



## **CITY OF WEST KELOWNA SPECIAL COUNCIL AGENDA**

Tuesday, January 19, 2021, 1:00 P.M.

COUNCIL CHAMBERS

2760 CAMERON ROAD, WEST KELOWNA, BC

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**Pages**

**1. CALL THE SPECIAL COUNCIL MEETING TO ORDER**

It is acknowledged that this meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.

In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public is currently not permitted to attend Council meetings in-person. As an open meeting, it will be webcast live and will be archived on the City's website.

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

**4. ADOPTION OF MINUTES**

**5. MAYOR AND COUNCILLOR'S REPORTS**

**5.1. Mayor Milsom**

**5.1.1. Rise and Report**

Appointments to the Agricultural Advisory Committee

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1. CHIEF ADMINISTRATIVE OFFICER**

**8.2. FINANCIAL SERVICES**

**8.2.1. Draft 2021-2025 Financial Plan and Ten-Year Capital Plan**

Recommendation:

**THAT** Council direct staff to incorporate the amended supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and

**THAT** Council give second reading as amended to City of West Kelowna Financial Plan Bylaw No. 0284, 2020.

**8.2.2. Amended 2021 Financial Plan Early Approval Requests**

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Recommendation:

**THAT** Council authorize the amended Schedule A, detailing 2021 early approval capital requests.

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE SPECIAL MEETING**

The next Regular Council meeting is scheduled for 6:00 p.m., Tuesday, January 26, 2021.



## COUNCIL REPORT

To: Mayor and Council

Date: January 19, 2021

From: Warren Everton, Director of Finance/CFO and  
Paul Gipps, CAO

Subject: **Draft 2021-2025 Financial Plan and Ten-Year Capital Plan**

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### RECOMMENDATION

**THAT** Council direct staff to incorporate the amended supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and

**THAT** Council give second reading as amended to City of West Kelowna Financial Plan Bylaw No. 0284, 2020.

### STRATEGIC AREA OF FOCUS

Economic and financial well-being of the City of West Kelowna

### BACKGROUND

#### LEGISLATIVE REQUIREMENTS:

Section 165 of the *Community Charter* requires that Council adopt, by bylaw, a five-year financial plan, which must establish the City's proposed expenditures, funding sources and transfers between funds. West Kelowna has a five-year Operating Plan and ten-year Capital Plan. The Operating Plan lists the revenues and expenses, which ultimately determines the tax requisition and rates and may be amended at any time.

### DISCUSSION AND FINANCIAL IMPLICATIONS

#### From the CAO

As a follow up to the December 10, 2020 Budget Meeting with Council, staff have made a number of adjustments to the budget that will provide further options to Council as they deliberate on the 2021 projects and service levels.

In early 2020, Council made a reduction of 2% to the proposed tax increase to ease the impact of COVID-19 on the community. This about 1% (\$344,000) reduction from staffing levels going forward in addition to not filling vacancies and the other 1% from other measures. The resources held back in 2020 are now needed and are part of the draft

2021 budget. For the 2020 staffing needs we have eliminated approximately \$105,000 from the public works department thereby reducing the 2020 staffing costs brought forward in 2021 from \$344,000 to \$240,000.

Staffing needs for 2021 were initially proposed to be funded from operating at \$768,000. This is now being offset as follows. Firstly there is \$100,000 in new revenue being included and \$138,000 in salary savings netting the increase to \$530,000. Also included in the \$768,000 total was \$230,000 for staffing costs to support the many capital projects planned for the foreseeable future. \$110,000 of that capital related cost is planned for a 2-year term position. Total operational (tax) funding netted out to \$300,000.

Also related to resource costing is an efficiency through a reorganization that will bring a significant portion of our legal services in house. From this, the City will see a minimal net cost increase for 2021 and then an ongoing reduction of \$40,000 to \$50,000 to the operating budget going forward.

Continuing with efficiencies and service level improvements into 2021, the budget sees a small capital works crew beginning this year funded from contractor savings while increasing capital improvements, such as sidewalks, drainage and utilities.

The planned staffing changes will see the following areas impacted:

Development Services – Licencing/Building inspection

Engineering – Asset Management

Corporate Initiatives – Communications Term Position & Police Services Support

Finance – Accounting

Public Works – Roads and Drainage

Parks – Fleet Services

### CFO's Financial Plan Summary

During Budget deliberations in December, Council set the 2021 tax requisition at 4.75% after review of the Supplemental, FTE and Capital requests. Originally included in this taxation level was an estimate for non-market growth at 1.5% and in early January the City received the completed assessment roll with a non-market growth figure coming in at 2.2%. Accounting for this change and keeping the tax increase at 4.75% would increase the tax requisition to \$36,800,044. If Council wished to keep the tax requisition at \$36,559,184 as presented at first reading of the budget bylaw the overall tax increase would drop to 4.05%. The new Schedule A is attached to the end of this report and a short summary appears below.

<b>Financial Plan Recap Since First Reading</b>	<b>At 1st Read Dec 10</b>	<b>Proposed 2nd Read</b>	<b>Increase over 2020</b>
Base % (2020 service levels plus approved operating requests)	2.25%	2.53%	871,227
Infrastructure Allocation	1.00%	1.00%	344,086
Discretionary Funds	3.00%	2.72%	934,801
Less Growth (updated)	-1.50%	-2.20%	-756,990
<b>Net Tax Increase</b>	<b>4.75%</b>	<b>4.05%</b>	<b>4.05%</b>
<b>Total Taxation</b>	<b>36,559,184</b>	<b>36,559,184</b>	<b>1,393,124</b>

## Additions and Changes from First Reading of the Bylaw

### *Legal Department*

As reported and approved by Council at a separate meeting in late 2020, the City is creating a Legal Department, which is designed to increase its legal capacity, reduce expenses and streamline information. To establish the department, a number of expense accounts have been created, some expense accounts consolidated from other departments and a revenue account was established to apportion costs across the organization. A new schedule appears in the updated electronic budget binder and is summarized below.

<b>Legal Services Department</b>	
Wages	199,175
Legal Services	50,000
Travel & Mileage	1,000
Materials and Supplies	4,000
	254,175
<b>Funded by (in the first year)</b>	
Reductions in other departmental legal accounts	-95,000
Restructuring	-143,747
Offset to discretionary funds	-15,428
	-254,175

### *Capital expenditures and funding*

The Ten-year Capital Plan was updated in the interim period between first and second reading of the financial plan bylaw. These changes include the delay of the \$85,000 Parks Masterplan to 2022, the removal of the Hook Truck expenditure for \$100,000 and revision of the 2021 Rose Valley WTP Borrowing amount from \$23.5 million to \$18.46 million with the balance of debt applied to the 2022 Sunnyside/Pritchard Connections and West Kelowna Estates Transmission Mains. These projects had been listed as being funded from reserves and DCCs but are now correctly listed with debt and DCC funding. Total capital appears on Schedule A at \$35.6 million with \$12.2 million funded from reserves, \$4.2 million funded from DCCs and \$19.2 million allocated to debt.

### *Operating Budget and Supplemental Requests*

Discretionary funds have been updated to include the supplemental non-FTE requests totaling \$128,000 in the general fund and \$75,000 in the water fund. The new discretionary figure comes in just under \$935,000 and is proposed to be utilized to fund the 2021 staffing additions as well as the 2020 additions that were put on hold. Two of the 2021 additions are proposed to be funded from capital projects, thereby reducing the effect on the operating budget and one FTE addition is projected to be offset by an equivalent amount of revenue. The chart below summarizes the proposed changes as

described but does not reflect any potential surplus carry forward amounts from 2020. Please note that revenue figures appear as negative and expenses as positive.

<b>Supplemental Requests</b>	<b>Operating Increase/(Reduction)</b>	<b>Funded From Capital</b>	<b>Total</b>
Discretionary Funds Available	-934,801		-934,801
2020 FTEs (Net of Expenditure Review)	239,769		239,769
2021 FTEs (including 1st year savings)	527,628	-118,970	408,658
2021 Term Communications FTE	108,807	-108,807	0
Biz Licence Supervisor - reduce to ST Rental Compliance	-16,321		-16,321
Short Term Rental Licence Revenue (offsets balance of FTE)	-92,486		-92,486
<b>Adjusted Discretionary Funds</b>	<b>-167,404</b>	<b>-227,777</b>	<b>-395,181</b>

## **2020 Grants in Aid Requests** (Carried over from the December 10<sup>th</sup> Meeting)

Finance Staff have summarized a list of the organizations that have made an application for funding including the amount of funds requested, a description of the organization and the proposed use of the grant. The total requested for 2021 is \$477,933 with \$153,629 in cash grants and \$324,304 in non-cash grants. The 2020 cash grants were \$117,800 and non-cash grants were \$303,596 for a total of \$421,396.

## **Next Steps**

Staff are also planning a number of public budget consultations in early February to receive feedback from the public on the 2021 – 2025 Draft Financial Plan. These sessions will be different than the open houses conducted for the 2020 budget and will be conducted electronically. They will include a comment/question intake period with story boards available for review on the website. The feedback from these sessions will be presented to Council and staff would then ask for direction on changes prior to the 3<sup>rd</sup> reading of the Financial Plan Bylaw.

## **COUNCIL REPORT / RESOLUTION HISTORY**

<b>Date</b>	<b>Report Topic / Resolution</b>	<b>Resolution No.</b>
December 10, 2020	<p><b>THAT</b> Council direct staff to incorporate the supported supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and</p> <p><b>THAT</b> Council give first reading to City of West Kelowna 2021-2025 Financial Plan Bylaw No 0284, 2020.</p>	<b>Bylaw 0284, 2020</b>

**Alternate Motion:**

**THAT** Council direct staff to incorporate the supported Capital projects, supplemental budget requests, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and,

**THAT** Council authorize a different tax increase and reduce the proposed transfer to reserve, and;

**THAT** Council give second reading as amended to City of West Kelowna Financial Plan Bylaw No. 0284, 2020.

**REVIEWED BY**

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes ☒ No ☐

**Attachments:**

Attachment 1 – 2021 Grant in Aid Listing

Attachment 2 – Financial Plan Bylaw 0284, 2020

Schedule A – 2021-2025 Financial Plan Summary





CASH GRANTS

January 15, 2021

Amount included in Draft Budget	\$ 122,150	Cash Non-Cash Total	\$ 153,629	\$ 31,479
	\$ 310,314		\$ 324,304	\$ 13,990
	\$ 432,464		\$ 477,933	\$ 45,469

#	New or Repeat	Organization	Amount Requested	Budget of Organization	Percentage requested vs. Budget	Funds Received in 2020	Grant Requested for 2021	Difference from Draft Budget	Proposed Use of Grant	Summary of Organizational Objectives/Goals
1	R	Air Cadet League of Canada 909 Peregrine Sponsoring Committee	\$ 4,500	\$ 41,109	10.95%	\$ 2,000	\$ 4,500		Funds are used to cover the costs of training aids and equipment for sports and recreational activities. Due to COVID-19, our rent has increased as we now have to rent the facility for two nights per week instead of one night as we are required to split the group in order to keep attendance under 50 people.	To provide a viable, challenging, positive and rewarding program open to all youth in our community between 12 and 18 years of age. The 909 Peregrine Squadron, RCAC, aim to develop strong youth by development in leadership, fitness, volunteerism and interest in flying.
2	R	Canadian Red Cross	\$ 15,000	\$ 11,842,808	0.13%	\$ 15,000	\$ 15,000		The Red Cross is requesting \$15,000 towards a portion of the annual rent of the new volunteer-run West Kelowna HELP office located at #4 - 2411 Drought Road.	Our mission is to improve the lives of vulnerable people by mobilizing the power of humanity in Canada and around the world. The society is a non profit, humanitarian organization dedicated to helping people with situations that threaten their survival and safety, their security and well being, or their human dignity. The RED CROSS HEALTH EQUIPMENT LOANS PROGRAM (HELP) provides short-term health equipment loans at no charge to anyone needing it who is referred by a medical professional.
3	N	Casa Loma Community Association	\$ 800	\$ 865	92.49%	\$ -	\$ 800		The grant would be used towards a traffic calming initiative designed to get motorists to respect the speeding limit. The neighborhood currently has signs but in 2021 the organization is needing to replace these signs. All ongoing maintenance of the signs will be done by the community volunteers.	The volunteer organization purpose is to share issues of interest specific to our community; to foster community spirit; to gather opinions and represent the community in dealings with local governments.
4	R	Central Okanagan Bursary & Scholarship Society	\$ 1,000	-	0.00%	\$ 1,000	\$ 1,000		Each year \$1,000 has been provided to COBSS to distribute to a Mount Boucherie graduating student. In 2020, COBSS distributed 567 scholarships, bursaries and awards totalling \$513,000 and this grant assists a graduating student with their post secondary studies..	To administer bursaries/scholarships/awards from donors to qualified recipients at participating Central Okanagan schools. To recognize student achievement and to assist those students who, in their graduating year from secondary school, might otherwise find difficulty in financing their further education or training.
5	R	Crossing Creek Community Theatre	\$ 10,000	\$ 24,058	41.57%	\$ 1,000	\$ 10,000		The grant would be allocated to the purchase theatre-infrastructure equipment such as a sound system, lighting system, mobile stage, reusable set and cargo trailer. It would substantially reduce the cost of each production if equipment could be purchased and not rented each production. We would also like to apply for a non-cash grant for use of Lions Hall or Annette Beaudreau Amphitheatre. (listed in non-cash grant0	Crossing Creek Community Theatre is a new theatre project dedicated to bringing together a creative collective on Kelowna's Westside. Family-friendly productions, for our community, by our community.
6	N	First Lakeview Heights Scouts	\$ 15,404	\$ 55,225	27.89%	\$ -	\$ 15,404		The grant would cover the cost of rent, storage and equipment for all scout groups. The facility and equipment will prove a safe and secure environment with up to date equipment and space for scouting groups. In the past, groups have met at Lions Hall and received a non- cash grant. For 2021, the group is asking for a cash grant as well to cover cost of storage (\$1,104) as well as equipment replacement (\$14,300). For 2021, the group is also asking to be considered for use of Lions Hall but this is only a viable option if COVID- 19 restrictions are lifted.	To engage and develop youths within our local area, by providing a safe and inclusive environment to enhance their social, physical, emotional and spiritual wellbeing. Our youth led programs strongly encourage diversity and inclusion within our community to help build resilient, supportive and respectful individuals.
7	R	Gellatly Bay Trails & Parks	\$ 2,000	\$ 6,415	31.18%	\$ 2,000	\$ 2,000		The grant will be used to offset costs of insurance for volunteers and Directors (personal liability). Any surplus will be put towards upcoming projects. Grant received in 2020 was fully utilized as the insurance was paid in full.	To serve the community of West Kelowna by promoting, planning and constructing walking, riding and hiking trails. The goal is to improve fitness, well being and enjoyment of citizens and visitors. Projects in 2020 were centred in Glen Canyon Park. Another project was to install a culvert under the main trail to divert swamp water. We also installed new gates and guardrails from the Canyon Ridge subdivision trail head. In 2021, we hope to work with the Regional District to explore the Upper Canyon trails and identify problem areas and provide labour and materials were need.
8	R	Girl Guides (non Anders Hall)	\$ 1,000	\$ 11,700	8.55%	\$ 1,000	\$ 1,000		To help in paying for our girls to meet in our local churches, community centers and senior homes. All units volunteer in some way in their meeting spaces and the local community as gratitude for allowing us to meet in their location. This portion would assist 11 of the 14 troupes that do not meet at Anders Hall. In 2020, groups were only able to meet for a portion of the year .	To enable girls aged 5-17 years old to experience the outdoors, challenge themselves, participate and volunteer in various community service and events, and to be a catalyst for girls empowering girls. Girls learn life skills while understanding the issues that impact girls and women both locally and around the world.
9	N	Glenrosa Residents Association	\$ 600	\$ 600	100.00%	\$ 600	\$ 600		The grant would cover the non-profit directors liability insurance for 2021. Grant received in 2020 was fully utilized as the liability insurance was paid in full.	The associations goal is to represent and improve the livability, safety and security of our neighborhood. The association has grown over the years and proven to be advocates for the community.
10	R	Kelowna Aqua Jets Swim Club (aka Liquid Lightning Swim Club)	\$ 13,400	\$ 521,143	2.57%	\$ 12,500	\$ 13,400		Kelowna Aquatjets currently has 75 swimmers who practice at JBMAC. Due to COVID 19 restrictions, there are fewer swimmers per lane. Pool rental rates will higher this year because of the need to rent more lanes in the facility to maintain physical distancing from other groups. This grant would cover 50% of rental rate.	To promote, foster, teach and perpetuate the art and sport of swimming, and to encourage training for competitive, self-development, leadership and sportsmanship in the field of amateur swimming.
11	R	Kelowna & District Safety Council	\$ 1,500	\$ 230,925	0.65%	\$ 1,500	\$ 1,500		To assist in providing safety training in West Kelowna for children aged 6-13, including babysitter training, home alone skills, online safety smarts, and children's first aid training. The grant will be used for classroom rentals, instructor wages and travel expenses, course materials for children, and local advertising. During 2020, there was no classroom rental in West Kelowna but the grant was used to maintain capacity at operations in Kelowna. In 2021, KSDS is in hope to extend childrens programs to be able to plan and implement courses in West Kelowna.	KDSC is a registered non-profit charity dedicated to promoting safety throughout the Okanagan, by providing a variety of safety training courses, and by increasing safety awareness, and through safety advocacy. It serve people of all ages, from children to teens, and adults to seniors.
12	R	Kelowna Rowing Club	\$ 5,000	\$ 45,100	11.09%	\$ 1,500	\$ 5,000		To increase community participation, KRC hired a program coordinator whose duties include developing and supporting new programs, along with managing existing programs and schedules. COVID-19 limited the activities of the 2020 season; however, expansion of programming is expected to restart once the pandemic eases. KRC is focused on expanding the After School Program to CNB, GMS and MBSS and introducing Para-Rowing. Grant funding will contribute to the wages for this position as well as custom equipment, such as oars and pontoons, suitable for the demographics of these new programs and to make the experience as safe as possible.	The KRC has fostered a community of recreational and competitive rowers, of all ages and abilities, across the Central Okanagan since 1913. From our new home on Gellatly Bay at the West Kelowna Yacht Club, KRC provides an accessible, safe, inclusive and fun environment for new and seasoned rowers to enjoy Okanagan Lake.
13	N	Lakeview Heights Community Association	\$ 625	\$ 625	100.00%	\$ -	\$ 625		This grant would be used to purchase directors insurance. This insurance is recommended by the City of West Kelowna to assure incoming and current directors will be indemnified from any lawsuit brought against them.	The neighborhood association promotes the interests of the persons residing in the boundaries as well as organize and promote activities for its members.
14	R	Okanagan Boys and Girls Club - Youth Justice Program	\$ 5,000	\$ 94,920	5.27%	\$ 5,000	\$ 5,000		In 2020, there was no disruption in our partnership and referrals with RCMP to the program. The grant would be used to supplement the Coordinator position and to allow for full time hours providing services to all community areas here in the Central Okanagan. As crime knows no boundaries we are available to all youth, families and victims throughout the Okanagan. The Coordinator provides administrative and direct coordination of services for the referring RCMP Members, community groups, youth, families, victims, and volunteers. The Coordinator screens and trains community volunteers to provide the valuable workforce that is needed to sustain this busy community based program.	Our mission is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.
15	R	Okanagan Comedy Festival Society	\$ 5,000	\$ 157,700	3.17%	\$ -	\$ 5,000		The grant would help fund additional shows and marketing opportunities to attract tourists and new local fans to our activities presented in West Kelowna. We are also looking to develop new venue partners, including local wineries and free public shows for greater community outreach in the city. This would also increase the amount of local and tourist attendees within our program in West kelowna.	To help increase quality of life through the arts and develop new opportunities in the local business community within the Okanagan region. This includes several shows taking place in West Kelowna as part of our official festival programming.





#	New or Repeat	Organization	Amount Requested	Budget of Organization	Percentage requested vs. Budget	Funds Received in 2020	Grant Requested for 2021	Difference from Draft Budget	Proposed Use of Grant	Summary of Organizational Objectives/Goals
16	R	Sukwtmsquilxw West Kelowna Arts Council	\$ -	\$ -	#DIV/0!	\$ 8,000	\$ -		The 2020 grant funds received will be returned to City of West Kelowna as soon as possible and once the 2020 financial records are reviewed. Sukwtmsquilxw West Kelowna Arts Council will not be submitting an application for 2021 but wishes to be kept in mind for a possible 2022 grant application.	To create a symbiotic relationship between WFN and CWK where both sides flourish through the arts. To build partnerships and initiate projects that strengthen community involvement and awareness of the arts. To seek opportunities to showcase, support and promote our artists and their works locally, nationally and internationally. To support, inspire, educate and acknowledge our young emerging artists. To support and encourage business participation in the arts to invigorate local and creative commerce.
17	R	Telemark Nordic Club	\$ 5,000	\$ 25,000	20.00%	\$ 3,500	\$ 5,000		The 2020 grant was requested for partial funding for a project to construct a ski playground and purchase playground equipment to enhance the ability to offer programs to the community. This project was completed in 2020 as budgeted. We are in need of facility upgrade to bring electricity to our biathlon range. The electrical needs are currently being met by two generators. The project will enhance the experience of public skiers who will no longer have to hear or smell the generators when skiing.	To provide and promote West Kelowna and the Central Okanagan with community based cross-country skiing, biathlon and snowshoeing for the benefit of everyone in West Kelowna and the Central Okanagan.
18	R	Therapeutic Lake Cruises Society	\$ 1,500	\$ 7,105	21.11%	\$ 1,500	\$ 1,500		During 2020, operations were disrupted with only a few rides during COVID-19 restrictions. During that time, some repairs on the pontoon boat were necessary. In 2021, grant money would be used for running the program and for helping pay for insurance. Our pontoon boat takes out seniors from Pine Acres and Village of Smith Creek.	To improve the quality of life for residential care and disabled persons in our community by providing opportunities to experience the Okanagan Lake, socializing with others, and promoting a sense of community.
19	R	West Kelowna Community Policing Society	\$ 7,000	\$ 10,000	70.00%	\$ 7,000	\$ 7,000		In 2020, we received a grant in aid of \$7,000 and have included an itemized list of how this was spent. For 2021 the major expense that is expected would be the radar equipment estimated at \$4,000 as well as other costs for insurance, equipment maintenance and volunteer recognition.	Operates under the direction and supervision of the community operational support unit of the RCMP. It provides evening/day patrols of residential streets, gated communities, shopping malls, school zones, industrial areas and community events, conducts speed watch and distracted driver watch programs, responds to community emergencies (such as forest fires) to provide traffic control and neighbourhood security.
20	R	West Kelowna Firefighters Association	\$ 4,000	\$ 9,765	40.96%	\$ 4,000	\$ 4,000		In 2020, the grant was requested for Boucherie Grind which was cancelled. The WKFFA would like to formally request of the City that the 2020 grant in aid awarded to us for the 2020 Boucherie Grind be reallocated to the CRIS Polar Bear Dip. This year they are trying to do an online fundraiser where participants submit pictures or videos of them dipping in various locations of our community. For 2021, our hopes are to secure funding to host the Boucherie Grind as it is expected to go ahead.	This association supports West Kelowna Fire Rescue membership as well as the mission and objectives of West Kelowna Fire Rescue. At events, it provides opportunity for WKFA to meet with the community to talk about fire safety and prevention.
21	R	West Kelowna Shelter Society	\$ 10,000	\$ 34,634	28.87%	\$ -	\$ 10,000		The grant would be used towards a portion of the outreach program salary, food costs and/or rental of Lions Hall kitchen. It would support the outreach services to the homeless and to those that are at risk of becoming homeless.	To provide day shelter and lunch to the community with a focus on homeless population.
22	R	West Kelowna Trail Crew Society	\$ 5,400	\$ 15,775	34.23%	\$ 2,200	\$ 5,400		In 2020, an amount of \$2200 was received and fully utilized on insurance. All scheduled days to work on the trails were not restricted by COVID 19. The 2021 proposed grant would be used towards the cost of insurance (\$2200)to operate the society as well as a steel container (\$3200) to store equipment required for the upkeep and development of the trails.	To build and maintain the multi-use trail network in the Rose Valley and Smith Creek area.
23	R	West Kelowna Yacht Club	\$ 10,000	\$ 372,744	2.68%	\$ 6,000	\$ 10,000		In 2020, the club was shut down for 3 1/2 months and rentals were cancelled however, the club was able to make use of the full grant for operating expenses. To offset the costs incurred by the WKYC in providing infrastructure and services for the benefit of the public within the City of West Kelowna. The WKYC provides for public use a sewage pump out stations for marine vessels; moorage for the RCMP patrol craft; placement and maintenance of buoys on the Okanagan Lake for safe day and overnight moorage; safe boating training support; training facilities of the Unit 101 Canadian Army Guard Auxiliary and Fire Department; a facility venue to local organizations at no or reduced costs.	WKYC is a not for profit organization and is incorporated to encourage yachting and boating and promote marine conservation. To work in the interest of better and safer navigation. To promote regattas, social functions and events with yacht club members and guests with like interests on Okanagan Lake.
24	R	West Kelowna Youth Ambassador Program	\$ -	\$ -	#DIV/0!	\$ 3,500	\$ -		In 2020, COVID-19 restricted meeting in person however they were able to meet over zoom. The final program night normally held in June was not held until September so grant in aid was used. The Youth Ambassador program is not seeking a Grant in Aid. Fundraising in 2021 can operate the program and when travel presumes they will apply for Grant in Aid at that time.	Prepare youth between grades 9 - 11 to develop their abilities, skills and knowledge, enhancing their personal respect and integrity for adulthood. while traveling the province representing West Kelowna with knowledge and pride. The program teaches life skills and knowledge gained over a six month program taught by qualified instructors.
25	R	Westside Celebration Society	\$ -	\$ -	#DIV/0!	\$ 25,000	\$ -		In 2020, COVID-19 restrictions meant Canada Day Celebration was cancelled. Westside Celebration Society would like to request the 2020 grant in aid be rolled over the 2021 year and therefore no request is being submitted for 2021. We will be applying for the following year if that can be noted in City of West Kelowna records.	Westside Celebration Society is a Volunteer Organization that hosts a free family festival for the municipalities within the Westside. Our mandate is to provide to the citizens of the Westside and travelling public a safe, free family festival. In 2019 Westside Celebration Society will host 2 events: Canada Day on July 1st and Westside daze July 12-14th.
26	R	Westside Health Network Society	\$ 14,000	\$ 134,232	10.43%	\$ 14,000	\$ 14,000		WHNS continues to expand programs and services for the increasing senior population in our community. The WHNS provides non-medical programs and services that address some of the ever-increasing complex issues that older adults face in the community. Our programs address health, societal, and economic factors. Grant funds will be used to ensure that all programs and services are available to all who call for help. Funds will cover core operating costs and rental costs associated with the delivery of programs. In addition to the cash grant, WHNS also hosts programs such as Walk and Talk and provides tax preparation sessions at Lions Hall free of charge. A non-cash grant in aid is also being applied for this year.	The Westside Health Network Society's mission is 'Enhancing Seniors' wellness through volunteerism, education, referral and social programs in the West Kelowna and Peachland area.
27	N	Westside Salvation Army	\$ 10,000	\$ 12,500	80.00%	\$ -	\$ 10,000		The Westside Salvation Army is requesting funds to launch a Food Literacy Program at George Pringle Elementary School in 2021. Funds will be used to purchase the necessary supplies for the program and to hire a coordinator who will be responsible for developing the curriculum alongside George Pringle teachers, overseeing the project in the school and creating materials so that the project can be duplicated and modeled in other schools.	We are a local non-profit organization providing a variety of help and support to our community. We offer basic necessities such as food, clothing, furniture, school supplies and Christmas assistance.
28	N	Westside Seniors Centre Service Association	\$ 5,900	\$ 5,900	100.00%	\$ -	\$ 5,900		This grant would provide approximately 40 weeks of entertainment and tea time social once per week for seniors. It would also assist in the purchase of on-going needs to aid in the adherence as set out with COVID-19 restrictions.	To provide an inviting, safe stimulating environment for seniors within our community and to visitors to West Kelowna. The Centre provides programs geared to seniors and are both fun and educational.
			<b>\$ 153,629</b>			<b>\$ 117,800</b>	<b>\$ 153,629</b>			



#	New or Repeat	Organization	Amount Requested	Budget of Organization	Percentage requested vs. Budget	Funds Received in 2020	Grant Requested for 2021	Difference from Draft Budget	Proposed Use of Grant	Summary of Organizational Objectives/Goals
NON-CASH GRANTS										
1	N	Crossing Creek Community Theatre	\$ 2,000	\$ 24,058	8.31%	\$ -	\$ 2,000		The grant is requested for use of Lions Hall rental fees for performance venues or with COVID 19 restrictions Annette Beaudreau Amphitheatre would be ideal.	Crossing Creek Community Theatre is a new theatre project dedicated to bringing together a creative collective on Kelowna's Westside. Family-friendly productions, for our community, by our community.
2	R	First Lakeview Scouts (Lions Hall)	\$ 5,464	\$ 31,695	17.24%	\$ 5,305	\$ 5,464		We would be using this grant for the rental of Westbank Lions Hall. When we were able to meet in person, we needed to expand to all three rooms this year due to quite a large registration. In 2020, we were not able to meet in person at Lions Hall for a large portion of the year due to COVID-19. In 2021, we hope to meet in person but we would also like to be considered for cash grant to help cover other costs associated with storage rental and purchase of equipment.	To engage and develop youths within our local area, by providing a safe and inclusive environment to enhance their social, physical, emotional and spiritual wellbeing. Our youth led programs strongly encourage diversity and inclusion within our community to help build resilient, supportive and respectful individuals.
3	R	Girl Guides (Anders Hall)	\$ 3,474	\$ 11,700	29.69%	\$ 3,373	\$ 3,474		To help in paying for our girls to meet in our local churches, community centers and senior homes. All units volunteer in some way in their meeting spaces and the local community as gratitude for allowing us to meet in their location. This portion would assist 3 of the 14 troupes that do meet at Anders Hall. In 2020, meeting spaces were only used for a portion of the year due to COVID 19. We hope to be meeting in person in 2021.	To enable girls aged 5-17 years old to experience the outdoors, challenge themselves, participate and volunteer in various community service and events, and to be a catalyst for girls empowering girls. Girls learn life skills while understanding the issues that impact girls and women both locally and around the world.
4	R	Westside Canada Day Classic (formerly Westside Daze Tournament)	\$ 1,548	\$ 7,900	19.60%	\$ 1,503	\$ 1,548		In 2020, the fields were not used for the event as it was cancelled. The non cash grant is for the use of the Kinsmen Ball Fields over the July long weekend. (Was run by the Kinsmen in the past but they weren't able to get enough volunteers. Now taken over by a few players, still as a non-profit community event)	Host the Westside Day Canada Classic ball tournament for 16 teams - all run by volunteers since Kinsmen stopped running the tournament. Event is 100% non-profit.
5	R	Westside Health Network Society	\$ 7,060	\$ 134,232	5.26%	\$ -	\$ 7,060		This non cash grant in aid is for the use of Lions Hall where WHNS provides programs for seniors such as walk and talk sessions to promote exercise and healthy lifestyle education. There is also a request for a cash portion grant in aid.	Enhancing seniors' wellness through volunteerism, education, referral and social programs in West Kelowna and Peachland.
6	R	Lakeview Heights Community Association	\$ 437	\$ 1,000	43.67%	\$ 424	\$ 437		Funds provided to cover meeting rooms. Usually meet once a month at Lakeview Heights Community Hall plus the AGM. LHCA pays CKW insurance on the rental.	To promote the interest of members where those interests represent the common good of the community and to represent the community in matters involving all levels of government.
7	N	Lakeview Heights Tuesday Group	\$ 2,540	n/a	n/a	\$ -	\$ 2,540		Hold weekly meetings in Lakeview Heights Hall.	To hold the doors open for those who suffer from living with alcoholism in their families. This is a fellowship where we learn to live with the disease of addiction
8	R	Lakeview Heights Thursday Nitters' AA Group	\$ 2,540	n/a	n/a	\$ 2,466	\$ 2,540		Hold weekly meetings in Lakeview Heights Hall.	To hold Alcoholics Anonymous weekly meetings thereby providing group support for new and recovering alcoholics to stay sober.
9	R	Royal Canadian Legion	\$ 2,087	n/a	n/a	\$ 2,026	\$ 2,087		Hosting of the West Kelowna Remembrance Day Ceremonies in Royal LePage Place. Includes the estimated value of facility rental, dry floor installation and related staff time. Also hosting an annual dart shoot tournament in February each year.	Hosting of the West Kelowna Remembrance Day Ceremonies in Royal LePage Place. Includes the estimated value of facility rental, dry floor installation and related staff time. Also hosting annual dart shoot tournament in February each year.
10	R	Mt Boucherie Figure Skating Club	\$ 55,840	n/a	n/a	\$ 54,214	\$ 55,840		Mt. Boucherie Figure Skating Club supports approximately 300. The subsidy grant provided then works out to approximately \$186 per participant.	The difference between adult and youth rental rates established for youth sport organizations, within our fees and charges bylaw, has been granted as a subsidy by council to the youth sport organizations in West Kelowna.
11	R	Westside Girls Softball	\$ 876	n/a	n/a	\$ 850	\$ 876		Westside Girls Softball supports approximately 61 youth. The subsidy grant provided then works out to approximately \$14.36 per participant.	
12	R	Westside Minor Baseball	\$ 19,070	n/a	n/a	\$ 18,515	\$ 19,070		Westside Minor Baseball supports approximately 380 youth. The subsidy grant provided then works out to approximately \$50.18 per participant.	
13	R	Westside Minor Football	\$ 3,899	n/a	n/a	\$ 3,785	\$ 3,899		Westside Minor Football supports approximately 100 youth. The subsidy grant provided then works out to approximately \$38.99 per participant.	
14	R	Westside Minor Hockey	\$ 178,357	n/a	n/a	\$ 173,162	\$ 178,357		Westside Minor Hockey supports approximately 500 youth. The subsidy grant provided then works out to approximately \$356 per participant.	
15	R	Westside Ringette	\$ 30,036	n/a	n/a	\$ 29,161	\$ 30,036		Westside Ringette supports approximately 100 youth. The subsidy grant provided then works out to approximately \$300 per participant.	
16	R	Westside Youth Soccer	\$ 9,076	n/a	n/a	\$ 8,812	\$ 9,076		Westside youth soccer supports approximately 945 youth. The subsidy grant provided then works out to approximately \$9.60 per participant.	
\$ 324,304						\$ 303,596	\$ 324,304			
Total Requested \$ 477,933						\$ 421,396	\$ 477,933			

CITY OF WEST KELOWNA

BYLAW NO. 0284

A BYLAW TO ADOPT THE 2021-2025 FINANCIAL PLAN

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WHEREAS the Council shall, by bylaw, pursuant to Section 165 of the *Community Charter*, adopt in each year a five year financial plan; and

WHEREAS expenditures not provided for in the financial plan or the financial plan, as amended, are not lawful except in the event of an emergency;

THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of West Kelowna in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA FINANCIAL PLAN BYLAW NO. 0284, 2020".

2. Schedule "A" attached hereto and forming part of this Bylaw shall be the Financial Plan of the City of West Kelowna for the period January 1, 2021 to December 31, 2025.

READ A FIRST TIME THIS 10<sup>TH</sup> DAY OF DECEMBER, 2020

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

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MAYOR

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CITY CLERK

## Schedule "A"

City Of West Kelowna 2021 - 2025 Financial Plan						
Consolidated Totals Revenue Schedule "A1"						
	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2020	2021	2022	2023	2024	2025
Property Taxes	34,408,643	36,559,183	38,752,734	41,077,898	43,542,572	46,155,126
Property Tax Exemption	206,099	209,190	212,328	215,513	218,745	222,026
Utility Companies	593,304	603,844	640,074	678,479	719,188	762,340
Parcel Tax	1,144,010	1,144,010	1,212,650	1,285,409	1,362,534	1,444,286
Grants-in-Lieu	-	-	-	-	-	-
Sales of Service and Recoveries	34,648,335	35,173,706	37,204,627	39,436,907	41,803,122	44,311,312
Other Revenue	1,346,100	1,346,100	1,426,866	1,512,478	1,603,226	1,699,420
Government Grants and Operating Reserves	2,364,947	2,600,117	2,756,124	2,921,491	1,786,663	1,893,863
Capital Funding Sources	18,223,737	35,595,056	-	-	-	-
Sub-total	92,935,175	113,231,206	82,205,403	87,128,175	91,036,050	96,488,373
Collections for Other Governments	21,930,300	21,930,300	23,246,118	24,640,885	26,119,339	27,686,500
<b>TOTAL REVENUES</b>	<b>\$ 114,865,475</b>	<b>\$ 135,161,506</b>	<b>\$ 105,451,521</b>	<b>\$ 111,769,060</b>	<b>\$ 117,155,389</b>	<b>\$ 124,174,873</b>

City Of West Kelowna 2021 - 2025 Financial Plan						
Consolidated Totals Expenditure Schedule "A2"						
Description	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2020	2021	2022	2023	2024	2025
<b>Operating Expenditures</b>						
General Government Services	8,854,572	9,179,308	9,712,845	10,277,540	10,875,199	11,507,776
Protective Services	15,779,302	16,321,693	17,300,995	18,339,056	19,439,400	20,605,764
Engineering and Transportation Services	7,865,914	8,058,089	8,405,893	8,910,247	9,444,863	10,011,556
Water, Sewer, Solid Waste & Recycling	15,182,299	15,804,841	16,673,631	17,674,051	18,734,486	19,858,560
Storm Sewer Utility	348,998	350,444	371,470	393,757	417,381	442,425
Cemetery	160,569	163,005	172,785	183,152	194,141	205,790
Development Services	4,069,905	4,234,389	4,488,454	4,757,762	5,043,227	5,345,823
Recreation & Cultural Services	8,322,473	8,366,339	8,868,318	9,400,416	9,964,442	10,562,311
Property Tax Exemption Offset	206,099	209,190	212,328	215,513	218,745	222,026
Interest & Principal - Municipal Debt	3,124,512	3,124,512	3,311,983	3,510,703	3,721,345	3,944,624
Other Fees	-	-	-	-	-	-
<b>Transfer to Reserves:</b>						
General Capital	8,419,356	8,512,098	9,022,824	9,564,193	9,701,338	10,283,417
Sewer Capital	450,000	450,000	477,000	505,620	535,957	568,114
Water Capital	1,927,440	1,927,441	2,043,087	2,165,670	2,295,620	2,433,354
Available for supplemental requests 2021 to 2025	-	934,801	1,143,790	1,230,495	449,906	496,832
<b>Total Operating Expenditures</b>	<b>74,711,438</b>	<b>77,636,150</b>	<b>82,205,403</b>	<b>87,128,175</b>	<b>91,036,050</b>	<b>96,488,372</b>
<b>Capital Expenditures</b>						
General Government Services	631,286	711,875				
Protective Services	1,376,130	1,162,000				
Transportation Services	9,700,716	9,091,700				
Environmental Health Services (water Sewer, Cemetery)	2,578,205	19,298,981				
Public Health Services		-				
Recreation & Cultural Services	3,437,400	4,160,500				
Storm Sewer	500,000	1,170,000				
Total Capital Expenditures	18,223,737	35,595,056	-	-	-	-
Transfers to Other Governments	21,930,300	21,930,300	23,246,118	24,640,885	26,119,339	27,686,501
<b>TOTAL EXPENDITURES</b>	<b>\$ 114,865,475</b>	<b>\$ 135,161,506</b>	<b>\$ 105,451,521</b>	<b>\$ 111,769,060</b>	<b>\$ 117,155,389</b>	<b>\$ 124,174,873</b>

## Schedule "A"

Taxation is a major revenue source for the General Fund and accounts for 37% of the 2021 total revenue estimated at \$99,491,450, including collection for other governments but excluding transfers from reserves. Over the five-year period of the financial plan, the taxation requirement is estimated to increase annually by a growth factor of 2.2% in 2021 and the remaining years as well as a proposed infrastructure levy of 1% in each of the five years. Inflationary factors and transfers to reserves are also included in the proposed 4.05% increase for 2021 with subsequent increases at 4.5% in 2021 to 2025.

The current financial plan provides for \$36,559,183 to be generated from City of West Kelowna property tax base for General Government purposes.

The City has various policies that govern and affect the budget process and include:

1. Revenue Policy
2. Reserve Fund Policy
3. Grant-In-Aid Policy
4. Permissive Tax Exemption Policy
5. Development Cost Charge Policy

### Revenue Policy

The City will review fees/charges annually to ensure that they keep pace with changes in the cost-of-living as well as changes in the methods or levels of service delivery.

The City will actively pursue alternative revenue sources to help minimize property taxes.

The City will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges.

The City will establish cost recovery policies for fee-supported services. The Policies will consider whether the benefits received from the service are public and/or private.

The City will establish cost recovery policies for services provided for other levels of government.

General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP).

The City will develop and pursue new and creative partnerships with government, community institutions (churches, schools), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.

### Reserve Fund Policy

It is essential that local governments maintain adequate levels of reserve balances to mitigate current and future risks, ensure stable tax rates and demonstrate financial commitment to long range infrastructure and master plans. The following guiding principles form the basis of the Policy:

## Schedule "A"

- Sufficient reserve funds are important in achieving financial health and stability for the City of West Kelowna.
- Reserve goals need to be consistent with and supportive of established long term financial plans.
- Reserve fund management needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, generally accepted accounting principles (GAAP) and public sector accounting board (PSAB) recommendations.

### Grant in Aid Policy

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for all municipal Grants in Aid including: Community Project grants, Corporate grants, In-Kind Contribution grants, Special Events grants and Community Events grants. Council will through its annual budget process, determine the amount of funding to be allocated to the grant program. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant. All applications for grants in aid will be considered in accordance with the Grant in Aid Policy.

### Permissive Tax Exemption Policy

Permissive tax exemptions will be approved annually by Council. All applications for permissive tax exemptions will be considered in accordance with the Permissive Tax Exemption Policy.

### Development Cost Charge Policy

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by bylaw and reviewed at a minimum every year to ensure that project estimates remain reasonable and the development costs charges are aligned with the strategic goals of Council.

Other guiding principles that are important during the budget process and preparation of the financial plan:

### Surplus Funds

The *Community Charter* does not allow municipalities to plan an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures are closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

#### Use of Surplus Funds

- a. To ensure the Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline (guideline contained in the Reserve Fund Policy)

## Schedule "A"

- b. Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.
- c. Allocation of accumulated surplus over the guideline shall be done in compliance with the Reserve Fund Policy

### Debt Policy

The City of West Kelowna may consider debt financing under the following guidelines:

- 1. One-time capital improvements and significant equipment purchases.
- 2. When the useful project life will exceed the term of financing.
- 3. Major equipment purchases.
- 4. Debt servicing is limited to no more than a 3% tax increase per year.
- 5. The maximum debt servicing amount be limited to 15% (*Community Charter* allows for 25%) of the City's revenues as defined by the *Community Charter*.
- 6. Reserves are to be considered as a funding source before debt.

### Proportion of Taxes Allocated to Classes

It is Council's goal to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.





## COUNCIL REPORT

To: Paul Gipps, CAO

Date: January 19, 2021

From: Lisa Siavashi Financial Services Manager  
Warren Everton, Chief Financial Officer

Subject: **AMENDED 2021 Financial Plan Early Approval Requests**

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### RECOMMENDATION

**THAT** Council authorize the amended Schedule A, detailing 2021 early approval capital requests.

### BACKGROUND

At the December 10<sup>th</sup>, 2020 Special Council Meeting for 2021 budget deliberations, Council authorized staff to proceed with the capital expenditures listed in the attached Schedule A. This included an amendment to remove capital requests C2021-16 Hook Truck and C2021-41 Parks Master Plan. It also included an amendment to add a 5-year pilot Capital Project Crew program. The attached amended Schedule A includes capital requests numbered C2021-76 thru C2021-80 (totaling \$551,000) for the equipment needed for this program. The details of the capital requests have been attached.

Additionally at the budget meeting staff were tasked with conducting a review of the 2021 early approved capital requests, to ensure that all the requests could reasonably be started before the final adoption of the 2021 Financial Plan. The results from the review recommended reducing the early approval listing by the following projects.

Project Code	Project Title	Original Amount	Required Funds Prior to Budget Adoption
C2021-01	Road Rehab Program	1,200,000	200,000
C2021-04	Shannon Lake Bartley & Stevens Roads Intersection Improvements	2,800,000	200,000
C2021-06	Bridges Maintenance - Per Stantec Bridge Maintenance Report	190,000	-
C2021-30	Pedestrian Improvement Program - Sidewalks	1,200,000	-
C2021-44	Mount Boucherie Courtyard Surface Replacement	75,000	-
C2021-69	PCWTP Flash Mix Repair/Upgrade	43,600	-
C2021-75	WKW-Sunnyside Intake Screen Replacement	65,250	-
		5,573,850	400,000
	<b>Reduction in Early Capital Requests</b>		<b>5,173,850</b>

## FINANCIAL IMPLICATIONS

The financial impact of all items requested for early budget approval are included in the budget as authorized by Council at the December 10<sup>th</sup>, 2020 meeting. The effect of managing the early approvals from a financial perspective is solely for controlling the City's cash flow needs over the year.

## COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
Dec 10, 2020	<b>THAT</b> Council consider and resolve to initiate a 5-year pilot project starting in 2021 to bring in a 4 person capital works crew to be funded from capital; and further <b>THAT</b> Staff report back on the projects and the time of the projects to be undertaken, on a quarterly basis.	C336/20
Dec 10, 2020	<b>THAT</b> Council authorize staff to proceed with the capital expenditures, supplemental FTE's and supplemental requests on the attached Schedules A and B as amended, to include the Design Technologist, to remove FTE20201-6 Term Communications Advisor, to remove C2021-16 Hook Truck, and to remove C2021-41 Parks master plan – Five Year Update;	C357/20

### Alternate Motion:

**THAT** Council not authorize the amended Schedule A.

### REVIEWED BY

Allen Fillion, Director of Engineering & PW

Stacey Harding, Parks & Fleet Operations Manager

Warren Everton, Director of Finance/CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒

**Attachments:**

1. Schedule A (original)
2. Amended Schedule A – 2021 Early Capital Approval Requests
3. C2021-76 Survey Equipment request form
4. C2021-77 Backhoe request form
5. C2021-78  $\frac{3}{4}$  Ton Crew Cab Pickup request form
6. C2021-79 Equipment Trailer request form
7. C2021-80 Tandem Ale Dump Truck request form

## SCHEDULE A

### 2021 Early Capital Approval Requests

2021 Project Codes	Project Title	2021 Recommended
C2021-01	Road Rehab Program	1,200,000
C2021-03	Gellatly Road North & Carrington Road Intersection Improvements	2,500,000
C2021-04	Shannon Lake Bartley & Stevens Roads Intersection Improvements	2,800,000
C2021-05	Shannon View Slope Improvements	440,000
C2021-06	Bridges Maintenance - Per Stantec Bridge Maintenance Report	190,000
C2021-08	Parks Maintenance Equipment	44,700
C2021-09	Sidewalk Snow Bower Attachment	23,000
C2021-10	Utilities Truck Replacements Pickups (2)	90,000
C2021-11	Plate Compactor	22,000
C2021-12	New Trailer	18,000
C2021-13	Utilities Truck Replacement - Cube truck	93,000
C2021-14	Backhoe Replacement	160,000
C2021-15	Bobcat Replacement	95,000
C2021-16	Hook Truck	100,000
C2021-17	Asphalt Hot-Box and Equipment	103,000
C2021-18	Zamboni Replacement	200,000
C2021-22	Official Community Plan Review	135,000
C2021-30	Pedestrian Improvement Program - Sidewalks	1,200,000
C2021-32	Infield Soil Replacements - Ranch CR1-A.5	12,000
C2021-36	Repave Fire Hall #32 Front Lot	24,000
C2021-40	Bear Proof Garbage Cans	12,000
C2021-41	Parks Master Plan - Five Year Update	80,000
C2021-44	Mount Boucherie Courtyard Surface Replacement	75,000
C2021-51	Arena - Jim Lind - Ammonia Chiller Replacement	450,000
C2021-53	Public Works Yard Site Preparation and Tender Drawings	275,000
C2021-54	City Hall - Concept Plan, Tender Drawings & Consulting Services	2,000,000
C2021-55	Self Contained Breathing Apparatus	1,072,000
C2021-56	Personal Protective Equipment	90,000
C2021-60	Annual Orthophoto/DEM/Contour Update	40,000
C2021-61	External Endpoint Management	5,500
C2021-62	Non-Microsoft Patching	5,300
C2021-64	CityView Software Enhancement - Online Permit Application	40,000
C2021-66	PCWTP Emergency Call Out Upgrade	35,000
C2021-67	PCWTP Compressor Replacement	44,100
C2021-68	PCWTP Cybersecurity Upgrade	30,000
C2021-69	PCWTP Flash Mix Repair/Upgrade	43,600
C2021-70	PCWTP Power Meter	22,215
C2021-74	WKW-Phase 10 Generator	122,400
C2021-75	WKW-Sunnyside Intake Screen Replacement	65,250
<b>Total 2021 Capital Early Approvals</b>		<b>\$ 13,957,065</b>

**AMENDED SCHEDULE A**  
**2021 Early Capital Approval Requests**

<b>2021</b>		<b>2021</b>
<b>Project Codes</b>	<b>Project Title</b>	<b>Recommended</b>
C2021-01	Road Rehab Program (partial amount)	200,000
C2021-03	Gellatly Road North & Carrington Road Intersection Improvements	2,500,000
C2021-04	Shannon Lake Bartley & Stevens Roads Intersection Improvements (partial amount)	200,000
C2021-05	Shannon View Slope Improvements	440,000
C2021-08	Parks Maintenance Equipment	44,700
C2021-09	Sidewalk Snow Bower Attachment	23,000
C2021-10	Utilities Truck Replacements Pickups (2)	90,000
C2021-11	Plate Compactor	22,000
C2021-12	New Trailer	18,000
C2021-13	Utilities Truck Replacement - Cube truck	93,000
C2021-14	Backhoe Replacement	160,000
C2021-15	Bobcat Replacement	95,000
C2021-17	Asphalt Hot-Box and Equipment	103,000
C2021-18	Zamboni Replacement	200,000
C2021-22	Official Community Plan Review	135,000
C2021-32	Infield Soil Replacements - Ranch CR1-A.5	12,000
C2021-36	Repave Fire Hall #32 Front Lot	24,000
C2021-40	Bear Proof Garbage Cans	12,000
C2021-51	Arena - Jim Lind - Ammonia Chiller Replacement	450,000
C2021-53	Public Works Yard Site Preparation	275,000
C2021-54	City Hall - Concept Plan, Tender Drawings & Consulting Services	2,000,000
C2021-55	Self Contained Breathing Apparatus	1,072,000
C2021-56	Personal Protective Equipment	90,000
C2021-60	Annual Orthophoto/DEM/Contour Update	40,000
C2021-61	External Endpoint Management	5,500
C2021-62	Non-Microsoft Patching	5,300
C2021-64	CityView Software Enhancement - Online Permit Application	40,000
C2021-66	PCWTP Emergency Call Out Upgrade	35,000
C2021-67	PCWTP Compressor Replacement	44,100
C2021-68	PCWTP Cybersecurity Upgrade	30,000
C2021-70	PCWTP Power Meter	22,215
C2021-74	WKW-Phase 10 Generator	122,400
C2021-76	Survey Equipment	28,000
C2021-77	Backhoe	175,000
C2021-78	3/4 Ton Crew Cab Pickup	70,000
C2021-79	Equipment Trailer	18,000
C2021-80	Tandem Axle Dump Truck	260,000
<b>Total 2021 Capital Early Approvals</b>		<b>\$ 9,154,215</b>



**CITY OF WEST KELOWNA  
2021 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Survey Equipment		Strategic Priority:		Health & Safety:	
<b>DEPARTMENT</b>		Master Plan:		Equipment Replacement:	
Engineering		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	Total Cost:	\$ 28,000
					\$ -
					\$ -
					\$ -
				<b>TOTAL</b>	\$ 28,000
<b>5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)</b>					
Survey equipment and software program and licencing fees.					
<b>6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)</b>					
New Infrastructure	x	Start Date:	asap	Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	
<p>This equipment is required to support the new Public Works and Engineering design and construction crew. The approved Senior Design and Inspection Technologist will be responsible for the creation of design drawings and project layout for the future works. This will include surveying the original ground and identifying existing design constraints, drawing the proposed works in AutoCAD, and completing field layout for construction. This survey equipment is crucial to installing works with proper grade and dimensions for storm water collection and tying into existing infrastructure. The survey equipment includes a total station with rods, tripod and associated tools as well as the computer software and licencing that supports it.</p>					
<b>7. NEW YEARLY OPERATING EXPENSES:</b>					
	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:	2,000	2,000	2,000	2,000	2,000
Miscellaneous:					
Total Additional Operating Costs:	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<b>VERIFIED BY:</b>					
Department Director/Manager	AF	Budgetary Pricing Attached	NO		
CAO:		Business Case/Other Backup Attached	YES		
Purchasing:		Project Code (To be assigned by Finance)	C2021-76		



**CITY OF WEST KELOWNA  
2021 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Backhoe		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
Public Works - Roads		Other (Please explain in description)			

  

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	175,000	Total Cost:	\$ 175,000
						\$ -
						\$ -
						\$ -
				<b>TOTAL</b>		\$ 175,000

  

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**

*John Deere 310 Backhoe*

  

**6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)**

New Infrastructure	<input type="text"/>	Start Date:	<input type="text"/>	Completion Date:	<input type="text"/>
Renewal Infrastructure:	<input type="text"/>	In Service Date:	<input type="text"/>	Funding Source if Known:	<input type="text"/>

This unit is for the Public works construction crew. Backhoes have the functional advantage of having a excavator type digging arm on the rear and a conventional bucket on the front. This unit would be 4 wheel drive and provide the crew with the ability to do the basic site excavation and filling and grading for sidewalks and pathway installations. Multi functional backhoes are the standard for general construction needs of a crew of this type.

  

<b>7. NEW YEARLY OPERATING EXPENSES:</b>					
	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Staffing:					
Maintenance:	1,000	1,000	1,000	1,000	1,000
Utility Costs:					
Contracts:					
Annual Licensing Fees:	350	350	350	350	350
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350

  

<b>VERIFIED BY:</b>		
Department Director/Manager	AF	Budgetary Pricing Attached
CAO:	<input type="text"/>	Business Case/Other Backup Attached
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)
		<b>C2021-77</b>





**CITY OF WEST KELOWNA  
2021 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
3/4 ton Crew Cab Pickup		Strategic Priority:		Health & Safety:	
<b>DEPARTMENT</b>		Master Plan:		Equipment Replacement:	
Public Works - Roads		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity: 1	Unit Cost: 70,000	Total Cost:	\$ 70,000	
				\$ -	
				\$ -	
				\$ -	
			TOTAL	\$ 70,000	
<b>5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)</b>					
Ford F-250 3/4 ton Crew Cab Pickup ( 4 door)					
<b>6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)</b>					
New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	
<p>This pickup is to transport the new Public Works Construction crew and equipment. It will be 4 wheel drive diesel and have a full trailer towing package. Crew cabs have a full rear bench seat capable of transporting the 3 man crew with personal affects and daily supplies.</p>					
<b>7. NEW YEARLY OPERATING EXPENSES:</b>					
	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Staffing:					
Maintenance:	500	500	500	500	500
Utility Costs:					
Contracts:					
Annual Licensing Fees:	750	750	750	750	750
Miscellaneous:					
Total Additional Operating Costs:	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
<b>VERIFIED BY:</b>					
Department Director/Manager	AF	Budgetary Pricing Attached	YES		
CAO:		Business Case/Other Backup Attached	YES		
Purchasing:		Project Code (To be assigned by Finance)	C2021-78		



**CITY OF WEST KELOWNA  
2021 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Equipment Trailer		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
Public Works - Roads		Other (Please explain in description)			

  

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	18,000	Total Cost:	\$ 18,000
						\$ -
						\$ -
						\$ -
				<b>TOTAL</b>		\$ 18,000

  

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**

*This request is for a equipment and supplies 16' Trailer for the new Public Works construction crew. Hand tools, power tools, concrete forms, safety supplies and daily construction supplies must be transported safely as well as vandal and theft resistant. Exterior safety lights as well as a interior light. Nothing fancy about this stock type construction equipment trailer.*

  

**6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)**

New Infrastructure	<input type="text"/>	Start Date:	<input type="text"/>	Completion Date:	<input type="text"/>
Renewal Infrastructure:	<input type="text"/>	In Service Date:	<input type="text"/>	Funding Source if Known:	<input type="text"/>

  

<b>7. NEW YEARLY OPERATING EXPENSES:</b>					
	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Staffing:					
Maintenance:	200	200	200	200	200
Utility Costs:					
Contracts:					
Annual Licensing Fees:	250	250	250	250	250
Miscellaneous:					
Total Additional Operating Costs:	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450

  

<b>VERIFIED BY:</b>				
Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="YES"/>	
CAO:	<input type="text"/>	Business Case/Other Backup Attached	<input type="text" value="YES"/>	
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2021-79"/>	



**CITY OF WEST KELOWNA  
2021 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Tandem Axle Dump Truck		Strategic Priority:		Health & Safety:	
<b>DEPARTMENT</b>		Master Plan:		Equipment Replacement:	
Public Works - Roads		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity: 1	Unit Cost: 260,000	Total Cost:	\$ 260,000	
				\$ -	
				\$ -	
				\$ -	
			TOTAL	\$ 260,000	
<b>5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)</b>					
<p><i>Freightliner Tandem axle dump truck. Complete with 16' box, tarp, towing accessories and hydraulic plumbing for future snow plow use.</i></p>					
<b>6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)</b>					
New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	
<p>The City has chosen to standardize our larger fleet trucks to Freightliners due to price and maintenance. This unit will be used by the Public Works construction crew. Most all of the proposed and future projects will require materials such as fill, gravel and sand. It will also be equipped to haul all trailers in the fleet. The unit has air brakes necessitating a driver with appropriate licencing. Should Council consider the in-house provision of street snow removal in the future this unit will have the provisions for snow plow use.</p>					
<b>7. NEW YEARLY OPERATING EXPENSES:</b>					
	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Staffing:					
Maintenance:	1,000	1,000	1,000	1,000	1,000
Utility Costs:					
Contracts:					
Annual Licensing Fees:	800	800	800	800	800
Miscellaneous:					
Total Additional Operating Costs:	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
<b>VERIFIED BY:</b>					
Department Director/Manager	AF	Budgetary Pricing Attached	YES		
CAO:		Business Case/Other Backup Attached	YES		
Purchasing:		Project Code (To be assigned by Finance)	C2021-80		