



AGENDA

Regular Council Meeting

6:00 PM - Tuesday, November 18, 2025
Council Chambers, 413 4th Street, Kaslo, BC

Page

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated including the Ktunaxa, Sinixt, and Sylix People and the Indigenous and Metis residents of our community.

The meeting is called to order at ____ PM.

2. ADOPTION OF THE AGENDA

2.1. Addition of Late Items

2.2. Adoption of the Agenda

Recommendation: *THAT the agenda for the November 18, 2025 Regular Council Meeting be adopted as presented.*

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

5 - 10

[Regular Council Meeting - 28 Oct 2025 - Minutes DRAFT](#)

[Special Council Meeting - 04 Nov 2025 - Minutes DRAFT](#)

Recommendation: *THAT the minutes of the October 28, 2025 Regular Council Meeting be adopted as presented.*

4. DELEGATIONS

5. INFORMATION ITEMS

5.1. Reports from Council

11 - 18

[2025.11.18 Mayors Report](#)

5.2. Report from the Chief Administrative Officer

5.3. Committee Meetings

19 - 23

[2025.11.03 Recreation Grants Committee - Minutes - DRAFT](#)

[2025.11.05 Arts & Heritage Committee - Minutes - DRAFT](#)

5.4. Correspondence

6. QUESTION PERIOD

An opportunity for members of the public to ask questions or make comments regarding items on the agenda.

7. BUSINESS

7.1. 2025 Fall Recreation Grants

25 - 26

[Staff Report - 2025 Fall Recreation Grants](#)

Recommendation: *THAT the Recreation Grants for the Fall 2025 intake be awarded in accordance with the recommendations of the Recreation Grants Committee.*

- 7.2. Kootenay Lake West Transit Service Establishment Amendment 27 - 96
[Staff Report - Kootenay Lake West Transit Service Establishment Amendment](#)
[RDCK - Staff Report - Proposed Changes to Service S239](#)
[RDCK - Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025](#)
Recommendation: *THAT the Village of Kaslo provide consent to the Board of the Regional District of Central Kootenay to adopt the Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025, for the purpose of changing the method of apportionment.*
- 7.3. Consolidation and Revision Authority Bylaw No. 1322, 2025 97 - 102
[Staff Report - Consolidation and Revision Authority Bylaw No. 1322, 2025](#)
[Consolidation and Revision Authority Bylaw No. 1322, 2025](#)
Recommendation: *THAT third reading of Consolidation and Revision Authority Bylaw No. 1322, 2025 be rescinded.*
Recommendation: *THAT Consolidation and Revision Authority Bylaw No. 1322, 2025 be given third reading, as amended.*
- 7.4. Fees and Charges Amendment Bylaw No. 1327, 2025 103 - 122
[Staff Report - Fees & Charges Amendment Bylaw No. 1327](#)
[1. Fees and Charges Amendment Bylaw No 1327, 2025 DRAFT](#)
[2. Schedule A - Administrative Services](#)
[3. Schedule B - Rentals](#)
[4. Schedule D - Development Services](#)
[5. Schedule H - Water](#)
[6. Schedule I - Waste](#)
Recommendation: *THAT the Fees and Charges Amendment Bylaw No. 1327, 2025 be adopted.*
- 7.5. Fees and Charges Amendment Bylaw No. 1329, 2025 123 - 128
[Staff Report - Fees and Charges Amendment Bylaw No. 1329, 2025](#)
[Fees and Charges Amendment Bylaw No. 1329, 2025 DRAFT](#)
Recommendation: *THAT the Fees and Charges Amendment Bylaw No. 1329, 2025 be read a first, second, and third time.*
- 7.6. Public Notice Bylaw No. 1328, 2025 129 - 132
[Staff Report - Public Notice Bylaw No. 1328, 2025](#)
[Public Notice Bylaw No. 1328, 2025 DRAFT](#)
Recommendation: *THAT Public Notice Bylaw No. 1328, 2025 be read a first, second, and third time.*

8. LATE ITEMS

- 8.1. Community Development Grant - Kaslo Community Services 133 - 135
[Capital Building Project - VoK letter](#)

[The House Next Door - Project Description](#)

Recommendation: THAT Council approves Kaslo Community Services' application for \$10,000 in funding from the Community Development Grant program for 'The House Next Door' project.

9. IN CAMERA NOTICE

10. RAISED FROM IN CAMERA MEETING

The Regular Council Meeting reconvened at ____PM.

10.1. Closed Meeting

Recommendation: *THAT the November 18, 2025 Regular Council Meeting be closed to the public pursuant to the Community Charter provisions, section 90(1)([applicable section]); AND THAT persons other than Council Members and municipal officers be excluded from the meeting.*

The Regular Council Meeting recessed at ____PM.

11. ADJOURNMENT

11.1. Meeting Adjournment

Recommendation: *THAT the Regular Council Meeting be adjourned at ____PM.*



MINUTES
Regular Council Meeting
Tuesday, October 28, 2025 Council Chambers, 413
4th Street, Kaslo, BC 6:00 PM

COUNCIL
PRESENT:

Suzan Hewat, Mayor
Erika Bird, Councillor
Matthew Brown, Councillor
Rob Lang, Councillor
Molly Leathwood, Councillor

STAFF PRESENT:

Robert Baker, Chief Administrative Officer

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated including the Ktunaxa, Sinixt, and Sylix People and the Indigenous and Metis residents of our community.

The meeting was called to order at 6:01PM.

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

R-233-2025

THAT the agenda for the October 28, 2025 Regular Council Meeting be adopted as presented.

Carried

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

R-234-2025

THAT the minutes of the October 14, 2025 Regular Council Meeting be adopted as presented.

Carried

4. INFORMATION ITEMS

4.1. Reports from Council

Mayor Hewat provided a written report on her activities.

4.2. Report from the Chief Administrative Officer

Robert Baker, Chief Administrative Officer, provided Council with an update on municipal activities.

5. QUESTION PERIOD

There were no questions from the public.

6. BUSINESS

- 6.1. British Columbia Youth Parliament

R-235-2025

THAT the Village contact JV Humphries School to determine if there may be a student interested in participating in the Youth Parliament 2026.

Carried

- 6.2. St. Andrew's Church Pews

R-236-2025

THAT the Village contact St. Andrew's Church to discuss the possibility of receiving some pews for use in City Hall.

Carried

- 6.3. CBT REACH Grant Opportunity

R-237-2025

THAT Council approves applying to the Columbia Basin Trust Recreational Enhancements in Accessibility for Children program for improvements to the Vimy Park Playground and authorizes the CAO to sign the funding agreement if funding is approved.

Carried

- 6.4. 2026 Council Meeting Schedule

R-238-2025

THAT the 2026 Schedule of Council Meetings be approved as presented.

Carried

- 6.5. 2026 Council Appointments

R-239-2025

THAT the 2026 Council Appointments be approved as presented.

Carried

- 6.6. Holiday Hours and Staff Gratuities

R-240-2025

THAT the Village Office close at 12:00PM (noon) on Wednesday, December 24, 2025 and reopen at 10:00AM on Monday, January 5, 2026.

Carried

R-241-2025

THAT holiday gratuities in the amount of \$100.00, in Chamber Bucks if available, be provided to each Village staff member.

Carried

- 6.7. Permissive Tax Exemption Bylaw No. 1325, 2025

R-242-2025

THAT Permissive Tax Exemption Bylaw No. 1325, 2025 be adopted.

Carried

- 6.8. Fees & Charges Bylaw Amendments
R-243-2025
THAT Fees and Charges Amendment Bylaw No. 1327, 2025 be introduced and read a first, second, and third time.

Carried

- 6.9. Canada Summer Jobs 2026 - Summer Studen
R-244-2025
THAT the Village of Kaslo applies to the 2026 Canada Summer Jobs program.

Carried

7. IN CAMERA NOTICE

- 7.1. Closed Meeting
R-245-2025
THAT the October 28, 2025 Regular Council Meeting be closed to the public pursuant to the Community Charter provisions, section 90(1)(c) "labour relations and other employee relations; AND THAT persons other than Council Members and municipal officers be excluded from the meeting.

The Regular Council Meeting recessed at 6:22PM.

Carried

8. RECONVENE IN OPEN MEETING

The Regular Council Meeting reconvened at 6:50PM..

9. ADJOURNMENT

- 9.1. Meeting Adjournment
R-246-2025
THAT the Regular Council Meeting be adjourned at 6:50PM.

Carried

Mayor

Corporate Officer



MINUTES
Special Council Meeting
Tuesday, November 4, 2025 Council Chambers,
413 4th Street, Kaslo, BC 6:30 PM

**COUNCIL
PRESENT:**

Suzan Hewat, Mayor
Erika Bird, Councillor
Matthew Brown, Councillor
Rob Lang, Councillor
Molly Leathwood, Councillor

STAFF PRESENT:

Robert Baker, Chief Administrative Officer
Ian Dunlop, Manager of Strategic Initiatives

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated including the Ktunaxa, Sinixt, and Sylix People and the Indigenous and Metis residents of our community.

The meeting is called to order at 6:26 PM.

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

R-01-2025

THAT the agenda for the November 4, 2025 Special Meeting of Council be adopted as presented.

Carried

3. BUSINESS

3.1. Financial Officer and Corporate Administrator
To appoint Robert Baker as Chief Financial Officer and Corporate Officer.

R-02-2025

THAT Robert Baker be appointed as the Village of Kaslo's Chief Financial Officer and Corporate Officer effective immediately, and

Carried

R-03-2025

THAT Joni L'Heureux cease to be the Village of Kaslo's Chief Financial Officer and Corporate Officer effective immediately.

Carried

4. ADJOURNMENT

4.1. Meeting Adjournment

R-04-2025

THAT the November 4, 2025 Special Meeting of Council be adjourned at 6:28 PM.

Carried

Mayor

Corporate Officer

VILLAGE OF KASLO - MAYORS REPORT

Regular Council Meeting, Tuesday, November 18, 2025

Report Date: November 10, 2025

The following is a summary of the meetings and events that I have participated in since my last written report.



Regular Council Meeting

I chaired the meeting remotely since I was on Ottawa for FCM Advocacy Days.

Thank you to Councillor Leathwood for being available to step in for me if it had been necessary.

Strategic Planning

We spent the day discussing our priorities for 2026.

Recreation Grant Committee

We welcomed our new committee member Graham Gaskell. The committee reviewed the applications received. The minutes of the meeting are on the agenda.

Committee of the Whole

Campground operator Trish Bennett attended to present her requests for improvements to the campground.



All Task Force Meeting.

I attended the 2 days of meetings in Cranbrook. Members of the 4 task forces attended along with members of the board.

The following is the link for information on the task forces.

<https://ourtrust.org/task-forces/>

Finance & Audit Committee.

I attended this meeting virtually from Calgary on my home from FCM Board meetings in Ottawa.



Advocacy Days in Ottawa.

In advance of attending Advocacy Days, I reached out to CAO Baker and RDCK Directors for any local examples to bring forward. I also sent a message to the chairs of RDEK and RDKB. I received a few responses which I was able to incorporate when meeting with Parliamentarians.

VILLAGE OF KASLO - MAYORS REPORT

I outlined that Kaslo and other rural communities lack the funding to install the necessary infrastructure to support housing projects.

The FCM Advocacy Days Priorities were:

1. Deliver municipal infrastructure that supports jobs and the economy.
2. Enable more affordable housing in urban and rural communities.
3. Ensure safer communities through investment in policing, crisis resourcing and bail reform.
Protecting Canadians from the impacts of climate change and extreme weather.

The core asks are:

1. The permanent doubling of the Canada Community-Building Fund (CCBF) and indexing it to GDP while securing matching dollars from the provinces and territories.
The CCBF is one of the most effective and efficient federal programs we have. It moves funding directly to local governments so we can invest in the projects that matter most - water, roads, recreation, and other core infrastructure - without burdening property taxpayers.
2. The creation of a successor program to the 10-year \$33 billion investing in Canada Infrastructure Program.

The 3 days of meetings included a briefing during our Committee of the Whole. This covered the current political context as well as covering the Advocacy Days Priorities.

During Rural Forum we had a presentation from Secretary of State for Rural Development, Buckley Belanger.

There were also Political Keynotes from MP Scott Aitchison, CPC Shadow Minister for Housing and the Honourable Gregor Robertson, Minister of Housing and Infrastructure.

Over the 3 days, I had 4 meeting scheduled. 3 of these meetings were cancelled by the MPs but I did get to participate in 3 meetings as follows:

MP Bob Zimmer - Prince George–Peace River–Northern Rockies with Councillor Lisa Dominato, Councillor Louise Wallace Richmond, Director Jerrilyn Kirk.

MP Rob Morrison - Kootenay–Columbia with Councillor Keith Page, Director Jerrilyn Kirk and Councillor Louise Wallace Richmond.

Senator Duncan Wilson with Councillor Sean Wood, Director Jerrilyn Kirk, Councillor Louise Wallace Richmond and UBCM Executive Director Gary MacIsaac.

It was encouraging that there was a change in tone by some of the MPs that we met with. They all seemed supportive of the advocacy issues of FCM.

FCM continues to advocate strongly for rural issues. There certainly seems to be a recognition by parliamentarians of the importance of rural Canada to the success of the country.

VILLAGE OF KASLO - MAYORS REPORT



Kaslo/Area D Emergency Preparedness Committee.

I attended the meeting which was held at the Emergency Services Building. While there, Chief Skuce showed Director Watson and I the new Wildland Truck. Updates were provided by the small group in attendance. The next meeting date is yet to be determined.

OTHER EVENTS/MEETINGS

Invasive Species Working Group.

We received updates on the action items from the last meeting as well as current initiatives.

Laurie is working on the resolution to be forwarded to FCM for the March 2026 meetings. There was discussion about future guest speakers. Also discussed were sources of funding to continue the work of CKISS.

Kaslo & Area Chamber of Commerce Meeting.

Planning is underway for the 2025 Great Gift Giveaway.

Light Up will be held on Saturday, December 6th following the Christmas Craft Fair at the Royal Canadian Legion.

A tentative date was set for the Chamber Christmas party.

There was further discussion regarding a potential job fair next spring.

The Chamber Business after Business event was held on Thursday, November 6th. Jon Beaulac from CBT attended to share information on their Commercial Lending program. Community Liaison Patrick Checknita was also in attendance.

Library fundraising meeting.

The group continued discussing the details of the Dickens Christmas Carol reading.

MEETINGS/EVENTS AFTER THE AGENDA DEADLINE

Times have been included for meetings that are open for public participation. The Zoom links and agendas for the RDCK meetings can be accessed on their website.



- | | | |
|------|----|---|
| Nov. | 12 | Joint Resource Recovery @ 1:00pm. |
| | 13 | Board @ 9:00am. |
| | 14 | Workshop: Organizational Review - Director's input session. |

VILLAGE OF KASLO - MAYORS REPORT



Nov 28-29 Board meetings in Nelson.

OTHER EVENTS/MEETINGS

Nov 11 Remembrance Day Ceremony.
24 Imagine Kootenay Steering Committee.

Respectfully submitted,
Mayor Suzan Hewat



Fall 2025 | Issue 6

MFA's Quarterly Member Newsletter

Please note: You are receiving this email because you are an Appointed Member Representative to the MFA Board for your Regional District, an Appointed Alternate Member Representative, or a Regional District Chief Administrative Officer. Should you not wish to receive this newsletter in future, please click “unsubscribe” below.

MFA News

2026-27 Member Appointments

MFA has distributed our annual request for Member appointments to our Board to all Regional Districts. Note that while the deadline for us to receive these official appointments is not until February 28th, 2026, it is best to complete this process as soon as possible to allow ample time to make schedule and travel arrangements for our Annual General meeting.

If you are a current Member and wish to continue on, we encourage you to express your interest to your RD Board Chair.

2026 Financial Forum & Annual General Meeting

MFA's Financial Forum & Annual General Meeting will be held **April 22 & 23, 2026** at the **Delta Victoria Ocean Pointe Resort**, 100 Harbour Road, in Victoria.

There will be a welcome reception late afternoon on Wednesday, April 22, followed by our Financial Forum and Annual General Meeting on Thursday, April 23. The full event program will be available in early 2026.

This event is complimentary to attend, however Members need to register online at [CivicInfo](#).

Hotel accommodation is available at the [Delta Victoria Ocean Pointe Resort](#). Members can book the preferred rate on a first come first serve basis until **Friday, March 20th, 2026**. Follow the link, or call 250-360-2999, and ask for the special “MFABC AGM” Rate.

Members are responsible for their own hotel reservations and will be asked to secure their booking with a credit card. The hotel has a 72-hour cancellation policy.

Please note: One representative, either the appointed MFA Member or their alternate, is eligible for meeting remuneration and travel expense reimbursement according to MFA's *Trustee and Member Remuneration and Expense Claim Form*, found in the MFA Governance Handbook.



Semi-Annual Meeting of the Members

The next MFA Semi-Annual Meeting of the Members is tentatively scheduled for 4:30pm on Tuesday, September 15, 2026, in conjunction with the Annual UBCM Conference in Vancouver. Further details will be forthcoming early in 2026.

Bond Issuance

As of October 22, 2025, the MFA has completed our debt issuance program for the year, raising almost \$2 billion to finance long-term capital projects for BC local governments

all over the province. MFA's collective borrowing structure results in the lowest cost of financing available to any municipality in Canada.

Sponsorship & Collaboration

After the provision of lending and investment services, the third 'pillar' of our mandate is to facilitate financial education, either directly or through our sponsorship of high-quality organizations supporting the local government sector in BC.

In addition to directly contributing nearly \$270,000 in 2025 to fund local government courses, programs, workshops, and conferences throughout the province, trustees and management contribute their time at various local government events to enhance the financial knowledge of our members. We are proud long-time sponsors of UBCM events including the annual conference, Community Excellence awards, Chair & CAO Conference, and all chapter conferences. The MFA is also a founding member and ongoing major sponsor of the Local Government Leadership Academy (LGLA) as well as the LGLA Annual Forum.

UBCM Convention - Congratulations to CEA Winners

MFABC was once again major sponsor of the Union of BC Municipalities Convention which took place September 22 – 26 in Victoria, BC at the Victoria Conference Centre. Congratulations go to the [Annual Community Excellence Awards](#) winners:

Presidents Committee Choice

Winner: District of Saanich – Asset Management Strategy and Implementation Plan

Excellence in Service Delivery

Winner: Township of Esquimalt – Youth Aquatic Safety & Leadership Program

Honourable Mention: Regional District of Bulkley-Nechako – Cycle 16 Trail Project

Excellence in Asset Management

Winner: City of Greenwood – Resilient Greenwood: Building the Future Together

Excellence in Sustainability

Winner: Metro Vancouver Regional District – Repair Cafes

Excellence in Governance

Winner: Village of Cache Creek – Transparent Recovery Initiative

The 2026 UBCM Convention will be held from September 14-18 at the Vancouver Convention Centre.

LGLA - Local Government Leadership Academy Forum

The MFA is a founding member of the [Local Government Leadership Academy \(LGLA\)](#), an organization which promotes education and training for local government and First Nations elected officials throughout BC. The Municipal Financial Authority has been a major financial contributor to LGLA and has held a seat on their board since its founding. MFA is currently represented on this board by our Trustee Melanie McCollum, a Councillor for the City of Courtenay and Board Member for the Comox Valley Regional District.

MFA is looking forward to supporting the LGLA Annual Forum once again in 2026 at the Radisson Airport Vancouver Hotel from March 11-13 (on the heels of UBCM's Electoral Area Directors Forum to be held March 10-11 at the same venue).

Important Dates

February 28, 2026 – Member Appointments to the MFA Member Board due

March 11-13, 2026 – LGLA Annual Forum, Richmond

April 22-23, 2026 – MFA Financial Forum & AGM, Victoria

Our Bonds Build BC

mfa.bc.ca

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217-3680 Uptown Blvd
Victoria, British Columbia V8Z 0B9, Canada



MINUTES
Recreation Grants Committee Meeting
Monday, November 3, 2025 Council Chambers, 413 4th
Street, Kaslo, BC 6:00 PM

MEMBERS PRESENT: Suzan Hewat, Mayor
Erika Bird, Councillor
Ken Butt,
Graham Gaskell

MEMBERS ABSENT: Lynn Gouldsbrough

STAFF PRESENT: Robert Baker, Chief Administrative Officer

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated including the Ktunaxa, Sinixt, and Sylix People and the Indigenous and Metis residents of our community.

The meeting is called to order at 6:03 PM.

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

R-01-2025

THAT the agenda for the November 3, 2025 Recreation Grants Committee be adopted as presented.

Carried

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

R-02-2025

THAT the minutes of the April 17, 2025 Recreation Grants Committee be adopted as presented.

Carried

4. INFORMATION ITEMS

4.1. Committee Terms of Reference

4.2. Recreation Grant Policy

4.3. Grant Reporting

5. QUESTION PERIOD

An opportunity for members of the public to ask questions or make comments regarding items on the agenda.

6. BUSINESS

6.1. Fall 2025 Recreation Grant Applications

Graham Gaskell left the room at 6:20 PM and returned at 6:23 PM

6.2. Fall 2025 Recreation Grant Applications

R-03-2025

THAT all 2025 Fall Recreation Grant applications be approved, with the exception of the Wild Turkey Cross Country Race application which does not meet eligibility requirements.

Carried

7. NEXT MEETING

Unless otherwise specified, the next meeting will be held at the call of the Chair.

8. ADJOURNMENT

8.1. Meeting Adjournment

R-04-2025

THAT the Recreation Grants Committee meeting be adjourned at 6:25 PM.

Carried

Mayor

Corporate Officer



MINUTES
Arts & Heritage Committee Meeting
4:15 PM - Wednesday, November 5, 2025
Council Chambers, 413 4th Street, Kaslo, BC

MEMBERS PRESENT: Suzan Hewat, Mayor
Molly Leathwood, Councillor
Anne Malik, Member
David Jackson, Member

MEMBERS ABSENT: Robin Wiltse, Member
Tricia Feeney, Member
Rick Nay, Member

STAFF PRESENT: Robert Baker, Chief Administrative Officer

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated including the Ktunaxa, Sinixt, and Sylix People and the Indigenous and Metis residents of our community.

The meeting is called to order at 4:15 PM.

2. ADOPTION OF THE AGENDA

2.1. Addition of Late Items

2.2. Adoption of the Agenda

R-01-2025

THAT the agenda for the November 5, 2025 Arts & Heritage Committee Meeting be adopted as presented.

Carried

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

R-02-2025

THAT the minutes of the November 27, 2024 Arts & Heritage Committee Meeting be adopted as presented.

Carried

4. DELEGATIONS

5. INFORMATION ITEMS

5.1. Member Reports

5.2. Committee Terms of Reference

5.3. Correspondence

6. QUESTION PERIOD

7. BUSINESS

7.1. Artwork in Legacy Park

The Committee will reach out to the North Kootenay Lake Arts Council (NKLAC) to explore the possibility of including submissions from local artists for display at Legacy Park, as an alternative to solely selecting from the Castlegar Sculpture Walk program.

If a submission through the NKLAC is not available for the 2026–2027 term, then the Committee will select an art piece from the options provided by the Castlegar Sculpture Walk.

NKLAC will be invited to observe the installation of the 2026 art piece to gain insight into the technical and logistical requirements involved.

NKLAC and JV Humphries have expressed interest in painting the concrete blocks along A Avenue. The Committee will gather additional information on this proposal before determining whether to bring forward a recommendation to Council.

The Committee will consult with the North Kootenay Lake Arts Council (NKLAC) regarding the potential for local artwork to be applied to Village-owned garbage and recycling receptacles located in the Commercial Core. Following this inquiry, the Committee will consider making a recommendation to Council.

8. LATE ITEMS

9. NEXT MEETING

Unless otherwise specified, the next meeting will be held at the call of the Chair.

10. ADJOURNMENT

10.1. Meeting Adjournment

R-03-2025

THAT the Arts & Heritage Committee Meeting be adjourned at 5:23 PM.

Carried

Mayor

Corporate Officer



MEETING DATE: November 18, 2025
TO: Robert Baker, Chief Administrative Officer
FROM: Karissa Stroshein, Deputy Clerk
SUBJECT: 2025 Fall Recreation Grants
DATE WRITTEN: November 13, 2025

FILE No: 1850-20

1.0 PURPOSE:

To consider award of the 2025 Fall Recreation Grants.

2.0 RECOMMENDATION:

THAT the Recreation Grants for the Fall 2025 intake be awarded in accordance with the recommendations of the Recreation Grants Committee.

3.0 BACKGROUND:

The Regional District of Central Kootenay (RDCK) contributes \$10,000 annually to the Kaslo & Area D Recreation Grant Program, which is administered by the Village of Kaslo. This funding includes contributions from both the Village and Electoral Area D. The annual allocation is divided between two intake periods: Spring and Fall.

On November 4, 2025, the Recreation Grants Committee met to review applications and assess them against the criteria outlined in the Recreation Grants Policy. A total of twelve (12) applications were received, most of which met the eligibility requirements. However, the application submitted for the Wild Turkey Cross Country Race did not comply with the specified criteria, and the Committee recommends that this application be declined. Council is now asked to make the final decision regarding award of the 2025 Fall Recreation Grants.

4.0 DISCUSSION:

The Recreation Grants Committee has recommended that the following grants be awarded:

Kaslo & Area Youth Council	\$ 500.00
Kaslo & District Minor Hockey Association	\$ 400.00
Kaslo Youth Soccer Club	\$ 500.00
Kaslo Disc Golf Club	\$ 500.00
Kaslo Baseball & Softball Association	\$ 500.00
Kaslo Cougars	\$ 500.00
Kaslo Racquet Club	\$ 500.00
Kaslo & Area Senior Citizens' Society	\$ 500.00
Kaslo Maypole Dance	\$ 500.00
Kaslo Curling Club	\$ 500.00
Kaslo Outdoor Recreation & Trails Society	\$ 500.00

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Council award the 2025 Fall Recreation Grants as recommended by the Recreation Grants Committee.** *Village staff will notify all applicants and disburse the grant funds.*
2. Refer the matter back to the Recreation Grants Committee for further consideration. *The grants will not be awarded until the committee addresses Council's concerns.*

6.0 FINANCIAL CONSIDERATIONS:

The recommended award amount is within the annual budget for the Kaslo & Area D Recreation Grant Program. Any funds not allocated will be carried forward to the following year.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Policy

Recreation Grant Eligibility Criteria Policy, Village of Kaslo

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:

Karissa Stroshein, Deputy Clerk

CAO COMMENTS:

Unless Council has concerns, it should proceed as recommended by the Recreation Grants Committee.

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer



MEETING DATE:	November 18, 2025	FILE No:	1970-06
TO:	Mayor and Council		
FROM:	Robert Baker, Chief Administrative Officer		
SUBJECT:	Kootenay Lake West Transit Service Establishment Amendment Bylaw		
DATE WRITTEN:	November 13, 2025		

1.0 PURPOSE:

To seek direction on the Regional District of Central Kootenay's (RDCK) request for consent of Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025.

2.0 RECOMMENDATION:

THAT the Village of Kaslo consent to the Board of the Regional District of Central Kootenay adopting the Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025, for the purpose of changing the method of apportionment.

3.0 BACKGROUND:

The Board of the RDCK has proposed Bylaw No. 3036 to update the cost-sharing formula for the Kootenay Lake West Transit Service, and are requesting the Village's consent as required by Section 333 of the *Local Government Act*.

4.0 DISCUSSION:

According to RDCK staff reports and supporting documents, the current apportionment method, which is based largely on property assessments, is outdated and no longer reflects how transit services are accessed or used across the region. The proposed amendment introduces a hybrid model developed by Watt Consulting, which considers factors such as population, ridership data, and access to transit routes.

RDCK materials indicate that Kaslo's share of the total service cost will increase gradually from 4.2% in 2025 to 5.8% in 2030. Based on the current maximum requisition of \$678,000, this would mean an increase from approximately \$28,476 to \$39,324 over five years. These figures are estimates and may vary depending on future service budgets and property assessments. The RDCK has also provided a letter of consent for Council's consideration and notes that adoption of the Bylaw requires approval from two-thirds of participating communities.

While the proposed model does not guarantee changes to service levels, RDCK staff suggest that it will improve transparency and fairness in how costs are distributed. It also positions Kaslo to advocate for service improvements that reflect its increased financial contribution. Council should be aware that all technical and financial details regarding the apportionment model and transit service structure have been provided by RDCK staff and consultants, but have not been independently verified by Village staff.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **The Village consent to Bylaw No. 3036.** *Staff will notify the RDCK.*
2. The Village decline consent to Bylaw No. 3036.
3. Council may request the RDCK appear before Council as a delegation to provide further information before Council makes a decision.

6.0 FINANCIAL CONSIDERATIONS:

Under the proposed apportionment, Kaslo's share of the total transit service cost will increase incrementally over the next five years. The maximum annual requisition for the service is set at \$678,000 or \$0.066 per \$1,000 of net taxable value, whichever is greater.

Using the 2025 apportionment rate of 4.2%, Kaslo's estimated contribution would be approximately \$28,476. By 2030, at 5.8%, the estimated contribution would be \$39,324, assuming the total requisition remains at \$678,000.

These figures are estimates and actual costs may vary depending on changes to the overall service budget and property assessments.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Local Government Act - Consent required for services outside regional district

Section 333 indicates that before the Regional District can establish a service affecting the Village, their board must obtain the Village's consent, and after receiving that consent, obtain the approval of the Lieutenant Governor in Council.

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

The RDCK has indicated this is time sensitive. If Council chooses to delay or request more information, it may affect the RDCK's timeline for adopting the Bylaw and implementing the new cost-sharing model.

RESPECTFULLY SUBMITTED:

Robert Baker
Chief Administrative Officer

Attachments:

1. RDCK - Staff Report - Proposed Changes to Service S239
2. RDCK - Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 DRAFT



West Transit Services Committee Report

June 10th, 2025

Proposed Changes to Service S239 Kootenay Lake West Transit

Author: Tom Dool, Research Analyst
File Reference: 3200/10
Electoral Area/Municipality: CASTLEGAR, KASLO, NAKUSP, NEW DENVER, SALMO, SILVERTON, SLOCAN, AREA A, AREA D, AREA E, AREA F, AREA G, AREA H, AREA I, AND AREA J
Services Impacted S239 KOOTENAY LAKE WEST TRANSIT

1.0 STAFF RECOMMENDATION

That Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 be read a FIRST and SECOND time.

2.0 BACKGROUND/HISTORY

Kootenay Lake West Transit Service Establishment Bylaw 1783, 2005 established Service S239 Kootenay Lake West Transit as a transit service for all electoral areas and municipalities on the west side of Kootenay Lake. The method of apportionment was based on a property value tax on converted value of land and improvements within the service area.

Kootenay Lake West Transit Service Establishment Amendment Bylaw 1794, 2005 amended the service area boundary to include a Defined Portion of Electoral Area A and specify the service participants included Defined A, D, E, F, G, H, I, J, K, Castlegar, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silvertown, and Slocan.

In 2013, the West Kootenay Transit System was established in partnership with the City of Nelson, the Regional District of Kootenay Boundary, and BC Transit. As a part of the process Kootenay Lake West Transit Service Amendment Bylaw No. 2354, 2013 consolidated services S233 Nelson and Area Transit, S235 Kaslo and Area Transit, and S236 Nakusp and Area Transit. Bylaw 2354, 2013 also amended the method of apportionment by assigning percentage amount of the cost of transit to each service participant.

In 2021, staff proposed amendments to Bylaw 1783, 2005 to change the method of apportionment. The Board declined to proceed with those amendments.

Kootenay Lake West Transit Service Amendment Bylaw 2707, 2021 increased the maximum annual allowable requisition to \$678,000 or \$0.066/\$1000 of net taxable value of land and improvements within the service area, whichever is greater.

Kootenay Lake West Transit Service Establishment Bylaw 1783, 2005 and subsequent amendments are included in this report (see Attachment A).

In 2023 the Board recognized the need for transit funding service governance, in part, to facilitate improvements in the apportionment of transit costs. The West Transit Services Committee was established to consider matters related to transit funding for services S237 Transit Castlegar and Area, S238 Transit Slocan Valley North Shore, and S239 Transit Kootenay Lake.

Watt Consulting was contracted to conduct a long-form interview with 16 Board members to establish consistent and incongruent values held by the elected officials responsible for the governance of public transit. Those values were then applied to potential apportionment methods for Board consideration. The results of this study, The RDCK Transit Values and Cost Apportionment Study (See Attachment B), were presented at the January 10th West Transit Services Committee meeting.

At the April 15th, 2025 West Transit Services Committee Meeting staff presented an analysis of the RDCK Transit Values and Cost Apportionment Study and made recommendations regarding a best fit for apportionment models (See Attachment C)

At the April 17th 2025 Open Board Meeting the Board resolved:

(220/25) That the Board direct staff to prepare an amendment to bylaw Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to update the method of apportionment to reflect Section 4.0 the proposed solution as per Transit Cost Apportionment Committee Report prepared by Tom Dool, Research Analyst; and to update apportionment percentages in the bylaw to reflect the Hybrid Methods apportionment of current transit costs.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The apportionment described in Kootenay Lake West Transit Service Establishment Bylaw 1783, 2005 and subsequent amendments is no longer aligned with the provision of transit services through Service S239 Kootenay Lake West Transit. The current apportionment is 12 years old. In the past 12 years there have been considerable changes to property values, regional demographics, and ridership patterns that are not reflected in current service levels, in part due to a dated apportionment method.

The current apportionment method lacks a working model. There is no consistent way of translating proposed service level changes to potential costs for individual participants.

Service governance has low confidence in the current apportionment of transit costs. There is no mechanism to demonstrate the return on investment in transit services because it's difficult to show how individual investments are being applied.

Further details regarding the challenges with the current apportionment of costs for this service were reported upon at the April 15th, 2025 West Transit Services Committee Meeting (See Attachment C).

3.1 Alignment to Board Strategic Plan

The Boards' consideration of the proposed changes to transit service funding apportionment demonstrates a commitment to excellence in governance.

3.2 Legislative Considerations

Apportionment of the Costs of a Service

LGA Section 340 Special Options for Establishing Bylaws allows that a service establishment bylaw may set out a method of apportionment of costs among the participating areas, if this is to be different from the method established by LGA Section 380.

LGA Section 380 Apportionment of Costs mandates that if the establishing bylaw specifies a method for apportioning service costs, those costs must be distributed accordingly.

Kootenay Lake West Transit Service Amending Bylaw 2354, 2013 amended the apportionment of costs to transit service participants from assessment-based method established in Section 380 of the LGA to a method defined by bylaw.

Proposed Kootenay Lake West Transit Service Establishment Amending Bylaw 3036, 2025 removes the apportionment of costs defined in Bylaw 2354, 2013 and applies an apportionment of costs based on the hybrid model developed by Watt Consulting.

In accordance with LGA Sections 346 and 347, the proposed bylaw amendment may be approved by consent of 2/3 of the participants.

3.3 What Are the Risks?

The lack of information regarding the current model makes it difficult to apportion the cost-of-service level changes. The resulting uncertainty erodes service governance's ability to make decisions about the future of the service.

Inequities resulting from the existing model will result in service participants curtailing their investments in public transportation.

4.0 PROPOSED SOLUTION

The proposed solution applies the Hybrid Model approach, as recommended by Watt Consulting and directed by the Board, to the apportionment cost for Service S239 Kootenay Lake West Transit. The apportionment as described in the amendments adhere to the following principles

1. **Transit funding methods should be simplified and documented.**
2. **Funding models should explicitly state how cost allocation is arrived at.**
3. **New funding models should adopt a multifactorial approach to the allocations of transit costs.**

The Apportionment of Regional Connector Transit Costs

The only Regional Connector Transit route funded by the Regional District is the #99 Kootenay Connector. This connector provides service between Nelson and the Castlegar campus of Selkirk College.

The operating cost of the #99 Kootenay Connector is distributed to all service participants of S239 Kootenay Lake West Transit by population, weighted by access to the service. Service participants who have direct access to the service are weighted %100. Service participants requiring an additional transit trip to access the service are weighted 66%. Service participants who require two transit trips to access the service are weighted 33%. The weighting reflects a reduced opportunity to use the service based on a lack of access.

This funding component recognizes that majority of transit ridership benefits from Regional Connector Services to some degree while applying the value/theme, **Those who benefit from transit services should bear the cost of providing those services**, to the distribution of costs among participants.

500 Hours of Health Connections funding is allocated annually to the operation of #99 Kootenay Connector to provide links to community and regional health facilities in Castlegar, Nelson, and Trail.

The Apportionment of Conventional Transit Costs

Conventional Transit Service Routes include

- #10 North Shore
- #14 Blewett
- #15 Perrier
- #20 Slocan Valley

Conventional transit service routes operate on a set schedule with defined stops. The cost of these services is distributed among service recipients based on the distribution of ridership. Ridership is determined through boarding and alighting sample data at select locations by either electronic fare products or observations by the transit operator.

Under the proposed apportionment Electoral Areas E & F will continue to fund their portion of the operating costs of the #10 North Shore through Service S238 North Shore Transit. That apportionment adopts the same ridership-based approach applied in Service S239. However, in S239 the Village of Kaslo, Area D, and Defined Area A contribute a nominal amount (1%) to the cost of the #10 North Shore route. This reflects the need for riders to access the #10 North Shore at Balfour to complete their journey from either the East Shore or North End to Nelson.

Under the proposed apportionment Electoral Areas E, F, Defined H, and Slocan will continue to fund their portion of the operating costs of the #20 Slocan Valley through Service S238 Slocan Valley Transit. That apportionment adopts the same ridership-based approach applied in Service S239. However, within Service S239 Silverton, New Denver, Nakusp, Area H, and Area K contribute a nominal amount (1%) to the cost of the #20 Slocan Valley route. This reflects the need for riders to access the #20 Slocan Valley at the Village of Slocan to complete their journey south from the north half of the Slocan Valley up to Nakusp.

The Apportionment of Paratransit Costs

Paratransit Service Routes include

- #51 Nakusp Hot Springs
- #52 Nakusp to Playmor
- #53 Nakusp to Edgewood
- #57 Kaslo Local
- #58 Kaslo to Argenta
- Nelson handiDart Services

Paratransit services are on demand and curb-to-curb services. While they have defined timing stops, they allow for a degree of customization by the ridership allowing for specified pick-up and drop-off locations and times where possible. The cost of a paratransit route is distributed evenly among service recipients based on operating hours.

Apportionment of Health Connections Service Costs

The cost of Health Connections Routes including

#72 Salmo to Nelson

#74 Nakusp to Nelson

#76 Nakusp to Nelson

Health Connections services are paratransit routes funded, in part, through Health Connections funding. The costs of these services are distributed evenly among route participants and IHA based on operating hours.

Apportionment of Nelson handiDart Costs

handiDart operations within the City of Nelson are provided through Service S239 Kootenay Lake West Transit and funded entirely by the City of Nelson.

Figure 1. Service S239 Participation by Service Type & Route

Participant	Regional Connector	Conventional	Paratransit	Health Conn	handiDart
Castlegar	#99				Nelson HD
Kaslo	#99	#10	#57, #58	#76	
Nakusp	#99	#20	#51, #52	#74	
Nelson	#99				
New Denver	#99	#20	#52	#74	
Salmo	#99			#71	
Silverton	#99	#20	#52	#74	
Slocan	#99		#52	#74	
Area A Def	#99	#10			
Area D	#99	#10	#57, #58	#76	
Area E	#99	#14, #15			
Area F	#99				
Area G	#99			#71	
Area H	#99	#20		#74	
Area I	#99				
Area J	#99				
Area K	#99	#20		#74	

Consolidated Operating Hours

Population distribution and ridership have been translated into corresponding operating hours. A summary of operating hours based on current service levels has been applied as a proxy for operating costs to determine the overall percentage of operating hours required by each Service S239 Kootenay Lake West service participant.

Figure 2. Distribution of Operating Hours by Participant and Service Type

Participant	Regional Connector	Conventional	Paratransit	Health Conn	handiDart	Total
Castlegar	382:50:32	0:00:00	0:00:00	0:00:00	0:00:00	382:50:32
Kaslo	24:04:57	41:43:05	136:00:00	203:30:47	0:00:00	405:18:49
Nakusp	36:28:47	36:52:23	240:50:00	68:00:00	0:00:00	382:11:10
Nelson	764:54:14	0:00:00	0:00:00	0:00:00	699:20:00	1464:14:14
New Denver	11:10:49	36:52:23	45:20:00	68:00:00	0:00:00	161:23:12
Salmo	52:20:37	0:00:00	0:00:00	229:16:14	0:00:00	281:36:50
Silverton	3:25:14	36:52:23	45:20:00	68:00:00	0:00:00	153:37:37
Slocan	17:24:07	0:00:00	45:20:00	68:00:00	0:00:00	130:44:07
Area A Def	10:54:18	41:43:05	0:00:00	0:00:00	0:00:00	52:37:22
Area D	33:33:51	41:43:05	136:00:00	203:30:47	0:00:00	414:47:42
Area E	268:23:54	1154:18:00	0:00:00	0:00:00	0:00:00	1422:41:54
Area F	283:28:53	0:00:00	0:00:00	0:00:00	0:00:00	283:28:53
Area G	75:45:37	0:00:00	0:00:00	229:16:14	0:00:00	305:01:51
Area H	232:48:04	36:52:23	45:20:00	68:00:00	0:00:00	383:00:27
Area I	179:33:07	0:00:00	0:00:00	0:00:00	0:00:00	179:33:07
Area J	242:13:35	0:00:00	0:00:00	0:00:00	0:00:00	242:13:35
Area K	40:57:23	36:52:23	172:50:00	68:00:00	0:00:00	318:39:46
Total	2660:18:00	1463:49:08	867:00:00	1273:34:01	699:20:00	6964:01:09

4.1 Financial Considerations of the Proposed Solution

Based on the application of the proposed Hybrid Method to current service levels and the distribution of operating hours the apportionment of costs for Service S239 Kootenay Lake West would be as follows:

Figure 3. Apportionment of Service S239 Kootenay Lake West Costs.

Participant	Proposed Apportionment	Proposed 2024 Requisition	Current Apportionment	2024 Requisition
Castlegar	5.5%	\$29,408.68	8.55%	\$45,738.48
Kaslo	5.8%	\$31,134.85	4.18%	\$22,361.04
Nakusp	5.5%	\$29,358.27	12.60%	\$67,404.08
Nelson	21.0%	\$112,477.88	20.15%	\$107,793.03
New Denver	2.3%	\$12,397.20	4.47%	\$23,912.40
Salmo	4.0%	\$21,632.66	0.97%	\$5,189.04
Silverton	2.2%	\$11,801.12	3.40%	\$18,188.40
Slocan	1.9%	\$10,042.65	0.44%	\$2,353.79
Area A Def	0.8%	\$4,042.32	1.71%	\$9,147.70
Area D	6.0%	\$31,863.19	8.47%	\$45,310.52
Area E	20.4%	\$109,286.99	7.86%	\$42,047.31
Area F	4.1%	\$21,776.11	7.43%	\$39,747.01

Area G	4.4%	\$23,431.46	3.22%	\$17,225.49
Area H	5.5%	\$29,421.37	7.60%	\$40,656.43
Area I	2.6%	\$13,792.59	1.85%	\$9,896.63
Area J	3.5%	\$18,607.04	2.52%	\$13,480.82
Area K	4.6%	\$24,478.63	4.58%	\$24,500.85
Total	100.0%	\$534,953.00	100.00%	\$534,953.00

It is acknowledged that the proposed method of apportionment may result in substantive changes to the requisitions of some service participants. To reduce the taxation impact of the proposed changes staff propose a 5-year phase in. A graduated approach will allow for service level changes to be considered as a means of reducing taxation impacts.

Figure 4. 5-Year Phase in of New Apportionment Rates

Participant	2025	2026	2027	2028	2029	2030
Castlegar	8.6%	7.9%	7.3%	6.7%	6.1%	5.5%
Kaslo	4.2%	4.5%	4.8%	5.2%	5.5%	5.8%
Nakusp	12.6%	11.2%	9.8%	8.3%	6.9%	5.5%
Nelson	20.2%	20.3%	20.5%	20.7%	20.9%	21.0%
New Denver	4.5%	4.0%	3.6%	3.2%	2.7%	2.3%
Salmo	1.0%	1.6%	2.2%	2.8%	3.4%	4.0%
Silverton	3.4%	3.2%	2.9%	2.7%	2.4%	2.2%
Slocan	0.4%	0.7%	1.0%	1.3%	1.6%	1.9%
Area A Def	1.7%	1.5%	1.3%	1.1%	0.9%	0.8%
Area D	8.5%	8.0%	7.5%	7.0%	6.5%	6.0%
Area E	7.9%	10.4%	12.9%	15.4%	17.9%	20.4%
Area F	7.4%	6.8%	6.1%	5.4%	4.7%	4.1%
Area G	3.2%	3.5%	3.7%	3.9%	4.1%	4.4%
Area H	7.6%	7.2%	6.8%	6.3%	5.9%	5.5%
Area I	1.9%	2.0%	2.1%	2.3%	2.4%	2.6%
Area J	2.5%	2.7%	2.9%	3.1%	3.3%	3.5%
Area K	4.6%	4.6%	4.6%	4.6%	4.6%	4.6%

Changes to the apportionment of costs for S239 Kootenay Lake West Transit are intended to occur in the context of a broader initiative to improve the apportionment of transit costs for both Service 238 North Shore and Slocan Valley Transit and for Service S239 Kootenay Lake West.

The implications of proposed changes to both services are described below in figure 4.

Figure 7. Aggregate Changes to S238 and S239 Apportionments.

Participant	Proposed Apportionment	Proposed 2024 Requisition	Current Apportionment	2024 Requisition	\$ Change	% Change
Castlegar	2.3%	\$29,408.68	3.54%	\$45,738.48	\$(16,329.80)	-36%

Kaslo	2.4%	\$31,134.85	1.73%	\$22,361.04	\$8,773.82	39%
Nakusp	2.3%	\$29,358.27	5.21%	\$67,404.08	\$(38,045.80)	-56%
Nelson	8.7%	\$112,477.88	8.33%	\$107,793.03	\$4,684.85	4%
New Denver	1.0%	\$12,397.20	1.85%	\$23,912.40	\$(11,515.20)	-48%
Salmo	1.7%	\$21,632.66	0.40%	\$5,189.04	\$16,443.62	317%
Silverton	0.9%	\$11,801.12	1.41%	\$18,188.40	\$(6,387.28)	-35%
Slocan	2.0%	\$25,576.37	2.28%	\$29,537.79	\$(3,961.42)	-13%
Area A Def	0.3%	\$4,042.32	0.71%	\$9,147.70	\$(5,105.38)	-56%
Area D	2.5%	\$31,863.19	3.50%	\$45,310.52	\$(13,447.33)	-30%
Area E	21.5%	\$278,387.33	22.45%	\$290,317.31	\$(11,929.98)	-4%
Old E	0.0%	\$-	0.24%	\$3,148.00	\$(3,148.00)	-100%
Area F	21.6%	\$278,908.15	21.18%	\$273,913.01	\$4,995.14	2%
Old F	0.0%	\$-	0.98%	\$12,628.00	\$(12,628.00)	-100%
Area G	1.8%	\$23,431.46	1.33%	\$17,225.49	\$6,205.98	36%
Area H	2.3%	\$29,421.37	3.14%	\$40,656.43	\$(11,235.05)	-28%
Def H	23.1%	\$299,129	17.50%	\$226,339.00	\$72,789.97	32%
Old H	0.0%	\$-	0.52%	\$6,666.00	\$(6,666.00)	-100%
Area I	1.1%	\$13,792.59	0.77%	\$9,896.63	\$3,895.96	39%
Area J	1.4%	\$18,607.04	1.04%	\$13,480.82	\$5,126.22	38%
Area K	1.9%	\$24,478.63	1.89%	\$24,500.85	\$(22.22)	0%
Total	98.6%	\$1,293,354.00	100.00%	\$1,293,354.00		

4.2 Risks with the Proposed Solution

The complex nature of the problem is a result of many factors including:

1. The gradual consolidation of smaller transit services into S239 Kootenay Lake West;
2. The lack of an apportionment method to determine current apportionments; and
3. Ongoing attempts to use the current structure to provide public transit.

These are all unique circumstances. Staff is confident that the proposed solution is viable and will resolve a number of the current issues with Service S239. However, it is recognized that the Local Government Inspector may have additional considerations that require the staff's attention. This could, in practice, result in delayed implementation.

4.3 Resource Allocation and Workplan Impact

The proposed solution will reduce the current financial and administrative workload required to manage the service and improve efficiency in implementing service level changes.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The proposed solution provides increased public transparency regarding the funding of the transit system.

Public engagement is not required.

4.5 Measuring Success

Measures of success will include:

1. Improved understanding of the relationship between transit funding and operations
2. Streamlined budgeting processes
3. Increased equity in terms of transit funding and services.

5.0 ALTERNATIVE SOLUTION(S)

The Committee may choose to take no further action on the matter.

5.1 Financial Considerations of the Alternative Solution(s)

Transit service costs for Service S238 North Shore and Slocan Valley Transit will continue to be apportioned with the current method.

5.2 Risks with the Alternative Solution(s)

Challenges with the current model will persist.

5.3 Resource Allocation and Workplan Impact

The alternative solution will reduce the workload for staff in the short term but will, in the long term, result in the persistence of existing problems and create new ones.

5.4 Public Benefit and Stakeholder Engagement of Alternative Solution

None at this time.

5.5 Measuring Success

None at this time.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

None at this time.

7.0 OPTIONS SUMMARY

Preferred Option Recommendation:

That Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 be read a FIRST and SECOND time.

Alternative Option Recommendation:

That the Committee recommend staff take no further action on the matter.

8.0 RECOMMENDATION

That Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025 be read a FIRST and SECOND time.

Respectfully submitted,
Tom Dool

CONCURRENCE

[Manager's Title] – [Name of Manager]

[Manager's Title] – [Name of Manager]

[Manager's Title] – [Name of Manager]

ATTACHMENTS:

Attachment A - Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2000 and subsequent amendments

Attachment B – The RDCK Transit Values and Cost Apportionment Study

Attachment C – April 15, 2025 West Transit Services Committee Report – Transit Cost Apportionment

Attachment D - Kootenay Lake West Transit Service Establishment Amending Bylaw 3036, 2025

RDCK Report

REGIONAL DISTRICT OF CENTRAL KOOTENAY

BYLAW NO. 1783

A bylaw to establish a transit service for all electoral areas and municipalities on the west side of Kootenay Lake

WHEREAS, a regional district may, by bylaw, establish and operate a service under the provisions of Part 24 of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of Central Kootenay wishes to establish a service for the purpose of providing transit to a portion of the Regional District including all electoral areas and municipalities on the west side of Kootenay Lake, namely Electoral Areas D, E, F, G, H, I, J and K and the municipalities of Castlegar, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton and Slocan;

AND WHEREAS pursuant to Section 801(2)(b) of the *Local Government Act*, the approval of the electors within the participating area has been obtained in accordance with Section 801.3;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

1. The Regional District hereby establishes within a portion of District, a service for the purpose of providing transit within the boundaries of the service area shown outlined on the plan attached, as Schedule A, to this bylaw and known as the "Kootenay Lake West Transit Service Area".
2. The participating areas in the service established under Section 1 of this bylaw, include all electoral areas and municipalities on the west side of Kootenay Lake, namely Electoral Areas D, E, F, G, H, I, J and K and the municipalities of Castlegar, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton and Slocan
3. The annual cost of providing this service shall be recovered by a property value tax to be imposed in the manner provided by Section 803 (1) (a) of the Local Government Act.
4. The maximum amount of money that may be requisitioned annually to be collected by means of a property value tax under Sections 805 and 806 shall not exceed the greater of \$81,000 or \$.024 per \$1,000 of the net taxable value of land and improvements within the service area.

5. This bylaw may be cited as the "Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005".

READ A FIRST TIME this 24th day of September, 2005.

READ A SECOND TIME this 24th day of September, 2005.

READ A THIRD TIME this 24th day of September, 2005.

I hereby certify that this is a true and correct copy of the "Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005" as read a third time by the Regional District of Central Kootenay Board on the 24th day of September, 2005.

SECRETARY

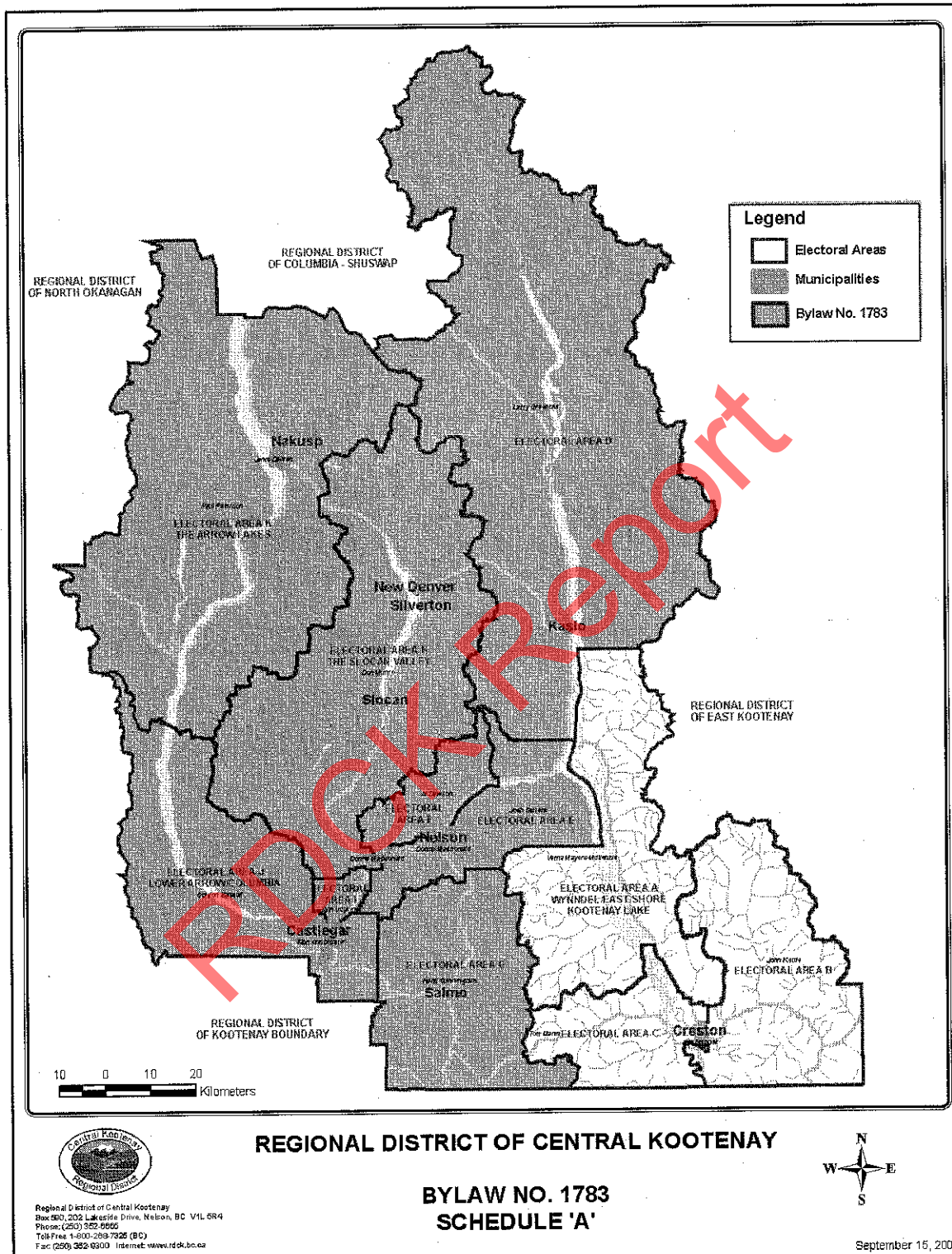
APPROVED by the Inspector of Municipalities the 13th day of October, 2005.

ELECTOR ASSENT obtained in those areas participating in the service pursuant to Section 801.3 of the *Local Government Act*.

ADOPTED this 10th day of December, 2005.

Chair

Secretary



REGIONAL DISTRICT OF CENTRAL KOOTENAY

BYLAW NO. 1794

A Bylaw to amend Bylaw No. 1783, being the
"Kootenay Lake West Transit Service
Establishment Bylaw No. 1783, 2005"

WHEREAS a service has been established by the Regional District of Central Kootenay by Bylaw No. 1783, being the "Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005";

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to amend Bylaw No. 1783 to expand the service area to include that portion of Electoral Area A included in the West Kootenay Boundary Regional Hospital District;

AND WHEREAS pursuant to section 802(1)(b) of the *Local Government Act*, consent on behalf of the municipal and electoral area electors has been received in accordance with sections 801.4 and 801.5 respectively

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meeting assembled enacts as follows:

1. The "Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005" is hereby amended as follows:

- (1) Section 1 is hereby deleted and the following is substituted therefore:

"The Regional District hereby establishes within a portion of the District, a service for the purpose of providing transit within the boundaries of the service area shown outlined on the plan attached, titled "Schedule A to Bylaw 1783 (as amended by Bylaw 1794)"

- (2) Section 2 is hereby deleted and the following is substituted therefore:

"The participating areas in the service established under Section 1 of this bylaw, include all electoral areas and municipalities on the west side of Kootenay Lake, namely Electoral Areas D, E, F, G, H, I, J and K, that portion of Electoral Area A included in the West Kootenay Boundary Regional Hospital District and the municipalities of Castlegar, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton and Slocan."

2. This Bylaw may be cited as the "Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 1794, 2005"

READ A FIRST TIME this 10th day of December, 2005.

READ A SECOND TIME this 10th day of December, 2005.

READ A THIRD TIME this 10th day of December, 2005.

I hereby certify that this is a true and correct copy of the "Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 1794, 2005" as read a third time by the Regional District of Central Kootenay Board on the 10th day of December, 2005.

SECRETARY

CONSENTED to on behalf of the Electors in the Kootenay Lake West Transit Service Area in accordance with Section 802(1)(b).

APPROVED by the Inspector of Municipalities on the 30th day of March, 2006.

ADOPTED this 22nd day of April, 2006.



CHAIR



SECRETARY

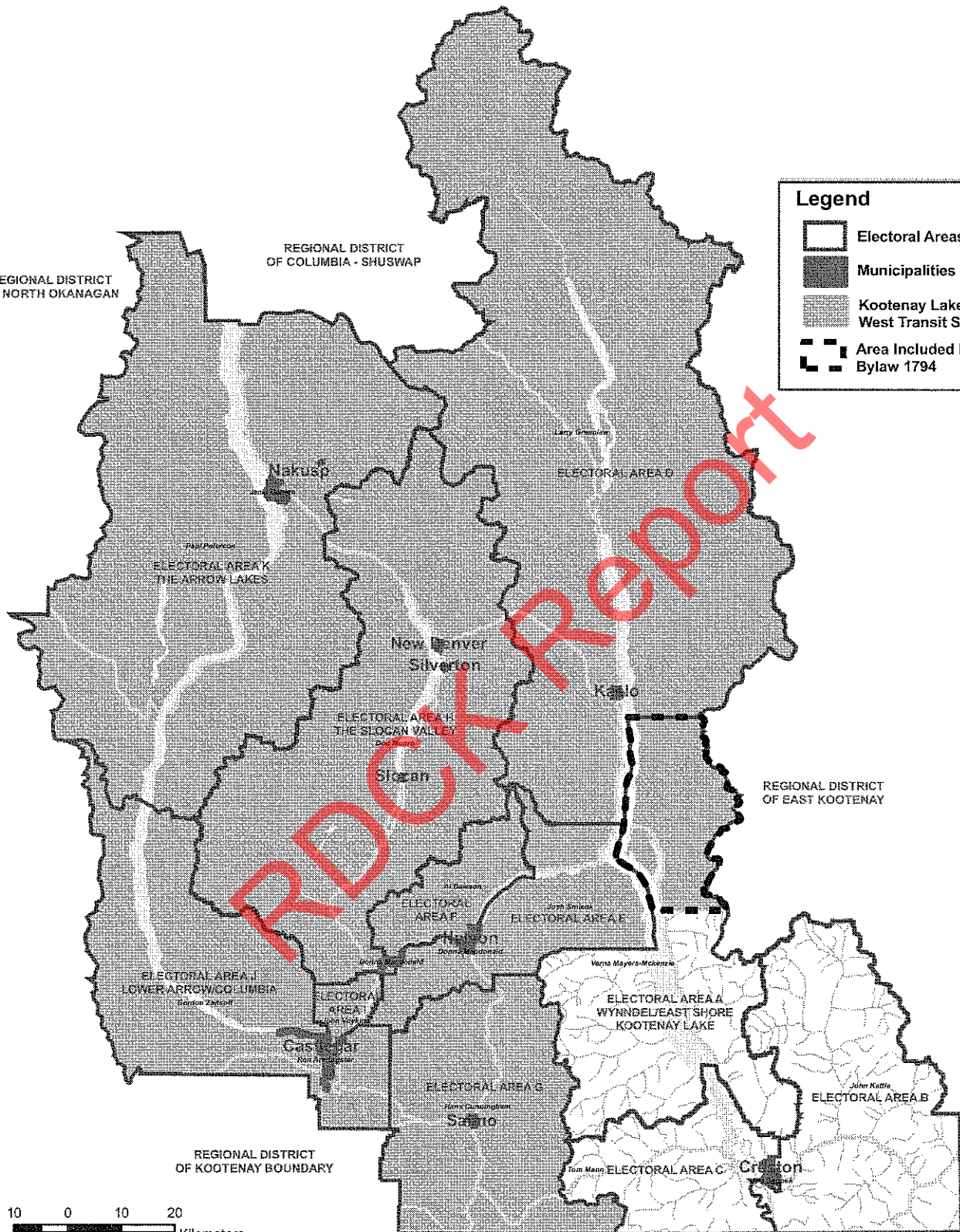


REGIONAL DISTRICT
OF NORTH OKANAGAN

REGIONAL DISTRICT
OF COLUMBIA - SHUSWAP

Legend

-  Electoral Areas
-  Municipalities
-  Kootenay Lake
West Transit Service
-  Area Included by
Bylaw 1794



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Kilometers



REGIONAL DISTRICT OF CENTRAL KOOTENAY SCHEDULE 'A' BYLAW NO. 1783 AS AMENDED BY BYLAW 1794



Regional District of Central Kootenay
Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
Phone: (250) 352-8655
Toll-Free 1-800-268-7325 (BC)
Fax: (250) 352-9300 Internet: www.rdc.k.bc.ca

REGIONAL DISTRICT OF CENTRAL KOOTENAY

BYLAW NO. 2354

A Bylaw to amend Bylaw No. 1783, being the "Kootenay Lake West Transit Service Establishment Bylaw" to expand and integrate transit services provided by the service

WHEREAS a service has been established by the Regional District of Central Kootenay by Bylaw No. 1783, being the "Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005", as amended;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw No. 1783 to expand and integrate the transit services provided, by including the Nelson Paratransit, Nakusp Paratransit and the Kaslo Paratransit transit services;

AND WHEREAS, pursuant to the *Local Government Act*, consent has been received from at least two-thirds of the participants to amend Bylaw No. 1783.

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meeting assembled enacts as follows:

1. Bylaw No. 1783, being the "Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005", as amended, is hereby amended as follows:

- (1) Section 3 is hereby deleted in its entirety and replaced with the following:

The annual cost of providing this service shall be recovered by one or more of the following:

- a) Property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*
 - b) Parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*
 - c) Fees and charges imposed under Section 363 of the *Local Government Act*
 - d) Revenues raised by other means authorized under this or another Act
 - e) Revenues received by way of agreement, enterprise, gift, grant or otherwise

- (2) Section 4 is hereby deleted in its entirety and replaced with the following:

The amount of monies that may be requisitioned annually in support of the service shall be the greater of \$350,000 or an amount that equals the amount raised by applying property value tax of \$0.048/\$1,000 to the net taxable value of land and improvements in the service area.

The annual costs of providing the service shall be apportioned among the participating areas on the basis of:

City of Castlegar	8.55%
Village of Kaslo	4.18%
Village of Nakusp	12.60%
City of Nelson	20.15%
Village of New Denver	4.47%
Village of Salmo	0.97%
Village of Silverton	3.40%
Village of Slocan	0.44%
Electoral Area A (part)	1.71%
Electoral Area D	8.47%
Electoral Area E	7.86%
Electoral Area F	7.43%
Electoral Area G	3.22%
Electoral Area H	7.60%
Electoral Area I	1.85%
Electoral Area J	2.52%
Electoral Area K	4.58%

2. This Bylaw may be cited as the **"Kootenay Lake West Transit Service Amendment Bylaw No. 2354, 2013"**.

READ A FIRST TIME this 12th day of December, 2013.

READ A SECOND TIME this 12th day of December, 2013.

READ A THIRD TIME this 12th day of December, 2013.

ELECTOR APPROVAL obtained in the participating area pursuant to Sections 801.4 and 801.5 of the *Local Government Act*.

APPROVED by the Inspector of Municipalities on the 2nd day of April, 2014.

ADOPTED this 17th day of April, 2014.



CHAIR



SECRETARY

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2707

A Bylaw to amend Bylaw No. 1783, being the "Kootenay Lake West Transit Service Establishment Bylaw", by increasing the annual requisition limit.

WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of providing public transit by adopting *Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005*, as amended;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw No 1783 to increase the maximum annual allowable requisition limit for the service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

ANNUAL REQUISITION

- 1 Section 4 is deleted in its entirety and the following substituted therefore:

The maximum amount of money that may be requisitioned annually shall be \$678,000 or \$0.066/\$1,000 of net taxable value of land and improvements within the service area, whichever is greater.

CITATION

- 2 This Bylaw may be cited as "**Kootenay Lake West Transit Service Amendment Bylaw No. 2707, 2021**".

READ A FIRST TIME this	20 th	day of	February, 2020.
READ A SECOND TIME this	20 th	day of	February, 2020.
READ A THIRD TIME this	20 th	day of	February, 2020.
THIRD READING RESCINDED	23 rd	day of	September, 2021
REREAD A THIRD TIME this	23 rd	day of	September, 2021

I hereby certify that this is a true and correct copy of the as "**Kootenay Lake West Transit Service Amendment Bylaw No. 2707, 2021**" as read a third time by the Regional District of Central Kootenay Board on the 23rd day of September, 2021.

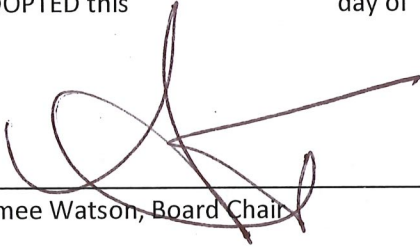


Mike Morrison, Corporate Officer

APPROVED by the Inspector of Municipalities on the _____ day of _____, 2021.

ASSENT RECEIVED as per the *Local Government Act – Consent on behalf of participating area.*

ADOPTED this _____ day of _____, 2021.



Aimee Watson, Board Chair



Mike Morrison, Corporate Officer

RDCK Report

RDCK Transit Values & Cost Apportionment Study



Prepared for:

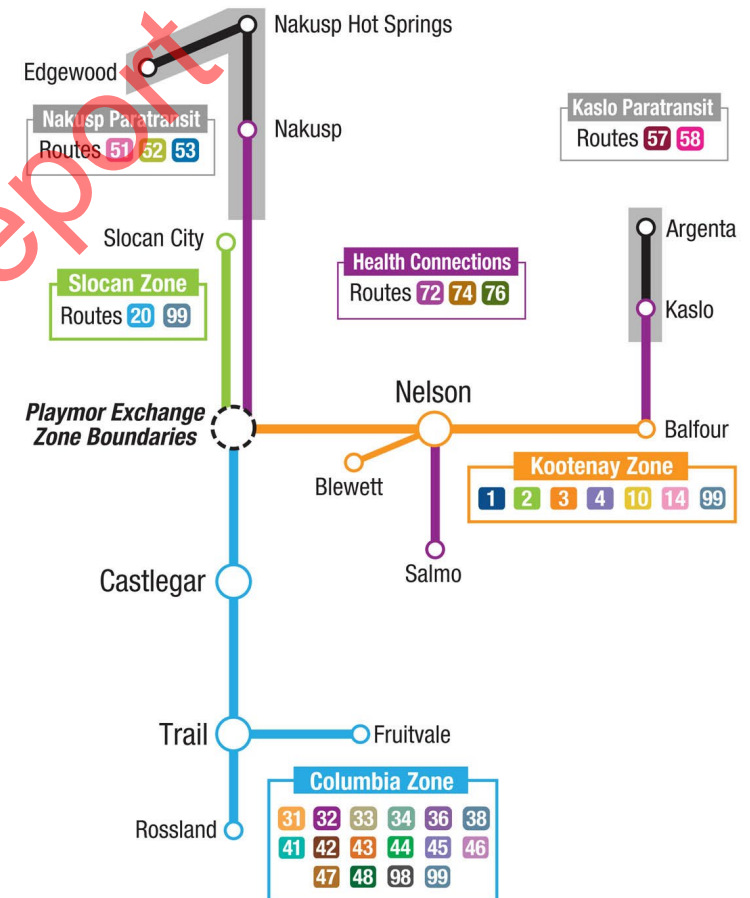


Prepared by:



Table of Contents

- 1.0 Overview
- 2.0 Context
- 3.0 Current Funding Model
- 4.0 Transit Values in RDCK
- 5.0 Transit Funding Options
- 6.0 Recommendations



Executive Summary

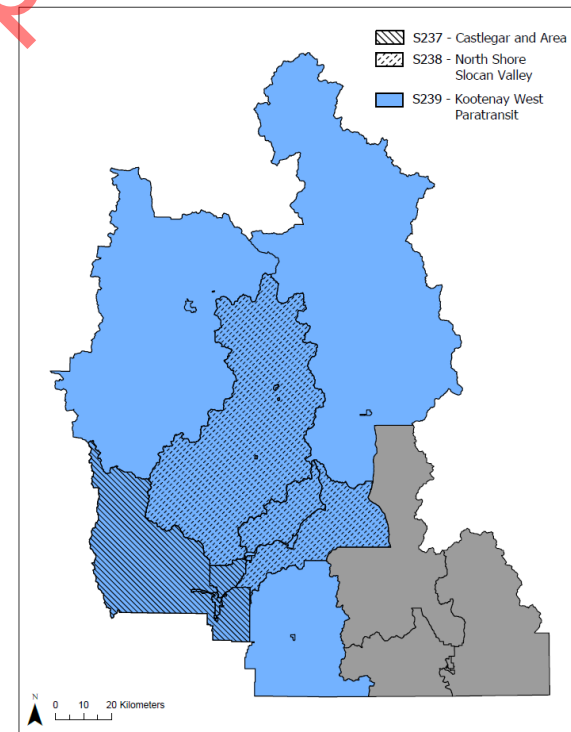
The Regional District of Central Kootenay (RDCK) partners with the City of Nelson, Regional District of Kootenay Boundary, Interior Health Authority, and BC Transit to fund the West Kootenay Transit System. Funding from RDCK provides conventional and custom services in Castlegar and surrounding areas, conventional service in the Slocan Valley, and paratransit routes throughout much of the Regional District.

Funding for these services comes from three overlapping Regional District service areas established through bylaws: S237 Castlegar and Area, S238 North Shore Slocan Valley, and S239 Kootenay West Paratransit. Each bylaw service area uses different apportionment formulas to generate funding for routes in the Regional District. The service areas do not neatly align with how services are provided or invoiced by BC Transit. These challenges result in a funding split that is difficult to administer and explain to the public. Further complicating matters, two of the bylaws do not have rationale for their formulas explained in the bylaw, meaning that changes to service would not result in changes to how services are paid for.

This report outlines considerations for how transit could be funded differently. In addition to best practices from other areas in British Columbia and Canada, the models presented in the report draw from interviews with RDCK Directors about how they view transit and what values they believe should be used in prioritizing and funding transit services.

Generally, Directors said:

- Transit is largely a social service but is essential for people who need it.
 - Ridership is the best measure of success.
 - Those who benefit from transit should pay for services.
- However, transit should be affordable and that the people least able to pay should still have access to services.



Executive Summary

The report presents various methods to apportion costs. Applied across all RDCK-funded services, each of these methods has limitations. A blended method using multiple factors is recommended to accurately capture the costs and benefits associated with providing transit services.

Of the five models tested, two stood out as potential starting places for a broader conversation about how transit is funded in RDCK:

- **Model 4** attempts to simplify the service areas by **using a single service area** for all RDCK funded services.
- **Model 5** maintains **two service areas and utilizes different tiers of service types** to split costs between beneficiary communities.

Both potential models provide an increase in simplicity of administration and improved transparency into how funding from each area is tied to services provided.

As a next step, the region would benefit by RDCK Directors having further conversations about transit funding, including which allocation factors are most appropriate for services, choosing multiple factors to accurately capture benefits in the community, and documentation of the rationale for use those factors.

Recommendations

1. RDCK Directors should initiate a conversation about how transit funding can be simplified.
2. New funding models should explicitly state how cost allocation is arrived at.
3. Any new funding models should use multiple factors to allocate costs.
4. Based on expressed values, explore Potential Models 4 and 5 in this report as starting places for conversations around funding transit.

1.0 Overview

The Regional District of Central Kootenay (RDCK) formed the West Transit Services Committee in 2023 to provide a new governance structure better able to oversee the multiple, diverse transit services that comprise the West Kootenay Transit system and the communities they serve (see next page for the study area). This study seeks to help the West Transit Services Committee to engage in **values-based discussions** about how to prioritize future service improvements and the cost allocation model that applies across the region to fund services.

The following section outlines the context and existing funding arrangements that allow RDCK to provide a diverse array of transit options. Interviews with RDCK Directors provided input on the values that underpin their decision-making with regards to transit services. Combining these streams of information, the final section provides examples of values-informed funding models that can help begin a conversation about transit is funded within the Regional District of Central Kootenay, as well as provide a potential framework for other regional and interregional transit partnerships in other areas of the province.



2.0 Context

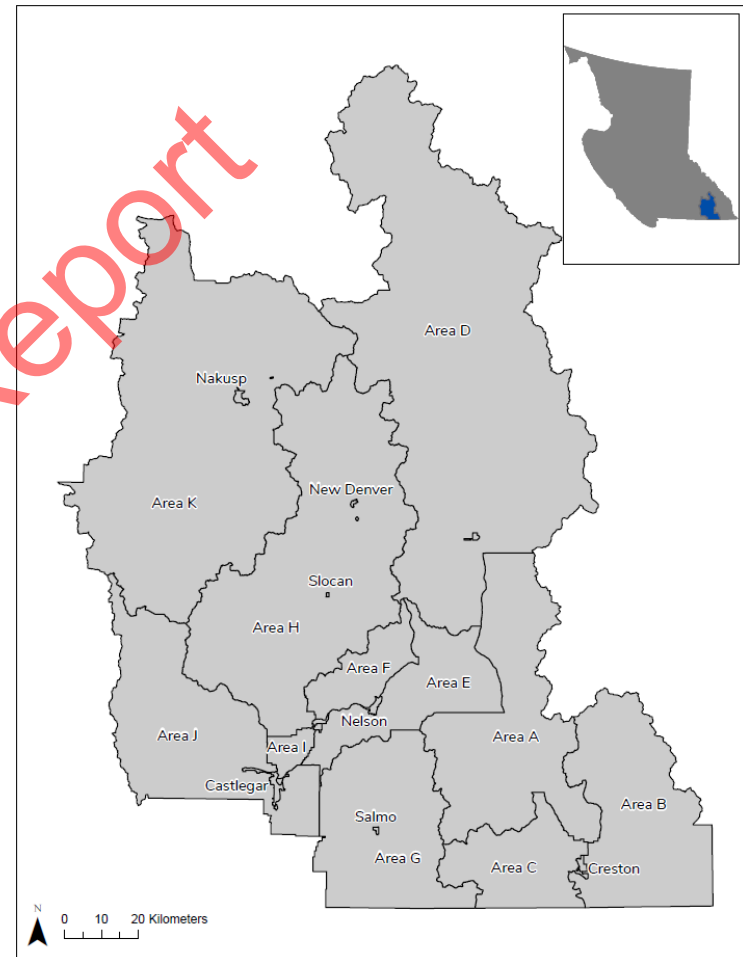
Study Area

Regional District of Central Kootenay is large and has diverse populations and needs. Within urbanized areas, transit serves college students and commuters. In rural areas, transit provides inter-city connections for people to access shopping, healthcare, and other necessities.

In addition to Electoral Areas A-K, municipalities located within the RDCK include:

- City of Castlegar
- Town of Creston
- Village of Kaslo
- Village of Nakusp
- City of Nelson
- Village of New Denver
- Village of Salmo
- Village of Silverton
- Village of Slocan

Regional medical facilities are concentrated in the City of Nelson and the City of Trail (which is located outside of the RDCK and within the Regional District of Kootenay-Boundary). Higher education campuses within the RDCK are located in Castlegar and Nelson. Though some retail stores can be found throughout the Regional District, many opportunities are only found in the larger urban centres. The dispersion of facilities and opportunities means that the need for inter-city travel is common and many people travel relatively long distances to access shopping, medical, and employment opportunities.



Areas and Selected Municipalities in Regional District of Central Kootenay

2.0 Context

Study Area

Municipalities and Areas throughout the RDCK vary in size and population density. Nelson and Castlegar are the largest municipalities, with many smaller villages and towns distributed throughout the District.

- District-wide, **youth** (ages 0-19) make up around 18% of the population, which is slightly below the provincial average.
- **Seniors** (ages 65+) comprise 26% of the population of the RDCK, compared to about 20% provincially. Seniors are spread throughout the community, though some municipalities, such as Silvertown and some Areas have much higher proportions of seniors.
- The percentage of **people with low incomes** is lower than the provincial average at 3.4% of the RDCK population compared with 5.8% of the province.

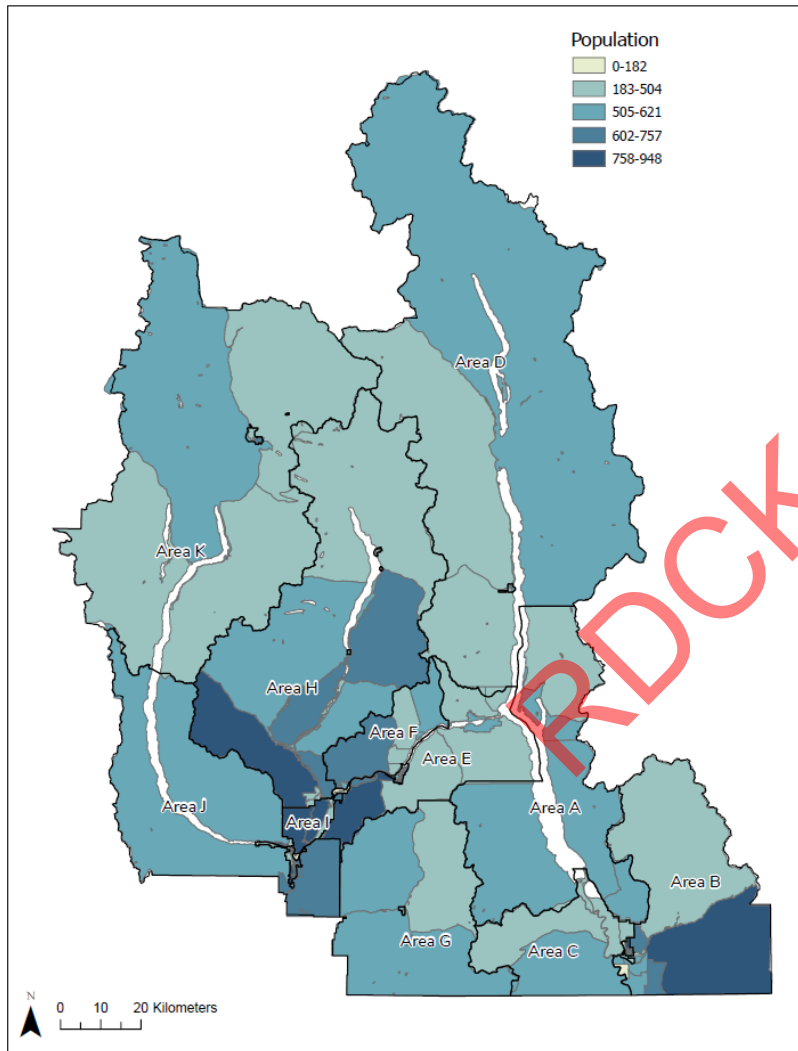
The distribution of population over a large area, particularly given the geographic constraints of the mountains and lakes can make transportation a challenge, particularly for those who are unable to drive themselves.

See also the maps on the following pages for the visualizations of density and key demographics.

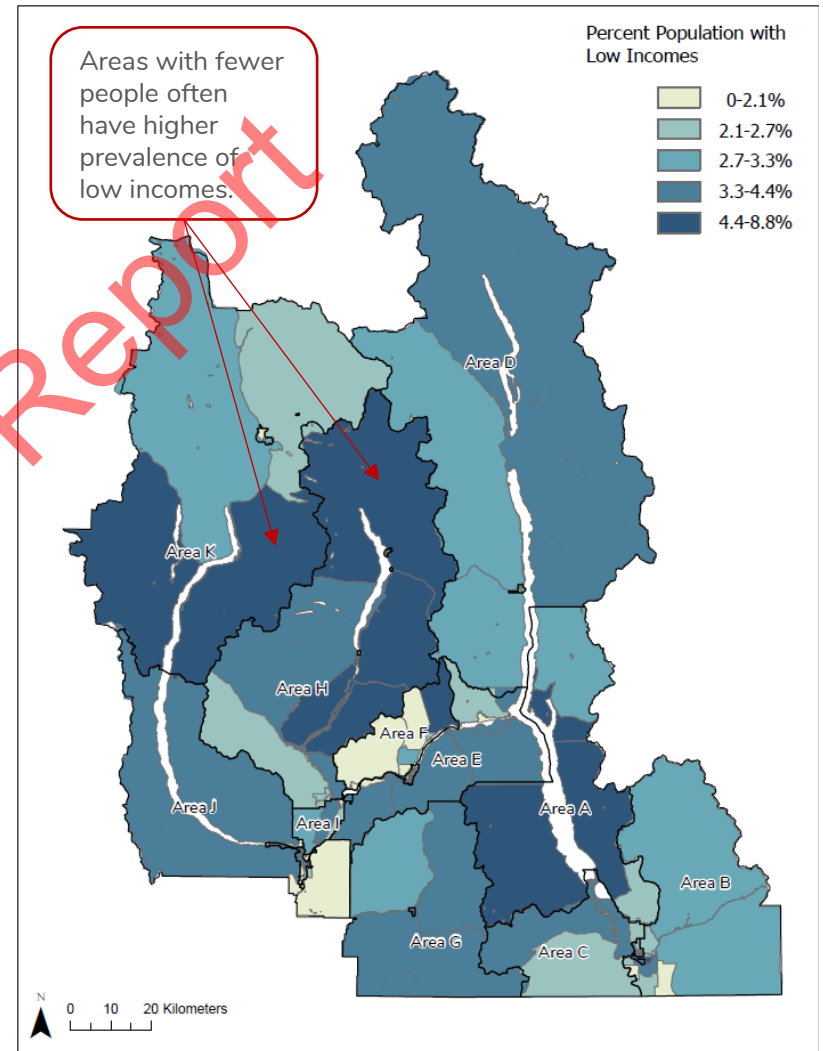
Region Name	Population	Percent Youth	Percent Seniors	Percent Low Income
Castlegar	8,338	20%	25%	3.4%
Creston	5,583	16%	39%	2.6%
Creston (Reserve)	93	27%	5%	-
Kaslo	1,049	15%	36%	3.0%
Nakusp	1,589	16%	32%	2.4%
Nelson	11,106	19%	21%	4.1%
New Denver	487	12%	46%	3.2%
Salmo	1,140	17%	28%	4.2%
Silvertown	149	7%	44%	-
Slocan	379	20%	29%	2.8%
Area A	2,241	12%	36%	4.8%
Area B	4,802	21%	29%	3.1%
Area C	1,475	18%	33%	2.8%
Area D	1,462	14%	31%	3.3%
Area E	3,897	17%	27%	3.3%
Area F	4,116	20%	22%	2.6%
Area G	1,650	21%	18%	3.9%
Area H	5,045	19%	22%	4.2%
Area I	2,607	18%	21%	2.8%
Area J	3,517	20%	21%	2.1%
Area K	1,784	13%	36%	4.2%
Total	62,509	18%	26%	3.4%

**Demographics in Regional District of Central Kootenay
(Statistics Canada, 2021)**

2.0 Context

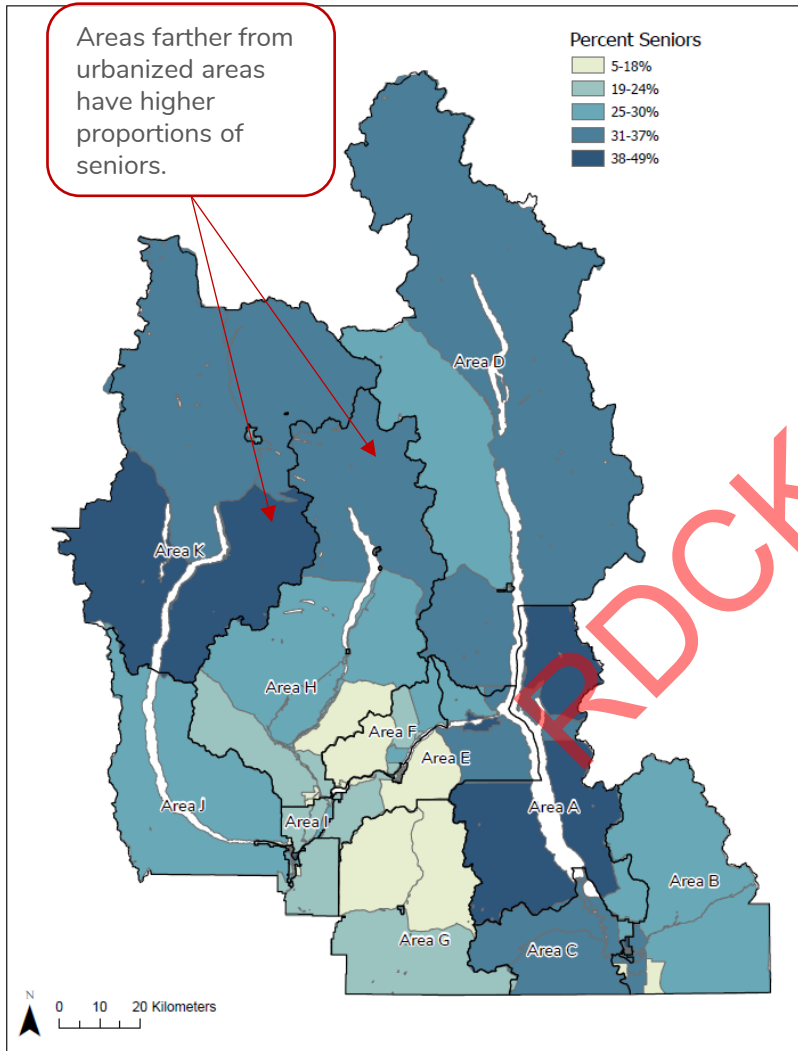


Population by municipality and Area

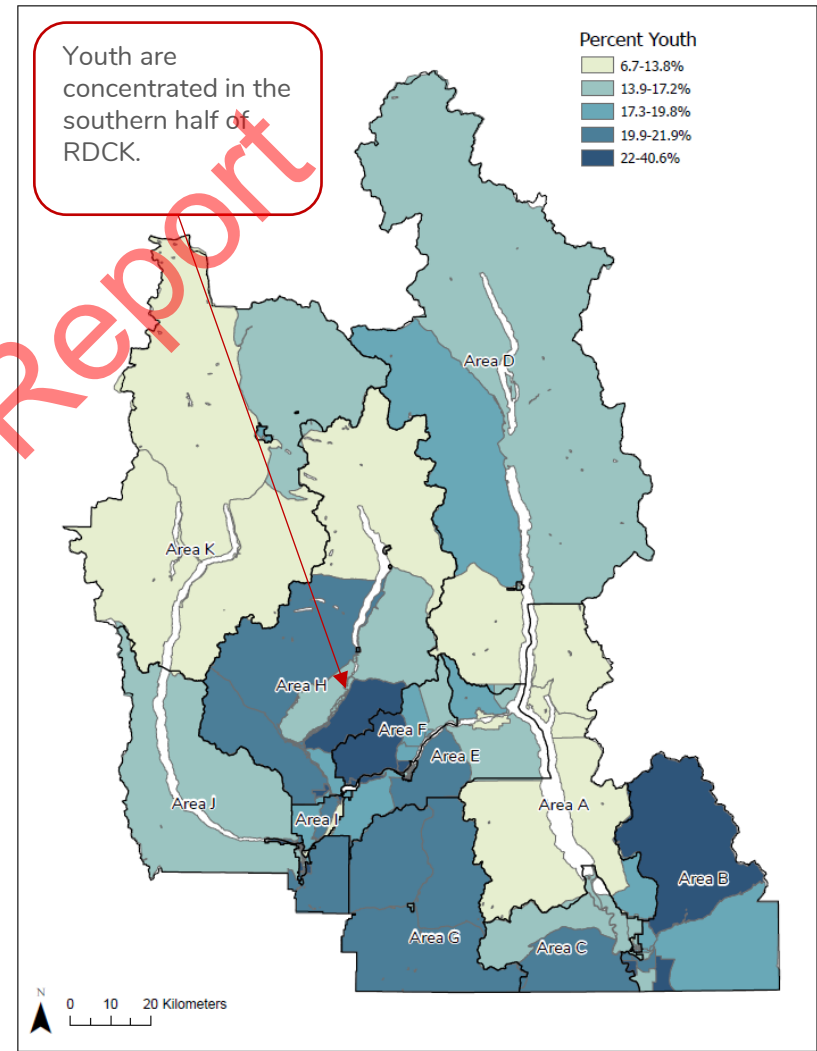


Percentage of people with low incomes by municipality and Area

2.0 Context



Percent of seniors by municipality and Area



Percent of youth by municipality and Area

2.0 Context

Transit Services

The West Kootenay Transit System is composed of four transit services operating regionally as a unified system. These services are Kootenay Boundary Conventional, Kootenay Boundary Custom, Nelson Conventional, and Kootenay Lake West Paratransit. Fares are unified across the system and information is provided in a unified way so that customers experience a singular system throughout the region.

Funding for the regional system is a complex split between BC Transit, City of Nelson, Regional District of Central Kootenay, and Regional District of Kootenay Boundary. The Interior Health Authority contributes additional funding for Health Connections trips, which provide additional connectivity for the general public, when possible.

The RDCK-funded portions of the West Kootenay transit system are funded through three service areas:

- S237 Castlegar and Area
- S238 North Shore Slokan Valley
- S239 Kootenay West Paratransit

More information about the service areas and funding follow on the next pages.

Route	Trips per Week	Average Daily Boardings	Receives funding from:		
			S237 Castlegar & Area	S238 North Shore Slokan Valley	S239 Kootenay West Paratransit
10 North Shore	49	139.5		✓	✓
14 Blewett	20	12.0		✓	
15 Perrier	15	0.7		✓	
20 Slokan Valley	39	46.1		✓	
31 North Castlegar	55	127.7	✓		
32 Columbia	48	42.9	✓		
33 Selkirk	67	95.1	✓		
34 Kinnaird	60	47.3	✓		
36 Ootischenia	15	5.8	✓		
38 Playmor	4	-*	✓		
51 Nakusp – Hot Springs	2	-*			✓
52 Nakusp – Playmor via Silverton	2	0.0			✓
53 Nakusp – Edgewood	2	0.0			✓
57 Kaslo Local	2	0.4			✓
58 Argenta – Kaslo	2	2.7			✓
72 Salmo – Nelson via Ymir	9	6.9			
74 Nakusp – Nelson	2	0.0			✓
76 Kaslo – Nelson	3	9.5			✓
99 Castlegar/Nelson	38	236.3		✓	✓

RDCK funded transit routes, including number of trips per week, average daily boardings, and which service areas provide funding for trips

* Boardings data was unavailable for these routes

3.0 Current Funding Model

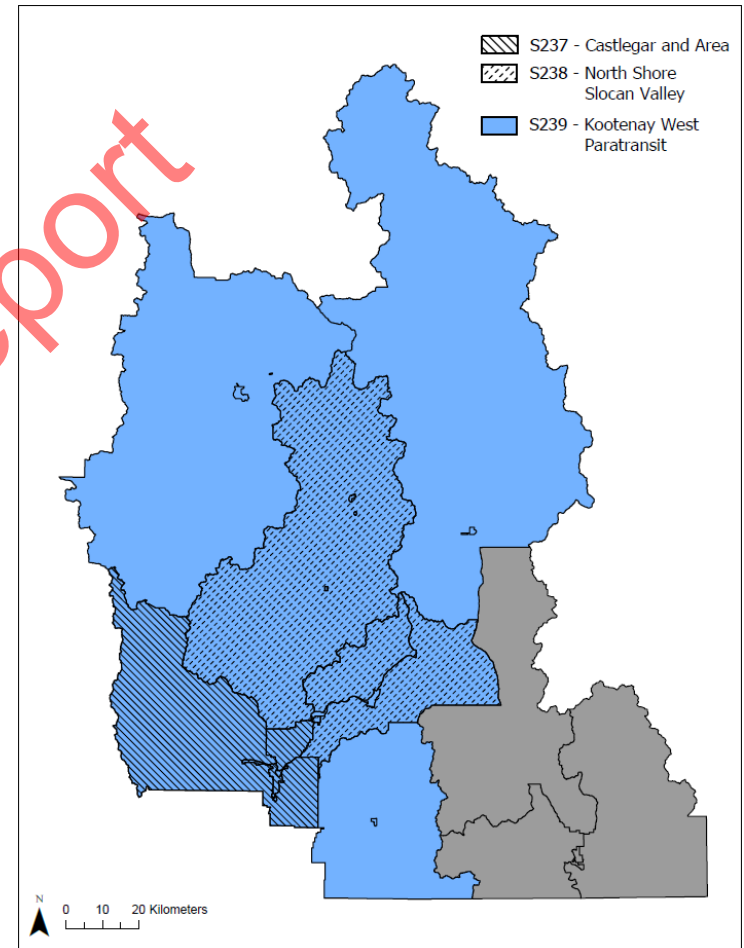
Overview

Funding for RDCK's portion of the West Kootenay Transit System comes from three separate, overlapping service levies. These levies were designed to fund different portions of the system, but the connection to services are opaque and boundaries do not match cleanly with BC Transit's invoicing. The result is an extraordinarily complicated split of revenues and costs.

Overlapping service boundaries can make it difficult to understand what is being paid for. For example, some residents of Areas E and F pay a portion of the S238 North Shore Slocan Valley Service through an assessment, a separate portion of S238 Service through a percentage of costs (shared between the two Areas through assessment), and a portion of the S239 Kootenay Lake West Service through a percentage of costs.

The separate service areas appear designed to ensure that transit costs are fairly spread. However, it appears that additional service and funding areas have been layered on as the system has evolved without recalibrating. In interviews, several Directors indicated it can be challenging to have conversations with constituents about what kind of value they receive from their contributions to the transit system because of difficulty in conveying how funding works.

Further complicating matters, cost apportionment in S238 and S239 are outlined in their respective bylaws, but the rationale for why those costs are apportioned in that manner are not described. Should changes to the system be made, apportionment of funding would not match changes in services without updates to the respective bylaws.



Map of S237, S238, and S239 Services. Note many areas are served by multiple overlapping services. Some service areas contain only parts of Electoral Areas shown.

3.0 Current Funding Model

S237 – Castlegar and Area

RDCK Service S237 serves Castlegar and portions of Electoral Areas I and J. Initially established by RDCK Bylaw 1359 and amended in Bylaw 2708, this service area provides funding for Routes 31, 32, 33, 34, 35, 36, and 38 plus custom transit services within the service area.

The service area is funded based on percentages that allocate costs to each area. These allocation factors include:

- Conventional opportunity (42.5%) – defined as the number of residents within 400 m of a conventional transit stop multiplied by the number of times a bus stops at that location annually.
- Conventional mileage (42.5%) – defined as the annual kilometers required to provide conventional service.
- Custom population (15%) – defined as the population within the custom transit service area.

Based on the current service and funding allocation in the bylaw, costs are allocated as follows:

Area	Percent of costs
Castlegar	83.7%
Area I	6.1%
Area J	10.2%

3.0 Current Funding Model

S238 – North Shore Slocan Valley

RDCK Service S238 serves the North Shore Slocan Valley area, including Areas E, F, H, and the Village of Slocan. Funding pays for Routes 14, 15, and 20, as well as about half of the cost of the Routes 10 North Shore and the 99 Kootenay Connector.

The Bylaw provides for two different funding streams, one from Areas E and F, the other covering Areas E, F, H (only a portion), and the Village of Slocan. Funding for the North Shore Transit services come exclusively from Areas E and F through a shared assessment on the cost of services.

Funding for transit in the Slocan Valley comes from Areas E, F, H, and Village of Slocan through allocation based on percentage of costs, though again Areas E and F are responsible for their share of costs through a shared assessment. The percentage-based split allocates costs as:

Area	Percent of costs
Area E	33% split by assessment
Area F	
Area H	60%
Village of Slocan	7%

Further complicating how funding is requisitioned, BC Transit has multiple invoicing streams for these services, which do not neatly match the service areas outline in the bylaw.

After adding up the overlapping requisitions, the 2024 budget allocated the total costs of the S238 Service as:

Area	Percent of costs
Area E	33%
Area F	33%
Area H	31%
Village of Slocan	4%

3.0 Current Funding Model

S239 – Kootenay Lake West Paratransit

The S239 Kootenay Lake West Paratransit Service is the largest service area funded by RDCK. The Bylaw covers Electoral Areas A (only a portion), D, E, F, G, H, I, J, K and municipalities of Castlegar, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton, and Slocan. Funding supports many routes, including portions of Route 10 North Shore and Route 99 Kootenay Connector; Routes 51, 52, 53, 57, 58; and with funding from Interior Health Authority, Routes 72, 74, and 76. These routes represent a mixture of regional connectors, local and regional paratransit, and Health Connections trips.

Funding proportions are outlined in Bylaw 2354 and are shown at right. While the percentage-based allocation is straightforward to describe, the bylaw does not outline how percentages were arrived at and does not provide any method for the allocation to change with the service and the community over time.

The values that led to the allocation of costs in this way are not described, and consequently it is challenging to understand why each area pays this amount even if it is simpler to understand what each area is paying.

Area	Funding Split
City of Castlegar	8.55%
Village of Kaslo	4.18%
Village of Nakusp	12.60%
City of Nelson	20.15%
Village of New Denver	4.47%
Village of Salmo	0.97%
Village of Silverton	3.40%
Village of Slocan	0.44%
Area A Def	1.71%
Area D	8.47%
Area E	7.86%
Area F	7.43%
Area G	3.22%
Area H	7.60%
Area I	1.85%
Area J	2.52%
Area K	4.58%

4.0 Transit Values in RDCK – Engagement Overview

Engagement Process

In May and June 2024, WATT Consulting Group staff reached out to all 20 Directors on the Regional District of Central Kootenay Board of Directors. Staff were ultimately able to interview **16 Directors**. These interviews lasted approximately 30 minutes and allowed Directors to engage in **values-based discussions about transit** services that exist today, what a successful transit system could look like, and how transit might be funded.

Questions for Directors included themes such as:

- What community challenges does transit help solve?
- Who benefits from transit services?
- What does a successful transit system look like?
- How should improvements in transit be prioritized?
- How should costs be split?
- How much should riders pay for using the system?
- Should people's ability to pay be a factor in how much they are charged for transit services?

The following pages outline key themes heard from the Directors, with a summary at right.

Key Themes

- Transit is viewed largely as a social service but is important for those who need it.
- Transit services would be more useful if they were more frequent and reliable. Improved information about how the system works could also help people to understand options that are available to them.
- Ridership is viewed as the most important metric to measure whether the system is successful, though some directors indicated an interest in hearing about rider outcomes to help them to understand the value that transit is providing in the community.
- The total cost of transit is important, but also the cost to each community.
- Directors felt that those who benefit from transit should bear the cost of providing it. However, many also believe that transit should remain affordable and that those who are least able to pay should still have access to the service.

4.0 Transit Values in RDCK – Key Themes

Community Context

❖ **Universally, responses discussed the rural nature of the RDCK. However, Directors represent many different contexts.**

Directors described populations as generally getting older, though a few areas were described as more family oriented and getting younger.

- Most Directors represent rural areas with dispersed populations. Directors described varied types of rural areas: some described small communities clustered along highways, others described residents living farther from the main roads with difficulty accessing bus stops.
- Directors from more urbanized areas described a different context, but still referenced the rural nature of the community and the challenges that can entail.

Current Services

❖ **Transit's usefulness varies between communities and contexts**

Service levels vary across the region.

- In communities with more transit service, transit is viewed as serving a small, but critical, role in moving people in their communities.
- Transit was viewed as less important to communities with less service and farther from urban centres.

❖ **Directors view the primary users of transit as people who are unable to drive due to age, ability, or income.**

In rural areas, transit service is viewed as a social service that connects people unable to drive to shopping and medical appointments.

❖ **Transit serves students and commuters to a greater degree near the urban centres.**

In Nelson and Castlegar, Directors also viewed transit as a way for students to connect to classes and after-school activities. This included students at Selkirk College and high school students.

Though it was less common, Directors also noted that some people rely on transit to commute to jobs. Directors noted that transit service levels and reliability may be preventing people from using it more often for commutes.

4.0 Transit Values in RDCK – Key Themes

Transit's Value to the Community

- ❖ **Transit's primary role is as a social service connecting people to medical services, and to lesser extents shopping or school.**

Most Directors felt that transit is largely a service for people who are unable to drive due to age, disability, or income.

- Several commented that transit would never be an effective solution for most people because of the rural nature of the community.
- Many Directors viewed transit as important for those who need it, especially for getting to medical appointments.
- Transit is also viewed as important for students and others who may rely on transit because they do not drive.

Components of a Successful Transit System

- ❖ **High Ridership**

Directors indicated that a successful system should have high ridership.

- ❖ **High Reliability**

Several Directors discussed reliability and the impact it has on residents.

- In rural areas, where transit operates only certain days of the week or a small number of trips per day, the impact of cancelled or delayed trips is high.
- Directors felt that if people cannot trust the bus to arrive on schedule, they won't be able to use it to attend appointments or commute to work. Directors noted recent reliability issues and were optimistic about upcoming changes to the operating company for the Kootenay Lake West Paratransit services.

4.0 Transit Values in RDCK – Key Themes

Improvements That Should Be Prioritized

❖ More Frequency

- In urban areas, some Directors noted that more frequency was necessary to provide effective service and attract people to try transit for commutes.
- In more rural areas, Directors said that low service levels meant scheduling appointments for only certain days of the week or being forced to wait in town all day if only two trips per day are offered.

❖ Improved Information and Legibility

Service is viewed as difficult to navigate because of multiple zones and complex schedules. Several Directors felt that improved availability of information would boost ridership on the existing services.

❖ Intercity Connections

Many Directors talked about the need for intercity travel within the RDCK.

- People within the urban areas often need to travel between towns and cities to access services.
- Rural residents must get into nearby larger communities to access shopping. One Director noted that many of the communities are quite walkable, and the bigger challenge is moving between communities, not within them.

❖ Flexibility

- On-demand transit, flexible routing, ridesharing, taxis, and organized carpools were viewed as potential solutions to improve the transit experience. However, some Directors didn't feel these would work in their specific communities.

Many Directors were unsure how alternatives to traditional buses could work but were generally open to experimenting with new service models.

4.0 Transit Values in RDCK – Key Themes

Measuring Success

❖ **Ridership numbers are viewed as the most important metric.**

Most Directors felt that ridership was the most important way to measure success.

- Ridership was said to help to understand the impact transit has in the community.
- Several Directors mentioned that ridership numbers help them to justify the cost to taxpayers.

❖ **Directors were also interested in a fuller understanding of how transit was impacting their communities.**

Directors were interested in hearing more than just ridership numbers.

- Several mentioned wanting to hear from riders how transit was impacting their lives.
- Qualitative metrics about transit's impact and how well it serves people who rely on it were suggested to help understand the system's success.
- Additional quantitative metrics mentioned include economic development impacts, number people going to medical appointments, or measures of the access transit provides to people.

❖ **A better understanding of transit's impact may help Directors justify the cost of transit services.**

Several Directors mentioned they need to justify the cost of the transit services. Regular reporting and additional metrics may help Directors to convey the value of transit to their constituents.

4.0 Transit Values in RDCK – Key Themes

Fares

❖ Fares should be proportionate to the cost of the ride.

Most Directors felt that there should be a relationship between the cost of a trip and the fare paid.

- Many expressed that longer, intercity trips should cost more than shorter trips.
- Some mentioned that on-demand services are premium and should cost more.
- However, several Directors also mentioned that the fare structure should be simple and easy to understand.

❖ Fares need to be reasonable and affordable.

Directors generally felt that current fares were reasonable, though some suggested modest increases.

- Given the populations riding the bus, many Directors felt raising fares could be a burden on people with fixed or low incomes.
- Others felt that raising fares would discourage people from riding transit.

❖ Some riders should receive discounts.

- The Provincially sponsored Kids 12 and Under Ride Free program was universally praised.
- However, Directors were split on offering discounts for people aged 65 and up, with some Directors noting that not everyone over 65 needs a discount.
- Conversations centred around who needed a discount, with most Directors supporting discounts for people with low incomes.
- Other ideas for discounted fares included people over age 75, seniors during off-peak periods only, people with disabilities, and everyone under age 18.

Many Directors spoke positively about the recreation program's low-income subsidy.

4.0 Transit Values in RDCK – Key Themes

Cost Allocation

❖ **Cost to taxpayers is important.**

Most Directors mentioned that the cost of transit services was an area of importance to them.

- Many mentioned feeling the need to justify the cost to their constituents.
- Both **overall cost of service** and **cost to individual communities** was important.

❖ **Beneficiaries should pay the cost of services.**

In various ways Directors indicated that the cost of services should be borne by those receiving the benefits of that service.

- Cost allocation based on **ridership** and **service availability** was viewed as linking the benefits to the community with the amount people are charged.
- Several Directors said that people who don't have access to service should not pay into the system.

There was less consensus on population-based allocation factors.

- Some Directors noted that parts of RDCK may not have the ability to pay the full cost of their portion of the system. These Directors felt that there should be some consideration of an area's **ability to pay**.

❖ **Multiple factors are key to spreading costs fairly.**

Directors generally felt that a mixture of factors was essential to spreading costs in a fair way.

4.0 Transit Values in RDCK – Key Themes

Other Input

❖ **Directors mentioned a variety of other ideas on how to improve transit, including:**

- Improved passenger infrastructure (shelters, seating, bus stop amenities) needed generally and at specific locations;
- A feasibility study to understand where transit can succeed in the region;
- Intercity bus service to Kelowna to access medical services and other needs;
- Ways to support informal networks of ridesharing that already exist, including volunteer driver programs;
- A desire for better communications about existing services;
- Integration of private operators' data into data produced by BC Transit. Private shuttle operators exist in the region, but it can be challenging to discover these options. Including these options in BC Transit produced information and data feeds could help RDCK residents see how these options could serve them.

5.0 Transit Funding Options

Funding Models - Overview

Transit funding models tend to reflect local values around transit and also how communities view their interrelationships in a larger region. As such, communities use different models to allocate costs. However, several allocation methods are common in British Columbia and elsewhere.

Allocation methods tend to address one or both of two concerns:

- Costs can be allocated based on a community's **ability to pay** (more equity-focused)
- Based on the **benefits provided** to that part of the community (more benefits-focused).

Many transit systems rely on multiple factors due to the nature of the problems transit is asked to solve, which often address transportation for people with limited incomes, youth, seniors, and others who may be unable to drive themselves.

The following pages of this report contain example funding models based on engagement with RDCK Directors about who they view transit as serving, the benefits of service, and who should pay for that service.

Directors generally viewed transit as a social service that provided benefits to people who were unable to drive, people with low incomes, and in specific cases to students (primarily those attending Selkirk College). While there was much conversation that those who receive benefits should bear the costs of the service, Directors also acknowledged that people with limited incomes should receive discounts and that some areas of the RDCK may not be able to pay a proportionate share based on low population density and distances required.

The example models in the following section is intended to serve as a starting place for a conversation about allocating costs. It is clear that the current funding model is intended to isolate costs to the areas that services benefit. However, the current model is complex, resulting in challenges to communicating why residents pay a given amount, what services they're paying for, and the amount of benefit to the community of that service.

Furthermore, transit does not simply benefit those who live immediately around a stop. Businesses in Nelson benefit when residents of Nakusp can ride the bus into town for shopping. Everyone in the RDCK benefits from Selkirk College being a more attractive institution because students can study without the cost of a vehicle.

Four of the proposed models outlined in the following section are presented as a single service area. One as separate services. The costs are reflective of all services paid for by the RDCK in the West Kootenay Transit System, and does not include the services paid for by Regional District of Kootenay-Boundary, services wholly paid for and operating within the City of Nelson, or any services in the Creston Transit System.

Simplifying and clearly defining the basis of cost allocation across the Regional District would allow the RDCK to more clearly communicate with residents about how and why costs are assessed to them, the benefits that are associated with those costs, and provide greater transparency into how much each area is paying in total. Using multiple factors, costs can continue to be allocated in a way that is consistent with the values expressed by RDCK Directors and the constituents and communities they represent.

5.0 Transit Funding Options

Typical Cost Allocation Factors

Options are presented for allocation based on the following types, which may also be combined using weighting for several factors:

Allocation Factor	Description	Considerations
Base fee	Each community pays a fixed amount towards the cost of transit services. Communities can all pay the same amount, or different base costs can be assessed through negotiation.	• This factor recognizes the community-wide benefits transit provides and ensures that each community pays some minimum amount towards transit services. • Each community that receives some service pays a portion of transit costs, typically a relatively small amount in recognition of the benefits. • Because each community is charged a flat amount, smaller communities pay more per capita. • This is a blend of charging based on equity and benefits.
Population	Costs are apportioned between communities based on population size. Data typically comes from Statistics Canada and is updated based on new data.	• Population-based allocations reflect each jurisdiction's ability to contribute. • This is considered a more equity-focused measure because it does not consider how much service or benefit a community receives. • This can help to spread costs when some communities are not able to fully pay for the services they receive.
Ridership	Communities pay a portion of costs reflecting the proportion of ridership in their community. This is typically calculated using transit boarding data.	• This factor is tied directly to charging based on who is using the bus. • Because ridership in an area does not necessarily mean that people live there, residents of an area may pay higher rates due to other regional attractions (e.g. Area J has high ridership due to Selkirk College, though many students may live in other Areas/municipalities). • This factor does not take into account the cost of providing the service and will result in higher costs in areas with shorter, more frequent trips and/or places where transfers occur (such as Nelson or Castlegar).

5.0 Transit Funding Options

Typical Cost Allocation Factors

Options are presented for allocation based on, which may also be combined using weighting for several factors:

Allocation Factor	Description	Considerations
Transit Opportunity	Currently used in the S237 Castlegar & Area Service Area, this factor allocates costs based on the population within 400m of a stop multiplied by the number of trips to each stop.	• Opportunity-based factors are closely tied to the potential benefits for local residents. • More densely populated areas typically have more residents within 400m of a stop, leading to higher costs per trip. • This factor does not consider distance, service hours, or cost to provide a service. It may also not reflect coverage for on demand services such as handyDART and does not fully capture opportunity provided by paratransit services.
Mileage, Hours or Number of Trips	Communities are charged based on the distance or hours of service buses travel within their jurisdiction. For the models, weekly mileage was calculated based on the number of trips for each route.	• In some communities this factor can address the extra distance buses must drive in rural communities and the higher costs associated with rural routes. • In some cases, communities may have small portions of a route within their boundaries and costs are weighted towards the surrounding areas. For example, New Denver has very little distance within its boundaries and most costs associated with driving between New Denver and Nelson are attributed to Area H. • Similarly, hours are difficult to tie to a specific community if routes travel through several and number of trips does not necessarily equate to cost to provide a service. Therefore, these metrics should be assessed for how they apply to the specific services in a region.
Maximum Cost Assignment	This measure assigns a specific dollar contribution or percentage to a partner. This value can be applied to one or more partners with the remainder of the costs assigned by the other methods.	• Cost sharing and percentages can be negotiated between communities and partners. • This measure can help to reflect benefits in a community that may not neatly show up in other factors. • Could be used to recover costs from defined portion of an area (e.g. like Area A presently).

5.0 Transit Funding Options

For Reference – Existing Allocation Factors Composition by Community

For reference purposes, the table below lists relevant allocation factors and the proportion in each community of those factors.

	Population	Ridership	Opportunity	Mileage
Castlegar	17.3%	30.1%	43.0%	15.3%
Kaslo	1.2%	0.3%	0.0%	0.1%
Nakusp	3.3%	0.0%	0.0%	0.2%
Nelson	23.0%	36.6%	37.7%	5.5%
New Denver	1.0%	0.0%	0.0%	0.1%
Salmo	2.4%	0.2%	0.1%	0.0%
Silverton	0.3%	0.0%	0.0%	0.0%
Slocan	0.8%	0.4%	1.7%	0.6%
Area D	4.0%	0.4%	0.0%	1.5%
Area E	8.1%	3.5%	3.1%	15.8%
Area F	8.5%	2.4%	6.8%	22.1%
Area G	3.4%	0.1%	0.2%	1.8%
Area H	10.4%	4.1%	2.9%	23.4%
Area I	5.4%	1.0%	2.1%	7.5%
Area J	7.3%	20.9%	2.2%	4.8%
Area K	3.7%	0.0%	0.0%	1.3%

5.0 Transit Funding Options

Current Combined Funding Split

The total regional funding split, based on consolidating the existing service areas and allocations within each, is:

Area	Percentage of Total RDCK Transit Funding
Castlegar	21.0%
Kaslo	1.3%
Nakusp	4.0%
Nelson	6.4%
New Denver	1.4%
Salmo	0.3%
Silverton	1.1%
Slocan	1.9%
Area A Def	0.5%
Area D	2.7%
Area E	18.3%
Area F	18.2%
Area G	1.0%
Area H	17.2%
Area I	1.1%
Area J	2.1%
Area K	1.5%

A Note on Nelson and Castlegar

As noted previously, the percentages shown exclude those paid by the City of Nelson for the conventional transit services operating within its municipal boundary. This explains the difference between Castlegar and Nelson in the table at right, since Castlegar's proportion of costs for the RDCK includes all of its local conventional services.

5.0 Transit Funding Options

Potential Cost Sharing Model 1: Population, Ridership, and Opportunity

Hybrid Population, Ridership, Opportunity																	
	Castlegar	Kaslo	Nakusp	Nelson	New Denver	Salmo	Silverton	Slocan	Area D	Area E	Area F	Area G	Area H	Area I	Area J	Area K	Weight
Population	17.3%	1.2%	3.3%	23.0%	1.0%	2.4%	0.3%	0.8%	4.0%	8.1%	8.5%	3.4%	10.4%	5.4%	7.3%	3.7%	25.0%
Ridership	37.7%	0.4%	0.0%	20.6%	0.0%	0.2%	0.0%	0.5%	0.5%	4.4%	3.0%	0.1%	5.2%	1.3%	26.2%	0.0%	37.5%
Opportunity	43.0%	0.0%	0.0%	37.7%	0.0%	0.1%	0.0%	1.7%	0.0%	3.1%	6.8%	0.2%	2.9%	2.1%	2.2%	0.0%	37.5%
Total	34.6%	0.5%	0.8%	27.6%	0.3%	0.7%	0.1%	1.0%	1.2%	4.8%	5.8%	1.0%	5.6%	2.6%	12.5%	0.9%	
\$100	\$34.57	\$0.45	\$0.84	\$27.61	\$0.25	\$0.71	\$0.08	\$1.04	\$1.17	\$4.82	\$5.82	\$0.95	\$5.64	\$2.64	\$12.46	\$0.93	

This model is more heavily weighted towards factors that apply costs to areas that have the direct benefit of transit near them (opportunity) and those that have higher ridership (ridership).

The model results in higher costs for more urbanized areas and lower costs for some rural areas, particularly in the Slocan Valley (Areas E, F, and H). Area J would see a large increase in costs due to the impacts of Selkirk College ridership. The impacts to Area J could be mitigated through use of an assigned percentage.

Costs are significantly reduced for Areas E and F because of the relatively lower ridership and population density associated with those areas compared to Nelson and Castlegar. Some smaller municipalities, such as New Denver, do not have fixed stops within their boundaries and are not given any score for opportunity.

This model demonstrates that the opportunity metric, as calculated currently by the RDCK does not accurately represent benefits of paratransit service. Several municipalities do not have fixed transit stops and therefore do not appear to have opportunity to access transit when in fact they have paratransit service.

5.0 Transit Funding Options

Potential Cost Sharing Model 2: Population, Opportunity, and Mileage

Population, Ridership, Opportunity																	
	Castlegar	Kaslo	Nakusp	Nelson	New Denver	Salmo	Silverton	Slocan	Area D	Area E	Area F	Area G	Area H	Area I	Area J	Area K	Weight
Population	17.3%	1.2%	3.3%	23.0%	1.0%	2.4%	0.3%	0.8%	4.0%	8.1%	8.5%	3.4%	10.4%	5.4%	7.3%	3.7%	25.0%
Opportunity	43.0%	0.0%	0.0%	37.7%	0.0%	0.1%	0.0%	1.7%	0.0%	3.1%	6.8%	0.2%	2.9%	2.1%	2.2%	0.0%	37.5%
Mileage	15.3%	0.1%	0.2%	5.5%	0.1%	0.0%	0.0%	0.6%	1.5%	15.8%	22.1%	1.8%	23.4%	7.5%	4.8%	1.3%	37.5%
Total	26.2%	0.4%	0.9%	22.0%	0.3%	0.6%	0.1%	1.1%	1.6%	9.1%	13.0%	1.6%	12.5%	5.0%	4.4%	1.4%	
\$100	\$26.17	\$0.36	\$0.90	\$21.96	\$0.27	\$0.64	\$0.09	\$1.07	\$1.57	\$9.12	\$12.97	\$1.58	\$12.47	\$4.98	\$4.42	\$1.43	

This model is also weighted towards areas with greater benefit using distance traveled within an area rather than ridership as a factor. This model aligns with the current allocation of costs in the S237 Castlegar and Area Service Area.

Similar to the previous model, costs in Nelson are drastically higher because of the impact of population density on the opportunity score. Cost for Nakusp, Areas E and F are considerably lower. In other Areas and smaller municipalities costs vary somewhat but not as much as in the previous model.

This model demonstrates how mileage does not accurately assign costs across municipalities that share a long route in RDCK. For instance, the majority of mileage for Route 74 occurs in Area H and does not allocate much cost at all to Nakusp, New Denver, and other municipalities served by the route.

Similar impacts would occur if a methodology using only hours or number of trips were to be developed.

5.0 Transit Funding Options

Potential Cost Sharing Model 3: Base Fee, Mileage, and Ridership

Base Fee, Mileage, Ridership																	
	Castlegar	Kaslo	Nakusp	Nelson	New Denver	Salmo	Silverton	Slocan	Area D	Area E	Area F	Area G	Area H	Area I	Area J	Area K	Weight
Base Fee	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	6.3%	20.0%
Mileage	15.3%	0.1%	0.2%	5.5%	0.1%	0.0%	0.0%	0.6%	1.5%	15.8%	22.1%	1.8%	23.4%	7.5%	4.8%	1.3%	40.0%
Ridership	37.7%	0.4%	0.0%	20.6%	0.0%	0.2%	0.0%	0.5%	0.5%	4.4%	3.0%	0.1%	5.2%	1.3%	26.2%	0.0%	40.0%
Total	22.4%	1.4%	1.3%	11.7%	1.3%	1.4%	1.3%	1.7%	2.0%	9.3%	11.3%	2.0%	12.7%	4.8%	13.6%	1.8%	
\$100	\$22.42	\$1.45	\$1.31	\$11.70	\$1.27	\$1.35	\$1.26	\$1.71	\$2.04	\$9.35	\$11.28	\$1.99	\$12.66	\$4.79	\$13.63	\$1.79	

In contrast with other models, this includes a base fee for transit services for all partners, recognizing the shared benefits of a regional transit system. Additional factors include mileage and ridership, which tend to impact different parts of the District in different ways.

These factors lead to a model that is closest to existing costs. Costs for Nelson increase, though not by as much as in other models. Costs in Area J increase significantly as well. Costs decrease modestly in Areas E and F. Other parts of the District tend to pay similar amounts to current values.

In previous models, population, ridership, and opportunity tend to increase together. This increase in all three factors means that urbanized areas, particularly Nelson, see larger increases in costs while rural areas see decreased costs. Mileage reflects the increased costs incurred by routes that drive long distances, particularly when there are relatively fewer people along the route. However, as noted in previous slides, the mileage statistic does not fully account for the benefits received by communities farther away in some cases.

5.0 Transit Funding Options

Potential Cost Sharing Model 4: Maximum Cost, Base fee, Mileage, & Ridership

Hybrid Population, Ridership, Opportunity																	
	Castlegar	Kaslo	Nakusp	Nelson	New Denver	Salmo	Silverton	Slocan	Area D	Area E	Area F	Area G	Area H	Area I	Area J	Area K	Weight
Base Fee	8.3%	8.3%	8.3%	-	8.3%	8.3%	8.3%	8.3%	8.3%	-	-	8.3%	8.3%	8.3%	-	8.3%	33.3%
Mileage	29.5%	0.2%	0.3%	-	0.1%	0.1%	0.1%	1.2%	2.9%	-	-	3.4%	45.1%	14.6%	-	2.6%	33.3%
Ridership	82.2%	0.8%	0.0%	-	0.0%	0.5%	0.0%	1.2%	1.0%	-	-	0.2%	11.3%	2.8%	-	0.0%	33.3%
Total	22.0%	1.7%	1.6%	10.0%	1.5%	1.6%	1.5%	2.0%	2.2%	15.0%	15.0%	2.2%	11.9%	4.7%	5.0%	2.0%	
	\$100	\$22.01	\$1.72	\$1.59	\$10.00	\$1.55	\$1.63	\$1.54	\$1.96	\$2.25	\$15.00	\$15.00	\$2.18	\$11.86	\$4.72	\$5.00	\$2.00

This model is intended to more closely allocate costs to the existing model. The factors used in the previous models have bias towards assigning higher costs to Nelson because of its relatively higher population density, it's location as the hub where residents from outer areas travel to and potentially transfer in, and does not count the amount of money and service Nelson contributes through its own routes outside of the RDCK funded services. Similarly, the higher service levels in Areas E, F, and H are not well reflected in prior models.

This model attempts to impose some constraints on how much change in funding proportion each partner pays by assigning fixed percentages to Nelson and Areas E, F, and J. The remainder of costs are assigned to other municipalities using a base fee, population, and ridership.

This model provides the most similar cost allocation to the existing model, but still provides additional transparency into how costs are allocated. The fixed proportions for Nelson and Areas E, F, and J are illustrative and can be negotiated between partners.

5.0 Transit Funding Options

Potential Cost Sharing Model 5: Hybrid Model

This model attempts to act as a hybrid between the current funding models and a unified service area model. By keeping multiple service areas, costs can be neatly contained and various factors can be used to best account for costs within those service areas.

This model would maintain the S237 Castlegar and Area Service as it is currently in effect. By combining the S238 North Shore Slocan Valley and S239 Kootenay West Paratransit Services the boundaries of the services operated by City of Nelson would more nearly align with the transit service area, allowing for a less complex funding split. This would work best by creating tiers of service and applying allocation factors within each tier. Proposed tiers and allocation methods are shown at right.

The paratransit allocation is suggested to be based on the proportion of hours each route contributes to the total cost. Each jurisdiction served by the route, other than City of Nelson, would equally split the cost of those routes. This method allocates costs to communities that receive service and accounts for the time required to operate the route and the number of trips provided.

As service levels increase at different rates between the service types the costs are clearly allocated to the areas receiving benefits. Should inter-regional service (e.g. to Kelowna) be added, there is a clear framework to layer on additional service types.

Service	Routes Included	Proposed Apportionment factors
Castlegar and Area	Castlegar and area: 31, 32, 33, 34, 35, 36, 38, Kootenay Boundary Custom	• 42.5% Conventional opportunity • 42.5% Conventional mileage • 15% Custom population
Kootenay West Fixed Route and Paratransit	Regional connectors: 99	• 100% Population-based allocation for current S239 KWP service area (including Nelson and Castlegar)
	Fixed routes: 10, 14, 15, 20	• 100% Ridership-based allocation
	Paratransit and Health Connections: 51, 52, 53, 57, 58, 72, 74, 76	• Hours-based split - each municipality/Area along a route equally splits the hours involved in providing the service (except City of Nelson). For example, BC Transit could provide all hours for paratransit services. If Route 58 Kaslo-Argenta represented 10% of all hours in this tier, Kaslo and Area D would equally split the 10% and each pay 5% of total costs (plus their share for other routes).

5.0 Transit Funding Options

Considerations

Based on developing these models the following considerations emerged when they were applied to the specifics of the Regional District of Central Kootenay:

- **Population** – This factor works well if considering the RDCK without the City of Nelson. Nelson contains 23% of the population of the RDCK. However, the City of Nelson's transit services are paid for through separate means and are not included in the RDCK's transit funding requirements. This factor can lead to Nelson paying a disproportionate share of costs compared to the costs to deliver transit throughout the RDCK when applied to all costs.
- **Ridership** – This factor weights costs heavily towards Nelson, Castlegar, and Area J. Services in these areas carry more riders, but are not necessarily responsible for the same share of costs that ridership allocation would suggest. With shorter routes, these services carry riders for much less cost than longer distance routes that carry fewer passengers.
- **Transit opportunity** – This metric does not capture the actual opportunity provided for paratransit services, custom services. In the S237 Castlegar and Area Service, this method works well, but at the regional scale the more urban areas receive nearly all of the costs based on the number of stops and population densities.

- **Mileage, Hours, or Number of Trips** – Each of these factors attempts to use distance, time, or frequency to approximate the cost of transit to an area. Each of them provides distinct drawbacks when applied to the diverse services in the RDCK. Mileage is shown in models because it is in use in S237 Castlegar and Area, however, it is not effective at spreading costs based on benefits on longer routes throughout the RDCK.
- **Maximum cost assignment** – This method tries to correct for areas that do not work well with certain allocation factors. In particular, Nelson and Areas E, F, and J could benefit from a negotiated percentage based if a District-wide service area were to be implemented.
- **Hybrid model** – The RDCK may wish to keep certain aspects of the current funding model while benefiting from changes. A hybrid model can offer some additional simplicity and transparency, while continuing to ensure costs for services are isolated to areas that receive benefits. This allows for different methods to be used to allocate costs where they make the most sense. Additionally, a workable cost allocation framework is in place if inter-regional (e.g. to Kelowna) services are developed.

6.0 Recommendations

Recommendations

1. **RDCK Directors should initiate a conversation about how transit funding can be simplified.** Consolidating some or all of the existing service areas will reduce complexity and improve understanding of how different areas of the District pay into transit services.
2. **New funding models should explicitly state how cost allocation is arrived at.** Funding bylaws that explicitly state how costs should be allocated will allow staff to keep funding percentages up to date as the system evolves. This also increases transparency for residents of the District and allows the community to better understand the benefits they are paying for.
3. **Any new funding models should use multiple factors to allocate costs.** The example models demonstrated the diverse service area characteristics (size of Areas and municipalities, variations in population density, type of service deployed) make it impossible to select a single funding factor that works as a proxy for the benefits received by transit.
4. **Based on expressed values, Potential Models 4 and 5 provide the greatest benefits.** Directors should discuss the trade-offs of implementing a single service area model or a hybrid model between the single service area and the existing model. Both models would provide a simpler link between transit costs and benefits received compared to the current model.



West Transit Services Committee Report

April 15, 2025

Transit Cost Apportionment

Author: Tom Dool, Research Analyst
File Reference: 15/8020
Electoral Area/Municipality: Castlegar, Kaslo, Nakusp, New Denver, Salmo, Silverton, Slocan, Area A, Area D, Area E, Area F, Area G, Area H, Area I, and Area J
Services Impacted S237 Castlegar & Area Transit, S238 North Shore – Slocan Valley Transit, S239 Kootenay Lake West Transit

1.0 STAFF RECOMMENDATION

That the Committee recommend staff prepare an amending bylaw for Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 to

1. Remove the Village of Slocan from the service;
2. Replace the current method of apportionment with the proposed multi-factorial method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report; and
3. Limit the apportionment of costs to the land and Improvements annexed by the City of Nelson and now referred to as Old E, Old F, and Old H.

That the Committee recommend staff prepare an amending bylaw for Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to

1. Add the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report;
2. Update the apportionment percentages within the bylaw to reflect the application of the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report to current transit service levels.

2.0 BACKGROUND/HISTORY

In 2019 the Board directed staff to work with BC Transit to develop Transit Future Service Plans (TFSPs) for West Kootenay and Creston Valley Transit.

In 2020, to implement some of the service level changes described in the TFSPs the Board directed staff to review the apportionment of transit costs for Creston Valley Transit and West Kootenay Transit. The consensus of the Board was that transit funding apportionment did not provide a clear link between service levels and requisition amounts leaving service participants unclear about what components of the overall service they were funding. This uncertainty resulted in reluctance to make further investment in public transit despite considerable public pressure to do so.

Staff developed a criteria-based apportionment method that used weighted quantitative criteria to apportion costs. Criteria considered in the method included

- **“Base Cost”** the equally distributed annual administrative cost of transit network membership.
- **“Transit Opportunity”** the population within 400m of a bus stop multiplied by the number of times a bus stops at that location on an annual basis.
- **“Annual Mileage”** the number of annual transit kilometers required to provide service.
- **“Actual Assessed Value”** the Actual Assessed Hospital Value as defined annually by BC Assessment

The Board agreed to the use of criteria based apportionment for Service S234 Creston Valley Transit, in 2020, and Service S237 Castlegar and Area Transit in 2021. It should be noted that there are substantial similarities between these services.

- a single municipality with two or three rural electoral areas immediately adjacent to it;
- most transit operations occur within, and are funded by, the municipality;
- rural transit operations bring people into the municipal area for services;
- use predominantly by residents who have no access to a personal vehicle; and
- transit includes both custom and conventional services.

Staff were unable to facilitate a process that resulted in criteria-based apportionment percentages for Service S238 North Shore – Slocan Valley Transit and S239 Kootenay Lake West. Service participants agreed with the process of reapportionment and the use of criteria. However, consensus on the weightings of criteria could not be reached due to

- lack of venue for fulsome discussion due to the General Board Meeting format;
- complex service establishment bylaws and existing apportionment;
- different public transit requirements of service participants; and
- economic disparity between service participants.

In 2023 the Board recognized the need for transit funding service governance, in part, to facilitate improvements in the apportionment of transit costs. The West Transit Services Committee was established to consider matters related to transit funding for services S237 Transit Castlegar and Area, S238 Transit Slocan Valley North Shore, and S239 Transit Kootenay Lake.

The Board then applied for and received funding from the Economic Trust of the Southern Interior to fund a study to establish the public transit values held by service transit funding service participants and to propose options for the apportionment of transit funding costs based on those values.

The contract for the study was awarded to Watt Consulting in January of 2024. Watt Consulting conducted a long form interview with 16 Board members to establish what values were consistent across interviewed Elected Officials and where there were incongruities regarding the value and purpose of public transit. The results of this study, The RDCK Transit Values and Cost Apportionment Study (See Attachment D), were presented at the January 10th West Transit Services Committee meeting.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The current method of apportioning the costs of public transit, for Service S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West, is poorly supported by current data, difficult to understand and apply, and was established prior to current strategic planning documents and recent improvements to governance for transit funding services.

Attempts to implement criteria-based apportionment for Service S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West have been unsuccessful. These services are more complex in terms of participation and service levels than S234 Creston Valley Transit and S237 Castlegar and Area Transit.

To address the complexity and resulting need for discussion the Board established the West Transit Services Committee as a forum for these matters. The West Transit Services Committee, to ensure productive discussion, commissioned a study for the establishment of transit-based themes or values that to apply as it considers service levels and the associated apportionment of costs moving forward.

Transit service values or themes identified by Watt Consulting through engagement with service participants include:

Transit is a social service. There is a consensus that in transit is a social service that connects people who are unable to drive to medical appointments, commercial, social, and educational services.

Transit should be frequent and reliable. It is generally agreed among service participants that transit service levels require a degree of frequency to ensure access to medical, social, commercial, and educational services. Service levels should be adhered to reliably to ensure ridership is not stranded.

Transit service levels should be evaluated in quantitative and qualitative terms. Ridership is the most important quantitative measure of success regarding service levels. Ridership outcomes are an important qualitative measure that helps service participants understand the value of transit services in the community.

The apportionment of transit service costs should be transparent, equitable, and assigned by an agreed to formula. The total cost of transit is important but so is the cost to each community.

Those who benefit from transit should bear the cost of providing the service. However, the service should remain affordable and accessible, in particular, to those who face the highest barriers to accessing the service.

To ensure the financial and social impacts of any proposed service level change are aligned with the intent of Committee, the Committee may recommend a values-based apportionment method that addresses changing service levels while assigning costs in a transparent and agreed to fashion. The Committee may consider the following recommendations made by Watt Consulting, in its consideration of apportionment methods.

Transit funding methods should be simplified and documented. The complexity and lack of documentation of the current funding model, for services S238 and S239, results in an inability to understand the fiscal impact of changing service levels. A consolidation of some or all operations into fewer transit funding services may improve transparency.

New funding models should explicitly state how cost allocation is arrived at. The new funding models developed for services S238 and S239 should explicitly state how costs will be allocated and result in method that enables staff to keep funding percentages up to date, participants to understand the link between service levels and costs, and ensure that the public at large understands the Regional District investment in public transit.

New funding models should adopt a multifactorial approach to the allocations of transit costs. There is no one factor that works as a proxy for the benefits realized by the public transit system. As well, the operations funded by S238 and S239 include long conventional routes, small community routes, custom transit, health connections, and paratransit services. Each of these operations needs to be evaluated using different values and factors.

3.1 Alignment to Board Strategic Plan

The Boards efforts to ensure an equitable distribution of transit costs demonstrates a commitment to the prudent management of public assets.

3.2 Legislative Considerations

None at this time.

3.3 What Are the Risks

Barrier to changing transit service levels. There is no documentation supporting the apportionment methods applied to Services S238 and S239. When a participant proposes a service level change staff do not have a model to determine how transit service costs will be affected, making service level changes very difficult to implement.

Service Level and Investment Inequities. There is no means to link investments made in transit services by service participants and the resulting transit service levels. A comparison of service levels and investment, by participants, suggests that achieving comparable service levels requires inconsistent amounts of investment.

Loss of confidence in public transit as a service. Recent substantial increases in the cost of public transit, the opacity of the current transit funding system, and inability to evaluate current transit services levels have resulted in service participants questioning the value of transit investments.

4.0 PROPOSED SOLUTION

The Hybrid Funding Model, as described by Watt Consulting maintains the criteria apportionment for Service S237 Castlegar and Area and applies a unified service area model to transit operations funded by S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West. A unified service area model is one where all transit operations within the Kootenay West Para 530 and Nelson 555 Operating Areas are funded through one transit funding service.

Service S237 Castlegar and Area Transit, City of Castlegar and Portions of Electoral Areas I and J Transit Service Establishment Amendment Bylaw No. 2708, 2020, and the current apportionment of costs for this service would remain unchanged.

Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 would be amended to

- remove the Village of Slocan as a participant;
- limit requisition to Old E, Old F, and Old H; and
- Update the apportionment to ensure Old E, Old F, and Old H are capturing correct funding amounts.

The Village of Slocan would continue to fund the same transit services, but those services would be funded as a participant in Service S239 Kootenay Lake West Transit.

Electoral Areas E, F, and H would remain participants in Service S238, to ensure the continued taxation of Old E, Old F, and Old H as per the arrangements made at the time of annexation by the City of Nelson, however requisitions would be zeroed. Areas E, F, and H would continue to fund the same transit services but fund them through S239 Kootenay Lake West Transit

Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 would be amended to

- Include the proposed method of apportionment;
- Assign apportionment percentages to service participants based on the application of the proposed apportionment method to current transit service levels.

The committee may choose to direct that staff include a phased approach from current apportionments to proposed apportionments over a specified period of time.

A complete description of the proposed means of apportionment has been included in Section 4.1 Financial Consideration.

With a method for the apportionment decided upon staff can review existing service levels and associated costs and make recommendations based on agreed to transit values/themes, quantitative measures including ridership, and Transit Future Service Plan and related strategic documents. Based on the proposed option for apportionment staff expect to have a set of recommendations ready for consideration by June 2025.

Agreed upon service level changes must be submitted to BC Transit for consideration by planning staff and operating partners. The transit system is a network. Changes to any part of the network may result in considerable operational impacts throughout. Insight into those impacts requires analysis by both operations service providers and BC Transit planners. The committee should be aware that proposed changes to service levels may require a multi-year approach.

Staff expect to have a finalized set of amendments prepared for Committee consideration by September of 2025. The amendments would include a table of phased apportionment percentages over a 5-year period taking into account

- the agreed to apportionment method;
- a phased approach from the old apportionment to the new one; and
- service level changes as planned over the 5-year period.

4.1 Financial Considerations of the Proposed Solution

The proposed apportionment method is based on the Hybrid Model as recommended by Watt Consulting. This model makes the following assumptions.

1. The Criteria Based Apportionment applied to S237 Castlegar and Area Transit is well suited to the task and delivers and equitable distribution of transit costs. All transit service hours and costs associated with Castlegar and Area Transit S237 by the operation of the KB520 and KB525 BC Transit operating areas are excluded from this analysis.
2. The City of Nelson funds and operates a municipal public transportation system. The City of Nelson's participation in Regional Transit is limited to funding #99 Regional Connector and HandiDart services within the City of Nelson.
3. The costs of operating the #99 Kootenay Connector is distributed among local government partners based on population with IHA Health Connections funding 500 hours of service.
4. The cost of operating conventional transit service routes including
 - a. #10 North Shore
 - b. #14 Blewett
 - c. #15 Perrier
 - d. #20 Slocan Valleyis distributed by ridership allocation. Ridership is determined through boarding and alighting sample data at select locations by either electronic fare products or observations by the transit operator.
5. The cost of Paratransit Routes including
 - a. #51 Nakusp Hot Springs
 - b. #52 Nakusp to Playmor
 - c. #53 Nakusp to Edgewood
 - d. #57 Kaslo Local
 - e. #58 Kaslo to Argenta
 - f. Nelson handiDart Services

Is distributed evenly among route participants based on operating hours. For example, the #52 Nakusp To Edgewood requires 255 operating hours. With the Village of Nakusp paying half and Electoral Area K paying half.

6. The cost of Health Connections Routes including

- a. #72 Salmo to Nelson
- b. #74 Nakusp to Nelson
- c. #76 Nakusp to Nelson

Is distributed evenly among route participants and IHA based on operating hours. For example, the #72 Salmo to Nelson Health Connection would be funded equally by Health Connections, The Village of Salmo, and Area G.

To translate distributions based on population, ridership, and operating hours into a percentage of the overall cost of transit the distributions of population and ridership were then used to split the operating hours needed to provide the service. Operating hours were then tallied for each service participant and used as a proxy for cost.

For example, the Kootenay Connector #99 requires 3160 operating hours annually. The City of Nelson has 23% of the Regional Population. After the 500 hours funded by IHA there are 2663 operating hours distributed to Local Government Partners. The City of Nelson funds 23% of those or 612 hours.

Figure 1 compares the current distribution of transit costs, at current service levels, based on the apportionments in Services S238 & S239 to the proposed apportionment.

Figure 1. Comparison of Transit Apportionment Costs

Participant	Current Apportionment S238 & S239	Proposed Apportionment
City of Castlegar	3.5%	3.2%
Village of Kaslo	1.7%	2.8%
Village of Nakusp	5.2%	2.8%
City of Nelson	8.3%	9.2%
Village of New Denver	1.8%	1.0%
Village of Salmo	0.4%	2.1%
Village of Silverton	1.4%	0.9%
Village of Slocan	2.3%	3.6%
Area A Def	0.7%	0.2%
Area D	3.5%	3.6%
Area E	22.4%	21.0%
Area E (Old)	0.2%	0.0%
Area F	21.2%	21.0%
Area F (Old)	1.0%	0.0%
Area G	1.3%	2.3%
Area H	20.6%	21.0%
Area H (Old)	0.5%	0.0%
Area I	0.8%	1.0%

Area J	1.0%	1.4%
Area K	1.9%	2.4%
Total	100.0%	100.0%

Because there is no documented logic for the existing apportionment method, there can be no analysis of why costs would change from the existing method to the proposed one. Should the committee choose to proceed with the proposed method it should be noted that a 4-year transition period from existing apportionment amounts to proposed amounts would be implemented to allow for changes to service levels and reduce the impact of taxation increases.

4.2 Risks with the Proposed Solution

The proposed solution requires active engagement on the part of the West Transit Service Committee to ensure alignment between transit funding levels and the Committee's transit values or themes. Failure to consider the values regularly will risk apportionments and funding levels that will not align with the Committee's goals.

The loss of service participants risks a redistribution of the costs associated with the #99. Because distribution is based on population potential percentage increases may affect some participants more than others.

Health Connections funding has been frozen since 2021. It is scheduled to increase by 5% a year starting in 2026. The proposed 5% will not keep up with increases in operating costs for public transit services. Local government will continue to fund a larger percentage of the cost of Health Connections routes on an annual basis. To ensure an equitable distribution of Health Connections funding the committee should committee to a schedule review of transit apportionment.

Substantial changes in ridership patterns could redistribute the costs associated with fixed routes. Staff should report regularly on these routes and ensure that the Committee is aware of how ridership may affect apportionment in the future.

4.3 Resource Allocation and Workplan Impact

The Board has assigned the Regional District Research Analyst to aid the Committee in their deliberations on the matter.

At the discretion of the Committee and the Board staff anticipate presenting a bylaw for consideration by the Board in October of 2025.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The Committee is authorized, by the Board, to examine apportionments and transit service levels. As a part of that examination the Committee may direct staff to engage the Rural Mobility Working Group and consult with community stakeholders through that group to assess the impact of service level changes on transit ridership and the community.

Should the Board choose to adopt the proposed method of apportionment it would be allowed to do so by consenting participant. An Alternative Approval Process or Assent Vote and the associated community engagement would not be needed.

4.5 Leveraging Technology

The proposed solution uses newly implemented passenger counter and electronic fare collection technology installed on West Kootenay Transit buses. This technology will enable a better understanding of ridership patterns and the impact of transit investments.

4.5 Measuring Success

Staff propose the following as milestones on a critical path to success.

April 2025

- West Transit Services Committee recommends a method of apportionment and proposed changes to service establishment bylaws for transit funding services S238 and S239.
- The Board directs staff to prepare the recommended bylaw amendments.

June, 2025

- West Transit Services Committee receives the proposed amendments that include the new apportionment method applied to current service levels.
- The Board directs staff to examine service levels and make recommendations.

Oct, 2025

- The West Transit Service Committee receives proposed amendments that include the new apportionment methods applied to year 1 service level changes.
- The gives 3 readings to proposed amendments. Amendments are sent to the Local Government Inspector.

Dec 2025

- That Board adopts proposed amendments.

The success of the proposed solution will be evaluated in the context of the transit values/themes identified by the Service Participants.

1. Do transit service participants understand the logic of the proposed solution as applied to the apportionment of transit service costs? There is no understanding of the logic behind the current apportionment of transit service costs for Service S238 and S239.
2. Do service participants consider the proposed solution an equitable means of apportioning the cost of transit services? Service participants currently do not feel that the current apportionment of transit costs is equitable.
3. Can service participants understand the financial and social implications of proposed service level changes? There is currently no method for apportioning the costs associated with service level changes for Service S239 and the current method for S238 is obscure.
4. Does the proposed solution reduce administrative overhead and simplify the budgetary process? The current method is overly complex and results in additional administrative burden.

5.0 ALTERNATIVE SOLUTION(S)

The alternative solution, while similar to the proposed solution, adopts the current distribution of transit costs as described in the 2025 Fiver Year Financial Plans for service S237 and S238 as a funding baseline and implements the previously described hybrid model for any changes to service levels moving forward. The current distribution of transit service costs is described in the first column of Table 1 in this report referred to as Current Apportionment S238 & S239.

There was a methodology developed for the current apportionment of costs for service S238 and S239. While that methodology is not understood it reflected the values and transit goals of the developers. There has been no

substantive increase in operating hours since services were combined to create West Kootenay Transit, in 2013. The Committee may consider the current distribution of costs as an adequate starting point reflective of the values of the past and apply newly defined values, and a corresponding apportionment method, to service level changes moving forward.

The alternative method requires the same proposed amendments to the service establishment bylaws for S238 and S239 described in the proposed method approach. However, the distribution of costs in the proposed amendment, prior to approved service level changes, would be the current distribution described in the Current Apportionment S238 & S239 column of Table 1 as opposed to the Proposed Apportionment S238 column.

5.1 Financial Considerations of the Alternative Solution(s)

The alternative method does not address existing inequities in the current distribution of transit costs.

This method does not require a redistribution of existing costs, only those costs resulting from transit service level changes moving forward.

5.2 Risks with the Alternative Solution(s)

Underlying inequities will remain.

5.3 Resource Allocation and Workplan Impact

The alternative solution does not require the committee to consider the apportionment of current transit costs.

5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The same as the proposed solution.

5.5 Measuring Success

The same as the proposed solution.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

In the Transit Values and Cost Apportionment Study Watt Consulting recommended the Committee consider either the Hybrid Model, which staff have identified as the proposed option, or a criteria-based model based on maximum cost, base fee, mileage, and ridership. The proposed criteria-based model resembles the criteria-based model the Board declined to implement in 2020. While this model has merit it, like the previously proposed criteria-based model, it does not adequately address the concerns of the Board raised in 2020. Staff do not recommend this alternative as a workable solution.

7.0 OPTIONS SUMMARY

Proposed Option Recommendations:

That the Committee recommend staff prepare an amending bylaw for Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 to

1. Remove the Village of Slocan from the service;
2. Replace the current method of apportionment with the proposed multi-factorial method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report; and
3. Limit the apportionment of costs to the land and Improvements annexed by the City of Nelson and now referred to as Old E, Old F, and Old H.

That the Committee recommend staff prepare an amending bylaw for Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to

1. Add the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report;
2. Update the apportionment percentages within the bylaw to reflect the application of the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report to current transit service levels.

Alternative Option Recommendations:

That the Committee recommend staff prepare an amending bylaw for Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 to

1. Remove the Village of Slocan from the service;
2. Replace the current method of apportionment with the proposed multi-factorial method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report; and
3. Limit the apportionment of costs to the land and Improvements annexed by the City of Nelson and now referred to as Old E, Old F, and Old H.

That the Committee recommend staff prepare an amending bylaw for Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to

1. Add the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report;
2. Update the apportionment percentages within the bylaw to reflect the current distribution of transit costs within Service S238 & Service S239.

Respectfully submitted,
Tom Dool, Research Analyst

CONCURRENCE

Corporate Officer – Mike Morrison

ATTACHMENTS:

Attachment A – Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000

Attachment B – Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005

Attachment C - City of Castlegar and Portions of Electoral Areas I and J Transit Service Establishment Amendment Bylaw No. 2708, 2021

Attachment D - The RDCK Transit Values and Cost Apportionment Study

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 3036

A Bylaw to amend Kootenay Lake West Transit Service Establishment
Bylaw 1783,2005 for the purpose of changing the method of
apportionment

WHEREAS the regional district may, by bylaw, establish a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of Central Kootenay has established the Kootenay Lake West Transit Service by Bylaw 1783, being the Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005, as amended;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw 1783 to update the method of apportionment;

AND WHEREAS pursuant of the *Local Government Act* participating area approval has been obtained by consent of 2/3 of the service participants.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Kootenay Lake West Transit Service Establishment Bylaw No 1783, 2005 as amended, is hereby further amended as follows:
- 2 Section 5 shall be deleted in its entirety and replaced with the following:
 - (1) The maximum amount of money that may be requisitioned annually shall be \$678,000 or \$0.066/\$1000 of net taxable value of land and improvements within the service area, whichever is greater.
 - (2) The apportionment of costs for the service shall be assigned to service participants as a percentage of the total cost of the service as described below:

5 Year Cost Apportionment

Participant	2025	2026	2027	2028	2029	2030
Castlegar	8.6%	7.9%	7.3%	6.7%	6.1%	5.5%
Kaslo	4.2%	4.5%	4.8%	5.2%	5.5%	5.8%
Nakusp	12.6%	11.2%	9.8%	8.3%	6.9%	5.5%
Nelson	20.2%	20.3%	20.5%	20.7%	20.9%	21.0%
New Denver	4.5%	4.0%	3.6%	3.2%	2.7%	2.3%
Salmo	1.0%	1.6%	2.2%	2.8%	3.4%	4.0%

Silverton	3.4%	3.2%	2.9%	2.7%	2.4%	2.2%
Slocan	0.4%	0.7%	1.0%	1.3%	1.6%	1.9%
Area A Def	1.7%	1.5%	1.3%	1.1%	0.9%	0.8%
Area D	8.5%	8.0%	7.5%	7.0%	6.5%	6.0%
Area E	7.9%	10.4%	12.9%	15.4%	17.9%	20.4%
Area F	7.4%	6.8%	6.1%	5.4%	4.7%	4.1%
Area G	3.2%	3.5%	3.7%	3.9%	4.1%	4.4%
Area H	7.6%	7.2%	6.8%	6.3%	5.9%	5.5%
Area I	1.9%	2.0%	2.1%	2.3%	2.4%	2.6%
Area J	2.5%	2.7%	2.9%	3.1%	3.3%	3.5%
Area K	4.6%	4.6%	4.6%	4.6%	4.6%	4.6%

3 This Bylaw may be cited as **“Kootenay Lake West Transit Establishment Amending Bylaw No. 3036, 2025.”**

READ A FIRST TIME this _____ day of _____, June, 2025.

READ A SECOND TIME this 1 day of _____, June, 2025.

READ A THIRD TIME this _____ day of _____, June, 2025.

I hereby certify that this is a true and correct copy of the **“Kootenay Lake West Transit Establishment Amending Bylaw No. 3036, 2025”** as read a third time by the Regional District of Central Kootenay Board on the _____ day of _____, 20XX.

Mike Morrison, Corporate Officer

APPROVE by the Inspector of Municipalities on the _____ day of _____, 2025.

ADOPTED this _____ day of _____, 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 3036

A Bylaw to amend Kootenay Lake West Transit Service Establishment Bylaw 1783,2005
for the purpose of changing the method of apportionment.

WHEREAS the regional district may, by bylaw, establish a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of Central Kootenay has established the Kootenay Lake West Transit Service by bylaw, being the Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005, as amended;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw 1783 to update the method of apportionment;

AND WHEREAS pursuant of the *Local Government Act* participating area approval has been obtained by consent of 2/3 of the service participants.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Kootenay Lake West Transit Service Establishment Bylaw No 1783, 2005 as amended, is hereby further amended as follows:
- 2 Section 5 of Bylaw No. 1783 shall be deleted in its entirety and replaced with the following:
 - (1) The maximum amount of money that may be requisitioned annually shall be \$678,000 or \$0.066/\$1000 of net taxable value of land and improvements within the service area, whichever is greater.
 - (2) The apportionment of costs for the service shall be assigned to service participants as a percentage of the total cost of the service as described below:

5 Year Cost Apportionment

Participant	2025	2026	2027	2028	2029	2030
Castlegar	8.6%	7.9%	7.3%	6.7%	6.1%	5.5%
Kaslo	4.2%	4.5%	4.8%	5.2%	5.5%	5.8%
Nakusp	12.6%	11.2%	9.8%	8.3%	6.9%	5.5%
Nelson	20.2%	20.3%	20.5%	20.7%	20.9%	21.0%
New Denver	4.5%	4.0%	3.6%	3.2%	2.7%	2.3%

Salmo	1.0%	1.6%	2.2%	2.8%	3.4%	4.0%
Silverton	3.4%	3.2%	2.9%	2.7%	2.4%	2.2%
Slocan	0.4%	0.7%	1.0%	1.3%	1.6%	1.9%
Area A Def	1.7%	1.5%	1.3%	1.1%	0.9%	0.8%
Area D	8.5%	8.0%	7.5%	7.0%	6.5%	6.0%
Area E	7.9%	10.4%	12.9%	15.4%	17.9%	20.4%
Area F	7.4%	6.8%	6.1%	5.4%	4.7%	4.1%
Area G	3.2%	3.5%	3.7%	3.9%	4.1%	4.4%
Area H	7.6%	7.2%	6.8%	6.3%	5.9%	5.5%
Area I	1.9%	2.0%	2.1%	2.3%	2.4%	2.6%
Area J	2.5%	2.7%	2.9%	3.1%	3.3%	3.5%
Area K	4.6%	4.6%	4.6%	4.6%	4.6%	4.6%

3 This Bylaw may be cited as “Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025.”

READ A FIRST TIME this 19th day of June, 2025.

READ A SECOND TIME this 19th day of June, 2025.

READ A THIRD TIME this 18th day of September, 2025.

I hereby certify that this is a true and correct copy of the **“Kootenay Lake West Transit Service Establishment Amendment Bylaw No. 3036, 2025”** as read a third time by the Regional District of Central Kootenay Board on the 18th day of September, 2025.



Mike Morrison, Corporate Officer

ASSENT RECEIVED as per the Local Government Act-consent on behalf of the participating areas.

APPROVE by the Inspector of Municipalities on the day of , 2025.

ADOPTED this day of , 2025.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



MEETING DATE: November 18, 2025
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Bylaw Consolidation and Revision Authority Bylaw
DATE WRITTEN: November 12, 2025

FILE No: 3900-02

1.0 PURPOSE:

To present Council with an updated version of the Bylaw Consolidation and Revision Authority Bylaw.

2.0 RECOMMENDATION:

THAT third reading of Bylaw Consolidation Authority Bylaw No. 1322, 2025 be rescinded

THAT Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025 be given third reading, as amended

3.0 BACKGROUND:

Section 139 of the *Community Charter* allows Council to authorize, by bylaw, the Corporate Officer to consolidate Village of Kaslo bylaws. This means Council can adopt a general authority bylaw that empowers the Corporate Officer to consolidate bylaws without requiring separate Council approval for each instance. Many municipalities use wording such as:

"The Corporate Officer is authorized to consolidate one or more municipal bylaws by incorporating all amendments and removing provisions that have been repealed or expired."

Consolidation is purely administrative, it does not change the substance of the bylaw. The consolidated version is provided for convenience and clarity; the original bylaws and amendments remain the official legal record. No additional Council resolution is needed for each consolidation if an authority bylaw is in place. At its October 18, 2025 regular meeting, Council gave first, second, and third readings to Bylaw Consolidation Authority Bylaw No. 1322, 2025.

In addition, Section 140 of the *Community Charter* allows Council to authorize, by bylaw, the Corporate Officer to revise Village bylaws. Similar to consolidation, this authority can be granted through a general bylaw, provided revisions comply with the Bylaw Revision Regulation. The Bylaw read by Council at its October 18th meeting did not include provisions for the revisions of bylaws. The purpose of this staff report is to recommend expanding the proposed authority bylaw to include authorization for the Corporate Officer to revise bylaws, in addition to consolidation.

4.0 DISCUSSION:

Bylaw consolidation and bylaw revision are related but distinct processes under the *Community Charter*. Consolidation is an administrative function that combines all amendments into a single, updated version of a bylaw for clarity and ease of reference. It does not alter the substance of the

bylaw; rather, it ensures that users can access a clean, current version without navigating multiple amendment documents. Consolidated bylaws are provided for convenience, while the original bylaws and amendments remain the official legal record.

Revision, on the other hand, involves making non-substantive changes to the bylaw text, such as correcting clerical errors, updating terminology, renumbering sections, or reorganizing provisions for clarity. Revisions must comply with the Bylaw Revision Regulation and cannot change the intent or effect of the bylaw. This process improves readability and accuracy without requiring a full amendment procedure for minor corrections.

Incorporating authority for the Corporate Officer to revise bylaws within the proposed Bylaw Consolidation and Revision Authority Bylaw No. 1322, 2025 offers several benefits. It streamlines routine maintenance of bylaws, reduces the need for repeated Council approvals for minor updates, and ensures that bylaws remain accurate, consistent, and user-friendly. Granting this authority enhances administrative efficiency while maintaining Council's oversight of substantive policy changes, as revisions are limited to technical and formatting improvements. This approach supports transparency, accessibility, and good governance by keeping the Village's regulatory framework clear and up to date.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT third reading of Bylaw Consolidation Authority Bylaw No. 1322, 2025 be rescinded, amended, and then read a third time, as amended.** *The Bylaw will be brought forward to Council at the next Regular Council meeting for consideration of adoption.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

Internal Staff Time

Consolidation and revision will require some staff time, but this is expected to be absorbed within regular duties of the Corporate Officer and does not create significant additional costs.

External Support

If specialized legal review or consulting is required for complex revisions, there may be minor costs associated with professional services. These would be limited and only necessary in exceptional cases.

Long-Term Savings

Granting authority for revisions can reduce costs associated with repeated Council meetings and legal drafting for minor corrections, improving efficiency and avoiding unnecessary administrative expenses.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

The authority for Council to delegate bylaw consolidation and revision functions to the Corporate Officer is provided under the *Community Charter*:

- Section 139 – Consolidation of Bylaws
- Section 140 – Revision of Bylaws
- Bylaw Revision Regulation (B.C. Reg. 367/2003)

Granting this authority through the proposed Bylaw Consolidation and Revision Authority Bylaw No. 1322, 2025 ensures that bylaws remain accurate, clear, and accessible while reducing administrative burden and maintaining compliance with provincial legislation.

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:

Robert Baker

Chief Administrative Officer

Attachments:

1. DRAFT Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025

Village of Kaslo

Bylaw No. 1322, 2025

A bylaw to authorize the Consolidation and Revision of bylaws by the Corporate Officer.

BE IT ENACTED by the Council of the Village of Kaslo as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the “Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025.”

2. Application

- 2.1. This bylaw applies to the Corporate Officer.

3. Authority

- 3.1. This bylaw is enacted pursuant to Sections 139 and 140 of the *Community Charter*, and the *Bylaw Revision Regulation*.

4. Definitions

- 4.1. In this Bylaw, any work and term that is defined in the *Community Charter* or *Bylaw Revision Regulation* shall have the same meaning as provided in those enactments.
- 4.2. “Consolidation” or “Consolidate” means incorporating a bylaw and all amendments into a single document, including deleting provisions that have been repealed or expired.
- 4.3. “Revision” or “Revise” means making changes to a bylaw without altering its substance, for clarity or accuracy.

5. General

- 5.1. The purpose of this Bylaw is to authorize the Consolidation and Revision of bylaws by the Corporate Officer.

6. Authorization to Consolidate Bylaws

- 6.1. The Corporate Officer is authorized to Consolidate bylaws of the Village in accordance with this Bylaw and the *Community Charter*, as amended.

7. Authorization to Revise Bylaws

- 7.1. The Corporate Officer is authorized to Revise bylaws of the Village in accordance with this Bylaw, the *Community Charter*, and the *Bylaw Revision Regulation*, as amended.

8. Severability

- 8.1. If any section, subsection, paragraph, subparagraph or clause of the Bylaw Consolidation and Revision Authority Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Bylaw Consolidation and Revision Authority Bylaw.

9. Effective Date

- 9.1. This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, shall be effective on the date of approval and adoption below.

First Reading:

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was read a first time at the Council meeting held on the 14th day of October, 2025.

Second Reading:

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was read a second time at the Council meeting held on the 14th day of October, 2025.

Third Reading:

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was read a third time at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Bylaw Consolidation and Revision Authority Bylaw, No. 1322, 2025, was adopted by a majority of Council members present at the Council meeting held on the ____ day of _____, 20XX.

10. Signatures

Mayor

Corporate Officer



MEETING DATE:	October 28, 2025	FILE No:	3900-20
TO:	Robert Baker, Chief Administrative Officer		
FROM:	Joni L'Heureux, Director of Finance & Corporate Services		
SUBJECT:	Fees & Charges Bylaw amendments		
DATE WRITTEN:	October 8, 2025		

1.0 PURPOSE:

To consider updates to the Village's Fees and Charges Bylaw.

2.0 RECOMMENDATION:

THAT Fees and Charges Amendment Bylaw No. 1327, 2025 be introduced and read a first, second, and third time.

3.0 BACKGROUND:

Fees and Charges Bylaw No. 1300, 2023 was adopted in December of 2023 establishing costs for a range of municipal services. Any changes to the provisions of the bylaw must be made by bylaw.

Water and sewer fees are generally updated annually to offset increases in operating costs.

4.0 DISCUSSION:

The proposed bylaw updates five (5) schedules in the Fees & Charges bylaw and makes a small amendment to the Village's Sign Bylaw.

SCHEDULE A – Administrative Services

- Changing the item "Title search" to "Title document search" allowing the Village to charge separately for downloading covenants, easements, etc. from LTSA

SCHEDULE B – Rentals

- Adding the item "Undesignated / unnamed outdoor spaces" to the Outdoor Space Rentals Category (e.g., library lot, Boy Scout lot, etc.)

SCHEDULE D – Development Services

- Changing all "actual cost" fees to "actual cost +15%" to account for staff and consultant time spent and maintain consistency with other schedules
- Changing the item "Village Planning Report if required for RDCK building permit application" to "Planning report for RDCK building permit" and increasing the fee from \$50.00 to \$90.00 to account for staff time (takes at least a half hour plus invoicing)

- Adding item “Zoning verification or compliance letter” with a fee of \$90.00 as a result of a recent request for a ‘comfort letter’ and to account for staff time in preparing
- Adding item “Sign permit application” and increasing the fee from \$20.00 (in the sign bylaw) to \$90.00 to account for staff time in processing applications

SCHEDULE H – Water

- Increasing all user fees and charges by 5% to account for increasing operating costs
 - increase of approximately \$15,600 in revenue net of discounts over 2025 actuals
- Will enable the Village to cover its operating costs and still set funds aside in reserves for asset management needs in the future
 - calculated to allow for the transfer of approximately \$224K into the water capital reserve (increase of \$3K or 1.6% over 2025 budget).
- Changing the penalty on unpaid/overdue accounts from 2% to \$3 as the Village’s financial software is not capable of adding percentages and staff historically have added dollar amounts for penalties

SCHEDULE I – Sewer

- Increasing all user fees and charges by 5% to account for increasing operating costs
 - increase of approximately \$7,600 in revenue over 2025 actuals
- Will enable the Village to cover its operating costs and still set funds aside in reserves for asset management needs in the future
 - calculated to allow for the transfer of approximately \$49K into the sewer capital reserve (decrease of \$3K or 5.8% from 2025 budget)

Sign Bylaw

- Removing the reference in the bylaw to a dollar amount for a sign permit application and referencing the Village’s Fees and Charges Bylaw instead

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT Fees and Charges Amendment Bylaw No. 1327, 2025 be introduced and read a first, second, and third time.** *The bylaw will come before Council at the next regular meeting for consideration of adoption. If adopted, the changes to the fees and charges will take effect immediately, except the fees and charges for water and sewer which will take effect on January 1, 2026.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

Financial considerations are as outlined in the “Discussion” section of this staff report for water and sewer revenues. Changes to the other schedules are not anticipated to have significant financial implications.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter s. 194 – Municipal Fees

Bylaw

Fees and Charges Bylaw No. 1300, 2023

Sign Bylaw No. 1104, 2011

Policy

Financial Objectives and Policies (Schedule “B” to Financial Plan Bylaw)

- *“Charge user fees, where possible, to align services with those who use them.”*

8.0 STRATEGIC PRIORITIES:

Asset Management – the water and sewer rates outlined in the proposed bylaw are calculated to allow for transfers to the Village’s reserve accounts for future asset management and replacement needs.

9.0 OTHER CONSIDERATIONS:

It should be noted that the approximate transfers to the water and sewer capital reserves are based on staff’s best estimates of costs at this time and are subject to change with new information. Council will receive the final anticipated amounts with the 2026 budget.

RESPECTFULLY SUBMITTED:

Joni L’Heureux

Director of Finance & Corporate Services

Attachments:

1. Fees and Charges Amendment Bylaw No. 1323, 2025_DRAFT
2. Schedule A – Administrative Services_DRAFT
3. Schedule B – Rentals_DRAFT
4. Schedule D – Development Services_DRAFT
5. Schedule H – Water_DRAFT
6. Schedule I – Sewer_DRAFT
7. Sign Bylaw No. 1104, 2011

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

FEES AND CHARGES AMENDMENT BYLAW NO. 1327, 2025

[A Bylaw to amend Fees and Charges Bylaw No. 1300, 2023](#)

WHEREAS the *Community Charter* provides that Council may, by bylaw, impose a fee payable in respect to all or part of a service or product of the municipality;

NOW THEREFORE the Council of the Village of Kaslo, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as **Fees and Charges Amendment Bylaw No. 1327, 2025**.
2. The Village of Kaslo Fees and Charges Bylaw No. 1300, 2023 as amended is further amended as follows:
 - a. Schedule A – Administrative Services is replaced in its entirety by Schedule A attached to and forming part of this bylaw
 - b. Schedule B – Rentals is replaced in its entirety by Schedule B attached to and forming part of this bylaw
 - c. Schedule D – Development Services is replaced in its entirety by Schedule D attached to and forming part of this bylaw
 - d. Schedule H – Water is replaced in its entirety by Schedule H attached to and forming part of this bylaw
 - e. Schedule I – Sewer is replaced in its entirety by Schedule I attached to and forming part of this bylaw
3. The Village of Kaslo Sign Bylaw No. 1104, 2011 as amended is further amended as follows:
 - a. Section 9(1) striking out “of \$20.00” and replacing with “as specified in the Village of Kaslo’s Fees and Charges Bylaw as amended or replaced from time to time.
4. This bylaw shall take effect upon adoption.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

SCHEDULE A	Administrative Services	Bylaw No. 1300, 2023 (1308, 2024)
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Fee Category: Clerical Services

Item	Fee
Property tax or utility certificate	\$15.00 per folio, per year
Property tax or utility certificate (24-hour rush processing)	\$55.00 per folio, per year
Title document search, per document	\$17.00
Reprint of tax notice or utility bill	Current year: no charge Prior year: \$10.00 per folio
Hardcopy of Official Community Plan, Zoning Bylaw, or Subdivision Servicing Bylaw	\$30.00
Photocopying or printing (black and white)	\$0.40 per letter / legal page \$0.80 per tabloid size page \$10.00 minimum charge
Photocopying or printing (colour)	\$2.00 per letter / legal page \$4.00 per tabloid size page \$10.00 minimum charge
Fax send or receive	\$0.40 per page \$10.00 minimum charge
Document scan	\$0.40 per page \$10.00 minimum charge
NSF or dishonoured payment fee	\$27.50
Lapel pin – retail	\$3.00
Lapel pin – wholesale (minimum 50)	\$1.25
Municipal flag	actual cost
Postage / courier / shipping	actual cost
These amounts do not include GST which will be applied as applicable	

Fee Category: Freedom of Information Requests

Item	Fee
For commercial applicants	actual cost
For all other applicants	As per Schedule 1 of the Provincial FOIPP Regulation

SCHEDULE B	Rentals	Bylaw No. 1300, 2023 (1308, 2024)
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Fee Category: Indoor Space Rentals

Item	Fee
Key deposit	\$25.00
Damage deposit	\$500.00
Cleaning services	actual cost
Kemball building - upper floor	\$1.20/ft ² per month
Kemball building - first floor	\$1.40/ ft ² per month
Kemball building - basement	\$1.00/ ft ² per month
Meeting room (Kemball, jury, Council Chambers)	\$30.00 per day
City Hall courtroom - community use	\$50.00 per day
These amounts do not include GST which will be applied as applicable	

Fee Category: Outdoor Space Rentals

Item	Fee
Kemball building courtyard	\$30.00 per day
Legacy Park	\$30.00 per day
Kaslo Bay Park (does not include the beach)	\$150.00 per day
Front Street Park (no stage)	\$50.00 per day
Front Street Park (with stage)	\$100.00 per day
Vimy Park baseball diamond	\$30.00 per day
Vimy Park gazebo	\$30.00 per day
Vimy Park picnic shelter	\$30.00 per day
2 or more Vimy Park facilities	\$60.00 per day
Skatepark	\$50.00 per day
Moyie Beach Park	\$200.00 per day
Logger Sports grounds and concession stands	\$50.00 per day
Undesignated / unnamed outdoor spaces	\$30.00 per day
Damage deposit	\$250.00
Cleaning services	actual cost
Installation of Notice of Reservation	\$30.00
These amounts do not include GST which will be applied as applicable	

Fee Category: Special Event Fees

Item	Fee
Large event fee (101 - 500 attendees)	\$275.00 per day
Large event fee (501 - 1,000 attendees)	\$750.00 per day
Large event fee (>1,000 attendees)	\$1,000.00 per day

SCHEDULE B	Rentals	Bylaw No. 1300, 2023 (1308, 2024)
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Fee Category: Street and Boulevard Usage

Item	Fee
Street Closure Permit	\$30.00
Licence of Occupation application fee	\$100.00
Constructed patio inspection (first year)	\$92.00
Annual patio reinspection	\$50.00
Patio Licence of Occupation	10% of the assessed value of the land fronting (or in proximity of) the public lands being occupied, or a minimum annual fee of \$10.00 per square metre, whichever is greater
Patio Licence of Occupation	\$550.00 per parking stall
Barricade rental	\$5.00 per item per day
Barricade damage deposit	\$250.00

Fee Category: Aerodrome Fees

Item	Fee
Airside commercial use (per year)	\$437.00
Licence of Occupation / hanger lease	\$3.18/sq. m
Outdoor aircraft parking (per night)	\$10.00
These amounts do not include GST which will be applied	

Fee Category: Public Wharf Fees

Item	Fee
Off-season mooring fee (November 1 – March 31)	\$150.00 per month
Off-season mooring damage deposit	\$500.00
These amounts do not include GST which will be applied	

SCHEDULE D	Development Services	Bylaw No. 1300, 2023
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Fee Category: Subdivision Fees

Item	Fee
Fee Simple subdivision application fees	
Application for preliminary review	\$200.00
Preliminary review, per lot charge	\$200.00
Amendment after preliminary review	\$200.00
Final plan approval	\$250.00
Bare land strata, strata conversion, or phased strata (per phase) application fees	
Application for preliminary review	\$500.00
Preliminary review, charge per strata lot	\$200.00
Final plan approval	\$250.00
Internal lot line or boundary adjustment	\$250.00
Extension of preliminary review	\$200.00
Performance security bond	120% of total estimated construction costs
Maintenance period security bond	Greater of \$2,000.00 or 10% of total estimated servicing construction costs
Subdivision inspection	Greater of \$250.00, 2% of servicing construction costs, or actual cost of professional inspection
Document administration (per document executed or registered)	\$200.00
Development security deposit required by Approving Officer	Greater of \$1,000.00 per lot or the total estimated cost of incomplete works related to the subdivision
Other costs	actual cost + 15%

SCHEDULE D	Development Services	Bylaw No. 1300, 2023
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Fee Category: Development Fees

Item	Fee
Official Community Plan amendment application fee	\$1,000.00
Land Use Bylaw amendment application fee	\$1,000.00
Combined OCP and Land Use Bylaw amendment application fee	\$1,500.00
Development Permit application fee	\$250.00
Development Variance Permit application fee	\$250.00
Temporary Use Permit	
Related to the construction of a residential dwelling	\$250.00
All other permit types	\$500.00
Encroachment Agreement application fee	\$250.00
Large Project Fee (for all commercial and industrial developments, and residential projects with five (5) or more dwelling units)	\$1.00/m ² of developed area
Public notice	actual cost + 15%
Other costs and deposits	actual cost + 15%

Fee Category: Board of Variance Appeals

Item	Fee
Appeal of Land Use (Zoning) Bylaw requirements	\$300.00
Appeal of Subdivision Servicing Bylaw requirements	\$500.00
Appeal of structural alteration or addition for a non-conforming use	\$300.00
Appeal of extent of damage to non-conforming use determined by Building Inspector	\$500.00
Other costs	actual cost + 15%
Extension to appeal	\$200.00
Amendment to order	\$200.00
Public notice	actual cost + 15%

SCHEDULE D	Development Services	Bylaw No. 1300, 2023
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Fee Category: Miscellaneous Charges and Refunds

Item	Fee
LTSA document retrieval (other than title document search)	actual cost + 15%
LTSA filings	actual cost + 15%
Planning report for RDCK building permit	\$90.00
Notice on Title removal	\$750.00
Zoning verification or compliance letter	\$90.00
Partial refund of an application fee, if an application is withdrawn prior to the earliest of preparation of a report by staff, issuance of public notice, or the matter appearing on a public meeting agenda	75% of the applicable fee excluding costs already incurred
Sign permit application	\$90.00

Definitions applicable to this Schedule:

“Lot” means the remnant portion of the original lot and each subdivided parcel, for determining the number of lots in a subdivision application.

“Developed Area” means the total area of new construction:

- i. including the gross floor area, parking and loading areas, porches, decks, driveways, paths, landscaped, garden and amenity areas, and other ancillary or utility facilities of a proposed development;
- ii. excluding undisturbed natural areas and any structures and facilities existing prior to development that will remain.

“Other Costs” include but are not limited to expert review, such as fees for engineering, architectural, environmental, appraisal and legal professionals who may be engaged by the Village to provide advice and technical approvals on matters relating to an application for which the Village lacks sufficient in-house expertise.

“Public Notice” means advertising, signage, mailing, or other form of notification required by an enactment.

SCHEDULE H	Water	Bylaw No. 1300, 2023 (1327, 2025)
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Fee Category: Annual Residential Water Fees

Item	Fee
Dwelling unit (each)	\$417.00
Swimming pool	\$145.00

Fee Category: Annual Home-Based Business Water Surcharge

Item	Fee
Hairdressing, barber shops, beauty salons, pet grooming	\$341.00
Boarding house, rooming house, lodge (per unit)	\$137.00
Home-based food and beverage production (no seating / dining)	\$173.00
Short-term rental accommodation (per room available)	\$137.00
Other home-based business (per washroom)	\$137.00

Fee Category: Metered Water and Irrigation Rates

Item	Fee
Basic monthly charge	\$52.09
Monthly meter rental	\$5.39
Monthly meter reading fee (if meter can not be read externally)	\$23.15
Residential usage, per cubic metre	\$0.54
Commercial, manufacturing or industrial usage, per cubic metre	\$0.54
Unmetered irrigation (per 0.4ha or part thereof, per 6 month period)	\$93.77
Metered irrigation, per cubic metre	\$0.27
Water meter installation	actual cost + 15%

SCHEDULE H	Water	Bylaw No. 1300, 2023 (1327, 2025)
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Fee Category: Annual Commercial / Institutional Water Fees

Item	Fee
Hairdressing, barber shops, beauty salons, pet grooming	\$422.00
Coffee shop, restaurant, dining	\$667.00
Food / beverage production facilities, take out – no seating	\$437.00
Food / beverage production facilities, take out – with seating	\$667.00
Brewery (if unmetered)	\$1,389.00
Service stations	\$417.00
Car wash (per bay)	\$677.00
Laundries – first machine	\$308.00
Laundries – each additional machine	\$127.00
Motel units and / or tourist cabins – first unit	\$386.00
Motel units and / or tourist cabins – each additional unit	\$173.00
Hotel accommodation (per unit)	\$135.00
Hotel café, pub lounge, or dining room	\$656.00
Short-term rental accommodation – up to 4 bedrooms	\$550.00
Short-term rental accommodation – each additional bedroom	\$138.00
Short-term rental accommodation – strata unit	\$452.00
Retail stores, public halls	\$341.00
Offices, with use of washroom facility	\$385.00
School, per classroom	\$385.00
Commercial work / maintenance yards	\$668.00
Industrial sites	\$1,389.00
Commercial swimming pools	\$1,389.00
Vacant lot with service available	\$76.00
Other uses (per washroom)	\$341.00

Fee Category: Discounts and Penalties

Item	Fee
10% discount, before February 15 (December 31 for eligible seniors)	February 15
Penalty, applied monthly beginning April 1	\$3.00

SCHEDULE H	Water	Bylaw No. 1300, 2023 (1327, 2025)
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Fee Category: Water Connection Fees

Item	Fee
20mm (3/4") service connection charge	\$3,359.00
25mm (1") service connection charge	\$4,631.00
>25mm (>1") service connection charge	\$4,631.00 + \$100.00 for each mm > 25mm
Upgrade to existing services	actual cost + 15%
Seal off abandoned service connection	actual cost + 15%
Water disconnect or connect - regular working hours	\$44.00
Water disconnect or connect - after hours	\$229.00
Public works crew and equipment for water connection and street restoration	actual cost + 15%
These amounts do not include GST which will be applied as applicable	

SCHEDULE I	Waste	Bylaw No. 1300, 2023 (1327, 2025)
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Fee Category: Solid Waste Fees

Item	Fee
Garbage bag tags - retail	Same as user fee set by RDCK for one (1) container of mixed waste
Garbage bag tags - commercial (minimum 10 sheets)	20% discount

Fee Category: Annual Residential Sewer Fees

Item	Fee
Dwelling unit	\$476.00
Vacant residential lot with service available	\$476.00
Improved residential lot with service available	\$119.00

Fee Category: Annual Commercial / Institutional Sewer Fees

Item	Fee
Small retail / commercial, office, service station	\$476.00
Take out restaurants	\$714.00
Café / restaurant / bar with seating	\$952.00
Large retail	\$1,428.00
Brewery	\$1,784.00
Municipal facility	\$2,856.00
Hospital	\$9,518.00
School	\$11,899.00
Car wash - per bay	\$714.00
Laundromat - per machine	\$238.00
Other use - per washroom	\$238.00
Vacant commercial lot with services available	\$714.00

Fee Category: Annual Short-Term Rental Accommodation Sewer Fees

Item	Fee
Hotel / motel / cabins - first 4 units	\$952.00
Vacation rental - up to 4 bedrooms	\$952.00
Each additional rentable room or unit	\$119.00

SCHEDULE I	Waste	Bylaw No. 1300, 2023 (1327, 2025)
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Fee Category: Sewer Connection Fees

Item	Fee
Connection to municipal sewer or wastewater treatment plant	\$4,953.00
Public works required for sewer connection and street restoration	actual cost + 15%
These amounts do not include GST which will be applied	

Fee Category: Sani Dump Fees

Definitions used in this Fee Category are the same as those in the Kaslo Municipal Campground Policy, as amended from time to time.

Item	Fee
Bulk disposal from municipal operations, per gallon	\$0.65
Camper	\$10.00
These amounts do not include GST which will be applied	

Fee Category: Portable Toilet Rentals

Item	Fee
Portable toilet damage deposit – first unit	\$500.00
Portable toilet damage deposit – each additional unit	\$110.00
Portable toilet rental	\$47.00 per day
	\$74.00 per week
	\$158.00 per month
These amounts do not include GST which will be applied	



MEETING DATE: November 18, 2025

FILE No: 3900-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Bylaw No. 1329, 2025

DATE WRITTEN: November 12, 2025

1.0 PURPOSE:

For Council to consider an amendment to the Village's Camping Fees.

2.0 RECOMMENDATION:

THAT Bylaw No. 1329, 2025 - Amendment #5 to Fees and Charges Bylaw No. 1300, 2023 be read a first, second, and third time.

3.0 BACKGROUND:

The Kaslo Municipal Campground service is regulated by the Kaslo Municipal Campground Bylaw and operated within the guidelines of the Kaslo Municipal Campground Policy. The Policy states that:

7. To provide a high-quality serviced camping experience which is also cost effective and sustainable, the Village has chosen to utilize a contract Operator.

43. The Operator shall submit to the Village for approval, on or before March 1 of each year, a schedule of proposed Camping Fees to be collected by the Operator for each night of occupancy of a Campsite.

44. Camping Fees shall be applied per night and included in the Village's Fees and Charges Bylaw, as amended from time to time.

The Operator has recommended a general increase of \$5 for each Camping Fee, except for *Additional Campers, Overflow Camping Areas, and Shower Fees* which they recommend remain unchanged.

Service	Fee
Campsite	\$38 per night
Serviced Site with 15-amp electricity	\$43 per night
Serviced Site with 30-amp electricity	\$50 per night
Serviced Site with 30-amp electricity, and wastewater	\$55 per night
Additional Camper	\$5 per person per night
Overflow Camping Areas	\$38 per Campsite per night
Group Camping	\$15 per person per night
Shower Fees	\$1.00
These fees include GST	

To adjust Camping Fees, the Village must amend the Fees and Charges Bylaw. This staff report outlines the proposed revisions to the Camping Fees section of that bylaw.

4.0 DISCUSSION:

The recommendation to increase Camping Fees is based on several key considerations.

First, the Village's operational costs related to routine maintenance, facility repairs, utilities, and staffing are increasing. Without an adjustment, there will be an increased strain on general municipal revenues.

Second, the proposed increase reflects the value of services provided and proposed future improvements to campground amenities. Investments in infrastructure, such as upgraded sewer and electrical services, and improved landscaping will elevate the overall experience for campers. Adjusting fees ensures that users contribute fairly to the upkeep and enhancement of these facilities.

Third, aligning the Village's rates with comparable campgrounds in the region is essential for maintaining competitiveness and avoiding underpricing. A review of neighboring municipal and provincial campgrounds indicates that current fees are slightly below market averages. Updating rates will position the Village appropriately within the regional tourism market while continuing to offer affordable options for visitors.

Finally, increased fees may also assist in managing demand during peak periods, reducing overcrowding and improving the overall visitor experience.

In summary, the proposed fee adjustment is necessary to maintain service quality, ensure financial sustainability, and align with regional market conditions while supporting long-term improvements.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT Bylaw No. 1329, 2025 - Amendment #5 to Fees and Charges Bylaw No. 1300, 2023 be introduced and read a first, second, and third time.** *The bylaw will be presented to Council at the next regular meeting for consideration to adoption.*
2. Maintain Campground Fees as-is.

6.0 FINANCIAL CONSIDERATIONS:

If Council adopts the proposed increases to Campground Fees, then gross revenue for the Campground is expected to increase by 10-15%.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter section 194 – Municipal Fees

Bylaw

Fees and Charges Bylaw No. 1300, 2023

Policy

Financial Objectives and Policies (Schedule "B" to Financial Plan Bylaw)

- *"Charge user fees, where possible, to align services with those who use them."*

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:



Robert Baker, Chief Administrative Officer

Attachments:

1. DRAFT Bylaw No. 1329, 2025 – Amendment #5 to Fees and Charges Bylaw No. 1300, 2023

Village of Kaslo

Bylaw No. 1329, 2025

A bylaw to amend and consolidate the Fees and Charges Bylaw No. 1300, 2023.

BE IT ENACTED by the Council of the Village of Kaslo as follows:

1. Title

1.1. This bylaw shall be known and cited as “Bylaw No. 1329, 2025 – Amendment #5 to Fees and Charges Bylaw No. 1300, 2023”.

2. Purpose

2.1. The purpose of the Bylaw is to amend the Campground Fees section of Fees and Charges Bylaw No. 1300, 2023.

3. Authority

3.1. Pursuant to Section 137 of the *Community Charter* - Power to amend or repeal a bylaw.

4. Definitions

4.1. In this Bylaw, any work and term that is defined in the *Community Charter* or the Fees and Charges Bylaw No. 1300, 2023 has the same meaning as in the *Community Charter* or Bylaw.

5. Schedule E – Community Services

5.1. Delete the table identified as *FEE CATEGORY: Campground Fees*.

5.2. Insert new table:

<i>FEE CATEGORY: Camping Fees</i>	
<i>Service</i>	<i>Fee</i>
<i>Campsite</i>	<i>\$38 per night</i>
<i>Serviced Site with 15-amp electricity</i>	<i>\$43 per night</i>
<i>Serviced Site with 30-amp electricity</i>	<i>\$50 per night</i>
<i>Serviced Site with 30-amp electricity, and wastewater</i>	<i>\$55 per night</i>
<i>Additional Camper</i>	<i>\$5 per person per night</i>
<i>Overflow Camping Areas</i>	<i>\$38 per Campsite per night</i>
<i>Group Camping</i>	<i>\$15 per person per night</i>
<i>Shower Fees</i>	<i>\$1.00</i>
<i>These fees include GST</i>	

6. Bylaw Consolidation

6.1. Pursuant to Section 139 of the Community Charter, the Corporate Officer is authorized and further required to prepare a consolidation of Fees and Charges Bylaw No. 1300, 2023 and all amendments made heretofore.

7. Effective Date

7.1. This Bylaw No. 1329, 2025 – Amendment #5 to Fees and Charges Bylaw No. 1300, 2023, shall be effective on the date of approval and adoption below.

READ A FIRST TIME this 18th day of November, 2025.

READ A SECOND TIME this 18th day of November, 2025.

READ A THIRD TIME this 18th day of November, 2025.

ADOPTED this _____ day of _____, _____.

Mayor

Corporate Officer

This Bylaw No. 1329, 2025 – Amendment #5 to Fees and Charges Bylaw No. 1300, 2023 adopted by the Council of the Village of Kaslo on _____ is certified to be a true copy.

Corporate Officer

Date



MEETING DATE: November 18, 2025
TO: Mayor and Council
FROM: Robert Baker, Chief Administrative Officer
SUBJECT: Public Notice Bylaw
DATE WRITTEN: November 13, 2025

FILE No: 3900-02

1.0 PURPOSE:

To consider Public Notice Bylaw No. 1328, 2025.

2.0 RECOMMENDATION:

THAT Public Notice Bylaw No. 1328, 2025 be read a first, second, and third time.

3.0 BACKGROUND:

The Village of Kaslo currently relies on Public Notice Bylaw No. 1275, 2022, which permits public notices to be published in a local newspaper, posted on the municipal website, and displayed at the City Hall Bulletin Board. However, the Valley Voice, the primary local newspaper serving Kaslo, is expected to cease operations soon. This development necessitates a revision to the Village's public notice practices to ensure continued compliance with the *Community Charter*.

4.0 DISCUSSION:

Public Notice Bylaw No. 1328, 2025 has been drafted to replace Bylaw No. 1275, 2022. The new bylaw reflects a shift away from reliance on print media and incorporates digital platforms as primary tools for public notification. Specifically, the bylaw proposes that required notices be published through:

- Posting on the bulletin boards inside and outside the Village Office ("Public Notice Places"),
- Posting on the Village's official website (www.kaslo.ca),
- Publishing via the Village's official social media platforms (e.g. Facebook).

These methods were selected based on the principles of reliability, suitability, and accessibility, as required under section 94.2 of the *Community Charter*. The inclusion of social media as an official notification channel reflects current communication trends and the Village's commitment to reaching residents through multiple accessible platforms.

5.0 OPTIONS:

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Public Notice Bylaw No. 1328, 2025 be introduced and read a first, second, and third time.** *The Village will remain in compliance with legislation following the anticipated closure of the Valley Voice.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS:

There are no direct financial implications to approving this bylaw. The shift to digital platforms will likely result in cost savings over time due to reduced reliance on paid newspaper advertising.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS:

Legislation

Community Charter Section 94 and 94.2 - Public Notice Requirements

Bylaw

Public Notice Bylaw No. 1275, 2022 [current]

8.0 STRATEGIC PRIORITIES:

None to report.

9.0 OTHER CONSIDERATIONS:

None to report.

RESPECTFULLY SUBMITTED:

Robert Baker

Chief Administrative Officer

Attachments:

1. Public Notice Bylaw No. 1328, 2025 DRAFT

PUBLIC NOTICE BYLAW NO. 1328, 2025

A Bylaw to authorize alternate means of publishing public notices

WHEREAS the Community Charter provides that Council may, by bylaw, provide for alternative means of publishing a public notice;

AND WHEREAS Council has considered the principles of reliability, suitability, and accessibility as they apply to the means of publishing a public notice;

NOW THEREFORE, Council of the Village of Kaslo, in open meeting assembled, enacts as follows:

1. Title

1.1. This Bylaw may be cited as “**Public Notice Bylaw No. 1328, 2025.**”

2. Definitions

“**Public Notice Places**” means the bulletin boards both inside and outside of the Village Office.

“**Municipal Website**” means the Village of Kaslo’s website (www.kaslo.ca)

“**Social Media**” means the Village of Kaslo’s Facebook page.

“**Village**” means the Village of Kaslo.

3. Advertising Method

3.1. Any notice required to be advertised in accordance with section 94 of the Community Charter may instead be given, in accordance with section 94.2 of the Community Charter, by:

- 3.1.1. Posting a copy of the notice on the Public Notice Places; and
- 3.1.2. Posting a copy of the notice on the Municipal Website; and
- 3.1.3. Publishing the notice via the Social Media platforms maintained by the Village.

4. Effective Date

4.1. This Bylaw shall take effect upon adoption.

5. Severability

5.1.If any part, section, sub-section, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it must be severed and the validity of the remaining provisions of this Bylaw must not be affected.

6. Repeal

6.1.Public Notice Bylaw No. 1275, 2022 and all amendments are hereby repealed.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Corporate Officer

Mayor

Oct 21, 2025

Village of Kaslo

413 Fourth Street

Kaslo, BC V0G 1M0

Re: Community Development Grant – Capital Building Project 'The House Next Door'

Dear Mayor and Council,

As you are aware, Kaslo Community Services (KCS) is actively fundraising to purchase and renovate 'The House Next Door' at 330 B Avenue, Kaslo, to meet our needs for extra space for offices, meeting rooms and group program space. I will attach a copy of our project outline. Thank you for the recent support from the Village in approving the zoning change and OCP amendment that will allow this project to move forward.

The campaign is progressing well, with grants, fundraising and a recent large contribution from CBT, so that we are now up to \$758,227 out of the \$1,000,000 needed for the purchase and renovations. However, we still have a way to go to meet our goal of \$1M.

RDCK Area D has indicated that they can provide \$10,000 towards our project 'The House Next Door'. I would like to request that Village of Kaslo match that contribution of \$10,000.

Note that we can cover the cost of the Holiday Hamper program from reserve funds just for this year, so we will not be seeking Community Development funds for the Holiday Hampers this year.

If we have your approval to go ahead, then we will submit a formal application for a Community Development Grant through the RDCK website.

Thank you for your consideration.

Sincerely,



Jane Ballantyne

Co-Executive Director

Kaslo Community Services Expansion Project 2025

- The House Next Door

The Project—Marking 50 years by Building for the Future

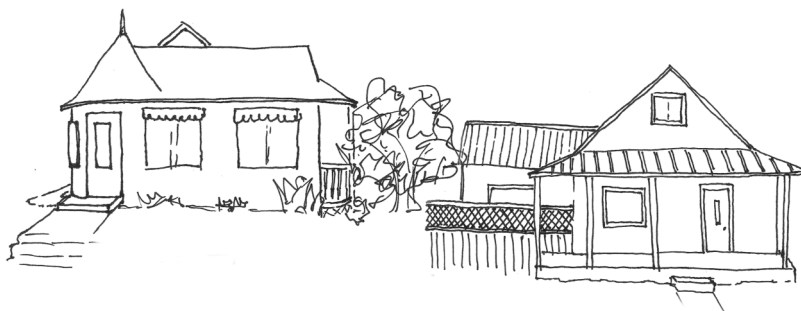
After years of discussion, growing demand has made it clear: Kaslo Community Services (KCS) needs more space to continue meeting the needs of our community .

KCS has our main office building at 336 B Avenue and a new opportunity has become available to purchase the neighbouring property at 330 B Avenue. This is the most cost-effective and least disruptive solution to our space needs. We plan to renovate the interior for offices, meeting rooms and group program spaces, while maintaining the exterior look of the building to preserve the character of the neighbourhood. This provides a rare opportunity to address space constraints without relocation or intrusive new construction.



Following a public hearing held Oct 7, 2025, bylaws were adopted by Village of Kaslo on Oct 14, 2025 approving a zoning change and an amendment to the Official Community Plan (OCP) for 330 B Avenue in order to allow for use for KCS offices and social service programs.

We have been writing grant applications, asking for donations and holding fundraising events. We are thrilled at the level of local support and the project funds are progressing well towards our budget of \$1,000,000. Check our website for the latest figures.



About KCS

Kaslo Community Services (KCS) is a registered charity providing a range of community-based social services to families, seniors, children, youth and adults across the North Kootenay Lake region for 50 years.

KCS serves approximately 750 individuals annually with over 8,000 client visits per year across all locations.

Services include:

Early Years programs (Kaslo and Meadow Creek Family Centres), Youth programs, Counselling, Outreach Support, Kaslo Food Hub, Seniors programs.

Our 50th anniversary is a milestone — and this expansion ensures we're ready for the next 50 years of care, connection, and community.



Box 546, 336 'B' Avenue, Kaslo, BC, V0G 1M0

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office@kaslo.services • www.kaslo.services

Serving the communities of North and Central Kootenay Lake and the Lardeau Valley