



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

**Date:** Thursday, December 5, 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:**

8:00 a.m. PST  
9:00 a.m. MST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/97494784166?pwd=r0gCOVIE05vPZkKnAtYpPHbyECybdU.1&from=adon>

**Join by Phone:**

+1 778 907 2071 Canada

**Meeting ID:** 974 9478 4166

**Meeting Password:** 961403

**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 December 5, 2024 Creston Valley Services Committee meeting be adopted as circulated.

**5. RECEIPT OF MINUTES**

The November 7, 2024 Creston Valley Services Committee minutes, have been received.

5 - 10

**6. DELEGATE**

**6.1 CRESTON VALLEY FALL FAIR**

Jessica Picannin, Chair of the Creston Valley Fall Fair Committee will give a presentation to the Committee.

**6.2 WEST CRESTON FIRE HALL**

Cathy Robinson, a member of the West Creston Community Committee, will give a presentation to the Committee.

11 - 12

**7. STAFF REPORTS**

**7.1 CRESTON VALLEY FIRE - QUARTER 3 REPORT**

The Committee Report from Jared Riel, Creston Fire Chief, re: Creston Valley Fire: 3rd Quarter Report 2024, has been received.

13 - 14

**7.2 CRESTON DISTRICT AND COMMUNITY COMPLEX: EAST STAIRWELL CANOPY**

The Committee Report from Jeannine Bradley, Project Manager, re: Creston and District Community Complex East Stair Canopy - Contact Award has been received.

15 - 18

**RECOMMENDATION:**

That the Board direct staff to award the contract for the Creston & District Community Complex (CDCC) East Stair Canopy to Z-KO Construction Ltd.; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$214,733.73. AND FURTHER, that the necessary projects costs (\$249,388) be included in the 2025 Financial Plan for S224 Recreation Facility-Creston and Areas B, C and Area A, for the CDCC East Stairwell Cover project.

**8. NEW BUSINESS**

**8.1 CRESTON VALLEY PUBLIC LIBRARY**

19 - 26

Removal of Item 8.1 Creston Valley Public Library.

**8.2 CRESTON CURLING CLUB FACILITY USE AGREEMENT**

27 - 30

Inclusion of Item 8.2 Creston Curling Club Facility Use Agreement

The Committee Report from Craig Stanley, Regional Manager, re: Creston Curling Club Facility Use Agreements has been received.

**RECOMMENDATION:**

That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024 and ending on September 31, 2029, for the use of the curling rink and storage at the Creston and District Community Complex AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024 and ending on September 31, 2029, for the use of the curling lounge and storage at the Creston and District Community Complex AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

**9. OLD BUSINESS**

**9.1 ACTION ITEM LIST**

31 - 32

Committee requested updates from RDCK Staff on Items #1 and #2.

**10. PUBLIC TIME**

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

**11. IN CAMERA**

**11.1 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);

**11.2 Recess of Open Meeting**

**RECOMMENDATION:**

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

**12. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for January 9, 2025 at 9:00 a.m.

**13. ADJOURNMENT**

**RECOMMENDATION:**

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



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

8:00 a.m. PST

9:00 a.m. MST

Thursday, November 7, 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
J. Jackson	Emergency Program Coordinator
R. Baril	Meeting Coordinator

### 1. ZOOM REMOTE MEETING INFO

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#### Meeting Time:

8:00 a.m. PST

9:00 a.m. MST

#### Join by Video:

<https://rdck-bc-ca.zoom.us/j/98209834788?pwd=u44gllJc41Vw5oyw3MYPB3iJrsH5xG.1&from=addon>

**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 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:

That Item 7.4 Kootenay Employment Services and Community Futures East Kootenay REDIP Application be added to the agenda.

**Carried**

Moved and seconded,

And resolved:

The agenda for the November 7, 2024 Creston Valley Services Committee meeting be adopted with the inclusion of Item 7.4 Kootenay Employment Services and Community Futures East Kootenay REDIP Application before circulation.

**Carried**

**5. RECEIPT OF MINUTES**

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

**6. STAFF REPORTS**

**6.1 FOR INFORMATION: EMERGENCY PROGRAM REPORT**

Jon Jackson, Emergency Program Coordinator, gave an overview of his Third (3<sup>rd</sup>) Quarter Report. Highlights were running Evacuation Operation Centre (EOC) for five (5) weeks during the summer months because of a lightening storm igniting wildfires throughout the Central Kootenays. This year marks the first time RDCK evacuated a full municipality in the Region. Action reviews from interested parties will be coming in the next months on how to improve our responses to disaster.

Looking ahead to winter months the Emergency Support Services (ESS) are looking into warming centres. ESS is also looking to recruit and train new volunteers.

Jon answered the Committee's questions.

**ORDER OF THE AGENDA CHANGED**      The Order of Business was changed with Item 7.4 considered at this time.

**7.4 KOOTENAY EMPLOYMENT SERVICES & COMMUNITY FUTURES EAST KOOTENAY REDIP APPLICATION**

Hugh Grant and Leah Kleinhans presented a proposed project from Kootenay Employment Services (KES) and Community Futures East Kootenay (CFEK) to the Committee. This Regional project is aimed to meet the urgent need of the Childcare sector. Through a partnership with CFEK, KES was able to pivot to the new proposal in a timely manner. This proposal focuses on the recruitment of childcare workers and support to the existing childcare centres.

Hugh and Leah answered the Committee's questions.

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

That the Board provide a letter of support for Kootenay Employment Services and Community Futures East Kootenay recently submitted REDIP application and that the Board approve a \$15,000.00 financial contribution under the 2025 financial plan to the proposed project from the S107 and S108, with the split of the funding based on the allocation formula for the Creston area A, B, C Economic Action Partnership.

**Carried**

Moved and seconded,  
And Resolved:

Counsellor Dumas granted Freedom of the Floor.

**Carried**

**ORDER OF THE AGENDA RESUMED**      Item 7 New Business was considered at this time.

**7. NEW BUSINESS**

**7.1 CRESTON MUSEUM & ARCHIVES**

Tammy Bradford, of the Creston Museum & Archives, provided an annual report update to the Committee. The Creston Museum has returned to pre-COVID programming, and

remains busy hosting school field trips and taking in donations. Museum staff work hard to make sure that locals see the Museum as a place for them, with 66% of the visitors being locals.

The Museum has recently signed up to participate in the Pathways Program, a service to build a Strategic plan which focuses on build inclusivity and engagement on all levels of the organization, which will start in January 2025.

The 2025 RDCK budget allocation for S191 Museum and Areas B and C and Area A increased from \$129,388 to \$131,900.

Tammy answered the Committee's questions.

## **7.2 CRESTON VALLEY REGIONAL AIRPORT**

Melody Schneider, Treasurer of Airport and Brigham Steed, President of Airport provided an annual report update on the Airport. The Airport Master Plan is critically important to show the sustainability of the airport. Committee would like to see the reserve balance in the Airport's budget.

The 2025 RDCK budget allocation for S240 – Creston and Areas B, C and Area A increased from \$188,835 to \$191,775.

Brigham and Melody answered the Committee's questions.

## **7.3 KOOTENAY EMPLOYMENT SERVICES – REDIP APPLICATION**

Staff has indicated Kootenay Employment Services is not going forward with this REDIP Application. Item is removed from agenda.

## **8. OLD BUSINESS**

### **8.1 DISCUSSION ITEM: RECREATION CENTRE LEGACY PROJECT**

Director Vandenberghe requested an update on the legacy project. Staff updated that the case for the legacy project has been partially constructed and currently working on a five year facility agreement and ongoing management of the project.

### **8.2 DISCUSSION ITEM: CRESTON VALLEY TRANSIT UPDATE**

Tom Dool, Research Analyst, presented an update for the Creston Valley Transit. There has been an increased demand for service. With the budget is being developed for 2025, the Committee would like to see the full budget for this Transit service to aid in conversations with the public.

Moved and seconded,  
And resolved:



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

**Carried**

Moved and seconded,  
And resolved:

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.

**Carried**

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

The Committee would like to discuss Items 1 and 2 for the December 5, 2024 Creston Valley Services Committee.

Item #10 can be crossed off the list.

Item #4, date for the workshop can be set to Thursday, December 5, 2024.

## **9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:18 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:

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(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);

Carried

**10.2 Recess of Open Meeting**

Moved and seconded,  
And resolved:

The Open Meeting be recessed at 11:34 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 December 5, 2024 at 9:00 a.m.

Proposed 2025 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**

Moved and seconded,  
And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:25 p.m.

Carried

Digitally Approved by

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Arnold DeBoon, Chair

# **CRESTON VALLEY SERVICES COMMITTEE**

**December 5, 2024**

**Presentation from:**

## **THE WEST CRESTON FIREHALL COMMITTEE**

We submit this for the purpose of information sharing with the CVSC and to request your support.

After the failed Assent Vote held September 14<sup>th</sup>, many community members spoke up to say that they still wanted recognized fire protection but that the proposed tax increase was too much.

The borrowing request was for \$2,151,000.00 to complete the building, purchase a water tender, and to replace the current fire engine in 1-2 years.

However:

1) West Creston does not need a water tender (\$600,000 budget item). The Creston Valley Fire Service already has the required number of tenders required for continuous water supply.

2) The current Frontline Engine has 5 more years service before it needs replacing (\$750,000 expenditure).

These two items overinflated the borrowing need by \$1,350,000. The resulting tax burden was more than most homeowners were willing or able to pay.

Another issue was the choice of voting place. Previous votes for everything have always been held at our Hall. Instead, the vote was booked at the Recreation Centre. The main voting day was on the same day as the RDCK Hazardous Waste Roundup. That event created a huge traffic backup.

Now this community is left with a partially started building site that will be unusable if a building permit is not in place before the end of the year.

Immediately following the Assent Vote, a community committee was formed with a view to salvaging the project.

The West Creston Community Hall Board gave consent to going forward with the transfer of the property; transfer of the \$380,000 Community Works Grant, and transfer of the \$150,000.00 Growing Community grant that was set aside for this project. There is also \$90,000 from the West Creston Fire Protection Society that is earmarked for the build.

Three-time sensitive things are required:

- 1) The property needs to be transferred or leased to the community via the West Creston Hall Society.
- 2) The grant monies need to be transferred to the community.
- 3) The Building Permit needs to be filed before the end of the year.

A request to appear as a delegation before the November RDCK Board meeting was denied. The Executive Committee felt that further discussions with RDCK staff and the area Director were needed. We have been trying.

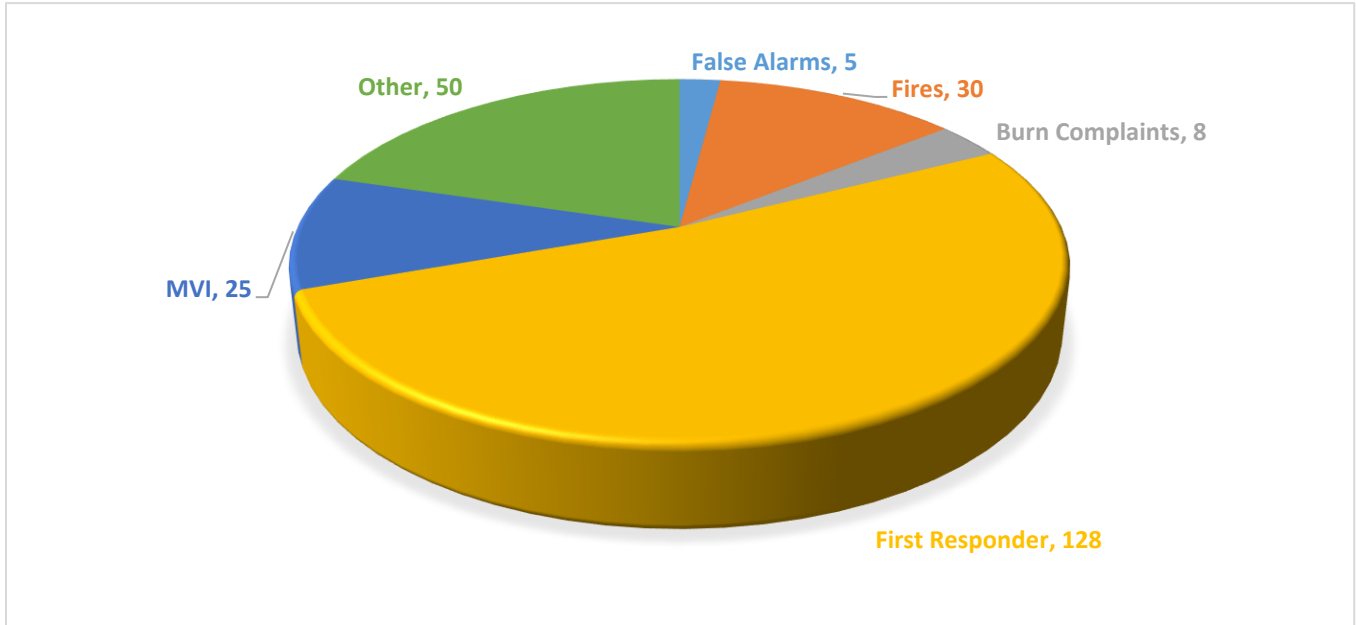
On November 25<sup>th</sup>, a community meeting was held. Approximately 50 residents attended in person. The plan to take on the completion of the fire hall was discussed, and the majority agreed.

A petition to the RDCK was presented and circulated for signatures:

1. We, the undersigned residents of West Creston, would like recognized fire protection for all residents.
2. We support the West Creston Community Hall Society having the land transferred or leased to them from the RDCK, along with the \$380,000 Community Works Grant, and the \$150,000 Growing Communities Grant, towards building a Fire Hall in West Creston.
3. We request that the RDCK urgently apply for the building permit, before the end of this year (2024), in order that the engineered plans and completed footings that we have already paid for will comply with the building code.

Thank you for giving us the opportunity to speak before the CVSC.

# CRESTON VALLEY FIRE 3<sup>rd</sup> QUARTER 2024 REPORT



**Total Calls for Service = 246**

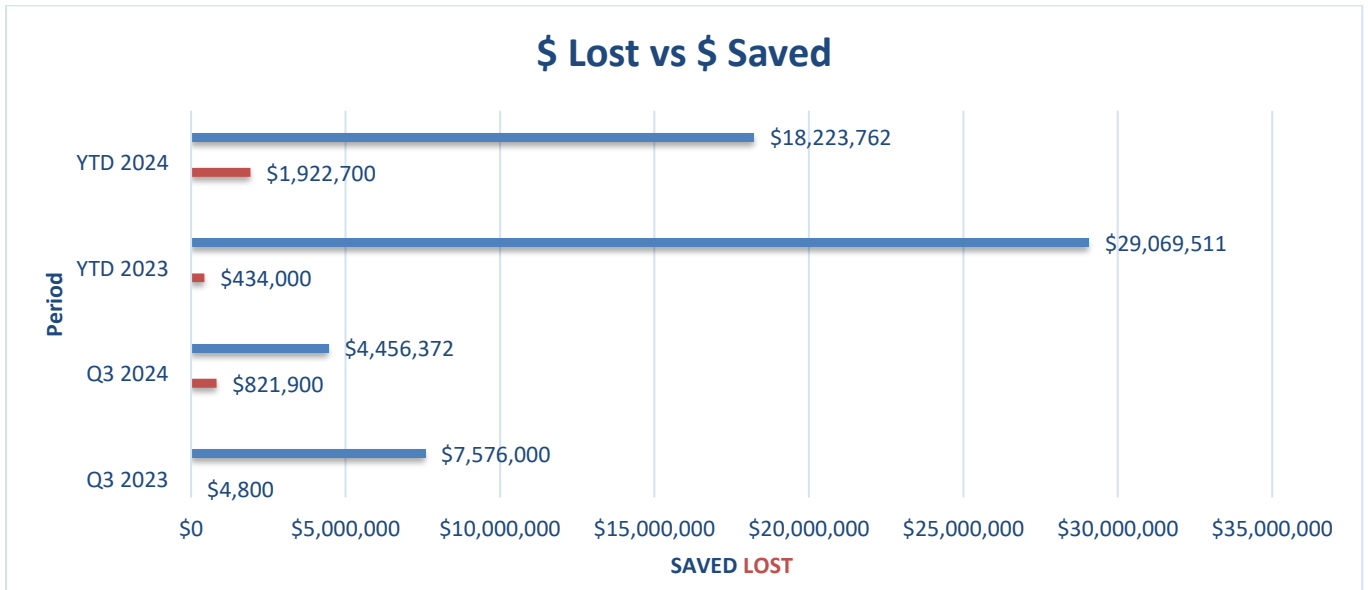
Alarms = False Alarms; Fires = Structure, Vehicle, WUI, Nuisance; Complaints = All open burning; Other = Hazmat, Public Assist, Technical Rescue.

**INCIDENTS BY AREA**

Creston	Canyon Lister	Wynndel Lakeview	West Creston
215	16	12	3

Average Response Time	
Q3 2023	11:01 minutes
Q3 2024	10:35 minutes

\*Response time is for all fire halls

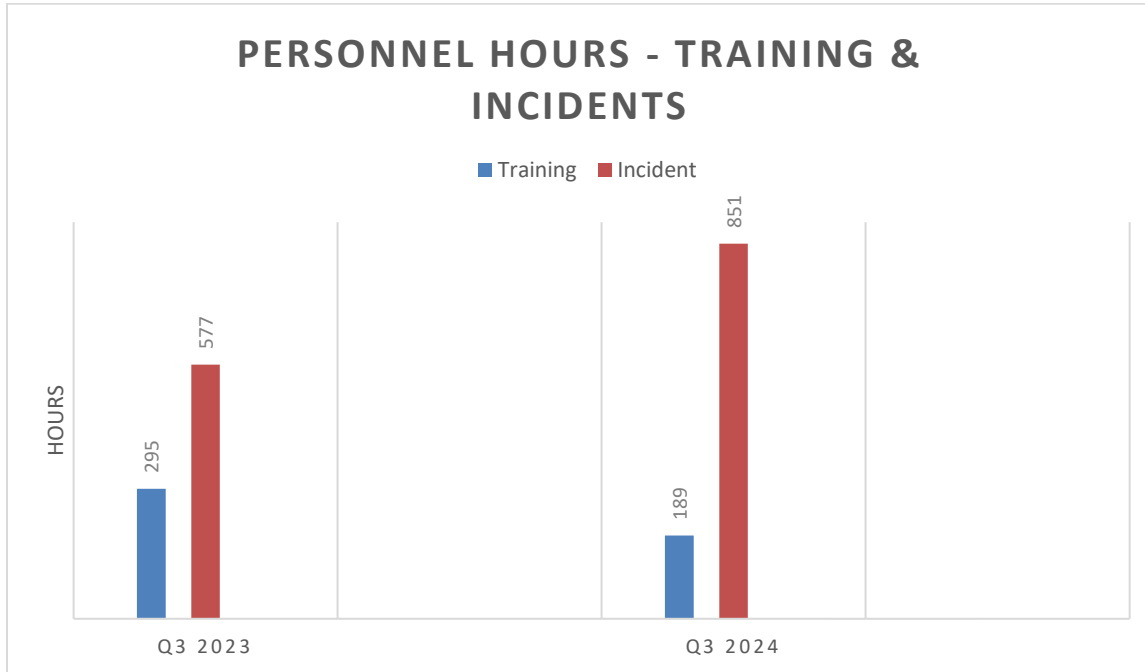


# CRESTON VALLEY FIRE 3<sup>rd</sup> QUARTER 2024 REPORT

## CRESTON VALLEY FIRE SERVICES STAFFING

PERIOD	Overall Strength	Career Fire Officers	Paid on Call Firefighters	WEP Firefighters	Administrative Staff
2023	87%	3	57	5	0.5
Q3 2024	67%	4	40	6	0.5

The overall strength is based upon 75 firefighting staff, inclusive of career, paid on call and WEP.



## FIRE AND LIFE SAFETY & COMMUNITY ENGAGEMENT

Period	Public Education	Public Engagement	Fire Inspections
Q3 2024	7	25	15

Thank you.

*Jared Riel*

Jared Riel  
Fire Chief



# Committee Report

**Date of Report:** November 27, 2024  
**Date & Type of Meeting:** December 5, 2024 Creston Valley Services Committee Meeting  
**Author:** Jeannine Bradley, Project Manager  
**Subject:** CDCC East Stair Canopy – Contract Award  
**File:** \\files\RDCK\01\0600\20\2022 Projects\2022 CDCC East Ramp\07-Procurement\Canopy Tender  
**Electoral Area/Municipality:** Area C

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to update the Board on the status of the Creston & District Community Complex (CDCC) East Stair Canopy, and to request that the contract for construction services be awarded to Z-KO Construction Ltd.

## SECTION 2: BACKGROUND/ANALYSIS

The RDCK issued an Invitation to Tender for construction services for a new canopy over the CDCC east stair way on October 25, 2024. The scope of work includes the supply and installation of all labor, equipment and materials required to construct the new canopy, excluding supply of steel material which the RDCK had previously procured.

There were two responses submitted on the closing date of November 22, 2024. The results of the RFQ were as follows (GST is not included in the prices below):

- Z-KO Construction Ltd. \$214,733.73
- Hil-tech Contracting Limited \$217,436.00

Through an evaluation of the bids by the project manager and consultant, both bids were determined to be compliant. Z-KO was therefore recommended to be awarded the contract based on lowest value.

The project is expected to achieve total completion by May 31, 2025.

## SECTION 3: DETAILED ANALYSIS

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

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

This project approved in the 2022 S224 financial plan and was budgeted at \$250,000. Between 2022 and 2023, total project expenses were \$72,999.82 including design, procurement, project management, and legal fees.

The total budget allocated in the 2024 financial plan was \$250,000. Of this total, \$64,785.77 is estimated will be spent in 2024, and the remaining \$185,214.23 is planned to be carried over into 2025. \$249,388.46 is estimated

will be spent in 2025, requiring an additional \$64,174.23 to finance the completion of the project. This will increase the 2024 and 2025 total to \$314,174.23. This means the total project costs are estimated to be \$387,174.05. \$137,174.05 more than the 2022 budget.

### 2024 Expenditure

Total estimated 2024 expenditure equals \$64,785.77.

2024 expenditure to date: \$43,816.15, comprising of:

- Material purchase: \$35,755.56
- Building Permit: \$100.00
- Legal: \$2,940.59
- Project management: \$5,020.00

2024 outstanding commitments: approximately \$20,969.62, including:

- Material holdback fees: \$3,879.62
- Material storage and delivery: \$7,800.00
- Consulting fees: \$2,000.00
- Project management: \$7,290.00

### 2025 Expenditure

2025 estimated expenses: \$249,388.46, including:

- Construction: \$209,733.73
- Consulting: \$4,000.00
- Contingency (12%): \$25,168.05
- Project Management (5%): \$10,486.69

The installation will be undertaken in spring 2025.

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

The procurement policy was followed for the tender of construction services.

### 3.3 Environmental Considerations

n/a

### 3.4 Social Considerations:

n/a

### 3.5 Economic Considerations:

n/a

### 3.6 Communication Considerations:

n/a

### 3.7 Staffing/Departmental Workplan Considerations:



This project is in the work plan for project management staff.

### 3.8 Board Strategic Plan/Priorities Considerations:

- To Manage our Assets and Operations in a Fiscally Responsible Manner

## SECTION 4: OPTIONS & PROS / CONS

**Option 1: That the Board direct staff to award the contract for the Creston & District Community Complex (CDCC) East Stair Canopy to Z-KO Construction Ltd.**

Pros:

- Work will be completed in Spring 2026.
- Will reduce manpower costs to remove snow and add de-icer once constructed.

Cons:

- Will require re-allocation of additional \$64,174.23 funds to complete the project.

**Option 2: That the Board direct staff to cancel the project.**

Pros:

- Funds can be re-allocated to other projects.

Cons:

- May result in higher pricing in future.
- The scope of work will not be completed. Manpower costs will remain high for clearing snow off stairs and adding de-icer.
- Staff time will be incurred for the disposal of previously purchased steel materials. Spend funds are not anticipated to be recouped in full.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to award the contract for the Creston & District Community Complex (CDCC) East Stair Canopy to Z-KO Construction Ltd.; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$214,733.73. AND FURTHER, that the necessary projects costs (\$249,388) be included in the 2025 Financial Plan for S224 Recreation Facility-Creston and Areas B, C and Area A, for the CDCC East Stairwell Cover project.

Respectfully submitted,

Jeannine Bradley, Project Manager

## CONCURRENCE

Regional Manager Operations and Asset Management  
General Manager of Community Services





**CRESTON VALLEY**  
PUBLIC LIBRARY

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# 2025 Budget

# Budget impacts



## Collective Agreement

April 2024 ratified new 5 year collective agreement with retroactive pay to January 2023, wage increases and increased benefits, stabilizing service and ensuring sustainability of the service in the future

## Importance of Staffing

Need for paid staff to meet the complexity of today's library service, trauma-informed, community-minded, experienced in their field, housing costs barrier for outside recruitment

## Planned Obsolescence

Windows sunset September 2025, need to stagger computer equipment replacement over the next 3 years, switch to Linux for public computers

# Budget 2025 Overview



	A	B	C	D	E
1	<u>Creston Public Library Association</u>				
2	<b>Draft Budget 2025</b>				
3					
4					
5	<b>Revenue</b>		<b>2024</b>	<b>2025</b>	
6			<b>Revenue</b>	<b>Budget</b>	
7	<u>RDCK</u>		\$ 435,939	\$ 658,937	
8	Province		\$ 77,610	\$ 62,975	
9	Donations		\$ 13,582	\$ 10,119	
10	Library Generated Revenue		\$ 3,824	\$ 2,922	
11	Other Grants and Revenues		\$ 6,560	\$ 15,000	
12	Transfer from reserve		\$ 80,000	\$ 46,533	
13	Carried over from previous year		\$ 50,847	\$ -	
14	<b>Total</b>		\$ 668,362	\$ 796,486	
15					
16	<b>Expenditures</b>		<b>Expense to Date</b>	<b>Budget</b>	
17					
18	Advertising and promotion		\$ 182	\$ 200	
19	Books & collections		\$ 58,760	\$ 59,935	
20	Book supplies		\$ 4,450	\$ 5,000	
21	Board operations		\$ 322	\$ 300	
22	Computer costs		\$ 10,561	\$ 20,439	
23	Copier		\$ 2,530	\$ 3,000	
24	Digital/Other collections		\$ 9,837	\$ 11,000	
25	Finance expenses (accounting, etc)		\$ 14,040	\$ 9,373	
26	Furniture and Equipment		\$ 1,000	\$ 3,060	
27	Insurance		\$ 10,019	\$ 11,000	
28	Internet		\$ 1,500	\$ 1,500	
29	Janitor		\$ 12,740	\$ 14,500	
30	Membership dues		\$ 1,100	\$ 1,200	
31	Office supplies and shipping		\$ 10,530	\$ 10,740	
32	Operations & Miscellaneous		\$ 858	\$ 211	
33	Programming supplies		\$ 4,680	\$ 4,773	
34	Repairs and maintenance		\$ 10,300	\$ 10,506	
35	Telephone and utilities		\$ 25,036	\$ 25,537	
36	Travel & Training		\$ 2,865	\$ 3,300	
37	Wages and benefits		\$ 527,059	\$ 600,912	
38					
39	<b>Main Budget Total</b>		\$ 708,369	\$ 796,486	
40					
41	<b>Reserve/Investment Funds</b>	21	\$ 318,680		
42					

# Budget 2025 Staff Wages Overview

<b>5250</b>	<b>Payroll - Salary</b>	<b>Hours</b>	<b>Weeks</b>	<b>2025 Rate</b>	<b>2025</b>
	Circulation Supervisor/Accessible Services	33	52	33.67	57,778
	Collections Librarian	28	52	39.97	58,196
	Children's & Youth Librarian	28	52	33.67	49,024
	Adult Programs Coordinator	26	52	33.67	45,522
	IT Coordinator	30	52	33.67	52,525
	Library Director	35	52	43.89	79,880
	<b>Total Payroll - Salary</b>			<b>\$</b>	<b>342,924</b>
<b>5250</b>	<b>Payroll - Wages</b>				
	<i>Regular Part-Time Employees</i>	<b>Hours</b>	<b>Weeks</b>	<b>2025 Rate</b>	<b>2025</b>
	Library Assistants	38	52	26.49	52,344
	Library Pages	5	52	18.27	4,750
	Student Pages	18	52	18.27	17,101
	Shelvers	10	52	18.27	9,500
	<i>Total Regular Part-Time Employees</i>				<u>83,696</u>
	<i>Casual Part-Time Employees</i>	<b>Hours</b>	<b>Weeks</b>	<b>2025 Rate</b>	<b>2025</b>
	Library Assistants – on call	20	52	26.49	27,550
	Storytime Programmer	3	26	33.67	2,626
	<i>Total Casual Part-Time Employees</i>				<u>30,176</u>
	<i>Temporary Employees</i>	<b>Hours</b>	<b>Weeks</b>	<b>2025 Rate</b>	<b>2025</b>
PEG	Gardener	3	26	11.22	875
PEG	Summer Reading Club Assistant	35	14	19.41	9,511
	<i>Total Temporary Employees</i>				<u>10,386</u>
	<b>Total Payroll - Wages</b>			<b>\$</b>	<b>124,257</b>
<b>5329</b>	<b>Total Payroll</b>				<u><b>467,182</b></u>
<b>5330</b>	<b>Benefits</b>	<b>Quantity</b>	<b>Amount</b>	<b>Maximum</b>	<b>2025</b>
5335	MERC - CPP	5.95%	375,763	7,735.00	30,093
5340	MERC - EI	2.32%	375,763	2,937.54	11,670
5345	MERC - WorkSafe BC	0.27%	467,182		1,261
5345	Regular P/T In-lieu of Benefits Pay	15.00%	22,273.00		3,341
5355	Extended Health - Board	12	3,327		39,920
PEG	RRSP Contribution	10.00%	79,880		7,988
5365	RRSP Contribution	15.00%	263,045		39,457
<b>5369</b>	<b>Total Benefits</b>				<u><b>133,730</b></u>
	<b>Total Wages Budget</b>	<b>22</b>			<b>\$600,912.30</b>

# Return on Investment

## Materials Borrowing

Physical materials such as books, DVDs, tech & craft kits, CD audiobooks, etc

## Computers & Wifi

10 public computers, 3 teen computers, 3 children's iPads, wifi connections

## Meeting Rooms

1 large & 1 small meeting room at no cost, average 38 external bookings per month



# Return on Investment

Month of Service	Expense	Return
July 2024	\$67,916	\$275,112
August 2024	\$53,767	\$266,202
September 2024	\$57,972	\$229,954
October 2024	\$78,279	\$276,039
<b>Total</b>	<b>\$257,934</b>	<b>\$1,047,307</b>



# Words from our patrons



“I just want to tell you how impressed I am with how welcoming the library is for all of us. Age, ability, etc. Great job”

“Every...thing & -body. This is the warmest and most welcoming space in Creston. The staff and collection are a deep resource we are privileged to have! Collections online, in person, modern, thoughtful, ALL VOICES, ideas. Safe & welcoming spaces, nooks, meeting rooms, work spaces, green spaces, quiet, loud, joy, reflection.”

“Such a nice place to come and enjoy in between busy schedule. I love getting to watch my kids be creative and play in the kid’s zone.”

# Thank you



CRESTON  
VALLEY  
PUBLIC LIBRARY



# Committee Meeting

**Date of Report:** 12-02-2024  
**Date & Type of Meeting:** 12-05-2024  
**Author:** Craig Stanley, Regional Manager – Operations and Asset Management

**Subject:** CRESTON CURLING CLUB FACILITY USE AGREEMENTS  
**File:** 01-0515-20-CVSC  
**Electoral Area/Municipality:** Town of Creston, Area B, Area C, Defined Area A

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request direction to enter into two, five-year agreements with the Creston Curling club for the use of the curling rink, and the lounge at the Creston and District Community Complex.

## SECTION 2: BACKGROUND/ANALYSIS

The facility use agreements between the RDCK and the Creston Curling Club expired on September 30, 2024. Each of the agreements was for a term of five years and included the following terms:

### Curling Rink:

- Exclusive use of the curling rink and storage/lockers during the season October 1 to March 31
  - Access to the rink for curling activities, bonspiels, special events
  - Cooling capacity for ice making – i.e. we manage the plant to make ice for them at our expense for power and plant supervision
  - Building environmental and utilities at owner's expense
  - Office and lockers for club/membership activities
  - Rent as of March 31, 2024 was \$2,298.04 per month
- Exclusive use of the storage/lockers during the off-season April 1 to September 30<sup>th</sup>
  - Office and lockers for club administration and member storage
  - RDCK has use of the curling rink for our use and/or rentals
  - Rent as of September 30, 2024 was \$266.91 per month

### Curling Lounge

- Exclusive use of the lounge and viewing area during the season October 1 to March 31
  - Licensed areas suitable for social activities and club functions
  - Curling club holds the license and is responsible for maintaining it
  - Sub-letting for club fundraising – i.e. 3<sup>rd</sup> party use
  - Rent as of March 1, 2024 was 1,611.49 per month
- Shared use with RDCK of the lounge and viewing area during the off-season April 1 to September 30<sup>th</sup>

- Minimal use during the off-season
- Sub-letting permitted with owners permission
- Rent as of September 30, 2024 was \$417.85

The total rent received for the 12 months prior to October 1, 2024 was \$31,029.86

Staff met with representatives from the curling club on November 29, 2024. They were amendable to the existing terms staying in place with increases for rates being allowed as per normal.

### SECTION 3: DETAILED ANALYSIS

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

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

The rates for all facility rentals increase by 3.7% as of September 1, 2024. The new agreements will reflect October 1<sup>st</sup> of each year as a date to increase rates according to CPI and any other rate increases required to align with the fees and charges policy. A review of the actual curling club operating expenses is required within the next year.

Recommended rates for 2024/2025 are:

Curling Rink October 1 to March 31	\$2,901.57
Lockers and Office April 1 to September 30	\$ 276.79
<b>Total Annual Revenue for the Curling, lockers and offices</b>	<b>\$19,010.865</b>
Lounge October 1 to March 31	\$1,671.12
Lounge and Storage April 1 to September 30	\$ 417.85
<b>Total annual revenue for the lounge and storage</b>	<b>\$12,533.78</b>
<b>Expected annual revenue from the Creston Curling Club</b>	<b>\$31,544.65</b>

Rates will increase annually with CPI. The Creston Curling Club will be made aware of any rate increases as per the terms of the agreements.

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

Fees and charges bylaw.

#### 3.3 Environmental Considerations

N/A

#### 3.4 Social Considerations:

As a partner in delivering recreation services, the Creston Curling Club provides programming to the members and the patrons of the facility. The lounge offers the capacity for social events and gathering spaces and is available to members and to the public.

#### 3.5 Economic Considerations:

The bonspiels draw curlers and spectators from around the region and the province and elsewhere.

### 3.6 Communication Considerations:

N/A

### 3.7 Staffing/Departmental Workplace Considerations:

Staff will finalize the details of the agreements and ensure the insurance and other requirements are in place prior to executing the agreements.

### 3.8 Board Strategic Plan/Priorities Considerations:

Managing our assets sustainably.

Strengthening community partnerships.

## SECTION 4: OPTIONS & PROS / CONS

### Option 1: Renew the agreements for five years

#### Pros:

- The curling club maintains operations for its members
- The relationship with the club would be maintained
- Revenue is generated for the rental of the spaces and submitted to the RDCK

#### Cons:

- Any other use of the space during the curling season is unavailable

### Option 2: Renew the agreements for less than five years

#### Pros:

- The curling club maintains operations for its members
- This short term allows for consideration of other potential uses for the spaces

#### Cons:

- The short term means staff would need to bring a new agreement to the Board within two years
- The relationship with the club could be strained

### Option 3: Do not renew the agreements.

#### Pros:

- This allows the RDCK to use the space for its purposes including finding another tenant

#### Cons:

- Rental revenue could be reduced significantly
- The Curling Club would have no facility in Creston

## SECTION 5: RECOMMENDATIONS

1. That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024 and ending on September 31, 2029, for the use of the curling rink and storage at the Creston and District Community Complex AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.
2. That the Board direct staff to enter into a five-year agreement with the Creston Curling, beginning on October 1, 2024 and ending on September 31, 2029, for the use of the curling lounge and storage at the Creston and District Community Complex AND FURTHER, that the Board Chair and Corporate Officer be authorized to sign the necessary documents.

Respectfully submitted,



Craig Stanley – Regional Manager- Operations and Asset Management

## CONCURRENCE

Joe Chirico - General Manager of Community Services

### ATTACHMENTS:

Attachment A:

Attachment B:

## CVSC ACTION ITEMS LIST – 2024-11-07

#	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.	02-Mar-2023 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 for Dec 5/24
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.	<del><b>STAFF DIRECTION:</b> That staff arrange a meeting with Kootenay Employment Services (KES) and the Town of</del>	07-Mar-2024	Complete. KES Contract extended.

	<del>Creston regarding the KES contract, which is set to expire in 2025.</del>		
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