intended to provide capacity for planning studies and partnership development in support of improving transportation options and addressing transportation gaps. This stream funds 100% of eligible costs up to a maximum of \$25,000.

Leveraging of additional funding is encouraged. Should the funding intake be oversubscribed, priority will be given to projects with higher leveraging, and it will also be prioritized to eligible projects which will positively impact First Nations Communities, smaller communities located at a distance from hub communities or off major highway corridors, and projects aimed to support healthcare access and tourism in the Southern Interior.

Examples of projects under the RTE 1 stream include but are not limited to:

- Explore the feasibility of ride-hailing and on-demand transit solutions in smaller and lower density communities.
- Undertake a study to determine options for how to make airport taxi and/or shuttle services more viable to support residents and visitors.
- Develop transportation funding and decision-making partnerships in a particular community or region, such as by undertaking a partnership development process and undertaking meetings and outreach required to develop partnership strategies related to more collaboratively planning funding, coordinating, operating, communicating and marketing improved transportation options.
- Undertake a collaborative process which includes organizing and administering a series of meetings with critical partners to review Governance of service delivery, discuss strategies to better position communities for funding opportunities and confirm major gaps in service within the Region.

RTE 2 – Technology & Service Communication

This program stream is intended to provide capacity for the delivery of technology and service communication initiatives to improve how transportation options are operated and or communicated. These may apply to existing or new transportation options. may be existing or new. The stream funds 100% of eligible costs up to a maximum of \$25,000.

Leveraging of additional funding is encouraged. Should the funding intake be oversubscribed, priority will be given to projects with higher leveraging, and it will also be prioritized to eligible projects which will positively impact First Nations Communities, smaller communities located at a distance from hub communities or off major highway corridors, and projects aimed to support healthcare access and tourism in the Southern Interior.

Examples of projects under RTE 2 stream include but are not limited to:

- Technology platforms that would enable a service provider to better coordinate and communicate services.

- Marketing and promotion of services to increase public awareness of available transportation options, including marketing tools and campaigns as well as minor infrastructure improvements like signage and wayfinding.
- Technology platforms that would enhance customer experience, such as booking, accessing and coordinating travel.

RTE 3 – Seasonal Service Delivery/Expansion

This program stream is intended to provide capacity for the delivery of seasonal service or expansion to existing local, regional, or inter-regional services within the Southern Interior. This stream funds up to 80% of eligible costs up to a maximum of \$65,000.

Should the funding intake be oversubscribed, priority will be given to projects with higher leveraging, and it will prioritize eligible projects which address the local, regional, or inter-regional gaps in service defined in the Regional Ground Transportation Study of the Southern Interior. It will also prioritize eligible projects which will positively impact First Nations Communities, smaller communities located at a distance from hub communities or off major highway corridors, and projects aimed to support healthcare access and tourism in the Southern Interior.

Applicants or their project partner (if required) under RTE 3 must possess an existing passenger transportation license to operate the proposed service. Preference will be given to applicants/partners who have a minimum of one (1) year experience operating transportation services within British Columbia and who have existing passenger transportation licenses.

Applicants requiring a project partner as per Section 3 will be required to demonstrate how each partner will:

- Support the application.
- Participate in the planning and execution of the service.
- Contribute to the service, either financially or through in-kind contributions.
- Benefit from the service.

Examples of projects under RTE 3 stream include but are not limited to:

- Expansion of service frequency where services are operating on a limited basis, such as by operating more trips per day or more days per week.
- Improved transportation options (community shuttles, volunteer driver programs, scheduled services, etc.) to increase access to medical services, nearby larger centres, airports or tourism destinations.
- Improved transportation options (community shuttles, volunteer driver programs, scheduled services, etc.) to connect currently-unserved communities to other existing transportation links, such as from a rural area or smaller community to a highway corridor or larger centre where inter-regional services operate.

Ineligible Projects

The following projects are not eligible for funding:

- Exclusively capital projects
- Projects that benefit a narrow geographic area or have a limited impact
- Projects that are not ground transportation related (i.e. air or water)

7. Eligible & Ineligible Costs

Eligible Costs

RTE 1 Planning & Partnership Development Projects:

- Incremental Staff Expenses: Salary and benefits for ongoing work to undertake the proposed project (within the specified timeframe).
- Third Party Services: Third party project-related costs including consulting fees, travel expenses, reports, printing, postage, or data.
- Legal services: Project-related costs for drafting agreements.
- Marketing/Promotion: Marketing or promotion-related costs, collateral, and outreach (e.g., awareness program)
- Meeting / Workshop Related: Minor costs related to hosting and facilitating any larger meetings, workshops or public engagement directly related to the project, such as space rental, materials, etc.
- Other: Project-related technology - computer, communications and audio or video equipment rental.

RTE 2 – Technology & Service Communication Projects:

- Technology Implementation Costs: Costs associated with implementation of a technology platform (i.e., mobile apps, web services, telephone booking systems).
- Incremental Staff Expenses: Salary and benefits for ongoing work to undertake the proposed project (within the specified timeframe).
- Third Party Services: Third party project-related costs including consulting fees, travel expenses, reports, printing, postage, or data.
- Legal services: Project-related costs for drafting agreements.
- Marketing/Promotion: Marketing or promotion-related costs, collateral, and outreach (e.g., awareness program, signage, printing, meeting costs etc.)
- Other: Project-related technology - computer, communications and audio or video equipment rental.

RTE 3 – Seasonal Service Delivery/Expansion Projects:

- Incremental Staff Expenses: Wages and benefits for drivers delivering the transportation services (within the specified project timeframe) as well as staff costs for those in supporting

roles that may be required, such as dispatch, administration, etc.

- **Vehicle Operating Costs:** Vehicle-related operating costs for the service, including tires, fuel and insurance, maintenance (labour, parts, inspections), vehicle cleaning and any costs associated with vehicle lease or usage fees.
- **Other Operating Costs:** Lease or rental fees associated with space required to operate the service (office, vehicle storage), driver training, radios/communications.
- **Rental equipment:** Rented equipment required to deliver services.
- **Third Party Services:** Third party project-related costs including consulting fees to assist in the design and implementation of service, travel expenses, reports, printing, postage, or data.
- **Legal services:** Includes costs for drafting agreements.
- **Marketing/Promotion:** Marketing or promotion-related costs, collateral, and outreach (e.g., awareness program, printing, signage, meeting costs)
- **Other:** Project-related technology – computer, communications and audio or video equipment rental.

NOTE:

- Applicants should seek confirmation of eligibility of costs if not specified in this list prior to submission.

Ineligible Costs - ALL FUNDING STREAMS:

- Wages for existing staff or staff funded through other government programs
- Supplementary wages/contract fees on an existing contract
- Office equipment (i.e., desk, computer, cell phone), other than those specifically related to transportation dispatch and driver communication in RTE 3)
- Living expenses or car allowance
- Hospitality costs – alcohol
- Purchase of equipment or tools
- Costs incurred prior to the project approval date set out in the Contribution Agreement
- Costs not specifically approved in the project budget
- Project administration costs that exceed 10% of approved project budget

NOTE:

In-kind contributions are not eligible for funding or reimbursement but can be included in the total project costs and therefore included in the leveraged dollar calculation. They should be noted in the Project Participant section of the application to demonstrate commitment from other partners.

8. Application and Program Requirements

The completed Application Form MUST be submitted by 4 pm Pacific time on October 18, 2023, with other supplemental materials ideally provided by that time or as a follow up. Only applications that meet all requirements will be processed. Funding will not be disbursed for any successful projects until all supplementary materials are provided and accepted by ETSI-BC. The following components are part of the application:

- Completed Application Form (available on the ETSI-BC website as of September 18, 2023)
- Detailed project budget using the ETSI-BC Project Budget Template
- Verification of approval from other funding sources (copy of approval letter or contract).
- Most recent annual financial statements may be required
- Society certificate of incorporation (required for non-profit applicants).
- If applicable: Detailed quotes for consultant services, software costs, etc.
- If applicable: Letters of support from community organizations.
- If applicable: Copy of passenger transportation license.
- If applicable: Lease agreement/or user agreement.
- If applicable: Financial plan, business case or other market research.
- If applicable: Partnership agreement(s) outlining each partner's responsibilities.

NOTES:

- Applications approved for funding under RTE 3 will be required to provide proof of commercial vehicle insurance through ICBC to trigger initial payment. Once operational, successful applicants will also need to supply to ETSI-BC copies of driver's licenses.
- All personal information provided by the applicant will be protected by ETSI-BC as per all relevant privacy regulations as outlined in our [Privacy Statement](#).

9. Assessment Criteria

Some of the key criteria on which applications will be assessed include:

- Identified need/opportunity
- Quality of workplan
- Collaboration with other organizations, including First Nations and local government
- Project is supported by prior planning and research
- Coordination with the economic development function in your community, as well as community social initiatives and planning
- Leveraging of other funding
- Applicant's capacity to manage staff and oversee project
- Project's ability to maximize social and/or economic benefits, including employment creation

- Inclusivity and accessibility, including the project’s potential to accommodate youth, seniors, persons with disabilities, and other diverse equity groups
- Regional impact, geographic dispersion of services throughout the Southern Interior
- Direct economic benefit to smaller communities and First Nations
- Degree of coordination with other transportation modes and connections (in the case of RTE 3).

10. Project Communication and Reporting

Applicants will be required to attend the reporting Info Session and adhere to the following communication and project reporting activities as a condition of grant approval:

FUNDING STREAM	REPORT	FREQUENCY/DUE DATE
ALL	ETSI-BC Reporting Info Session	Date TBD, early 2024
RTE 1 – Planning & Partnership Development	Interim Project Report (to March 31, 2024)	April 15, 2024
	Final Cumulative Project Report	October 30, 2024
RTE 2 – Technology & Service Communication	Interim Project Report	April 15, 2024
	Final Cumulative Project Report	October 30, 2024
RTE 3 – Seasonal Service Delivery/Expansion	Monthly Service Summary Report	First Monday of each calendar month
	Interim Project Report	April 15, 2024
	Final Cumulative Project Report	October 30, 2024

NOTES:

- Should an incident occur during the approved project, a written description of the incident and actions taken must be forwarded to ETSI-BC within 48 hours.
- Acknowledge ETSI-BC in any public communication about the project
- Successful applicants will be expected to complete a short mandatory training session on project reporting before an initial payment is released.

11. Required Affirmations

Applicants will be required to provide affirmations and attest that:

- The information is accurate and complete, and that the project proposal, including plans and budgets, are fairly presented.
- The project application is signed by an authorized signatory of the applicant organization.
- Affirmation that the organization is financially solvent, is compliant with all relevant federal and provincial filings, and has the capacity to carry out the project.
- Once funding is approved, the applicant agrees that changes to the project will require prior approval of ETSI-BC.
- Information provided in the application form may be shared with ETSI-BC Board, Committee and staff members, Province of BC, and/or the public in the ETSI-BC Annual Report and other publications.

- The applicant authorizes ETSI-BC to make enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in the organization's field of activities, to collect and share information with them, as ETSI-BC deems necessary, in order to reach a decision on the application, to administer and monitor the implementation of the project and to evaluate results after project completion.
- The applicant agrees to submit project updates, financial reporting and photos as required by ETSI-BC on the funded project.
- The applicant authorizes ETSI-BC to use photos and information about the project on their website and in their publications.
- Commitment to publicly acknowledge funding and assistance by ETSI-BC.
- Affirmation that the organization has a policy of supporting Indigenous reconciliation and partnerships, diversity, and inclusion.
- Name and email of authorized signatory and banking information will be provided on a timely basis to expedite disbursement of funding.

QUESTIONS BEFORE APPLYING?

Email: info@etsi-bc.ca

Phone: 236.420.3680

Website: www.etsi-bc.ca



1.0 WORKPLAN AND APPROACH

As outlined in the Southern Interior Regional Ground Transportation Study, a critical first step in improving regional and interregional connections is to create the larger prioritization, decision-making and cost-apportionment frameworks that enable multiple local governments, First Nations and other potential funding partners to plan and support services.

The Regional District of Central Kootenay has already started this process by creating a bylaw to formally establish a West Transit Committee. As per that bylaw, the purpose of this committee is to “provide a dedicated forum for the consideration of transit service levels, development of service objectives, consideration of budgetary matters, engagement with the ridership of the RDCK, development of transit related policy and standards, and for strengthening the asset management objectives of the RDCK.”

Since this committee will serve as an umbrella to multiple communities within the RDCK, including several different existing transit service areas, this committee also creates the forum for transit decision-making on the larger scale and a prototype for how the RDCK might also engage with other entities for transportation that crosses regional district boundaries. The establishment of this committee is an excellent start, however key questions still need to be answered as next steps in this process:

1. **What are the desired societal outcomes, values and community objectives that RDCK decision-makers seek to derive from public transportation solutions funded in their region?**
2. **Based on the outcomes of the above values discussion, what are the options and recommendations to help further define the West Transit Committee mandate, processes and decision-making, including:**
 - **A defined set of public transportation values and priority-setting criteria**
 - **Applicable transportation service types** that may be considered as part of the Committee’s mandate, thereby enabling it to have a sufficiently broad “public transportation” definition that can encompass future opportunities, technologies and a range of mobility solutions.
 - **Partnership processes** that can enable funding (and potentially representation) from other partners or which enable West Transit Committee representation in other interregional endeavours.
 - **Cost-apportionment principles and methods.**

Based on the above two key questions, this project is proposed to be undertaken in two corresponding phases. **Phase 1 – Transit Value Leadership Survey** will undertake and then summarize a series of robust one-on-one interviews with each of the RDCK’s 22 Area Directors to help determine the larger themes behind why the RDCK is providing transit services and the intended goals behind those services. It will also collect feedback on other attributes related to service type scope, partnerships, and cost-apportionment criteria that can be used in Phase 2.

Phase 2 – Cost Apportionment and Partnership Framework Recommendations will use what is learned in Phase 1 plus provide a summary of best practices related to public transportation service planning frameworks, cost-apportionment, and partnership processes. It will create a recommended framework of decision-making values and cost-apportionment methodology that can be used to guide the RDCK region, as well as potentially used as a template for broader interregional public transportation collaboration going forward.

In both of the proposed project phases, a consultant team will lead the project, with a project Steering Committee acting as an extension to this team. With its final composition to be confirmed by the RDCK, this Steering Committee would include representatives from staff, as well as potentially some key stakeholders (BC Transit, MoTI, etc.) if desired.

The following provides details on the proposed work plan phases and tasks.

PHASE 1: TRANSIT VALUE LEADERSHIP SURVEY (INCLUDING PROJECT START UP)

- **Task 1.1 | Kick Off Meeting** will start the process and will be held with project Steering Committee. This meeting will introduce the project team, discuss the work plan and schedule, and confirm the key objectives for the survey and larger project. It will also confirm project communication and as well as coordination needed with RDCK staff to contact Directors to participate in the survey interview, and any additional partners or stakeholders who should be engaged. Finally, this meeting will also discuss interview questions to be included in the one-on-one engagement and any other available background information or data that can help later stages of the project, such as GIS or demographic resources, information on existing contribution amounts and agreements for transit, etc.
- **Task 1.2 | Prepare for Interviews** – Based on the outcomes of the Kick Off Meeting discussion, this task will develop the interview guide needed for the one-on-one sessions, including the key questions to be asked. Supporting this, a raw results file will also be developed so that the responses can be captured and compared later, and a draft email to Directors and a series of potential interview times. These draft materials will be provided to the Steering Committee for review and then revised accordingly.
- **Task 1.3 | Undertake Interviews** – This task would then circulate the invitation to participate and the link to choose meeting times, and then undertake the interviews via online meeting tools (either Zoom, or Teams) with each of the Directors. Each interview would be approximately a half-hour in length with the opportunity to go longer if desired. Use of the meeting guide and its key questions relating to desired transit system outcomes and values, ensures that all participants are asked similar questions but enables some flexibility with how the conversation is conducted. Feedback received will be recorded in the raw results file and meetings can also be recorded if desired.
- **Task 1.4 | Summarize Interviews and Develop Draft Engagement Report** - As the interviews are completed, our team will take on the analysis of the data and feedback. This

Phase 1 Deliverables:

- Project start up materials and confirmed timeline and methodology.
- Interview guide, results framework, and invitation to participate.
- Draft and then final summary of interview results.

task would summarize the key themes and findings related to desired societal outcomes, values and community objectives that RDCK decision-makers seek to derive from public transportation solutions. It would also summarize their initial thoughts related to service types, partnership processes and cost-apportionment criteria. The draft summary document would be collaboratively reviewed with the Steering Committee at a virtual meeting organized to discuss these results. The document will then be revised based on that discussion and the finalized content will help guide Phase 2 and be incorporated into the Final Report for this project. A follow up virtual workshop may also be convened with the RDCK Directors at this point to go through the Phase 1 results prior to moving on to Phase 2.

PHASE 2: COST APPORTIONMENT & PARTNERSHIP FRAMEWORK RECOMMENDATIONS

- **Task 2.1 | Context Review and Best Practices**

Summary – In tandem with Tasks 1.3 and 1.4 above, this task would pull together items needed for background for the apportionment, partnership and service model information segments of the project, including:

- A summary table of existing RDCK transit service bylaws/areas, applicable systems, communities served and cost-sharing processes.
- Existing demographic and any transit-related budget information by community and service, as well as service levels expressed by number of trips, hours, etc.
- Any supplemental demographic analysis by community related to items that have come out of the Phase 1 Values assessment, such as items related to equity (age, income, Indigenous populations, etc.)
- An inventory of other potential partners at the regional and interregional levels.
- An inventory of service types already existing in transit system plans and the community and an assessment of additional transportation service types that potentially should be considered in any formal public transportation Committee terms of reference and functions.
- An overview of typical public transportation options and best practices with respect to governance models for regional and interregional services, partnership processes and cost-apportionment.

Phase 1 Deliverables:

- Context review and best practices summary.
- Draft RDCK framework recommendations (values-based prioritization criteria, service type identification, partnership processes, cost apportionment models and preliminary results).
- Draft report and further outreach to Steering Committee and Directors to review preliminary results.
- Final project report and Board meeting presentation support and materials.

This information will be compiled into a summary working draft report and tables will also be created in Excel to assist with cost-apportionment modelling in later tasks.

- **Task 2.2 | Development of Preliminary RDCK Recommendations** – Based on the outcomes of Phase 1 and the information collected in Task 2.1, this task will develop a preliminary set of recommendations with respect to values-based service prioritization frameworks, partnership processes/governance, and cost apportionment models. Several different cost-apportionment models will be produced showing the different results.
- **Task 2.3 | Steering Committee Review of Preliminary Recommendations** – A workshop will be held with the Steering Committee to walk through the results of Tasks 2.1 and 2.2. Feedback will be collected on the preliminary recommendations, and this meeting will also identify any further adjustments or models that should be considered. This meeting will also be used to determine next steps with respect to getting RDCK Director feedback on the draft recommendations.
- **Task 2.4 | RDCK Director Review of Draft Recommendations** – Depending on the recommended approach identified in Task 2.3, this task will revise the preliminary recommendations and then undertake either a single workshop or a series of small group virtual meetings to gather RDCK Director feedback on the proposed frameworks. (The small group approach may be the most helpful and may also enable more freeform discussion). Results of this workshop or small group meetings will be summarized.
- **Task 2.5 | Development of Final Report and Next Steps Assistance** - The Phase 2 content and recommendations will be revised based on feedback and will be integrated along with the Phase 1 content into a final report. This task will also identify with the Steering Committee next steps required to formally receive the report and move towards actioning any of the recommendations, including supporting a formal presentation to the RDCK board and assistance with preparing any materials required for it.

FEES

The estimated fee to complete the tasks outlined above is a total of **\$25,070** (exclusive of taxes and disbursements). Given that all interviews will be conducted virtually, disbursements are anticipated to be zero.

However, rather than a flat fee, our suggestion is to undertake this work on a **time and expense basis with the amount shown as a suggested upper limit.**

Regional District of Central Kootenay: RDCK Transit Values + Cost Apportionment Study		Tania Wegwitz	Michelle Ferrigan	Transportation Planners	Labour Costs	Disbursements	Total Costs
Fee Proposal							
	Hourly Rate	\$240	\$190	\$135			
PHASE 1	Transit Value Leadership Survey + Project Start Up						
1.1	Kick off Meeting	2	4		6		\$1,240
1.2	Prepare for Interviews	2	6	2	10		\$1,890
1.3	Undertake Interviews	15	15		30		\$6,450
1.4	Summarize Interviews and Develop Draft Engagement Report	7	14	8	29		\$5,420
PHASE 2	Cost Apportionment & Partnership Framework Recommendations						
2.1	Context Review and Best Practices Summary	2	4	6	12		\$2,050
2.2	Development of Preliminary RDCK Recommendations	5	8		13		\$2,720
2.3	Steering Committee Review of Preliminary Recommendations	2	4		6		\$1,240
2.4	RDCK Director Review of Draft Recommendations	5	5		10		\$2,150
2.5	Development of Final Report and Next Steps Assistance	4	5		9		\$1,910
	Total	\$10,560	\$12,350	\$2,160	\$25,070		\$25,070
	Total Fee	\$10,560.00	\$12,350.00	\$2,160.00	\$25,070.00	\$0.00	\$25,070

Regional District of Central Kootenay

Transit Values & Cost Apportionment Study



ETSI-BC Regional Transportation Enhancement (RTE) Program

- **Non-repayable grants** to support strategic investments that will enhance transportation plans, partnerships, technology, service communication and seasonal connections between communities in the Southern Interior of BC.
- **Primary focus:** Indigenous, smaller and rural communities
- **Funding timeline:** projects delivered between January 1 - October 15, 2024.
- **Three funding streams:**

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RTE 1
Planning & Partnership
Development

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RTE 2
Technology & Service
Communication

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RTE 3
Seasonal Service
Delivery/Expansion

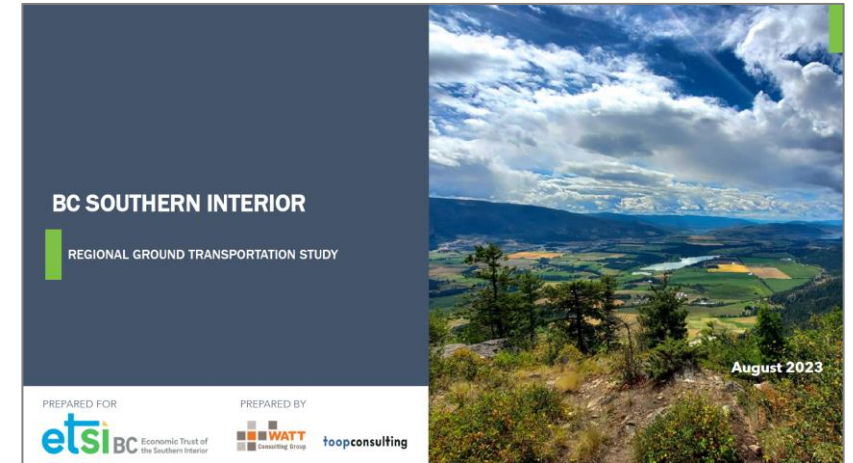
- **Funding Stream 1** recognized that critical first step in improving regional and interregional connections is to **create the larger prioritization, decision-making and cost-apportionment frameworks** that enable multiple communities to plan and support transportation services



ABOUT WATT

WATT Consulting Group

- Led the engagement and research for the Southern Interior Regional Ground Transportation Study + Northern BC Regional Transportation Study
- 25+ years experience working with 100+ communities to provide expertise on shared transit system planning, partnerships, and cost apportionment.
- Recent examples include:
 - Transit services in the Squamish-Lillooet, Alberni-Clayoquot and Strathcona Regional Districts
 - Leduc County, Grande Prairie, Diamond Valley, and Parkland County regions, AB
 - Yellowknife, NT; Greater Sudbury, ON
- Staff members previously worked with most of the BC Transit systems in the larger Kootenay region ⁴⁶





RDCK Transit Values & Cost Apportionment Study

- Builds on work to-date to establish the RDCK West Transit Committee
- Aims to answer two key questions:
 1. What are the **desired societal outcomes, values and community objectives** that RDCK decision-makers seek to derive from public transportation solutions funded in their region?
 2. Based on the outcomes of the above values discussion, what are the **options and recommendations to help further define the West Transit Committee mandate**, processes and decision-making, including:
 - Priority-setting criteria
 - Applicable transportation service types
 - Partnership processes
 - Cost-apportionment principles and methods

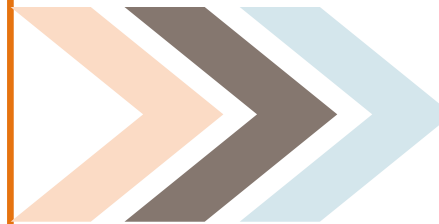




DELIVERABLES

Phase 1

- Project start up materials and confirmed timeline and methodology.
- Create interview guide, results framework, and invitation to participate.
- Conduct one-on-one virtual interviews.
- Draft and then final summary of interview results.



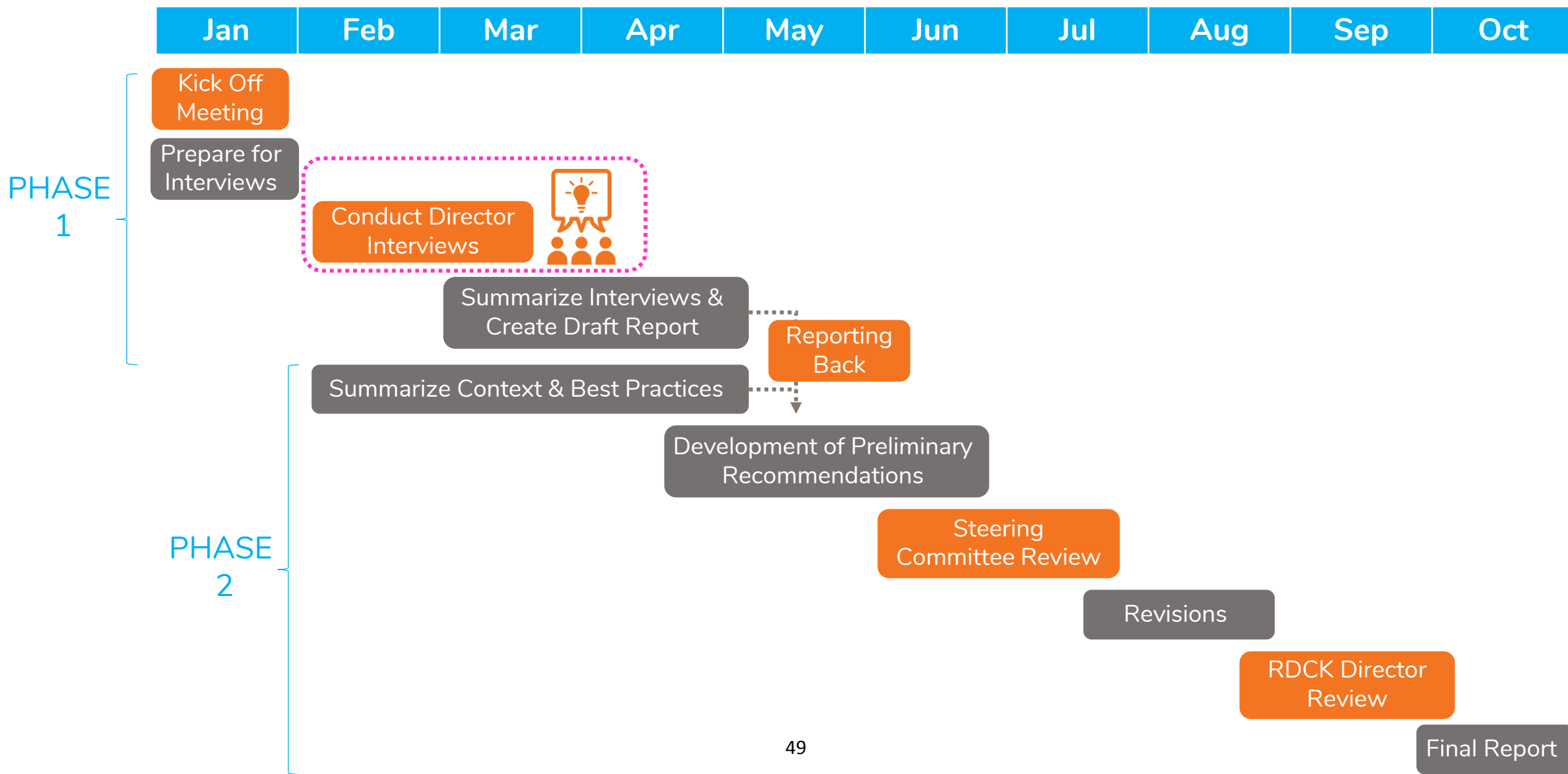
Phase 2

- Best practices summary.
- Draft framework recommendations (values-based prioritization criteria, service type identification, partnership processes, cost apportionment models).
- Draft report and further outreach to Steering Committee + Directors to review preliminary results.
- Final project report and Board meeting presentation.





PROJECT TIMELINE





- Kicking off project and confirming detailed timelines
- Reviewing existing materials and community context
- Developing interview guide
- Getting ready to meet with each of you!



Thoughts & Questions?



Summary Presentation: Village of Salmo and RDCK Area G Transit Demand Study

Presented to the West Kootenay Transit Services Committee by:

Jonah Ronquillo and Sarah Breen

January 9, 2024

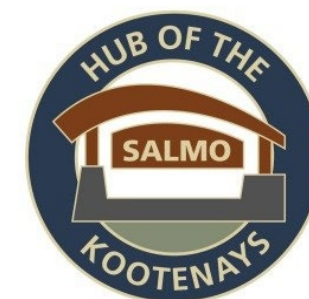
With support from:



Project Purpose and Objectives

- Building on existing public transit projects completed for Salmo and Area G and focusing on current and future transit user needs
- To clearly identify core user group(s) and their needs within Salmo and Area G
- To better understand the demand for public transit services for Salmo and Area G residents
- To inform routing and delivery mechanism of a future Salmo and Area G transit service

With support from:



Method Overview

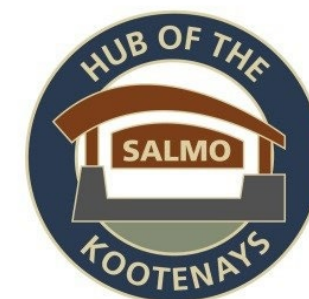
1 Secondary Data Collection

- Literature Review
 - Past transit studies
 - BC Transit
 - Statistics Canada

2 Primary Data Collection

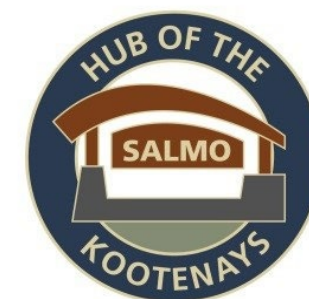
- Quantitative data through surveys
 - In-person
 - Online
 - Hard copies
- Qualitative data through interviews

With support from:



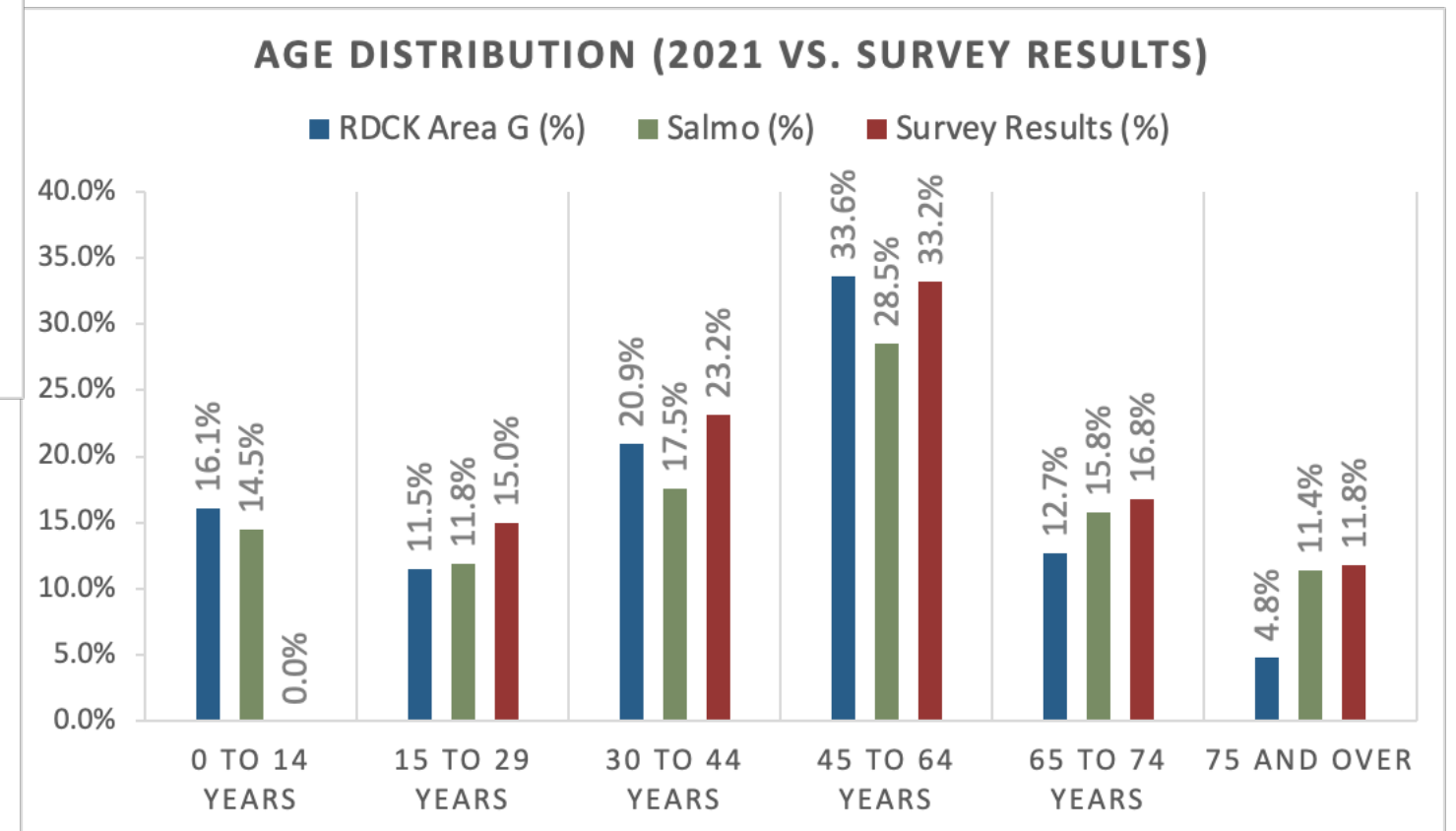
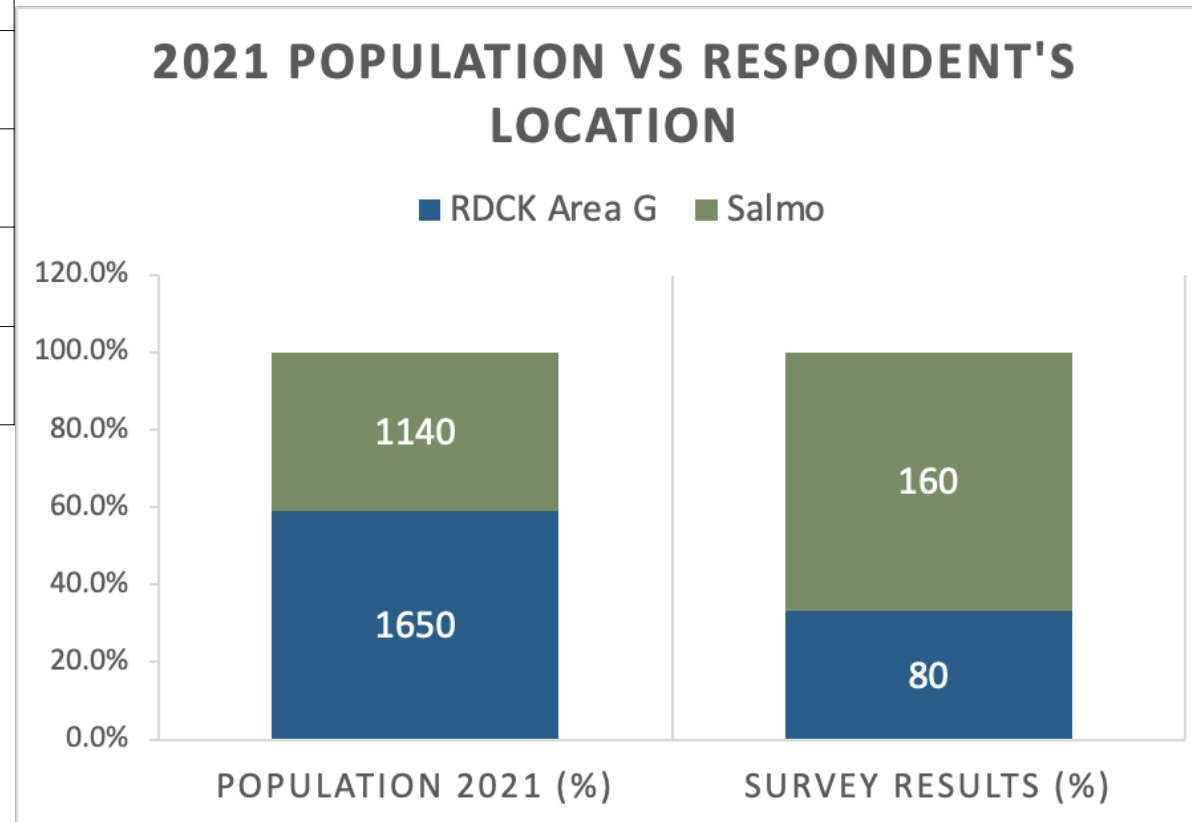
Survey and Interview Results + Discussion

With support from:

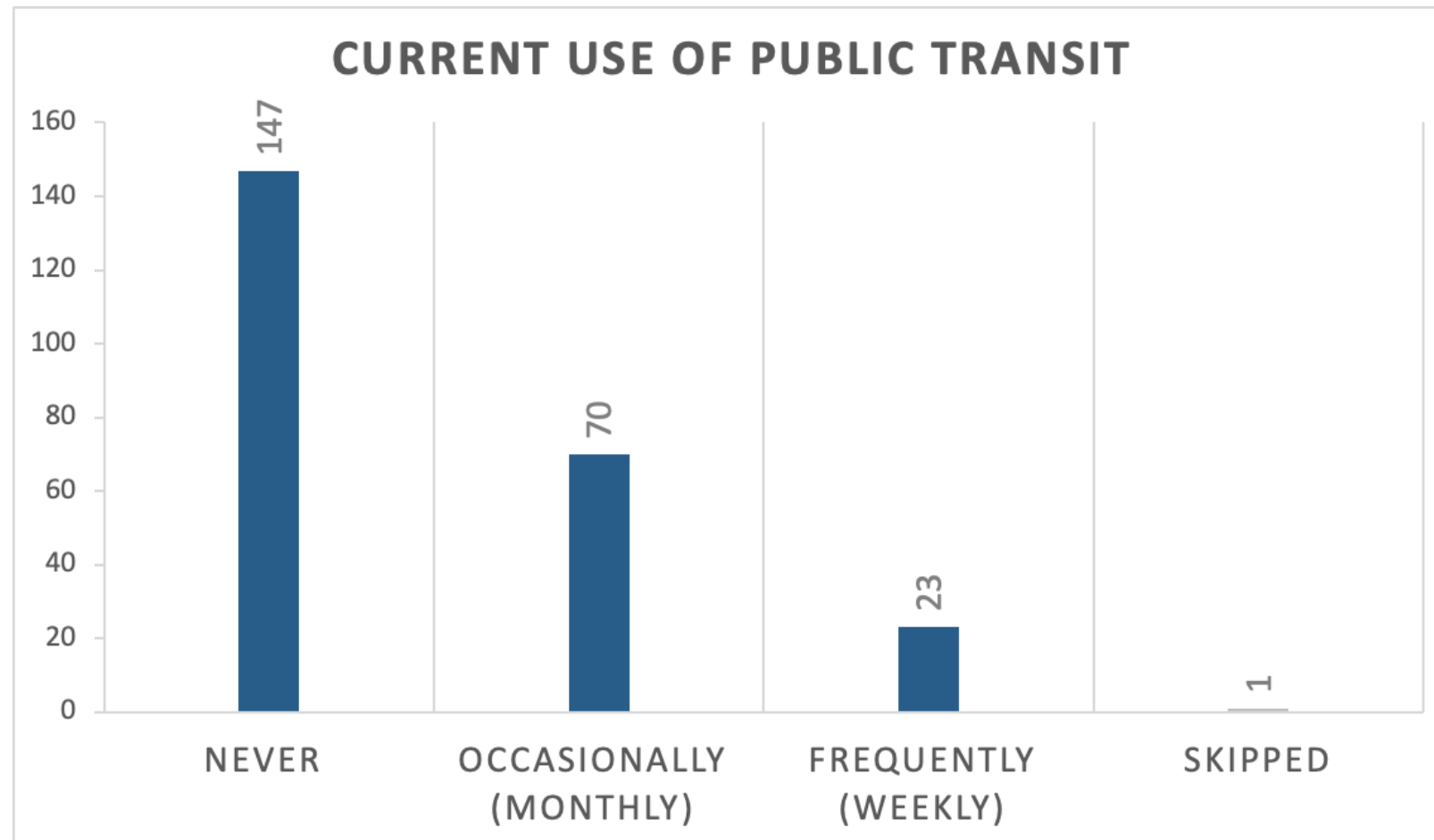


Descriptive Statistics: Survey Completion and Respondent Profile

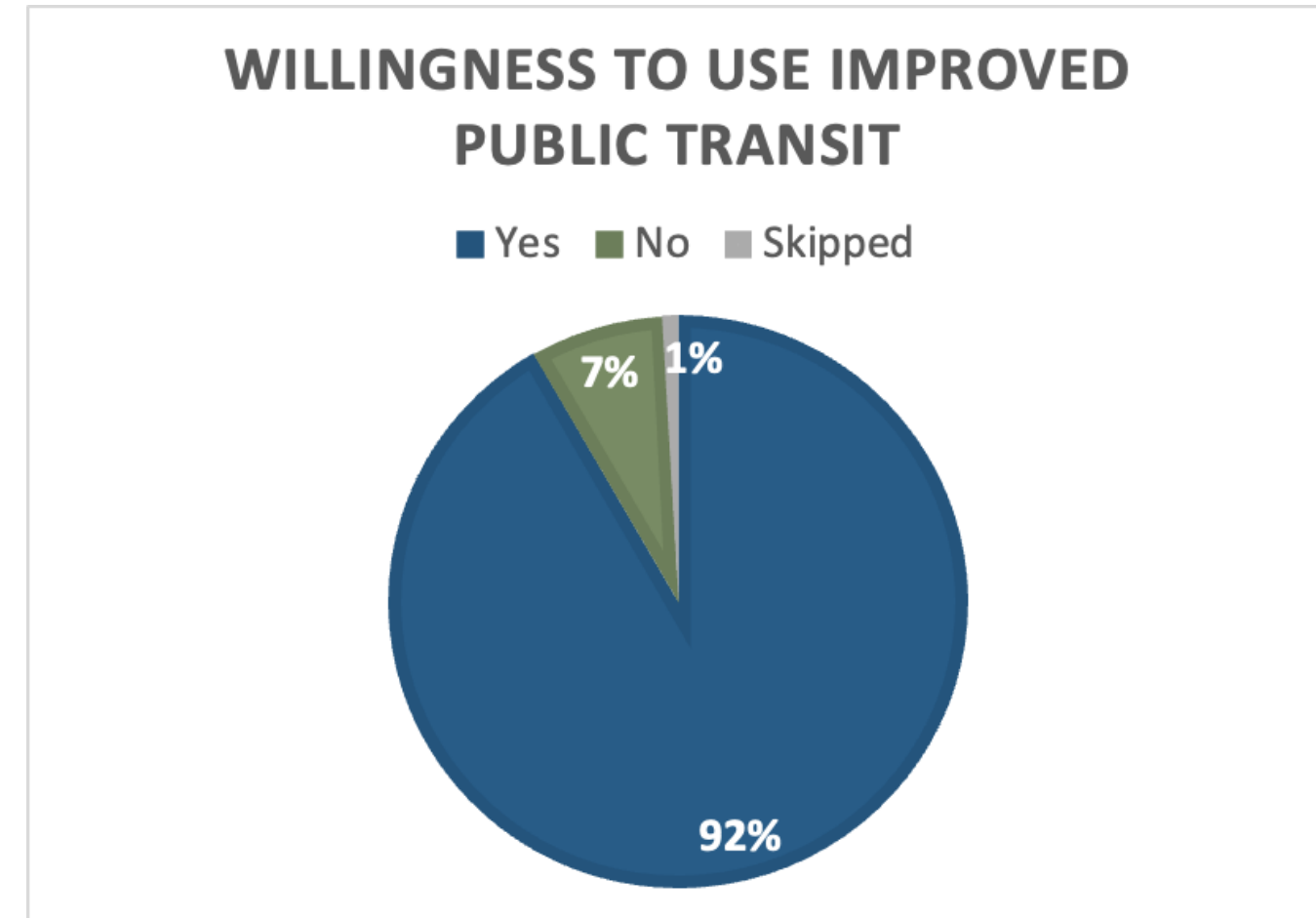
Summary	
Initial Respondents	252
Total Respondents Outside Areas	11
Total Respondents Within Area	241
Fully Complete	197
Incomplete	44
Completion Rate (Fully Complete)	81.7%
Completion Rate (Incomplete)	1.9%



Use of Public Transit

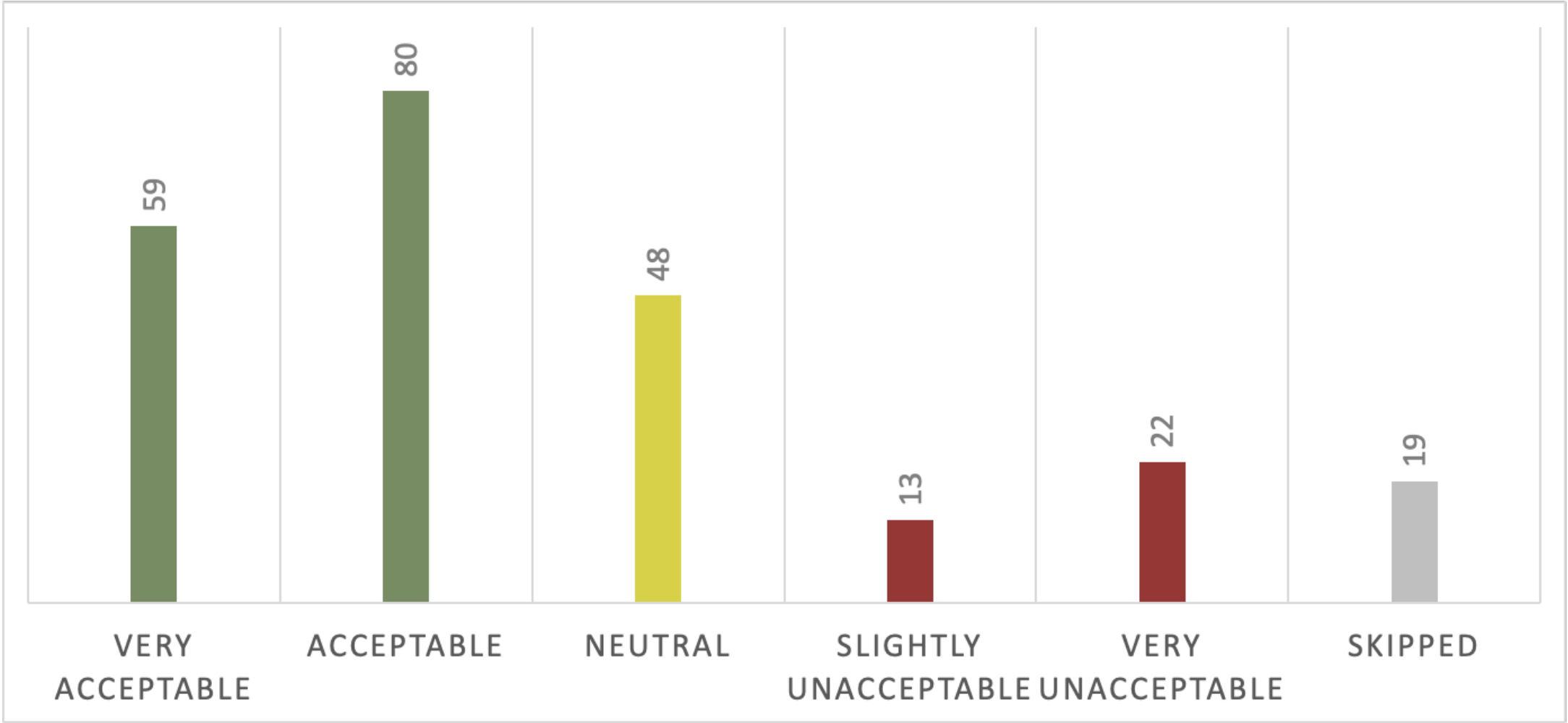


Most of the respondents currently do not use public transit (61%), followed by those who occasionally use transit (29%), and those who frequently use transit (9.5%). This question has a 99.6% response rate.



Most of the respondents (91.7%) are willing to use public transit if it is improved, while the rest (7.5%) are still not willing to use it even with improvements. This question has a 99.2% response rate.

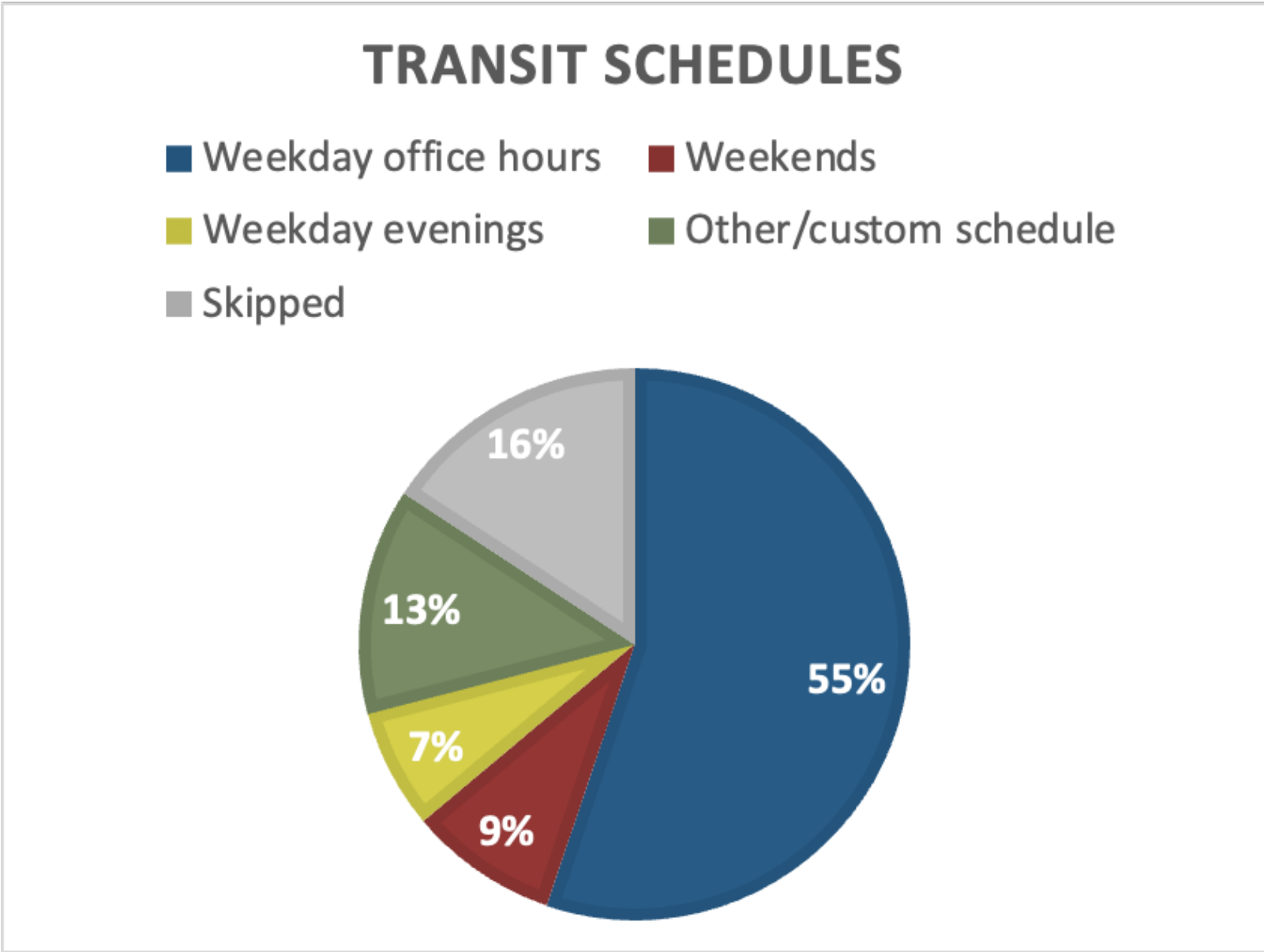
Acceptability of Paying for New Service



The majority of respondents (57.7%) are willing to pay the annual service charge to enhance service accessibility, with 24.5% finding it very acceptable and 33.2% considering it acceptable. About 19.9% are neutral, while the remaining respondents find it slightly unacceptable (5.4%) or very unacceptable (9.1%). This question received an 88.1% response rate.

New Service: Where? When?

#1 Destination	
All Respondents	Nelson
Respondents Aged 15 -29	Nelson
Respondents Aged 30 -44	Nelson
Respondents Aged 45 -64	Nelson
Respondents Aged 65 -74	Trail
Respondents Aged 75+	Trail



New Service: Why?



Shopping
centers/malls



Hospitals/healthcare
facilities



Recreation/social



Workplace/office



Educational
institutions



Regional airports

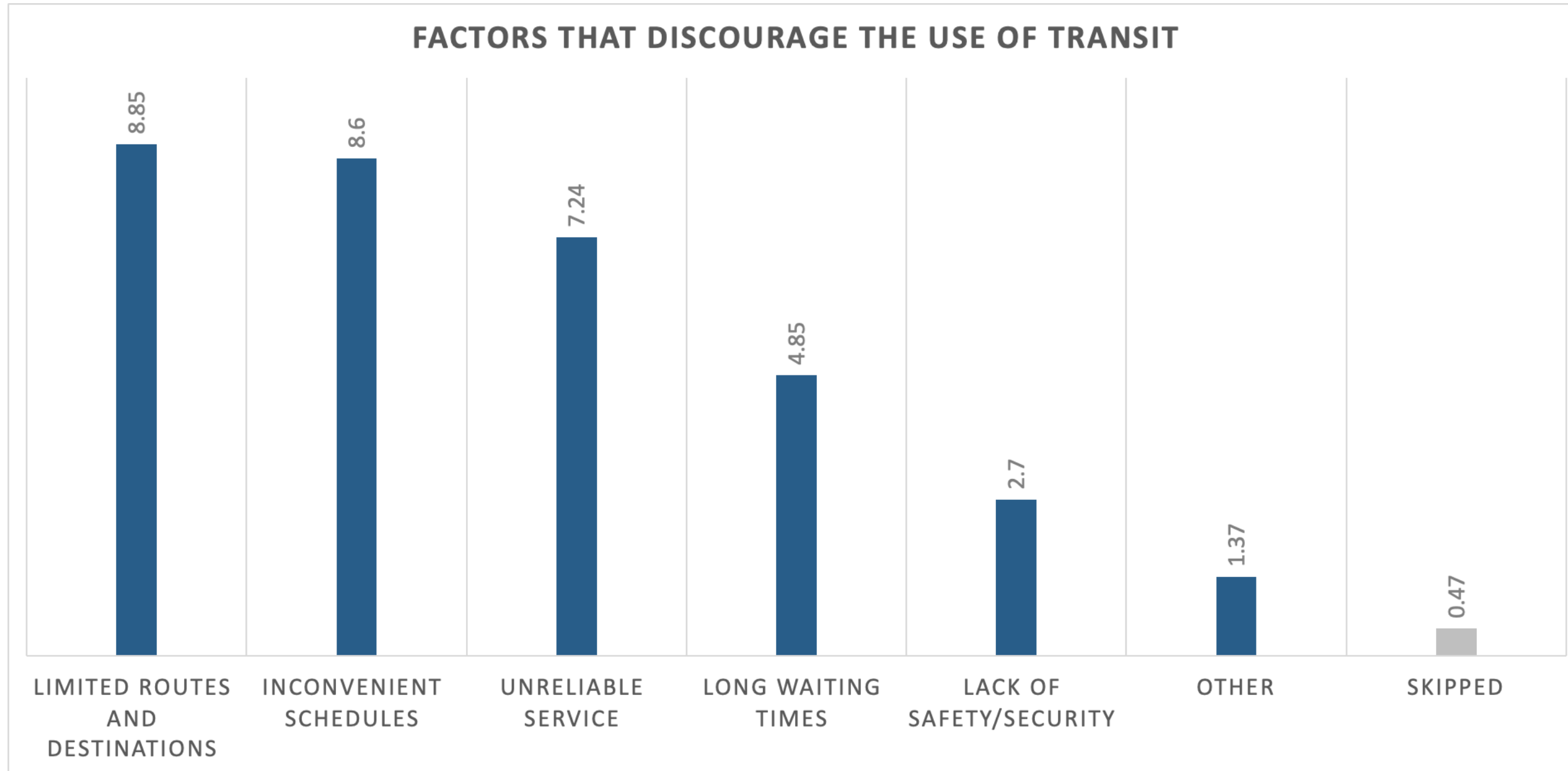
Other reasons for travel include:

- Social purposes, such as visiting family and friends
- Entertainment, such as attending live music events and movies, as well as participating in nightlife activities
- Running errands, such as banking appointments and grocery shopping, is another significant factor; and
- Medical reasons, such as attending mental health or support group meetings and eye appointments

New Service: Where, Why, When based on Destination

Destination	Top Ranked Schedule	Top Ranked Reason for Travel
Nelson	Weekday office hours	Travel to shopping centers/malls
Castlegar	Weekday office hours	Travel to shopping centers/malls
Fruitvale	Other/Custom Schedule	Travel to workplace/office
Trail	Weekday office hours	Travel to hospitals/healthcare facilities
Others	Inconclusive	Travel to workplace/office

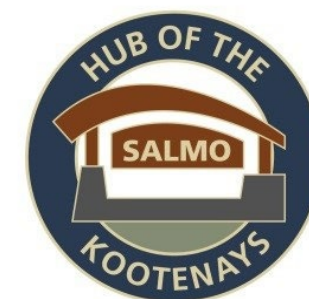
Service Improvements: What Needs to Change?



<p>Please be advised of the following alert for West Kootenay Transit System - Route 72:</p> <p>Route Cancelled 510 pm #72 Salmo-Nelson via Ymir September 8th</p> <p>Due to labour shortage the 510 pm #72 Salmo-Nelson via Ymir September 8th has been cancelled.</p>	<p>Please be advised of the following alert for West Kootenay Transit System - Route 72:</p> <p>Route Cancelled 510 pm #72 Salmo-Nelson via Ymir September 14th</p> <p>Due to labour shortage the 510 pm #72 Salmo-Nelson via Ymir September 14th has been cancelled.</p>	<p>Please be advised of the following alert for West Kootenay Transit System - Route 72:</p> <p>Route Cancelled 510 pm #72 Salmo-Nelson via Ymir September 19th</p> <p>Due to labour shortage the 510 pm #72 Salmo-Nelson via Ymir September 19th has been cancelled.</p>
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Options and Recommendations

With support from:



Options

	Option 1: Expand existing service to 5-day, morning to evening continuous service to Nelson	Option 2: Replace existing service with 5-day, morning to evening continuous service to Trail	Option 3: Expand existing service to Nelson to 5-day, 3x a day and add similar service to Trail
Rationale	<ul style="list-style-type: none"> • Improve service to most popular destination 	<ul style="list-style-type: none"> • Pilot new service to other popular destination 	<ul style="list-style-type: none"> • Pilot service to a new destination while expanding the existing service
Pros	<ul style="list-style-type: none"> • Largest group of potential users, as most respondents chose Nelson as their primary destination • More chances that a continuous schedule will align with user needs • Potential to increase service access and employment opportunities for Salmo and Area G residents to available opportunities in Nelson 	<ul style="list-style-type: none"> • Second largest group of potential users, but largest user group with limited vehicle access (i.e., seniors) • More chances that a continuous schedule will align with user needs • Potential to increase service access and employment opportunities for Salmo and Area G residents to available opportunities in Trail 	<ul style="list-style-type: none"> • Consistent and reliable service to top 2 primary destinations • Can target the most preferred arrival and departure time • Potential to increase service access and employment opportunities for Salmo and Area G residents to available opportunities in Nelson and Trail
Cons	<ul style="list-style-type: none"> • There are already buses to Nelson, while there are none to other locations 	<ul style="list-style-type: none"> • Will not have bus services to Nelson, which is the top primary destination for users 	<ul style="list-style-type: none"> • Limited service will offer few options to align with user needs

Research Recommendation

Option 3: Replace existing service with 5 -day per week, 3x a day service to Nelson and Trail

- Expands connection to Nelson while also adding connection to Trail
- Provides service to top 2 primary destinations
- While limited, schedule can be based on the most preferred arrival and departure time
- Future opportunity to explore on demand for non -peak hours and weekends

Actions for consideration regardless of the option chosen:

- Any future transit service should be consistent and reliable
- Further conversations with IHA to discuss HealthLink options

With support from:



Village of Salmo Council Input

- Council expressed their general agreement with Option 3 as the recommended option.
 - Option provides direct access to top two destinations, which also allows users to reach other destinations in the West Kootenay Transit System
 - Starting with 5 days per week and 3 buses per day allows time for use of the service to be normalized and grow
 - Additional times can be added in the future based on use level and user input
 - Having the busses run 5 days per week provides increased consistency
 - Consideration will need to be given to where route stops are located, particularly as it relates to users that may need to drive to the transit stop and park
- Council supportive of a November open house style event for the public
 - Using posters to communicate findings and options
 - Taking a “dot -mocracy ” approach to allow the public to weigh in on preferred option
- Council expressed concern over transit staffing levels given the ongoing reliability challenges
 - This is a key consideration and will be communicated to West Kootenay Transit and BC Transit
 - It was agreed that there is a critical need for the system to be reliable

Open House Comments and Questions

Most Preferred Option:

Option 3: Replace existing service with 5 -day per week, 3x a day service to Nelson and Trail

- 24 votes out of 29 (96%)

Notes and Questions:

- Once route is selected, a discussion is needed on the number of stops between Salmo and Trail/Nelson, including potential locations (e.g., Salmo, Fruitvale, Montrose, Trail), and coordinate with the existing Fruitvale bus for efficient route planning.
- Discussion of times of the bus – needs to be early enough (earlier than current) to allow people to get to work and students to get to school
- Surprise that Castlegar was not a destination
- Questions on cost: cost calculation, related to general questions related to cost
- Question on potential for on -demand transit (*this individual skipped voting as this was not an option*)
- Need for the bus to allow students to get to school (Castlegar, Nelson, Trail)
- Positive comments related to ability to get around “the full circle”
- Bike racks are needed on all buses (Time to load/unload, more spots, safe storage/lock up options)
 - Current bike system is such that drivers don’t allow all patrons to load their bikes, and won’t provide assistance
- Need for more reader-friendly schedules at bus stops

Summary

- Most of the respondents are willing to accept and use the transit service once it is improved.
- The majority of respondents chose Nelson as their primary destination, with the primary reason being a visit to the mall. Trail is the second most popular choice for the same reason.
- The schedule that works best for the respondents is during weekdays, specifically during office hours.
- The most significant factor discouraging respondents from using the transit service is the limited availability of routes and destinations.
- In the short term, we recommend replacing the existing service with a 5-day, 3-times-a-week service to Nelson and Trail.
- There is potential to increase to a more regular service in the long term.

With support from:



Thank you!

With support from:





West Kootenay Transit Budget Presentation

Presenter: Tom Dool, Research Analyst



S237 Castlegar and Area

Funds Conventional and Custom Local Transit services within the City of Castlegar, Electoral Area I, and Electoral Area J

4661 Conventional Transit Service hours. 134,251 km travelled annually. Approximately 71,542 rides provided in 2023

1622 Custom Transit Service hours. Approximately 2651 rides annually.

Conventional Ridership has increased 32% since 2021 and is anticipated to exceed 2019 levels by 2025

Custom Ridership has increased 24% since 2021 and is anticipated to exceed 2019 levels by 2025

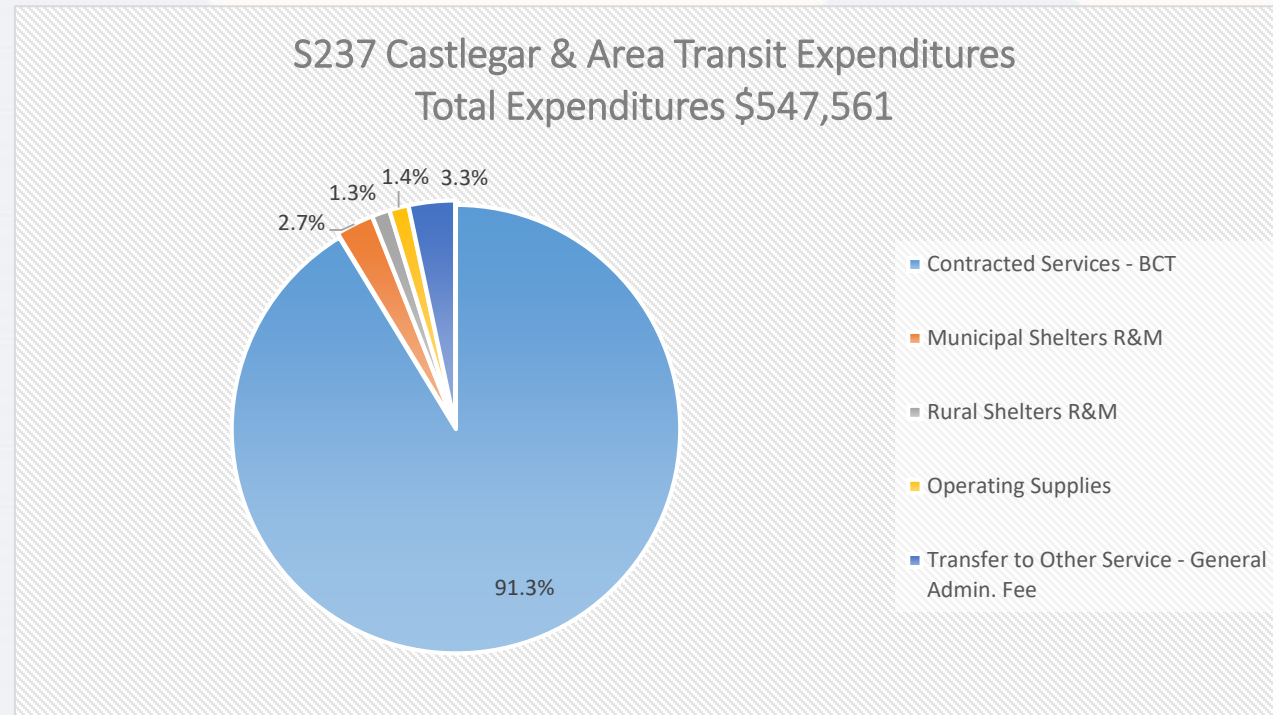
400 additional operating hours will be added in 2024/25 to address increased demand in the Grandview Heights Neighbourhood

An annual increase of 6% is anticipated for the annual requisition



S237 Castlegar and Area Transit – Expenditures 2024

- The Local Government Share of Transit Operating Costs is expected to increase by 15% (\$56,000) largely driven by increased operations costs based on expansion, wages and lease fees.
- BCT Contract Amounts are reduced to reflect change in carry over practices
- RDCK Administration fees have increased (38%)
- Small increases related to shelter maintenance contracts of operating supplies

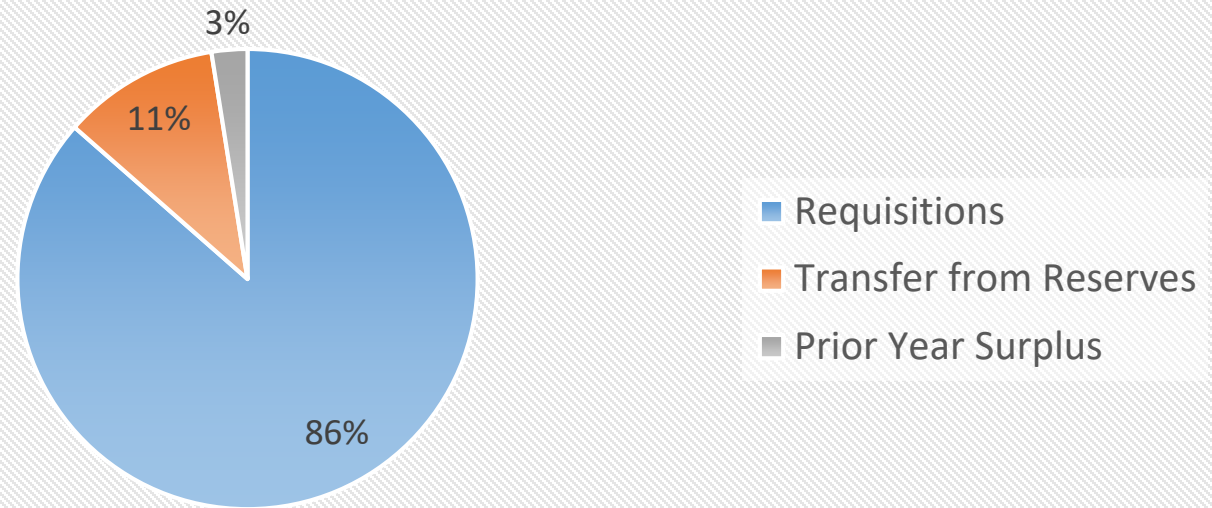




S237 Castlegar and Area Transit – Revenue

- 6% increase in the total annual requisition
- Prior year surplus due to unspent maintenance funds and increased revenue

S237 Castlegar & Area Transit Revenue Total Revenue \$547,561





S237 Castlegar And Area – Requisition

S237 Castlegar and Area Requisition Rates

Jurisdiction	2024	2025	2026	2027	2028
Castlegar	-0.143	-0.154	-0.165	-0.178	-0.189
Area I	-0.048	-0.050	-0.053	-0.057	-0.061
Area J	-0.056	-0.057	-0.062	-0.066	-0.070

S237 Castlegar and Area Requisition Amounts

Jurisdiction	2024	2025	2026	2027	2028
Castlegar	-\$ 396,052.60	-\$ 426,957.08	-\$ 458,978.87	-\$ 493,402.28	-\$ 525,473.43
Area I	-\$ 28,851.12	-\$ 29,795.93	-\$ 32,030.63	-\$ 34,432.93	-\$ 36,671.07
Area J	-\$ 48,542.10	-\$ 49,834.01	-\$ 53,571.56	-\$ 57,589.43	-\$ 61,332.74



S238 North Shore and Slokan Valley Transit

North Shore Transit Funds 56 #10 North Shore trips weekly

Slokan Valley Transit Funds 66 Kootenay Connector #99/20 trips weekly as well as a portion of the #52 Nakusp - Playmor

These services provide about 120,129 rides per year.

Ridership has increased 64% since 2021 and is anticipated to exceed 2019 levels in 2024

400 additional operating hours will be added in 2024/25 to extend the #10 4:04 to Balfour

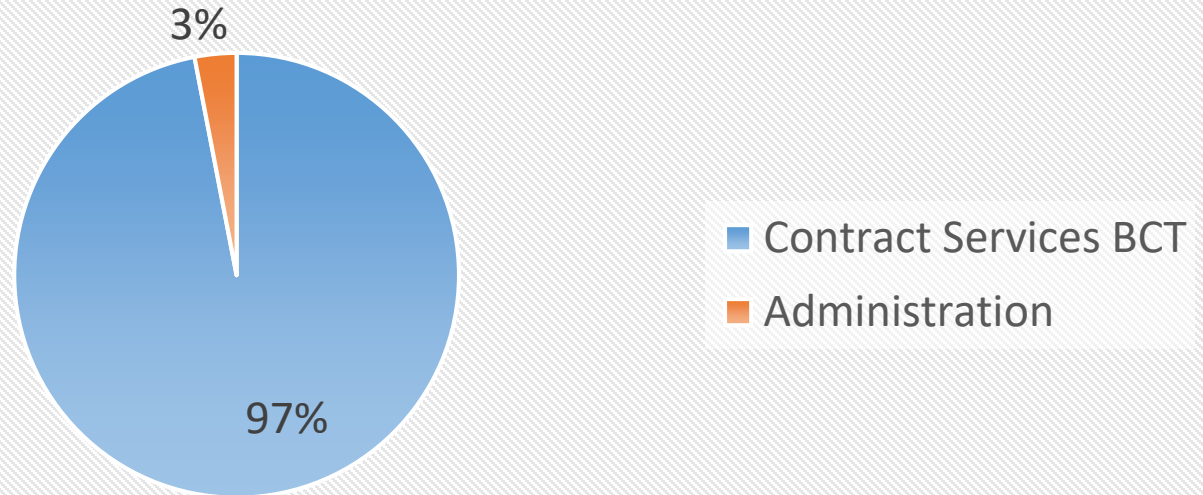
Service provider changes, increased infrastructure costs, and service expansion have resulted in a 20% to the municipal share of operating costs

An aggregate increase of 17% is expected for the annual requisition.



S238 North Shore and Slokan Valley Transit – Expenditures

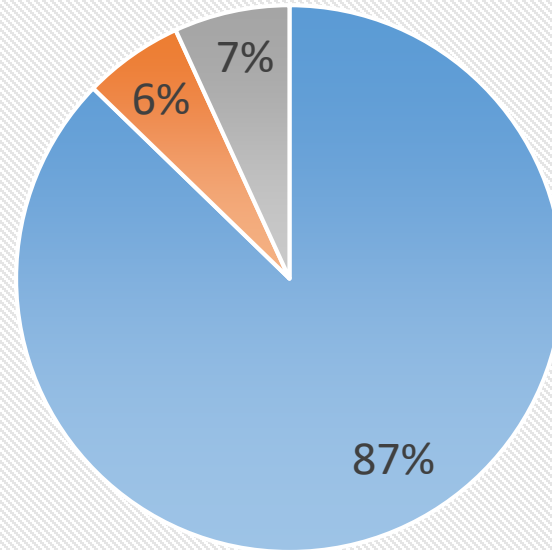
S238 North Shore Slokan Valley Expenditures
Total Amount: \$868,002





S238 North Shore and Slokan Valley Transit - Revenue

S238 North Shore Slokan Valley Revenue
Total Amount: \$868,002



- Requisitions
- User Fees
- Transfer from Reserves



S238 North Shore and Slokan Valley – Requisition

S238 North Shore and Slokan Valley Requisition Rates

Aggregate	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Area E	0.13	-0.16	-0.18	-0.20	-0.21	-0.22
Area F	0.13	-0.16	-0.18	-0.20	-0.22	-0.23
Defined H	0.20	-0.22	-0.26	-0.30	-0.33	-0.35
Slokan	0.35	-0.36	-0.43	-0.50	-0.53	-0.57
Old E	0.15	-0.21	-0.24	-0.27	-0.29	-0.31
Old F	0.15	-0.21	-0.24	-0.27	-0.29	-0.31
Old H	0.48	-0.09	-0.11	-0.13	-0.14	-0.14
Aggregate	0.15	-0.18	-0.20	-0.23	-0.25	-0.26

S237 North Shore and Slokan Valley Requisition Amounts

Aggregate	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Area E	\$ 197,521.00	-\$ 244,178.55	-\$ 279,301.55	-\$ 315,026.06	-\$ 334,774.15	-\$ 350,429.57
Area F	\$ 191,548.00	-\$ 237,690.04	-\$ 272,001.98	-\$ 306,850.54	-\$ 326,108.10	-\$ 341,416.88
Defined H	\$ 201,152.00	-\$ 223,063.27	-\$ 267,675.92	-\$ 307,827.31	-\$ 329,375.22	-\$ 350,784.61
Slokan	\$ 25,054.00	-\$ 26,024.05	-\$ 31,228.86	-\$ 35,913.19	-\$ 38,427.11	-\$ 40,924.87
Old E	\$ 2,765.00	-\$ 3,891.57	-\$ 4,506.69	-\$ 5,109.26	-\$ 5,439.49	-\$ 5,720.40
Old F	\$ 11,144.00	-\$ 15,558.48	-\$ 18,017.71	-\$ 20,426.76	-\$ 21,747.02	-\$ 22,870.10
Old H	\$ 13,601.00	-\$ 2,627.64	-\$ 3,153.17	-\$ 3,626.14	-\$ 3,879.97	-\$ 4,132.17
Total	\$ 642,785.00	-\$ 753,033.60	-\$ 875,885.88	-\$ 994,779.26	-\$ 1,059,751.07	-\$ 1,116,278.61



S239 Kootenay Lake West Transit

This service funds about 12,387 operating hours

These services provide about 143,290 rides per year.

Routes funded by this service include both the portions of the #10 North Shore, and #20 Slocan Valley, 62 weekly trips on the #99, and most smaller connector services

1500 additional operating hours will be added in 2024/25 to provide 2 additional weekday 99 roundtrips.

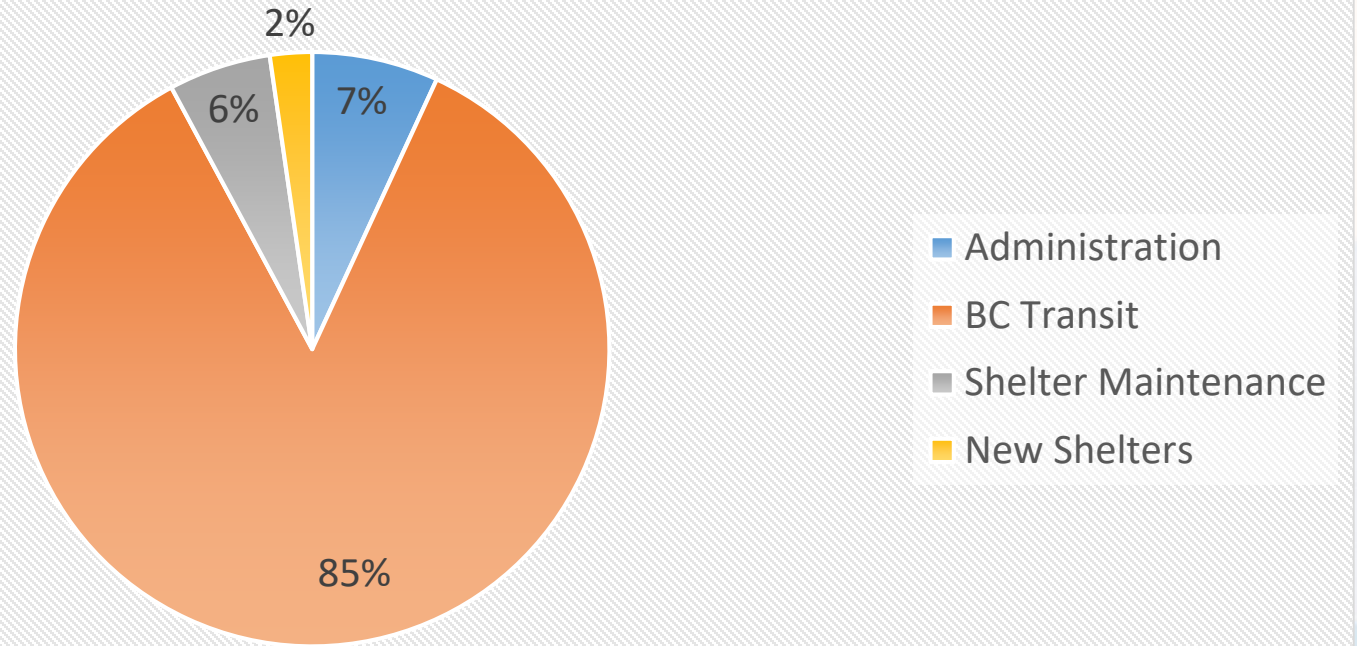
Service provider changes and increased infrastructure costs have resulted in a 22% increase to the municipal share of operating costs

The annual requisition for the service is anticipated to increase by 8.5% in 2024



S239 Kootenay Lake West - Expenditures

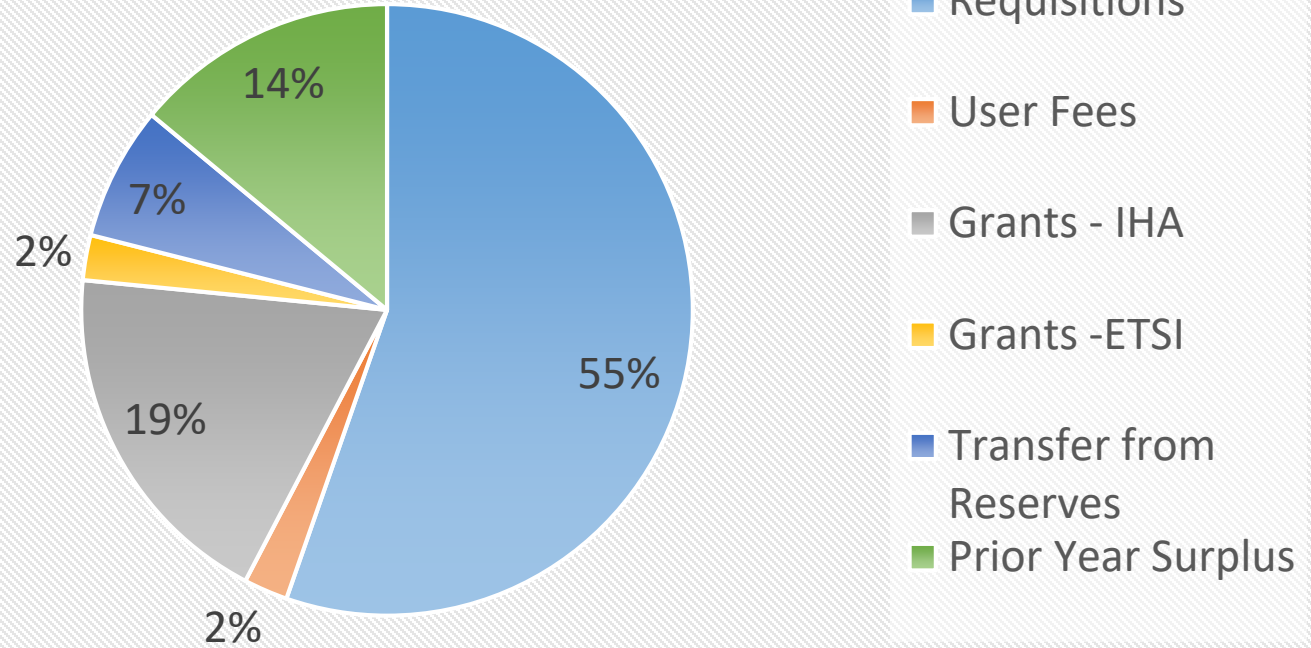
S239 Kootenay Lake West Transit Expenditures
Total Amount \$1,048,934





S239 Kootenay Lake West – Revenues

S239 Kootenay Lake West Transit Revenue
Total Amount: \$1,048,934





S239 Kootenay Lake West – Requisition

S239 Kootenay Lake West Amounts

Area	Percentage	2024	2025	2026	2027	2028
City of Castlegar	8.6%	49,630.23	59,556.28	69,680.84	80,132.97	86,543.61
Village of Kaslo	4.2%	24,263.67	29,116.40	34,066.19	39,176.12	42,310.21
Village of Nakusp	12.6%	73,139.29	87,767.14	102,687.56	118,090.69	127,537.95
City of Nelson	20.2%	116,964.81	140,357.77	164,218.59	188,851.38	203,959.49
Village of New Denver	4.5%	25,947.03	31,136.44	36,429.63	41,894.08	45,245.60
Village of Salmo	1.0%	5,630.56	6,756.68	7,905.31	9,091.11	9,818.40
Village of Silverton	3.4%	19,736.00	23,683.20	27,709.34	31,865.74	34,415.00
Village of Slocan	0.4%	2,554.07	3,064.88	3,585.91	4,123.80	4,453.71
Area A Def	1.7%	9,926.05	11,911.26	13,936.17	16,026.59	17,308.72
Area D	8.5%	49,165.85	58,999.02	69,028.86	79,383.19	85,733.84
Area E	7.9%	45,624.98	54,749.98	64,057.48	73,666.10	79,559.39
Area F	7.4%	43,128.96	51,754.75	60,553.06	69,636.02	75,206.90
Area G	3.2%	18,691.15	22,429.38	26,242.38	30,178.73	32,593.03
Area H	7.6%	44,115.76	52,938.91	61,938.53	71,229.31	76,927.65
Area I	1.9%	10,738.70	12,886.45	15,077.14	17,338.71	18,725.81
Area J	2.5%	14,627.86	17,553.43	20,537.51	23,618.14	25,507.59
Area K	4.6%	26,585.55	31,902.66	37,326.11	42,925.03	46,359.03
Total		580,470.52	696,564.62	814,980.61	937,227.70	1,012,205.92