



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

**Date:** Thursday, November 7, 2024  
**Time:** 9:00 am  
**Location:** Creston and District Community Complex - Erickson Room  
312 19 Avenue North, Creston, BC

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

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Pages

**1. ZOOM 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. PDT

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/98209834788?pwd=u44glJc41Vw5oyw3MYPB3iJrsH5xG.1&from=adon>

**Join by Phone:**

+1 778 907 2071 Canada

**Meeting ID:** 982 0983 4788

**Meeting Password:** 910654

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

**2. CALL TO ORDER**

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

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**4. ADOPTION OF AGENDA**

**RECOMMENDATION:**

The agenda for the November 7, 2024 Creston Valley Services Committee meeting be adopted as circulated.

**5. RECEIPT OF MINUTES**

The October 3, 2024 Creston Valley Services Committee minutes, have been received.

5 - 10

**6. STAFF REPORTS**

**6.1 FOR INFORMATION: EMERGENCY PROGRAM REPORT**

The Committee Report dated September 24, 2024 from Jon Jackson, Emergency Program Coordinator, re: 3rd Quarter Report, has been received for information.

11 - 14

**7. NEW BUSINESS**

**7.1 CRESTON MUSEUM & ARCHIVES**

Tammy Bradford will present the Creston Museum & Archives update and 2025 Budget.

15 - 19

**7.2 CRESTON VALLEY REGIONAL AIRPORT**

Melody Schneider, Treasurer of Airport will present the Regional Airport update and 2025 Budget.

**7.3 KOOTENAY EMPLOYMENT SERVICES - REDIP APPLICATION**

Stuart will provide an overview of the Kootenay Employment Services to the Resident Retention and Attraction Stream of the Rural Economic Diversification and Infrastructure Program application.

**RECOMMENDATION:**

And resolved that it be recommended to the Board:

That the RDCK Board support the submission of an application by Kootenay Employment Services to the Resident Retention and Attraction Stream of the Rural Economic Diversification and Infrastructure Program for a project totaling \$535,000; AND FURTHER, that the Board support the financial commitment of \$120,000 to the project, with funds to come from the Town of Creston, Areas A, B and C.

**8. OLD BUSINESS**

- 8.1 DISCUSSION ITEM: RECREATION CENTRE LEGACY PROJECT**  
Director Vandenberghe requested a project update by staff.

- 8.2 DISCUSSION ITEM: CRESTON VALLEY TRANSIT UPDATE**  
The Committee Report dated October 29, 2024 from Tom Dool, Research Analyst, re: Creston Valley Transit Update has been received.

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**RECOMMENDATION:**

That the Creston Valley Services Committee direct staff to review the fare schedule for the Creston Transit Service.

**RECOMMENDATION:**

That the Creston Valley Services Committee endorse the Creston Valley Transit Service S234 funding of the Creston Valley Tour of Lights for an amount not exceeding \$700.

- 8.3 DISCUSSION ITEM: ACTION ITEM LIST**  
The Committee will review the action item list from the October 3, 2024 Creston Valley Services meeting

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**9. PUBLIC TIME**

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

**10. IN CAMERA**

**10.1 Meeting Closed to the Public**

**RECOMMENDATION:**

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

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

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

(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

**RECOMMENDATION:**

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

## 11. NEXT MEETING

The next Creston Valley Services Committee meeting is scheduled for December 5, 2024 at 9:00 a.m.

Proposed 2024 Creston Valley Services Committee meeting dates with a start time of 9:00 a.m.:

- Thursday, January 2, 2025
- Thursday, January 30, 2025 \*moved one week ahead due to EOS/LGLA Forums
- Thursday, March 6, 2025
- Thursday, April 3, 2025
- Thursday, May 1, 2025
- Thursday, June 5, 2025
- Thursday, July 3, 2025
- Thursday, August 7, 2025
- Thursday, September 4, 2025
- Thursday, October 2, 2025
- Thursday, November 6, 2025
- Thursday, December 4, 2025

## 12. ADJOURNMENT

**RECOMMENDATION:**

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



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

9:00 a.m. PDT

Thursday, October 3, 2024

Creston and District Community Complex – Erickson Room  
 312 19 Avenue North, Creston, BC

**COMMITTEE MEMBERS PRESENT**

Chair A. DeBoon	Town of Creston
Director G. Jackman	Electoral Area A
Director R. Tierney	Electoral Area B
Director K. Vandenberghe	Electoral Area C

**RDCK STAFF PRESENT**

S. Horn	Chief Administrative Officer
J. Chirico	General Manager of Community Services
T. Davison	Regional Manager – Recreation and Client Services
C. Stanley	Manager of Recreation – Creston and District Community Complex
R. Baril	Meeting Coordinator

**CRESTON STAFF PRESENT**

M. Moore	Creston Chief Administrative Officer
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**Meeting Time:**

9:00 a.m. PDT

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/91680539108?pwd=ukXkVLefpFSy7m5bO5xITNpIXXJ8l3.1&from=addon>

**Join by Phone:**

+1-778-907-2071 Vancouver

**Meeting ID:** 916 8053 9108

**Meeting Password:** 741127

**In-Person Location:** Creston and District Community Complex - Erickson Room  
312 19 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 3, 2024 Creston Valley Services Committee meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The September 5, 2024 Creston Valley Services Committee minutes, have been received.

**ORDER OF THE AGENDA CHANGED**      The Order of Business was changed with Item 7.1 considered at this time.

**7.1 DISCUSSION ITEM: HAZARDOUS WASTE COLLECTION EVENT**

Concerns over traffic volume on Highway 3 through the Town of Creston for the Hazardous Waste Collection Event, especially when being held in conjunction with another event were discussed. Discussion centered on holding this event as a two day event or change to a twice a year event, as the demand for this service is growing. Moving the event to expand further into parking spaces is also being considered.

Discussion to be referred to a Resource Recovery meeting.

**ORDER OF THE AGENDA RESUMED**      Item 6.1 For Information: Creston and District Community Complex was considered at this time.

**6. STAFF REPORTS**

**6.1 FOR INFORMATION: CRESTON AND DISTRICT COMMUNITY COMPLEX**

Trisha Davison provided the highlights for this report and summarized summer programming. In an effort to streamline the information collected to inform programming decisions in the future, staff is working toward developing standards to evaluate programming. Looking at pre-pandemic data versus post-pandemic trends shows where the demands are now for programming, and summer camps showed a huge success.

The Committee would like to see a comprehensive overview of financials prior to the 2025 budget.

**7. NEW BUSINESS**

**7.2 DISCUSSION ITEM: CRESTON LIBRARY UPDATES**

Saara Itkonen provided an overview on the Creston Valley Public Library renovations. The Committee was impressed with all the work that the Library staff has accomplished.

**7.3 CRESTON COMMUNITY FOREST**

Moved and seconded,  
And resolved:

That the Creston Valley Services Committee support the Creston Valley Forest Corporation go forward with a financial review for 2024 and 2025 fiscal years.

**Carried**

**7.4 DISCUSSION ITEM: RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM**

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

That the Board send a letter of support for the ʔakuᑦni application for Rural Economic Diversification and Infrastructure Program.

**Carried**

**8. OLD BUSINESS**

**8.1 DISCUSSION ITEM: CRESTON VALLEY TOURISM SOCIETY**

Jesse Willicome presented follow up information to support the funding request to Destination BC's Co-op Marketing Partnership Program.

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

That the Board approve payment of \$22,000 for each of the 2025 and 2026 budget years from S108 Economic Development – Creston, Area B, Area C to the Creston Valley Tourism Society, SUBJECT TO confirmation of a successful grant application to Destination BC's Co-op Marketing Partnership Program for each of those years.

**Carried**

Moved and seconded,  
And resolved:

**FREEDOM OF THE FLOOR**      Counsellor Dumas granted Freedom of the Floor

**Carried**

## **8.2 FOR INFORMATION: CANADA DAY REPORT**

Craig Stanley presented the Committee Report on Canada Day. Staff was given direction by the Committee to partner with Creston Valley Chamber of Commerce to host Canada Day.

Mel Joy from Chamber of Commerce added that the Chamber can assist in two ways going forward for events and to assist in supporting a Festival Committee:

- A volunteer management system
- Marketing support

## **8.3 DISCUSSION ITEM: ACTION ITEM LIST**

Item #2.

Committee would like this Item to be re-written:

To establish a Dangerous dog bylaw, enable Staff to work in conjunction with RCMP, to act on dangerous dogs including provisions for safe and approved housing and care of animals until their future is determined.

To be drafted by Q1 in 2025, or as a sub-regional approach drafted by Q1 of 2025.

Item #3

Committee would like to add this Item to November's agenda to receive a Staff update, specifically in regards to: transit planner availability.

Item #8

Committee has requested that Staff arrange a Traditional Use Study workshop with Ktunaxa Nation and Yaqaan Nukiy prior to November 15<sup>th</sup>.



**9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 10:39 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, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

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

(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;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**Carried**

**10.2 Recess of Open Meeting**

Moved and seconded,  
And resolved:

The Open Meeting be recessed at 10:40 a.m. in order to conduct the Closed In Camera meeting.

**Carried**

**11. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for November 7, 2024 at 9:00 a.m.

**12. ADJOURNMENT**

Moved and seconded,

And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:11 p.m.

**Carried**

Digitally Approved by

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Arnold DeBoon, Chair



# Creston Valley Services Committee

## Emergency Program Report: 3rd Quarter 2024

**Report Date:** September 24, 2024

### Response

Emergency Support Services volunteers have responded to five level 1 incidents this period, these were all residential fires. Emergency Food, lodging, clothing and incidentals were provided.

As a result of a lightning storm on July 17, 2024, 98 wildfires ignited within the RDCK, some eventually combining into complexes and 3 wildfires of note. The RDCK's Emergency Operations Centre (EOC) was immediately activated and remained in full-scale activation for five weeks. All evacuation orders and alerts were rescinded as of August 29. All EOC functions have since been absorbed into regular RDCK Emergency Management staff responsibilities, meaning staff from other departments have returned to their regular work.

### Unprecedented evacuation orders and alerts

Silverton, Slocan, New Denver, Area H and Area D were each under a State of Local Emergency. Declaring a State of Local Emergency is required to provide emergency responses as detailed in the Emergency and Disaster Management Act, such as ordering evacuations, prohibiting travel, or entering private property when an emergency threatens lives, property, or objects or sites of heritage value within the local authority's jurisdiction.

Silverton and Slocan were on evacuation orders due to the wildfires, and New Denver was on an evacuation alert. Portions of communities in Area H and Area D were on evacuation orders and alerts as well. As far back as corporate memory goes, there has never before been an evacuation order or alert for an entire municipality within the RDCK.

### Impacts on communities

- 14 evacuation orders and 5 evacuation alerts were issued, affecting 2113 addressed properties and PIDs.
- Orders and alerts affected 2 electoral areas and 3 municipalities.
- Six primary dwellings and 13 outbuildings were lost.
- Three homes and two outbuildings experienced structural damage.
- Many more homes were impacted, including loss of freezers and refrigerators as well as their contents.
- In addition to suffering from property damage and financial impacts, evacuations can impact evacuees' mental health and well-being.
- Air pollution from wildfires can also cause health impacts including inflammation, suppressed immune responses, worsening respiratory conditions, and worsening cardiovascular disease.
- Forests and watersheds were scorched to varying degrees by wildfires.

- Following a wildfire, the likelihood of occurrence of landslides, erosion, floods and snow avalanches within or downslope of the burned area can increase.
- Rebuilding will take time.

### **EOC responsibilities**

When an emergency or disaster occurs that requires site support (i.e. a significant number of people are at risk, response and resource coordination is required, there is a threat to people, property and/or the environment, etc.) the RDCK Emergency Operations Centre (EOC) is activated. The RDCK EOC is responsible for issuing evacuation orders and alerts under guidance from the hazard subject matter experts (e.g. BC Wildfire Service), maintaining security for evacuated areas and issuing Temporary Access Permits, if wildfire conditions permit, to grant access to an evacuation area for one of the following purposes:

- Critical Infrastructure or utility agencies may require access in order to service (i.e. refuel, inspect) or make repairs to affected critical equipment and sites;
- Members of the agriculture sector or residents that may need to make essential repairs to fencing, feed, or evacuate livestock, or tend to essential crops;
- Community members may request access so they can retrieve important documents or supplies (ex. medications, business items), or tend to their domestic animals.

### **Community supports**

#### *Reception Centres and Resiliency Centres*

Reception Centres were open during the evacuation orders to register residents, connect them with Emergency Support Services volunteers and support them in addressing their immediate needs. These centres were converted to Resilience Centres once the evacuation orders were rescinded. Resiliency Centers were open in Argenta, Silverton, and Slokan until September 6 to support residents returning home after evacuating. The Resiliency Centres were staffed by RDCK Community Navigators that offered essential information, resources, mental health support and connections with NGOs offering well-being support.

#### *Public information sessions*

The RDCK worked with wildfire response agencies like BCWS, the RCMP, MoTI, and other provincial ministries to hold information sessions for residents impacted by the evacuation orders and alerts. These information sessions gave residents the opportunity to hear directly from officials and have their questions answered.

#### *Community Recovery*

In consultation with the EMCR Advanced Recovery Operations Specialist, the RDCK requested funding to EMCR for a Community Recovery Manager (CRM) for up to six months to support recovery from the 2024 wildfires that impacted the region. The CRM plays a major role in leading the socio-economic recovery activities for individuals and the community following a disaster. As an RDCK representative, the CRM will guide community recovery support services to identify and address any unmet needs in the community.

### **Staffing**

During the month of July and August, approximately 60 RDCK staff participated in the EOC across various response roles. The EOC was staffed with a team of 20 to 30 each day. It was open, on average, seven days a week from 7:30 a.m. to 8:30 p.m. The EOC responsibilities were divided into four sections: Operations, Planning, Logistics and Finance. Staff came together from throughout the RDCK to support the EOC, together with municipal senior staff and elected officials.

## Next steps

As described in British Columbia Emergency Management System (BCEMS), *continuous improvement* is supported by a sharing of research, plans, education, training, exercise, and experience. Learning about what works and what does not work can help partner organizations better prepare for future emergencies/disasters. Hence, operational reviews, documentation, and feedback from those involved in the emergency management process are critical.

Therefore, the RDCK Emergency Management Program will be conducting a series of After-Action Reviews, through funding from the Ministry of Emergency Response and Climate Change (EMCR), with those involved in the 2024 wildfire response.

Furthermore, post-wildfire risk assessments are currently underway by the Ministry of Forests with reports expected this fall and early winter. While the degree of hazard increase depends on various factors including the burn area, vegetation burn severity, soil burn severity, development of water-repellent soil, slope attributes, local hydrology, and local geomorphic conditions, all affected properties will be mailed a copy of the relevant report(s). All reports will also be [posted on the RDCK website](#).

## Preparedness

The RDCK EM team is continuing working on the data capture to identify facilities that could be activated as Cooling or Warming Centres as part of our anomalous temperatures response plan. This involves reaching out to the society or group that operates the facility and completing a survey to determine the equipment and services available at each hall, such as air conditioning, or backup power generation. This information can then be used to make informed decisions on the most suitable places to set up cooling or warming centres, should the need arise.

Recruitment and training of ESS responders is an ongoing process throughout the year, to build team capacity and to counteract natural attrition.

Attended the ECCC/EMCR seasonal climate briefings, and specific hazard alert briefings for climate related hazards.

## PROJECT WORK

### IT upgrade for Creston Rec Centre

This project will improve internet and telephone connectivity at the Creston Rec Centre to support emergency activities such as a Reception Centre or Group Lodging facility. The hardware for this project has been purchased and delivered. Installation and cabling work is being coordinated with the facility staff.

### Emergency Operations Centre Grant (UBCM CEPF)

The RDCK has received funding through the UBCM Community Emergency Preparedness Fund for equipment and training related to our Emergency Operations Centre. We are currently finalizing the scope of how we will use the funds, based on the lessons learned during the 2024 wildfires response. A key aspect of our work under

this grant will be supporting our continuity plans and ensuring that our EOC operations can be maintained regardless of hazards or emergency incidents that may threaten our physical EOC location.

### **Outreach & Liaison (Ongoing)**

Ongoing work to connect with individuals and groups to promote the emergency programs, with increasing emphasis on individual, family and community preparedness.

Chair and facilitate Emergency Preparedness Committee discussions throughout the region.

Attended meetings with other agencies related to Emergency Management.

Prepared By:

Jon Jackson – Emergency Program Coordinator

## Organizational Achievements:

- Nearly ten-fold increase in membership; sustaining engagement through member check-ins, newsletters, and members-only participation opportunities.
- Board of Directors has completed Board orientation and training
- Strategic planning process and review of policies/bylaws underway

## Operations Highlights:

- Return to previous operating hours and standards; meeting and exceeding pre-COVID programming levels and attendance.
- School participation has dropped from peak during COVID but still triple pre-COVID rates; fall and spring seasons.
- Recent transition to new cloud-based collections management platform; public online access anticipated within next year.

## Community Impact:

- Nearly 24 contributors, over 60 objects, approximately 32 stories combined to create “Our History, Our heroes: The Legacy of Ice Sports in the Creston Valley” exhibit at Community Complex
- Facilitated the production of Chris Luke Sr.’s video to support inclusion of Yaqan Nukiy community in Centennial celebrations.

## Going Forward:

- Major initiatives over next two years include storage/display of large collection of belt-driven machinery; potential partnership for management of red grain elevator; and significant facility upgrades to improve accessibility challenges.
- 5% increase in RDCK/Town funding ensures continued ability to deliver very high level of community programming, especially through support of seasonal staff salaries. Between rising salaries and maximum-funding levels, seasonal staffing grants are now supporting 50% of salaries, down from previous 75%.

## Community Involvement and Participation:

- Provided support and resources for **6** community Centennial events
- Special presentations or programs for **5** additional community events
- **23** local school groups = **450** local students
- **3** local youth hired for summer work; **2** retained for year-round temporary position
- Average **17** volunteers, **100+** hours/month
- **32** public programs and activities
- **38** seniors presentations: **4** different groups, **654** participation opportunities
- **66.2%** local participation in programs/activities
- **5** local organizations use our meeting/workshop space an average of **21** times every month
- **280** members, **267** of whom are local

## Respect:

*“An honest, thorough, and interesting presentation of local life and history” – Museum visitor, 24 Aug 2024*

## Engagement:

*Local first-time visitors exploring family history accessed exhibits, orchard surveys, maps, downtown information, phone books.*

## Inclusivity:

*NEXUS groups (Creston & Cranbrook) visited nearly weekly all summer for tours, programs, lunch.*

## Interactivity:

*Used collections and exhibits to support elementary Focus on Youth project, teach high school historical thinking concepts, and support college environmental planning project*

## Leadership:

*BCMA Work-From-Home and Remote Positions webinar “one of the most substantive” for several participants*

**Creston and District Historical and Museum Society**

**Budget Projections  
2024-2029**

**Operating Expenses**

	<b>Year-to-Date</b>	<b>2024 Budget</b>	<b>2024 Projected</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>
<b>Staff</b>								
Manager	31,657.05	55,000	55,000	58,300	61,215	64,276	67,490	70,864
Program Staff	12,600.00	25,200	24,570	23,100	26,460	27,783	29,172	30,631
Maintenance Staff	6,215.81	19,500	12,432	20,865	14,040	14,321	14,607	14,899
Project Staff	22,620.00	48,000	45,240	43,120	43,982	44,862	45,759	46,674
Other Staff Costs	5,312.13	16,096	20,764	18,676	18,355	23,473	24,517	25,610
	<b>78,404.99</b>	<b>163,796</b>	<b>158,005</b>	<b>164,061</b>	<b>164,053</b>	<b>174,714</b>	<b>181,545</b>	<b>188,679</b>
<b>Property Expenses</b>								
Utilities	6,959.02	12,700	13,918	15,310	15,769	16,242	16,729	17,231
Insurance	12,192.00	12,000	12,000	13,200	13,596	14,004	14,424	14,857
Taxes	1,125.36	1,200	1,200	1,320	1,360	1,400	1,442	1,486
Security	384.37	400	400	440	453	467	481	495
Facilities Expenses	3,204.06	6,500	6,779	7,456	7,680	7,437	7,660	7,889
	<b>23,864.81</b>	<b>32,800</b>	<b>41,075</b>	<b>44,736</b>	<b>46,078</b>	<b>39,550</b>	<b>40,736</b>	<b>41,958</b>
<b>Collections, Exhibits, and Programs</b>								
Collections Expense	2,664.29	2,000	1,500	1,560	1,500	1,545	1,591	1,639
On-Site Exhibits	864.79	2,000	1,730	2,000	2,000	2,060	2,122	2,185
Programs Expenses	2,802.22	8,000	5,830	6,063	6,245	6,432	6,625	6,824
	<b>6,331.31</b>	<b>12,000.00</b>	<b>9,059</b>	<b>9,623</b>	<b>9,745</b>	<b>10,037</b>	<b>10,338</b>	<b>10,648</b>
<b>Administration Expenses</b>								
Office Supplies	642.37	1,500	1,285	1,500	1,545	1,591	1,639	1,688
Office Equipment	2,558.83	1,000	2,559	2,000	2,060	2,122	2,185	2,251
Phone/Internet	785.22	1,700	1,570	1,600	1,648	1,697	1,748	1,801
Members/Volunteers	150.77	2,500	750	750	773	796	820	844
Gift Shop Expense	0.00	800	500	750	773	796	820	844
Training	36.21	1,000	1,000	1,000	1,030	1,061	1,093	1,126
Travel	255.00	1,500	1,500	1,500	1,545	1,591	1,639	1,688
Licenses/Dues	280.00	500	300	300	309	318	328	338
Accounting	9,899.09	6,000	10,000	7,500	7,725	7,957	8,195	8,441
Professional	1,100.00	500	1,100	1,000	1,030	1,061	1,093	1,126
Bank Charges	6.00	200	150	150	155	159	164	169
Transaction Fees	125.85	0	300	300	309	318	328	338
Other	0.00	0	0	0	0	0	0	0
	<b>15,839.34</b>	<b>17,200</b>	<b>21,014</b>	<b>18,350</b>	<b>18,901</b>	<b>19,468</b>	<b>20,052</b>	<b>20,653</b>
<b>Total Operating Exp</b>	<b>\$124,440.45</b>	<b>\$225,796</b>	<b>\$229,154</b>	<b>\$236,770</b>	<b>\$238,776</b>	<b>\$243,769</b>	<b>\$252,671</b>	<b>\$261,939</b>



**Creston and District Historical and Museum Society**

**Budget Projections  
2024-2029**

**Operating Expenses**

	<b>Year-to-Date</b>	<b>2024 Budget</b>	<b>2024 Projected</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>
<b>Project Expenses</b>								
Community Projects	1,071.11	7,500	2,142	0	0	0	0	0
<i>Reconciliation Project</i>		5,000						
<i>Centennial Programs</i>		2,500						
Planning, Facilities	0.00	250	250	12,500	10,000	0	0	0
<i>Strategic Planning</i>		250	250	2,500				
<i>Accessibility Upgrades</i>				10,000	10,000			
Murphy Equipment	2,625.00	7,500	2,625	35,000	0	0	0	0
<i>Relocation</i>		5,000						
<i>Temp Storage</i>		2,500	2,625					
<i>Display</i>				35,000				
Collections Projects	0.00	5,500	5,500	2,500	0	0	0	0
<i>Database Migration</i>		5,500	5,500					
<i>Grain Elevator Equip</i>				2,500				
Ice Sports	0.00	0	0	0	0	0	0	0
<i>CVMHA Sponsorship</i>								
	<b>3,696.11</b>	<b>20,750</b>	<b>10,517</b>	<b>50,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>\$128,136.56</b>	<b>\$246,546</b>	<b>\$239,671</b>	<b>\$286,770</b>	<b>\$248,776</b>	<b>\$243,769</b>	<b>\$252,671</b>	<b>\$261,939</b>

**Creston and District Historical and Museum Society**

**Budget Projections  
2024-2029**

**Operating Revenues**

	Year-to-Date	2024 Budget	2024 Projected	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Operating Grants</b>								
RDCK Operating Grant	0.00	125,619	125,619	125,619	131,900	138,495	145,420	152,691
Other Operating Grants	20,000.00	20,000	43,015	20,000	20,000	25,000	25,000	25,000
			0					
Staff Grants	21,200.00	22,275	22,400	30,141	30,141	30,253	31,514	32,837
			0					
	<b>41,200.00</b>	<b>167,894</b>	<b>191,034</b>	<b>175,760</b>	<b>182,041</b>	<b>193,748</b>	<b>201,933</b>	<b>210,528</b>

**Other Revenues**

PST Commission	18.37	75	75	65	65	75	75	75
Banking Revenues	455.10	500	500	500	500	500	500	500
Other Revenues	7,461.65	100	500	500	500	500	500	500
Previous year C/F	23,876.00	23,876	23,876	25,342	6,349	13,404	15,458	16,646
Tax-Receipt Revenues	1,900.00	3,250	3,250	3,250	4,000	6,100	8,600	11,100
Transfer from Term	0.00	25,000	25,000	25,000	30,000	25,000	20,000	15,000
	<b>33,711.12</b>	<b>52,801</b>	<b>53,201.00</b>	<b>54,657</b>	<b>41,414</b>	<b>45,579</b>	<b>45,133</b>	<b>43,821</b>

**Earned Revenues**

Museum Publications	116.90	500	250	263	300	300	500	500
Archives Research	1,028.50	500	1,500	1,575	1,575	1,600	1,750	1,750
General Admissions	2,728.00	5,000	5,456	5,729	6,000	6,000	7,000	7,000
Program Admissions	261.00	1,500	522	548	600	750	1,000	1,000
Seasonal Events	244.25	1,500	489	513	500	750	1,000	1,000
Facilities Rentals	2,019.20	4,250	4,038	4,240	4,200	4,500	4,500	4,500
Gift Shop Revenues	1,017.40	1,750	1,700	1,785	1,800	2,000	2,000	2,250
Misc Donations	540.41	1,000	1,000	1,050	1,000	1,250	1,500	1,500
Memberships	70.00	2,500	2,500	2,500	2,750	2,750	3,000	3,000
	<b>8,025.66</b>	<b>18,500</b>	<b>17,455</b>	<b>18,203</b>	<b>18,725</b>	<b>19,900</b>	<b>22,250</b>	<b>22,500</b>

<b>Total Operating Revenue</b>	<b>\$82,936.78</b>	<b>\$239,195</b>	<b>\$261,690</b>	<b>\$248,619</b>	<b>\$242,180</b>	<b>\$259,227</b>	<b>\$269,317</b>	<b>\$276,849</b>
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**Creston and District Historical and Museum Society**

**Budget Projections  
2024-2029**

**Operating Revenues**

	Year-to-Date	2024 Budget	2024 Projected	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Project Revenues</b>								
Community Projects	3,072.62	3,500	3,073	0	0	0	0	0
<i>ReDi Grants</i>		3,500	3,073	0	0	0	0	0
			0	0				
			0	0				
Planning, Facilities	0.00	0	250	12,000	10,000	0	0	0
<i>CBT NPA</i>		0	250	2,000				
<i>CSC, Gaming, RBC</i>			0	10,000	10,000			
			0					
Murphy Equipment	0.00	0	0	30,000	10,000	0	0	0
				0	5,000			
			0	0	5,000			
<i>CBT, Fundraising</i>			0	30,000				
Collections Projects	0.00	5,000	0	2,500	0	0	0	0
<i>Community Foundation</i>		5,000	0					
<i>CBT, Digitisation Funding</i>				2,500				
			0					
Ice Sports	750.00	0	0	0	0	0	0	0
	<b>3,822.62</b>	<b>8,500</b>	<b>3,323</b>	<b>44,500</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>	<b>\$86,759.40</b>	<b>\$247,695</b>	<b>\$265,013</b>	<b>\$293,119</b>	<b>\$262,180</b>	<b>\$259,227</b>	<b>\$269,317</b>	<b>\$276,849</b>
<b>Net Revenues/Loss</b>	<b>-\$41,377.16</b>	<b>\$1,149</b>	<b>\$25,342</b>	<b>\$6,349</b>	<b>\$13,404</b>	<b>\$15,458</b>	<b>\$16,646</b>	<b>\$14,910</b>



# Creston Valley Services Committee Report

**Date of Report:** October 29<sup>th</sup>, 2024  
**Date & Type of Meeting:** November 7<sup>th</sup>, 2024  
**Author:** Tom Dool, Research Analyst  
**Subject:** Creston Valley Transit  
**File:**  
**Electoral Area/Municipality:** Areas A, B, C, and The Town of Creston

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to:

1. Provide the members of the Committee with an update regarding the development of the 2025 Financial Plan.
2. Provide members of the Committee with the consideration regarding support for the Creston Valley Tour of Lights.
3. Provide members of the Committee with information regarding the Creston-Cranbrook Health Connection Route

## SECTION 2: BACKGROUND/ANALYSIS

### 2025 5 Year Financial Plan Update

At the January 20<sup>th</sup>, 2022, Open Board the Board resolved that (53/22)

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

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

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

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

1. *In 2023/24, 1 additional vehicle and 316 additional custom/on-demand service hours.*
2. *In 2024/25, 1 additional vehicle and 700 additional custom/on-demand service hours. 300 additional service hours for the Wyndell route.*
3. *In 2025/26, 1 additional vehicle and 700 additional hours for service expansion on the East Shore.*

BC Transit finalized the costing for the approved service level options and presented those costs and annual operating hours for consideration to the Creston Valley Services Committee. The cost and hours detailed in Year 1 one of the MOU represented a firm commitment while those Year 2 and 3 priorities were for planning purposes.

At the September 2023 Open Board Meeting the Board resolved (551/23)

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

As the committee may be aware because of the timing of Local Government and Provincial approvals and long rolling stock lead times the time from preliminary proposals of transit expansion to implementation and resulting budgetary impacts is about 1.5 years when expansion involves the purchase of new rolling stock. Cost associated with an expansion approved in 2023 would be realized in 2025.

A shortfall in the 2024 Provincial Operating Grant for BC Transit resulted in BC Transit being unable to meet all the proposed expansion requirements. Operating hours were increased from 6800 to 6950 or by 4% annually. Because the operating hours request could not be fulfilled the resulting additional bus was not added to the fleet.

Staff have received transit operating contract cost estimates from BC Transit for the operation of the Creston Valley Transit System for 2025-26, 2026-27, and 2027-28.

Figure 1. Transit Contract Operating Cost Estimates

<b>Participant</b>	<b>2024-25 (Base)</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Regional District	\$296,407	\$328,586 (11%)	\$354,105 (7.8%)	\$380,961 (7.6%)

In 2025-6 the net municipal share of operating costs is anticipated to increase by \$32,179 (11%). These cost increases are associated with a 12% increase in operating costs, a 13% maintenance, and 10% increase in infrastructure costs. These costs can be attributed to the approved 150 additional hours of operation and operating contract renewal costs (wages).

Cost increases in 2026-27 and 2027-28 are driven by fleet updates including new on-board IT systems and dispatch management solutions which will improve on-demand/on-response ridership experiences.

The impact of these cost increases on service participants is in the financial considerations' component of this report.

Please note that the budget is currently under development and that finalized costing will not be available until the budget process is completed.

### **Transit Service Expansion Planning**

Staff are currently preparing for conversations with BC Transit regarding transit service expansions in 2026-27. Staff will be providing a list of recommendations to the committee in January. That list will include:

- 200 additional on-demand service hours and one additional light duty vehicle.
- 1 additional Creston-Cranbrook weekday trip.

Direction regarding additional transit expansion proposals should be directed to staff by resolution of the Board.

### **Transit Fares**

A review of Transit Fares for comparable systems suggests that Creston Valley Transit Fares should be increased. Currently, the fares make up 5.5% of the revenue for the service (\$16,150). Fares have not increased in over a decade. It is recommended that fares be brought into alignment with West Kootenay Transits Fare Schedule where possible.

### **Creston Tour of Lights**

Staff recommend that the committee endorse the expenditure of no more than \$700 to be paid from Creston Valley Transit Service S234 to provide a bus service for the annual Creston Valley Tour of Lights. The tour of lights is an annual event that is very much appreciated by the community and a good opportunity to demonstrate the value of the Creston Valley Transit Service while engaging potential new riders.

## **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

### **2025 Budget Development**

Based on proposed increases in the cost of the operating contract for transit services, staff anticipate a 10.5% increase in the annual requisition for 2025, a 10.5% increase in 2026, and a 10% increase in 2027.

### **Transit Fares**

The committee may consider recommending a review of transit fares and potential increases to offset some of the increase in operating costs. Based on the proposed schedule of increases below staff anticipate a 42% increase in fare revenues or about \$7000.

**Figure 2. Proposed Fare Increases**

<b>Fare Product</b>	<b>Current</b>	<b>Proposed</b>
12 And Under	Free	Free
Adult Fare	\$1.00	\$2.25
handyDART	\$1.50	\$2.25
handyDART Attendant	Free	Free
Creston – Cranbrook	\$2.50	\$5.00

The proposed increase in transit fares would offset potential requisition increases by approximately 4%.

### **Creston Valley Tour of Lights**

Staff have anticipated this as an annual cost and included it in the Contracted Services component of the 2024 Five Year Financial Plan for the service. This expenditure does not require Board approval.

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

None at this time.

### **3.3 Environmental Considerations**

None at this time.

### **3.4 Social Considerations:**

#### **Transit Fares**

Any proposal to increase transit fares will include consideration regarding impacts to the ridership and attempt to minimize any barriers to accessing public transit.

### **Creston Valley Tour of Lights**

The annual tour of lights is a well-attended community event that provides good exposure for Creston Valley Transit. It facilitates low barrier first time ridership for members of the community who may not otherwise consider the use of public transit.

### **3.5 Economic Considerations:**

None at this time.

### **3.6 Communication Considerations:**

Any proposal to increase transit fares would incorporate a communications strategy to ensure that the ridership is well informed of the changes.

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

None at this time.

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

Consideration given to the fiscal sustainability of Creston Valley Transit through an equitable fare schedule and annual requisition demonstrates the Boards commitment to managing the assets of the Regional District in a fiscally responsible manner.

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

Transit Fares Option 1: That staff be directed to proceed with a review of fares for the Creston Valley Transit System.

#### **Advantages**

- Fares have not been reviewed in the recent past and it would be appropriate to do so now considering increasing transit costs.

**Disadvantages**

- None

Transit Fares Option 2: That staff be directed to not proceed with a review of fares for the Creston Valley Transit System.

**Advantages**

- None

**Disadvantages**

- The current fare structure does not reflect recent increases in the costs of public transportation

**Creston Valley Tour of Lights Option 1: That the committee endorse Creston Valley Transit Service S234 funding of the Creston Valley Tour of Lights for an amount not exceeding \$700.**

**Advantages**

- Increases the profile of Creston Valley Transit
- Engages new riders

**Disadvantages**

- The anticipated cost is \$500.

**Creston Valley Tour of Lights Option 2: That the committee does not endorse funding of the Creston Valley Tour of Lights**

**Advantages**

- Saves the anticipated cost of \$500.

**Disadvantages**

- Missed engagement opportunity
- The community will anticipate the occurrence of the event.

**SECTION 5: RECOMMENDATIONS**

That the Committe recommends staff review the fare schedule for the Creston Transit Service.

That the committee endorses the Creston Valley Transit Service S234 funding of the Creston Valley Tour of Lights for an amount not exceeding \$700.

Respectfully submitted,

Tom Dool

**CONCURRENCE**

CFO -



## CVSC ACTION ITEMS LIST – 2024-10-03

#	ACTION ITEM	MEETING ORIGIN	STATUS
1.	<b>STAFF DIRECTION:</b> That the Board direct staff to prepare a draft policy for Board review that requires recipients of financial grant in aid funds to engage with local area Directors and/or provide documentation during the budget process, in order to be eligible for funding via taxation in a given year.	05-Jan-2023	This has fallen back in the priority list based on other work.
2	<b>STAFF DIRECTION:</b> Dangerous Dog Bylaw to be written to enable Staff to work sub-regionally in conjunction with RCMP to act on dangerous dogs including provisions for safe and approved housing and care of animals until their future is determined.	03-Oct-2024	Re-written from 02-Mar-2023. This is being assessed as to whether to bring ABC to the Board before the RDCK wide bylaw to speed up the process.
3.	<b>STAFF DIRECTION:</b> 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	Staff will update the Committee at the November meeting.
4.	<b>STAFF DIRECTION:</b> Staff to develop a clear process for feasibility studies, for clubs/ groups submitting recreation request proposals. Example: Creston Tennis Club	04-May-2023	Nelson And District Information Circulated – Workshop to be setup
5.	<b>STAFF DIRECTION:</b> 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. CVSC would review the contribution agreement with Kootenay River Secondary School every year.	01-Jun-2023	Ongoing. There is funding in the 2024 budget for this agreement.
6.	<b>STAFF NOTE:</b> 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	Complete – awaiting a license of occupation for specific signage location before removing from list.
7.	<b>STAFF DIRECTION:</b> 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	Lister – Completed Crawford Bay - Ongoing
8.	<b>STAFF DIRECTION:</b> That staff request a workshop/session (in conjunction with a site visit for the Creston Valley Services Committee) with the Traditional Use Study (TUS) authors, the Ktunaxa Nation and Yaqaan Nukiy, to educate the Committee to better understand the TUS.	09-Sept-2023	Ongoing. Staff meeting with Ktunaxa and LKB staff October 30, 2024. Will work to arrange a date for a workshop.
9.	<b>STAFF DIRECTION:</b> That staff arrange a meeting with the RDCK and the Town of Creston to discuss internal governance regarding the Kootenay Employment Services contract.	07-Mar-2024	
10.	<b>STAFF DIRECTION:</b> That staff arrange a meeting with Kootenay Employment Services (KES) and the Town of	07-Mar-2024	Complete. KES Contract extended.

	Creston regarding the KES contract, which is set to expire in 2025.		
11.	<b>STAFF DIRECTION:</b> That staff work with library to develop a policy around the capital reserve and investment amounts to establish how the reserved funding is being spent.	07-Mar-2024	Ongoing