



# DRAFT 2023 to 2027 FINANCIAL PLAN





City of West Kelowna						
2023 - 2027 Financial Plan						
Previous, Current and Projected						
	Approved 2022	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027
Growth (Projected)	2.50%	1.75%	1.50%	1.50%	1.50%	1.50%
Previous Year Taxes	36,559,183	38,935,530	41,563,677	43,849,679	46,261,412	48,343,176
Growth	913,980	681,372	623,455	657,745	693,921	725,148
Budget Increase	1,096,775	1,557,421	1,246,910	1,315,490	1,387,842	1,450,295
Increase in Infrastructure Allocation	365,592	389,355	415,637	438,497	-	-
<b>Current Taxes</b>	<b>\$ 38,935,530</b>	<b>\$ 41,563,677</b>	<b>\$ 43,849,679</b>	<b>\$ 46,261,412</b>	<b>\$ 48,343,176</b>	<b>\$ 50,518,619</b>
Total Increase	6.50%	6.75%	5.50%	5.50%	4.50%	4.50%
Less Growth (from completed roll)	2.50%	1.75%	1.50%	1.50%	1.50%	1.50%
<b>Net Tax Increase</b>	<b>4.00%</b>	<b>5.00%</b>	<b>4.00%</b>	<b>4.00%</b>	<b>3.00%</b>	<b>3.00%</b>



**City of West Kelowna**

**Schedule "A1"**

**Consolidated Totals Revenue**

	<b>Approved 2022</b>	<b>Forecast 2023</b>	<b>Forecast 2024</b>	<b>Forecast 2025</b>	<b>Forecast 2026</b>	<b>Forecast 2027</b>
Property Taxes	\$ 38,935,530	41,563,677	\$ 43,849,679	\$ 46,261,412	\$ 48,343,176	\$ 50,518,619
Property Tax Exemption	230,135	204,852	210,998	217,327	223,847	230,563
Utility Companies	605,790	603,737	621,849	640,504	659,719	679,511
Parcel Tax	585,535	585,535	603,101	621,194	639,829	659,025
Sales of Service and Recoveries	38,293,031	41,877,120	43,268,938	44,566,519	45,899,361	47,263,147
Other Revenue	1,446,890	1,541,890	1,588,147	1,635,792	1,684,865	1,735,411
Government Grants and Operating Reserves	3,014,239	2,612,865	1,545,121	1,591,474	1,639,218	1,688,394
Capital Funding Sources	25,487,694	34,227,688	23,841,785	29,819,230	18,287,135	24,743,843
Sub-total	\$ 108,598,845	\$ 123,217,364	\$ 115,529,617	\$ 125,353,452	\$ 117,377,150	\$ 127,518,513
Collections for Other Governments	23,741,700	25,187,300	25,942,919	26,721,207	27,522,842	28,348,528
<b>TOTAL REVENUES</b>	<b>\$ 132,340,545</b>	<b>\$ 148,404,664</b>	<b>\$ 141,472,536</b>	<b>\$ 152,074,659</b>	<b>\$ 144,899,992</b>	<b>\$ 155,867,041</b>

**City of West Kelowna**

**Schedule "A2"**

**Consolidated Totals Expenditure**

<b>Description</b>	<b>Approved 2022</b>	<b>Forecast 2023</b>	<b>Forecast 2024</b>	<b>Forecast 2025</b>	<b>Forecast 2026</b>	<b>Forecast 2027</b>
<b>Operating Expenditures</b>						
General Government Services	9,440,545	\$ 9,891,851	\$ 10,042,779	\$ 10,343,957	\$ 10,712,269	\$ 10,974,081
Protective Services	19,091,894	20,047,845	20,635,381	21,240,553	21,863,864	22,505,888
Engineering and Transportation Services	8,105,741	8,711,731	8,973,085	9,242,282	9,519,545	9,805,137
Water, Sewer, Solid Waste & Recycling	16,596,893	18,238,022	18,785,159	19,348,716	19,929,175	20,527,054
Storm Sewer Utility	484,906	517,637	533,167	549,164	565,636	582,604
Cemetery	162,986	162,986	167,876	172,913	178,099	183,443
Development Services	4,584,393	4,853,195	5,002,656	5,156,436	5,314,690	5,477,552
Recreation & Cultural Services	9,017,421	9,426,450	10,060,349	10,197,279	10,255,151	10,402,093
Property Tax Exemption Offset	230,135	204,852	210,998	217,327	223,847	230,563
Interest & Principal - Municipal Debt	1,567,604	1,612,297	1,534,616	1,484,972	1,431,988	827,176
<b>Transfer to Reserves:</b>						
General Capital	10,432,678	10,671,336	10,890,142	11,117,790	10,618,376	10,858,728
Sewer Capital	526,318	618,932	735,193	824,572	907,635	1,077,687
Water Capital	2,719,636	2,882,814	3,132,191	3,253,048	3,377,529	3,944,619
Available for Supplemental Requests 2023 to 2027	-	1,460,979	1,294,952	2,646,007	4,373,483	5,538,767
<b>Total Operating Expenditures</b>	<b>\$ 82,961,150</b>	<b>\$ 89,300,927</b>	<b>\$ 91,998,544</b>	<b>\$ 95,795,016</b>	<b>\$ 99,271,287</b>	<b>\$ 102,935,392</b>
<b>Capital Expenditures</b>						
General Government Services	680,728	2,638,029	683,592	543,741	678,825	381,323
Protective Services	929,568	1,299,905	2,200,500	419,500	1,292,500	2,172,500
Transportation Services	4,178,000	10,568,000	7,965,000	16,339,507	4,560,000	10,007,315
Environmental Health Services (water Sewer, Cemetery)	12,224,398	6,129,169	6,450,757	8,683,260	10,892,777	10,992,311
Recreation & Cultural Services	6,775,000	12,216,334	4,981,425	2,508,428	506,761	749,672
Storm Sewer	850,000	1,065,000	1,249,800	1,064,000	175,000	280,000
Total Capital Expenditures	25,637,694	33,916,437	23,531,074	29,558,436	18,105,863	24,583,121
Transfers to Other Governments	23,741,700	25,187,300	25,942,919	26,721,207	27,522,842	28,348,528
<b>TOTAL EXPENDITURES</b>	<b>\$ 132,340,544</b>	<b>\$ 148,404,664</b>	<b>\$ 141,472,536</b>	<b>\$ 152,074,659</b>	<b>\$ 144,899,992</b>	<b>\$ 155,867,041</b>



City of West Kelowna						
Schedule "B1"						
General Fund - Revenues						
	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
General Fund - Revenues	2022	2023	2024	2025	2026	2027
Property Taxes	\$ 38,935,530	\$ 41,563,677	\$ 43,849,679	\$ 46,261,412	\$ 48,343,176	\$ 50,518,619
Property Tax Exemptions (all)	230,135	204,852	210,998	217,327	223,847	230,563
Utility Companies	605,790	603,737	621,849	640,504	659,719	679,511
<b>Sales of Service and Recoveries</b>						
<b>General Government</b>						
Administration Fees - Departments	5,979,913	6,152,370	6,336,938	6,527,050	6,722,859	6,924,547
Administration - Utilities	1,951,545	2,478,506	2,552,862	2,629,447	2,708,331	2,789,581
Administration on Capital Projects	588,944	803,508	827,613	852,442	878,015	904,355
Administration Recoveries (Finance, HR, IT)	237,150	253,249	260,847	268,671	276,732	285,033
Recoveries from Protective Services	4,218,470	4,171,856	4,297,012	4,425,923	4,558,700	4,695,460
Engineering, Public Works, Transit & Solid Waste & Recycling	727,904	749,904	772,401	795,573	819,440	844,023
Cemetery	2,668,144	2,418,144	2,490,688	2,565,409	2,642,371	2,721,643
Economic Development	162,986	162,986	167,876	172,913	178,099	183,443
Recreation	16,500	16,500	16,995	17,505	18,030	18,571
Facilities	272,500	322,500	332,175	342,141	352,405	362,976
Planning & Development	1,264,882	1,387,527	1,429,153	1,472,029	1,516,189	1,561,673
Building and Licence	335,925	345,925	356,303	366,993	378,003	389,343
Other Income	1,611,600	2,111,600	2,174,948	2,240,196	2,307,402	2,376,624
<b>Other Income</b>						
Investment Income	600,000	600,000	618,000	636,540	655,636	675,305
Sewer Fund - Interest Income	150,000	150,000	154,500	159,135	163,909	168,826
Cemetery Fund - Principal payment	27,735	27,735	28,567	29,424	30,307	31,216
Cemetery Fund - Interest Income	35,765	35,765	36,838	37,943	39,081	40,254
Penalties and Interest on Taxes	500,000	595,000	612,850	631,236	650,173	669,678
Other Income	45,000	45,000	46,350	47,741	49,173	50,648
<b>Reserves</b>						
Government Grants	1,470,117	1,470,117	1,514,221	1,559,647	1,606,436	1,654,629
Transfer from Reserves - COVID Restart Grant	1,514,122	1,112,748	-	-	-	-
<b>Capital and Operating Funding Sources:</b>						
Transfers from Reserves and DCC's	13,263,296	18,720,360	15,725,357	21,120,802	7,386,904	13,769,843
Grants and Donations	-	625,000	-	-	-	-
Debt Proceeds	-	8,800,000	1,700,000	-	-	-
<b>Subtotal</b>	<b>\$ 77,413,952</b>	<b>\$ 95,928,566</b>	<b>\$ 87,135,020</b>	<b>\$ 94,018,003</b>	<b>\$ 83,164,937</b>	<b>\$ 92,546,364</b>
Collections for other Governments	23,741,700	25,187,300	25,942,919	26,721,207	27,522,842	28,348,528
<b>TOTAL GENERAL REVENUES</b>	<b>\$ 101,155,652</b>	<b>\$ 121,115,866</b>	<b>\$ 113,077,939</b>	<b>\$ 120,739,210</b>	<b>\$ 110,687,779</b>	<b>\$ 120,894,892</b>



City of West Kelowna						
Schedule "B2"						
General Fund - Expenses						
	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2022	2023	2024	2025	2026	2027
<b>General Fund - Operating Expenses</b>						
<b>General Government Services</b>						
Council	\$ 399,348	\$ 429,314	\$ 442,193	\$ 455,462	\$ 469,124	\$ 483,197
Administration	396,026	438,589	451,747	465,299	479,257	493,636
Grant-in-aid	122,495	204,002	210,122	216,426	222,918	229,606
Library	1,636,180	1,636,180	1,685,265	1,735,823	1,787,898	1,841,535
Financial Administration	1,891,906	1,912,470	1,809,012	1,863,174	1,919,074	1,976,819
Legislative Services	479,263	349,206	359,684	370,473	439,588	393,034
Human Resources	831,101	892,985	919,777	947,371	975,786	1,005,066
Information Services	2,353,330	2,565,188	2,657,143	2,736,857	2,818,964	2,903,533
Legal Services	246,009	263,999	271,919	280,076	288,478	297,133
<b>Corporate Initiatives &amp; Communications</b>						
Corporate Initiatives	244,475	253,687	261,298	269,137	277,210	285,527
Communications	529,374	631,379	650,320	669,831	689,924	710,625
Economic Development	311,037	314,852	324,299	334,028	344,048	354,370
<b>Protective Services</b>						
Police Services	8,426,453	9,246,165	9,509,651	9,781,044	10,060,577	10,348,497
Fire and Rescue	10,665,441	10,801,680	11,125,730	11,459,509	11,803,287	12,157,391
<b>Engineering</b>						
Engineering	986,327	1,143,246	1,177,544	1,212,870	1,249,256	1,286,736
<b>Transportation Services</b>						
Operations and Road Maintenance	3,967,719	4,294,892	4,423,739	4,556,455	4,693,146	4,833,939
Street Lighting	434,318	452,278	465,846	479,822	494,216	509,043
Operations Fleet	368,002	367,438	378,462	389,815	401,509	413,556
Transit System	2,349,375	2,453,877	2,527,494	2,603,320	2,681,418	2,761,863
Solid Waste Collection & Recycling	2,449,957	2,113,167	2,176,561	2,241,859	2,309,114	2,378,387
Storm Sewer	484,906	517,637	533,167	549,164	565,636	582,604
Cemetery	162,986	162,986	167,876	172,913	178,099	183,443
<b>Environmental Development Services</b>						
Bylaw Enforcement	738,777	739,368	761,550	784,394	807,928	832,168
Planning and Development	1,338,770	1,493,788	1,538,604	1,584,759	1,632,302	1,681,273
Building and Licence	1,781,811	1,814,715	1,869,157	1,925,232	1,982,987	2,042,481
Development Engineering	725,036	805,324	833,345	862,051	891,473	921,630
<b>Recreation &amp; Cultural Services</b>						
Recreation	1,457,471	1,480,078	1,524,481	1,570,220	1,617,326	1,665,841
Facilities	4,178,125	4,246,512	4,733,362	4,768,734	4,742,937	4,885,236
Parks	3,285,825	3,588,860	3,688,176	3,740,564	3,773,596	3,726,084
Museum	96,000	111,000	114,330	117,761	121,292	124,932
<b>Other</b>						
Property Tax Exemption Offset	230,135	204,852	210,998	217,327	223,847	230,563
<b>Transfer to Reserves:</b>						
Capital Infrastructure	4,684,376	4,318,192	4,447,738	4,581,170	4,718,605	4,860,163
1% Infrastructure Levy	365,000	730,592	730,592	730,592	-	-
Equipment Replacement	915,000	1,052,250	1,069,788	1,087,617	1,105,744	1,124,174
Fire Equipment Replacement	600,000	702,000	723,060	744,752	767,094	790,107
Solid Waste	60,000	60,000	60,000	60,000	60,000	60,000
Future Expenditures	485,000	485,000	522,722	563,378	607,197	654,423
Gas Tax (Community Works)	1,420,117	1,420,117	1,420,117	1,420,117	1,420,117	1,420,117
City Hall Reserve	700,000	700,000	700,000	700,000	700,000	700,000
Facilities Reserve (Fire Hall)	500,000	500,000	500,000	500,000	500,000	500,000
Recreation	107,116	107,116	107,116	107,116	107,116	107,116
Police Reserve	315,069	315,069	315,069	315,069	315,069	315,069
Main City Software Platform	250,000	250,000	250,000	250,000	250,000	250,000
General Reserves	31,000	31,000	31,000	31,000	31,000	31,000
Storm Drainage	-	-	12,940	26,979	36,434	46,559
<b>Available for supplemental requests</b>	-	1,460,979	1,294,952	2,646,007	4,373,483	5,538,767
<b>Total Operating Expenditures</b>	\$ 64,000,656	\$ 68,062,029	\$ 69,987,946	\$ 73,125,567	\$ 75,934,074	\$ 78,937,243
<b>Capital Expenditures</b>	13,413,296	27,866,537	17,147,074	20,892,436	7,230,863	13,609,121
<b>Transfers to Other Governments</b>	23,741,700	25,187,300	25,942,919	26,721,207	27,522,842	28,348,528
<b>TOTAL GENERAL EXPENDITURES</b>	\$ 101,155,652	\$ 121,115,866	\$ 113,077,939	\$ 120,739,210	\$ 110,687,780	\$ 120,894,892



City of West Kelowna						
Schedule "B3"						
General Fund Capital Expenditures						
	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2022	2023	2024	2025	2026	2027
<b>General Fund - Capital Expenditures</b>						
<b>General Government Services</b>						
Administration	\$ 188,000	\$ 100,000	\$ 275,000	\$ 275,000	\$ 436,000	\$ 175,000
Information Services	492,728	2,538,029	408,592	268,741	242,825	206,323
<b>Protective Services</b>						
Police Services	289,568	98,905	335,500	60,500	60,500	60,500
Fire	640,000	1,201,000	1,865,000	359,000	1,232,000	2,112,000
<b>Transportation Services</b>						
Roads & Maintenance	1,600,000	7,425,000	4,875,000	6,925,000	2,600,000	5,400,000
Pedestrian Infrastructure	1,635,000	1,700,000	1,500,000	6,989,507	1,500,000	4,147,315
Street Lighting	300,000	300,000	300,000	300,000	300,000	-
Equipment General	643,000	1,143,000	1,290,000	2,125,000	160,000	460,000
<b>Environmental Health Services</b>						
Solid Waste & Recycling	-	16,269	16,757	17,260	17,778	18,311
Cemetery	-	63,000	50,000	-	-	-
Storm Sewer	850,000	1,065,000	1,249,800	1,064,000	175,000	280,000
<b>Recreation &amp; Cultural Services</b>						
Recreation	-	-	65,000	170,000	44,200	103,000
Facilities	5,755,000	11,065,000	3,805,925	1,586,128	-	183,000
Parks & Community Amenities	1,020,000	1,151,334	1,110,500	752,300	462,561	463,672
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 13,413,296</b>	<b>\$ 27,866,537</b>	<b>\$ 17,147,074</b>	<b>\$ 20,892,436</b>	<b>\$ 7,230,863</b>	<b>\$ 13,609,121</b>



City of West Kelowna						
Schedule "C"						
Revenues Sewer						
Sewer Utility	Approved 2022	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027
<b>Revenues</b>						
User fees	\$ 1,981,074	\$ 2,040,506	\$ 2,101,721	\$ 2,164,773	\$ 2,229,716	\$ 2,296,608
Parcel taxes	554,978	554,978	571,627	588,776	606,439	624,633
Interest income	88,390	88,390	91,042	93,773	96,586	99,484
Collections for RDCO Waste Water Treatment Plant	3,935,250	4,053,308	4,174,907	4,300,154	4,429,159	4,562,033
Okanagan Basin Water Board	30,000	30,000	30,900	31,827	32,782	33,765
<b>Transfer from Reserves</b>						
Reserve - Future Expenditures	-	32,428	32,428	32,428	25,231	-
Capital Reserve	191,300	631,234	1,854,917	1,000,250	1,046,833	669,250
Development Cost Charges	-	568,000	101,750	235,750	107,500	36,750
Borrowing Proceeds	1,550,000	554,000	80,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 8,330,992</b>	<b>\$ 8,552,844</b>	<b>\$ 9,039,292</b>	<b>\$ 8,447,731</b>	<b>\$ 8,574,246</b>	<b>\$ 8,322,523</b>
<b>Expenditures</b>						
Environmental Health Services	\$ 5,387,396	\$ 5,481,210	\$ 5,645,645	\$ 5,815,015	\$ 5,989,465	\$ 6,169,151
Interest & Principal - Municipal Debt	554,978	578,468	497,157	443,775	390,593	233,498
Interest - to General Fund	121,000	121,000	124,630	128,369	132,220	136,187
<b>Transfer to Reserves:</b>						
Capital Infrastructure - New	526,318	618,932	735,193	824,572	907,635	1,077,687
<b>Total Operating Expenditures</b>	<b>6,589,692</b>	<b>6,799,610</b>	<b>7,002,625</b>	<b>7,211,731</b>	<b>7,419,913</b>	<b>7,616,523</b>
<b>Capital Expenditures</b>	<b>1,741,300</b>	<b>1,753,234</b>	<b>2,036,667</b>	<b>1,236,000</b>	<b>1,154,333</b>	<b>706,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,330,992</b>	<b>\$ 8,552,844</b>	<b>\$ 9,039,292</b>	<b>\$ 8,447,731</b>	<b>\$ 8,574,246</b>	<b>\$ 8,322,523</b>
City of West Kelowna						
Schedule "D"						
Revenues Water						
Water Utility	Approved 2022	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027
<b>Revenue</b>						
User fees	\$ 11,539,778	\$ 13,676,464	\$ 14,222,264	\$ 14,648,438	\$ 15,083,742	\$ 15,523,061
Parcel tax	30,557	30,557	31,474	32,418	33,390	34,392
Other revenue	800,467	732,267	754,235	776,862	800,168	824,173
<b>Transfer from Statutory Reserves</b>						
Development Cost Charges	4,404,925	7,352	7,352	7,352	2,550,852	7,352
Water Reserves	820,526	1,588,314	1,554,981	7,247,648	4,501,315	10,160,648
Water Capital Debt	5,257,647	2,701,000	2,785,000	175,000	2,668,500	100,000
Developer/Donation	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 22,853,900</b>	<b>\$ 18,735,954</b>	<b>\$ 19,355,306</b>	<b>\$ 22,887,718</b>	<b>\$ 25,637,967</b>	<b>\$ 26,649,626</b>
<b>Expenditures</b>						
Environmental Health Services	\$ 8,759,540	\$ 10,643,645	\$ 10,962,953	\$ 11,291,842	\$ 11,630,596	\$ 11,979,516
Interest & Principal - Municipal Debt	891,625	912,829	912,829	912,828	909,175	457,491
<b>Transfers to Reserves:</b>						
Reserve trsf - re Rose Valley	1,922,857	2,038,228	2,160,522	2,290,153	2,427,563	2,573,216
Reserve trsf - re Powers Creek	796,779	844,586	971,669	962,895	949,966	1,371,403
<b>Total Operating Expenditures</b>	<b>12,370,802</b>	<b>14,439,288</b>	<b>15,007,973</b>	<b>15,457,718</b>	<b>15,917,300</b>	<b>16,381,626</b>
<b>Capital Expenditures</b>	<b>10,483,098</b>	<b>4,296,666</b>	<b>4,347,333</b>	<b>7,430,000</b>	<b>9,720,667</b>	<b>10,268,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 22,853,900</b>	<b>\$ 18,735,954</b>	<b>\$ 19,355,306</b>	<b>\$ 22,887,718</b>	<b>\$ 25,637,967</b>	<b>\$ 26,649,626</b>

5 YR FINANCIAL PLAN		(Note: negative numbers denote revenues)					As of Jan 16th, 2023		
For Period Ending 31-Dec-2023									
	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% Change 2022-23	Explanation and/or Comments	
<b>Council</b>									
Expense	399,348	429,314	442,193	455,462	469,124	483,197	7.5%	Council department was previously Legislative Services Increase based on remuneration task force recommendations	
<b>Administration</b>									
Revenue	-110,150	-126,249	-130,037	-133,937	-137,956	-142,094	14.6%	Recovered costs from other areas of CWK make up revenue increase.	
Expense	396,026	438,589	451,747	465,299	479,257	493,636	10.7%	Remuneration incl benefits, support staff, travel is majority of expense	
<b>Financial administration</b>									
Revenue	-68,000	-68,000	-70,040	-72,141	-74,305	-76,534	0.0%	Discretionary funds listed here in contingency line. Total is \$1.461 million and is consistent when removed	
Expense	1,891,906	3,372,857	2,703,372	3,708,589	4,761,373	5,984,402	78.3%		
<b>Legislative Services</b>									
Expense	479,263	349,206	359,684	370,473	439,588	393,034	-27.1%	Was prev Corp Services. One FTE moved to Customer Service. 2022 also had election expenditures	
<b>Legal Services</b>									
Expense	246,009	263,999	271,919	280,076	288,478	297,133	7.3%	Remuneration adj to reflect 2022 actual. New position costs were under estimated	
<b>Communications</b>									
Expense	529,374	435,190	448,246	461,694	475,543	489,811	-17.8%	Customer service portion of Communications now on its own. One position covered by capital	
<b>Customer Service</b>									
Expense	0	196,189	202,074	208,137	214,381	220,814	0.0%	New department split from Communications including transferred resources from Legislative Services	
<b>Corporate Initiatives</b>									
Expense	244,475	253,687	261,298	269,137	277,210	285,527	3.8%	Variance is mostly remuneration	
<b>Human Resources</b>									
Revenue	-38,000	-38,000	-39,140	-40,314	-41,524	-42,769	0.0%	Revenue is from COR safety review. Expenses up due to contracts, training and remuneration	
Expense	831,101	892,985	919,777	947,371	975,786	1,005,066	7.4%		
<b>Information Services</b>									
Revenue	-11,000	-11,000	-11,330	-11,670	-12,020	-12,381	0.0%	Expenditures up due to hardware and software operating cost as well as remuneration	
Expense	2,353,330	2,565,188	2,657,143	2,736,857	2,818,964	2,903,533	9.0%		
<b>Police Services</b>									
Revenue	-995,000	-795,000	-818,850	-843,416	-868,717	-894,780	-20.1%	Property rental revenue estimated high in 2022. Reduced by \$200k. On expense side CWK admin chg, member count increase, wage adjustment and Kelowna support contract increases	
Expense	8,426,453	9,246,165	9,509,651	9,781,044	10,600,577	10,348,497	9.7%		
<b>Fire and Rescue</b>									
Revenue	-2,723,984	-2,852,370	-2,937,941	-3,026,080	-3,116,862	-3,210,367	4.7%	Revenues up including rescue services and service contract with neighbouring local gov. Expenses - wages, facilities contracts and building maintenance all up over 2022	
Expense	10,665,441	10,801,680	11,125,730	11,459,509	11,803,287	12,157,391	1.3%		
<b>Bylaw Enforcement</b>									
Revenue	-127,000	-152,000	-156,560	-161,257	-166,095	-171,077	19.7%	Revenues estimated higher based on 2022 actuals	
Expense	738,777	739,368	761,550	784,394	807,928	832,168	0.1%	Remuneration makes up the modest expense increase. CWK admin charge lower mitigating overall increase	
<b>Operations and Road Maintenance</b>									
Revenue	-40,000	-44,000	-45,320	-46,680	-48,080	-49,522	10.0%	Revenue increase based on expected actuals for 2023	
Expense	3,967,719	4,294,892	4,423,739	4,556,455	4,693,146	4,833,939	8.2%	FTE (one position moved from parks), contract inflation and CWK admin charges makeup increase	
<b>Operations Fleet</b>									
Expense	368,002	367,438	378,462	389,815	401,509	413,556	-0.2%	Salary allocation change mitigated by drop in tools/equip expense	
<b>Street Lighting</b>									
Expense	434,318	452,278	465,846	479,822	494,216	509,043	4.1%	Contract inflation is largest contributor to increase	
<b>Transit System</b>									
Revenue	-655,385	-660,385	-680,197	-700,602	-721,620	-743,269	0.8%	Marginal increase in revenues expected	
Expense	2,349,375	2,453,877	2,527,494	2,603,320	2,681,418	2,761,863	4.4%	Operating increase based on Transit budget expectations	
<b>Solid Waste Collection &amp; Recycling</b>									
Revenue	-2,668,144	-2,418,144	-2,490,688	-2,565,409	-2,642,371	-2,721,643	-9.4%	Revenue variance based on lower costs to recover from fees. Contract	

5 YR FINANCIAL PLAN		(Note: negative numbers denote revenues)					As of Jan 16th, 2023		
For Period Ending 31-Dec-2023									
	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% Change 2022-23	Explanation and/or Comments	
Expense	2,449,957	2,113,167	2,176,561	2,241,859	2,309,114	2,378,387	-13.7%	services seeing lower costs and now realized in budget	
<b>Cemetery</b>									
Expense	162,986	162,986	167,876	172,913	178,099	183,443	0.0%	Contract services up but supplies down to offset	
<b>Planning and Development</b>									
Revenue	-335,925	-345,925	-356,303	-366,993	-378,003	-389,343	3.0%	Slight increase in development permit revenue expected	
Expense	1,338,770	1,493,788	1,538,604	1,584,759	1,632,302	1,681,273	11.6%	Directors costs were allocated out in past. Now all here	
<b>Development Engineering</b>									
Expense	725,036	805,324	833,345	862,051	891,473	921,630	11.1%	Remuneration admin charge and consulting make up increase. Wage band adjustment as part of contract is the largest factor	
<b>Building</b>									
Revenue	-1,611,600	-2,111,600	-2,174,948	-2,240,196	-2,307,402	-2,376,624	31.0%	Estimated increase in revenue conservative compared to actual in 2022.	
Expense	1,477,068	1,508,420	1,553,673	1,600,284	1,648,290	1,697,743	2.1%	Expense increase is mostly remuneration	
<b>Business Licencing</b>									
Revenue	-372,486	-372,486	-383,661	-395,170	-407,026	-419,236	0.0%	Consistent revenues and expenses over 2022	
Expense	304,743	306,295	315,484	324,948	334,697	344,738	0.5%		
<b>Engineering</b>									
Expense	986,327	1,143,246	1,177,544	1,212,870	1,249,256	1,286,736	15.9%	Remuneration and CWK admin make up bulk of variance. One FTE funded by capital now allocated here	
<b>Library</b>									
Expense	1,636,180	1,636,180	1,685,265	1,735,823	1,787,898	1,841,535	0.0%	Library budget will likely change. Have not received details	
<b>Economic Development</b>									
Revenue	-16,500	-16,500	-16,995	-17,505	-18,030	-18,571	0.0%		
Expense	311,037	314,852	324,299	334,028	344,048	354,370	1.2%	Mostly unchanged from 2022. Standard adj to wages only	
<b>Recreation</b>									
Revenue	-272,500	-322,500	-332,175	-342,141	-352,405	-362,976	18.3%	Conservative increase based on 2022 actual above budget by \$80k	
Expense	1,457,471	1,480,075	1,524,481	1,570,220	1,617,326	1,665,841	1.6%	Small increase due to remuneration and contract inflation	
<b>Facilities</b>									
Revenue	-1,264,882	-1,387,527	-1,429,153	-1,472,029	-1,516,189	-1,561,673	9.7%	Revenue incr driven by ice rental expectations. On expense side, inflationary increase in utilities of \$50k	
Expense	4,014,191	4,082,578	4,569,428	4,604,800	4,742,937	4,885,236	1.7%		
<b>Parks</b>									
Revenue	-32,079	-45,079	-46,431	-47,824	-49,259	-50,737	40.5%	General field rentals expected higher based on 2022 actual	
Expense	3,285,825	3,310,577	3,409,893	3,512,198	3,617,556	3,726,084	0.8%	Salaries up due to a change in dept allocation split, operating wages down to reflect FTE transfer to roads	
<b>Museum</b>									
Expense	96,000	111,000	114,330	117,761	121,292	124,932	15.6%	Operating contract up \$15k. Had not been updated for many years	
<b>Storm Sewer</b>									
Expense	484,906	517,637	546,107	576,143	602,070	629,163	6.7%	Contract services, supplies and wages driving increase	
<b>Other Income</b>									
Revenue (debt income removed)	-1,313,500	-1,408,500	-1,450,755	-1,494,278	-1,539,106	-1,585,279	7.2%	Expected increase in penalties and interest based on 2022 actual	
<b>Total General Fund</b>	<b>44,409,471</b>	<b>47,446,340</b>	<b>48,845,719</b>	<b>51,035,269</b>	<b>144,104,110</b>	<b>56,190,082</b>	<b>6.8%</b>		
<b>West Kelowna Water</b>									
Expense	12,370,802	14,439,288	15,007,973	15,457,718	15,917,300	16,381,626	16.7%	Expected commissioning of RV Plant large part of increase	
<b>West Kelowna Sewer</b>									
Expense	6,589,692	6,799,610	7,002,625	7,211,731	7,419,913	7,616,523	3.2%	Wages and transfer to reserve driving the variance	
<b>Total Utilities</b>	<b>18,960,494</b>	<b>21,238,898</b>	<b>22,010,598</b>	<b>22,669,449</b>	<b>23,337,213</b>	<b>23,998,149</b>	<b>12.0%</b>		

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Taxes and Recoveries</b>							
<b>Revenue</b>							
Real Property Taxes	-38,450,623.49	-41,046,040.00	-43,303,572.00	-45,685,269.00	-47,741,106.00	-49,889,456.00	6.75
1% Tax - BC Hydro	-396,533.00	-396,533.00	-408,429.00	-420,682.00	-433,302.00	-446,301.00	0.00
1% Tax - Terasen Gas	-118,802.32	-118,802.00	-122,366.00	-126,037.00	-129,818.00	-133,713.00	0.00
1% Tax - Telus	-36,773.00	-36,773.00	-37,876.00	-39,012.00	-40,183.00	-41,388.00	0.00
1% Tax - Shaw Cable	-53,682.00	-51,629.00	-53,178.00	-54,773.00	-56,416.00	-58,109.00	(3.82)
Conditional Capital Grants	-1,141,746.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Conditional operating grant-Provincial	-198,992.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Conditional Grants - Street Lighting	-440.00	-440.00	-453.00	-467.00	-481.00	-495.00	0.00
Federal Gas tax funding	-1,420,117.00	-1,420,117.00	-1,462,721.00	-1,506,602.00	-1,551,800.00	-1,598,354.00	0.00
Con Op Grant - Carbon Tax	-50,000.00	-50,000.00	-51,500.00	-53,045.00	-54,636.00	-56,275.00	0.00
Donations & Cont - Operating	-647,950.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Donations&Cont-Gifts and Legacies	-5,000.00	-5,000.00	-5,150.00	-5,305.00	-5,464.00	-5,628.00	0.00
Administration Fees	-7,931,458.00	-8,630,876.00	-8,889,800.00	-9,156,497.00	-9,431,190.00	-9,714,128.00	8.82
Recoveries - Misc.	-40,000.00	-40,000.00	-41,200.00	-42,436.00	-43,709.00	-45,020.00	0.00
Administration Fees	-10,000.00	-10,000.00	-10,300.00	-10,609.00	-10,927.00	-11,255.00	0.00
<b>Total Revenue</b>	<b>-50,502,116.81</b>	<b>-51,806,210.00</b>	<b>-54,386,545.00</b>	<b>-57,100,734.00</b>	<b>-59,499,032.00</b>	<b>-62,000,122.00</b>	<b>2.58</b>
<b>Total Taxes and Recoveries</b>	<b>-50,502,116.81</b>	<b>-51,806,210.00</b>	<b>-54,386,545.00</b>	<b>-57,100,734.00</b>	<b>-59,499,032.00</b>	<b>-62,000,122.00</b>	<b>2.58</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Council</b>							
<b>Expense</b>							
Mayor/Council Remuneration	251,762.45	279,766.00	288,159.00	296,804.00	305,708.00	314,879.00	11.12
Council - Salaries exempt	44,585.98	46,548.00	47,944.00	49,383.00	50,864.00	52,390.00	4.40
Council - Conferences & seminars	53,000.00	53,000.00	54,590.00	56,228.00	57,915.00	59,652.00	0.00
Council - Travel and Mileage	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Council - Dues and Memberships	21,500.00	21,500.00	22,145.00	22,809.00	23,494.00	24,198.00	0.00
Council - Meetings-Food & beverages	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Council - Public relations	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Council - Council Meeting Expenses	9,500.00	9,500.00	9,785.00	10,079.00	10,381.00	10,692.00	0.00
Council - Materials & Supplies	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Council - Presentations & awards	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
<b>Total Expense</b>	<b>399,348.43</b>	<b>429,314.00</b>	<b>442,193.00</b>	<b>455,462.00</b>	<b>469,124.00</b>	<b>483,197.00</b>	<b>7.50</b>
<b>Total Council</b>	<b>399,348.43</b>	<b>429,314.00</b>	<b>442,193.00</b>	<b>455,462.00</b>	<b>469,124.00</b>	<b>483,197.00</b>	<b>7.50</b>

\*\*Previously known as Legislative Services

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Administration</b>							
<b>Revenue</b>							
Recovered Costs-Administration	-100,000.00	-116,099.00	-119,582.00	-123,169.00	-126,865.00	-130,670.00	16.10
Recovered Costs Admin-Wages	-10,150.00	-10,150.00	-10,455.00	-10,768.00	-11,091.00	-11,424.00	0.00
<b>Total Revenue</b>	<b>-110,150.00</b>	<b>-126,249.00</b>	<b>-130,037.00</b>	<b>-133,937.00</b>	<b>-137,956.00</b>	<b>-142,094.00</b>	<b>14.62</b>
<b>Expense</b>							
CAO Dept. - Salaries/Wages	314,725.76	357,289.00	368,008.00	379,048.00	390,419.00	402,132.00	13.52
Admin - Travel and Mileage	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Admin - Meetings - Food & beverages	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
Admin - Freight and Courier	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Admin - Publications and subscriptions	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Admin - Special Events	15,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	0.00
Admin - Contract services	50,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	0.00
Admin - Equipment rental external	800.00	800.00	824.00	849.00	874.00	900.00	0.00
Admin - Materials & supplies	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
<b>Total Expense</b>	<b>396,025.76</b>	<b>438,589.00</b>	<b>451,747.00</b>	<b>465,299.00</b>	<b>479,257.00</b>	<b>493,636.00</b>	<b>10.75</b>
<b>Total Administration</b>	<b>285,875.76</b>	<b>312,340.00</b>	<b>321,710.00</b>	<b>331,362.00</b>	<b>341,301.00</b>	<b>351,542.00</b>	<b>9.26</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Financial Administration</b>							
<b>Revenue</b>							
School Tax Commission	-18,000.00	-18,000.00	-18,540.00	-19,096.00	-19,669.00	-20,259.00	0.00
Tax Searches	-50,000.00	-50,000.00	-51,500.00	-53,045.00	-54,636.00	-56,275.00	0.00
<b>Total Revenue</b>	<b>-68,000.00</b>	<b>-68,000.00</b>	<b>-70,040.00</b>	<b>-72,141.00</b>	<b>-74,305.00</b>	<b>-76,534.00</b>	<b>0.00</b>
<b>Expense</b>							
Purchasing - Salaries/Wages	137,208.68	143,990.00	148,310.00	152,759.00	157,342.00	162,062.00	4.94
Purchasing - Wages regular	78,138.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Purchasing - Wages Part-time & casual	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Purchasing - Travel and Mileage	200.00	200.00	206.00	212.00	219.00	225.00	0.00
Purchasing - Freight & Courier	200.00	200.00	206.00	212.00	219.00	225.00	0.00
Purchasing - Bid & Tenders Website Maint	2,200.00	2,200.00	2,266.00	2,334.00	2,404.00	2,476.00	0.00
Finance - Salaries/Wages	126,150.24	132,800.00	136,784.00	140,888.00	145,115.00	149,468.00	5.27
Finance - Wages Students	13,802.00	13,802.00	14,216.00	14,643.00	15,082.00	15,534.00	0.00
Finance - Wages regular	790,229.00	875,500.00	901,765.00	928,818.00	956,683.00	985,383.00	10.79
Finance - wages overtime	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Finance - Wages part-time & casual	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Finance - Travel and Mileage	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Finance - Postage	40,000.00	40,000.00	41,200.00	42,436.00	43,709.00	45,020.00	0.00
Finance - Freight and Courier	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Finance - Publications and subscriptions	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Finance - Audit fees	37,600.00	37,600.00	38,700.00	39,750.00	40,950.00	42,350.00	0.00
Finance - Insurance Property	265,000.00	265,000.00	272,950.00	281,139.00	289,573.00	298,260.00	0.00
Finance - Claims Under Deductible Level	35,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	0.00
Finance - Contract Services	35,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	0.00
Finance - Miscellaneous	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Finance - Materials & supplies	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Finance - office supplies	80,000.00	80,000.00	82,400.00	84,872.00	87,418.00	90,041.00	0.00
Finance - Contingency Funds	-0.06	1,460,979.00	1,294,952.00	2,646,007.00	4,373,483.00	5,538,767.00	(2,434,965,100.00)
Finance - Tax Supplemental Adjustments	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
2022 Covid-19-Expenses	156,122.00	0.00	0.00	0.00	0.00	0.00	(100.00)
2023 Covid-19-Expenses	0.00	156,122.00	0.00	0.00	0.00	0.00	0.00
Bank charges-Prepayment interest paid	9,135.00	9,135.00	9,409.00	9,691.00	9,982.00	10,282.00	0.00
Bank charges-fees and interest	14,921.00	14,921.00	15,369.00	15,830.00	16,305.00	16,794.00	0.00
Bad Debts - Write offs	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
<b>Total Expense</b>	<b>1,891,905.86</b>	<b>3,373,449.00</b>	<b>3,103,964.00</b>	<b>4,509,181.00</b>	<b>6,292,557.00</b>	<b>7,515,586.00</b>	<b>78.31</b>
<b>Total Financial Administration</b>	<b>1,823,905.86</b>	<b>3,305,449.00</b>	<b>3,033,924.00</b>	<b>4,437,040.00</b>	<b>6,218,252.00</b>	<b>7,439,052.00</b>	<b>81.23</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Legislative Services</b>							
<b>Expense</b>							
Leg Services - Salaries/Wages	246,230.90	244,954.00	252,303.00	259,872.00	267,668.00	275,698.00	(0.52)
Leg Services - Wages regular	148,832.00	78,052.00	80,394.00	82,805.00	85,290.00	87,848.00	(47.56)
Leg Services - Wages part-time & casual	6,500.00	6,500.00	6,695.00	6,896.00	7,103.00	7,316.00	0.00
Leg Services - Travel and Mileage	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Leg Services - Freight and Courier	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Leg Services - Publications & Subscrip	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
Leg Services - Contract services	6,200.00	6,200.00	6,386.00	6,578.00	6,775.00	6,978.00	0.00
Leg Services - Consulting	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Leg Services - Equip Rental External	3,500.00	3,500.00	3,605.00	3,713.00	3,825.00	3,939.00	0.00
Leg Services - Materials and Supplies	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Elections-Wages regular	7,000.00	0.00	0.00	0.00	7,000.00	0.00	(100.00)
Elections - Wages part-time & casual	35,000.00	0.00	0.00	0.00	35,000.00	0.00	(100.00)
Elections - Postage	7,000.00	0.00	0.00	0.00	7,000.00	0.00	(100.00)
Elections - Contract services	7,000.00	0.00	0.00	0.00	7,000.00	0.00	(100.00)
Elections - Materials & supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00	(100.00)
Elections - Office supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00	(100.00)
<b>Total Expense</b>	<b>479,262.90</b>	<b>349,206.00</b>	<b>359,684.00</b>	<b>370,473.00</b>	<b>439,588.00</b>	<b>393,034.00</b>	<b>(27.14)</b>
<b>Total Legislative Services</b>	<b>479,262.90</b>	<b>349,206.00</b>	<b>359,684.00</b>	<b>370,473.00</b>	<b>439,588.00</b>	<b>393,034.00</b>	<b>(27.14)</b>

\*\*Previously known as Corporate Services

5 YR FINANCIAL PLAN

For Period Ending 31-Dec-2023



	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Legal Services</b>							
<b>Expense</b>							
Legal Services - Salaries/Wages	191,009.27	208,499.00	214,754.00	221,196.00	227,832.00	234,667.00	9.16
Legal Services - Travel and Mileage	1,000.00	500.00	515.00	530.00	546.00	563.00	(50.00)
Legal Services - Publications & subscrip	3,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	66.67
Legal Services - Legal Expense	50,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	0.00
Legal Services - Materials and supplies	1,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
<b>Total Expense</b>	<b>246,009.27</b>	<b>263,999.00</b>	<b>271,919.00</b>	<b>280,076.00</b>	<b>288,478.00</b>	<b>297,133.00</b>	<b>7.31</b>
<b>Total Legal Services</b>	<b>246,009.27</b>	<b>263,999.00</b>	<b>271,919.00</b>	<b>280,076.00</b>	<b>288,478.00</b>	<b>297,133.00</b>	<b>7.31</b>

5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Grant-in-aid</b>							
<b>Expense</b>							
GIA - Other	122,495.00	204,002.00	210,122.00	216,426.00	222,918.00	229,606.00	66.54
<b>Total Expense</b>	<b>122,495.00</b>	<b>204,002.00</b>	<b>210,122.00</b>	<b>216,426.00</b>	<b>222,918.00</b>	<b>229,606.00</b>	<b>66.54</b>
<b>Total Grant-in-aid</b>	<b>122,495.00</b>	<b>204,002.00</b>	<b>210,122.00</b>	<b>216,426.00</b>	<b>222,918.00</b>	<b>229,606.00</b>	<b>66.54</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Communications</b>							
<b>Expense</b>							
Communications - Salaries/Wages	368,211.30	270,092.00	278,195.00	286,541.00	295,137.00	303,991.00	(26.65)
Communications - Wages Regular	86,163.00	93,098.00	95,891.00	98,768.00	101,731.00	104,783.00	8.05
Communications - Wages overtime	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Communications - Travel and mileage	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Communications - Advertising	22,000.00	22,000.00	22,660.00	23,340.00	24,040.00	24,761.00	0.00
Communications - Publications and subscri	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Communications - Public relations	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Communications - contract services	18,000.00	18,000.00	18,540.00	19,096.00	19,669.00	20,259.00	0.00
Communications - Consulting	5,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Communications - Website Enhance/Mainten	0.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Communications - Graphics and Digital	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Communications - Materials and Supplies	7,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	(42.86)
<b>Total Expense</b>	<b>529,374.30</b>	<b>435,190.00</b>	<b>448,246.00</b>	<b>461,694.00</b>	<b>475,543.00</b>	<b>489,811.00</b>	<b>(17.79)</b>
<b>Total Communications</b>	<b>529,374.30</b>	<b>435,190.00</b>	<b>448,246.00</b>	<b>461,694.00</b>	<b>475,543.00</b>	<b>489,811.00</b>	<b>(17.79)</b>

5 YR FINANCIAL PLAN

For Period Ending 31-Dec-2023



	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Customer Service</b>							
<b>Expense</b>							
Customer Service - Salaries/Wages	0.00	115,975.00	119,454.00	123,038.00	126,729.00	130,531.00	0.00
Customer Service - Wages Regular	0.00	74,214.00	76,440.00	78,734.00	81,096.00	83,529.00	0.00
Customer Service - Travel and Mileage	0.00	500.00	515.00	530.00	546.00	563.00	0.00
Customer Service - Contract Services	0.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Customer Service - Materials and Supplie	0.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>196,189.00</b>	<b>202,074.00</b>	<b>208,137.00</b>	<b>214,381.00</b>	<b>220,814.00</b>	<b>0.00</b>
<b>Total Customer Service</b>	<b>0.00</b>	<b>196,189.00</b>	<b>202,074.00</b>	<b>208,137.00</b>	<b>214,381.00</b>	<b>220,814.00</b>	<b>0.00</b>

\*\*New department - previously combined with Communications

5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Corporate Initiatives</b>							
<b>Expense</b>							
Corporate Int - Salaries/Wages	204,474.98	216,187.00	222,673.00	229,353.00	236,233.00	243,320.00	5.73
Corporate Int - Public Relations	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Corp Int - Interjurisdictional Projects	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Corporate Int - Materials and Supplies	5,000.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	(50.00)
<b>Total Expense</b>	<b>244,474.98</b>	<b>253,687.00</b>	<b>261,298.00</b>	<b>269,137.00</b>	<b>277,210.00</b>	<b>285,527.00</b>	<b>3.77</b>
<b>Total Corporate Initiatives</b>	<b>244,474.98</b>	<b>253,687.00</b>	<b>261,298.00</b>	<b>269,137.00</b>	<b>277,210.00</b>	<b>285,527.00</b>	<b>3.77</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Human Resources</b>							
<b>Revenue</b>							
Misc Income-WCB COR Incentive	-38,000.00	-38,000.00	-39,140.00	-40,314.00	-41,524.00	-42,769.00	0.00
<b>Total Revenue</b>	<b>-38,000.00</b>	<b>-38,000.00</b>	<b>-39,140.00</b>	<b>-40,314.00</b>	<b>-41,524.00</b>	<b>-42,769.00</b>	<b>0.00</b>
<b>Expense</b>							
Human resources - Safety	183,442.05	189,336.00	195,016.00	200,867.00	206,892.00	213,099.00	3.21
Human resources - Assist & recognition	52,696.00	55,200.00	56,856.00	58,562.00	60,318.00	62,128.00	4.75
Human resources - General	393,298.14	438,337.00	451,486.00	465,032.00	478,982.00	493,354.00	11.45
Human resources - CAO	11,203.00	11,203.00	11,539.00	11,886.00	12,243.00	12,608.00	0.00
Human resources - Legal Services	5,350.00	7,850.00	8,086.00	8,327.00	8,578.00	8,835.00	46.73
Human resources - Finance	16,548.00	16,548.00	17,045.00	17,556.00	18,082.00	18,625.00	0.00
Human resources - Purchasing	2,152.00	2,152.00	2,217.00	2,283.00	2,352.00	2,422.00	0.00
Human resources - Information Services	23,566.00	23,566.00	24,273.00	25,002.00	25,752.00	26,524.00	0.00
Human resources - Legislative Services	4,950.00	4,950.00	5,099.00	5,251.00	5,408.00	5,571.00	0.00
Human resources - Communications	8,842.00	8,842.00	9,107.00	9,380.00	9,661.00	9,952.00	0.00
Human resources - HR	8,315.00	14,015.00	14,435.00	14,869.00	15,314.00	15,774.00	68.55
Human resources - Public Works & Eng	15,500.00	15,500.00	15,965.00	16,444.00	16,936.00	17,445.00	0.00
Human resources - Roads Maintenance	10,995.00	10,995.00	11,325.00	11,665.00	12,014.00	12,374.00	0.00
Human resources - Operations	12,353.00	12,353.00	12,724.00	13,106.00	13,498.00	13,903.00	0.00
Human resources - Building Inspection	32,628.00	28,200.00	29,046.00	29,917.00	30,816.00	31,740.00	(13.57)
Human Resources - Bus Licence	0.00	4,675.00	4,815.00	4,960.00	5,109.00	5,263.00	0.00
Human resources - Bylaw Enforcement	7,542.00	7,542.00	7,769.00	8,001.00	8,241.00	8,489.00	0.00
Human resources - Facilities	4,057.00	4,057.00	4,179.00	4,304.00	4,433.00	4,567.00	0.00
Human resources - Planning	16,553.00	16,553.00	17,050.00	17,562.00	18,088.00	18,631.00	0.00
Human resources - Econ Dev Exempt	3,757.00	3,757.00	3,870.00	3,986.00	4,106.00	4,229.00	0.00
Human resources - Development Engineer	9,789.00	9,789.00	10,083.00	10,386.00	10,696.00	11,018.00	0.00
Human resources - Parks, rec & culture	4,039.00	4,039.00	4,160.00	4,284.00	4,414.00	4,546.00	0.00
Human resources - Police Services	3,526.00	3,526.00	3,632.00	3,741.00	3,853.00	3,969.00	0.00
<b>Total Expense</b>	<b>831,101.19</b>	<b>892,985.00</b>	<b>919,777.00</b>	<b>947,371.00</b>	<b>975,786.00</b>	<b>1,005,066.00</b>	<b>7.45</b>
<b>Total Human Resources</b>	<b>793,101.19</b>	<b>854,985.00</b>	<b>880,637.00</b>	<b>907,057.00</b>	<b>934,262.00</b>	<b>962,297.00</b>	<b>7.80</b>
<b>Total General operating fund</b>	<b>793,101.19</b>	<b>854,985.00</b>	<b>880,637.00</b>	<b>907,057.00</b>	<b>934,262.00</b>	<b>962,297.00</b>	<b>7.80</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Information Services</b>							
<b>Revenue</b>							
Recovered Costs - Info Services	-11,000.00	-11,000.00	-11,330.00	-11,670.00	-12,020.00	-12,381.00	0.00
<b>Total Revenue</b>	<b>-11,000.00</b>	<b>-11,000.00</b>	<b>-11,330.00</b>	<b>-11,670.00</b>	<b>-12,020.00</b>	<b>-12,381.00</b>	<b>0.00</b>
<b>Expense</b>							
Info Services - Salaries/Wages	256,346.65	275,688.00	283,958.00	292,477.00	301,251.00	310,289.00	7.54
Info Services - Student Wages	13,802.00	13,802.00	14,216.00	14,643.00	15,082.00	15,534.00	0.00
Info Services - Wages regular	939,699.60	1,084,865.00	1,117,411.00	1,150,933.00	1,185,461.00	1,221,025.00	15.45
Info Services - Wages overtime	8,000.00	8,000.00	8,240.00	8,487.00	8,742.00	9,004.00	0.00
Info Services - Wages part-time & casual	2,000.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	25.00
Info Services - Travel & mileage	4,500.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	(11.11)
Info Services - Insurance Vehicle	1,600.00	1,600.00	1,648.00	1,697.00	1,748.00	1,801.00	0.00
Info Services - Contract services	50,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	0.00
Info Services - Network Operating	96,000.00	93,000.00	95,790.00	98,664.00	101,624.00	104,672.00	(3.13)
Info Services - Security	45,000.00	45,000.00	46,350.00	47,741.00	49,173.00	50,648.00	0.00
IS - INF-Software & Hardware Operating	258,269.00	266,769.00	274,772.00	283,015.00	291,506.00	300,251.00	3.29
IS - APP/GIS - Software Operating	450,110.00	532,761.00	548,744.00	565,206.00	582,162.00	599,627.00	18.36
IS - SD - Software Operating	61,378.00	26,378.00	27,169.00	27,984.00	28,824.00	29,689.00	(57.02)
Info Services - Vehicle Repairs	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Info Services - Vehicle Fuel & Oil	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Info Services - Computer system maint	15,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	0.00
Info Services-Photocopier Lease/Expenses	51,775.00	51,775.00	53,328.00	54,928.00	56,576.00	58,273.00	0.00
Info Services - Small tools & equipment	17,850.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	12.04
Info Services - Equipment for FTE only	0.00	0.00	15,000.00	15,450.00	15,914.00	16,391.00	0.00
Info Services - Communications Equipment	8,000.00	3,050.00	3,142.00	3,236.00	3,333.00	3,433.00	(61.88)
Info Services - Materials & supplies	7,700.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Info Services - Telephone	65,300.00	70,000.00	72,100.00	74,263.00	76,491.00	78,786.00	7.20
<b>Total Expense</b>	<b>2,353,330.25</b>	<b>2,565,188.00</b>	<b>2,657,143.00</b>	<b>2,736,857.00</b>	<b>2,818,964.00</b>	<b>2,903,533.00</b>	<b>9.00</b>
<b>Total Information Services</b>	<b>2,342,330.25</b>	<b>2,554,188.00</b>	<b>2,645,813.00</b>	<b>2,725,187.00</b>	<b>2,806,944.00</b>	<b>2,891,152.00</b>	<b>9.04</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Police Services</b>							
<b>Revenue</b>							
RCMP-Traffic fine revenue	-300,000.00	-300,000.00	-309,000.00	-318,270.00	-327,818.00	-337,653.00	0.00
Property Rental RCMP	-580,000.00	-380,000.00	-391,400.00	-403,142.00	-415,236.00	-427,693.00	(34.48)
Recovered Services RCMP	-90,000.00	-90,000.00	-92,700.00	-95,481.00	-98,345.00	-101,296.00	0.00
RCMP - Criminal Record Search	-25,000.00	-25,000.00	-25,750.00	-26,523.00	-27,318.00	-28,138.00	0.00
<b>Total Revenue</b>	<b>-995,000.00</b>	<b>-795,000.00</b>	<b>-818,850.00</b>	<b>-843,416.00</b>	<b>-868,717.00</b>	<b>-894,780.00</b>	<b>(20.10)</b>
<b>Expense</b>							
Police Services- DWK Admin OH	1,112,066.00	1,262,968.00	1,300,857.00	1,339,883.00	1,380,079.00	1,421,482.00	13.57
Police Services - Salaries	114,889.83	118,378.00	121,929.00	125,587.00	129,355.00	133,236.00	3.04
Police Services - Wages regular	817,246.00	814,126.00	838,550.00	863,706.00	889,617.00	916,306.00	(0.38)
Police Services - Wages Overtime	2,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	100.00
Police Services - Wages part-time&casual	10,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	(50.00)
Police Services - Travel and mileage	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Police Services - E Division Contract	5,243,697.00	5,636,008.00	5,805,088.00	5,979,241.00	6,158,618.00	6,343,377.00	7.48
Police Services - Support Services	386,071.00	652,602.00	672,180.00	692,345.00	713,116.00	734,509.00	69.04
Police Services - Fingerprint Services	15,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	33.33
Police Services - Snow Removal	9,000.00	9,000.00	9,270.00	9,548.00	9,835.00	10,130.00	0.00
Police Services - Contract services	74,000.00	74,000.00	76,220.00	78,507.00	80,862.00	83,288.00	0.00
Police Services - Prisoner costs	75,000.00	75,000.00	77,250.00	79,568.00	81,955.00	84,413.00	0.00
Police Services - Building Maintenance	18,000.00	18,000.00	18,540.00	19,096.00	19,669.00	20,259.00	0.00
Police Services - Equipment Maintenance	7,400.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	35.14
Police Services - Materials and supplies	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Police Services - Janitorial Supplies	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Police Services - Office Supplies	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Police Services - Municipal Utilities	8,300.00	8,300.00	8,549.00	8,805.00	9,070.00	9,342.00	0.00
Police Services - Natural Gas	15,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	33.33
Police Services - Electricity	36,000.00	36,000.00	37,080.00	38,192.00	39,338.00	40,518.00	0.00
Police Services - Telephone	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Police Services - Contingency funds	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
LTD Principal-RCMP Building	277,414.00	277,414.00	277,414.00	277,414.00	277,414.00	277,414.00	0.00
LTD Interest-RCMP Building	185,869.32	185,869.00	185,869.00	185,869.00	185,869.00	185,869.00	0.00
<b>Total Expense</b>	<b>8,426,453.15</b>	<b>9,246,165.00</b>	<b>9,509,651.00</b>	<b>9,781,044.00</b>	<b>10,060,577.00</b>	<b>10,348,497.00</b>	<b>9.73</b>
<b>Total Police Services</b>	<b>7,431,453.15</b>	<b>8,451,165.00</b>	<b>8,690,801.00</b>	<b>8,937,628.00</b>	<b>9,191,860.00</b>	<b>9,453,717.00</b>	<b>13.72</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Fire and Rescue</b>							
<b>Revenue</b>							
Fire - Recovered costs	-85,000.00	-85,000.00	-87,550.00	-90,177.00	-92,882.00	-95,668.00	0.00
Recovered Costs - Fire Rescue	-54,336.62	-79,337.00	-81,717.00	-84,169.00	-86,694.00	-89,294.00	46.01
Fire - Servicing agreement recovery	-2,584,647.00	-2,688,033.00	-2,768,674.00	-2,851,734.00	-2,937,286.00	-3,025,405.00	4.00
<b>Total Revenue</b>	<b>-2,723,983.62</b>	<b>-2,852,370.00</b>	<b>-2,937,941.00</b>	<b>-3,026,080.00</b>	<b>-3,116,862.00</b>	<b>-3,210,367.00</b>	<b>4.71</b>
<b>Expense</b>							
Fire - Admin Charge	1,503,645.00	1,475,442.00	1,519,705.00	1,565,296.00	1,612,255.00	1,660,623.00	(1.88)
Fire - Exempt Salaries/Wages	714,988.63	763,973.00	786,892.00	810,499.00	834,814.00	859,858.00	6.85
Fire - Shift Ext/Holiday/Sick Relief	250,000.00	250,000.00	257,500.00	265,225.00	273,182.00	281,377.00	0.00
Fire - Wages Incident Callback	176,000.00	176,000.00	181,280.00	186,718.00	192,320.00	198,090.00	0.00
Fire - Wages regular ALGEU	209,475.00	127,181.00	130,996.00	134,926.00	138,974.00	143,143.00	(39.29)
Fire - Mechanic Wages	78,777.65	79,862.00	82,258.00	84,726.00	87,267.00	89,885.00	1.38
Fire - Wages overtime	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Fire - Wages fire fighters IAFF	6,160,937.92	6,463,075.00	6,656,967.00	6,856,676.00	7,062,376.00	7,274,248.00	4.90
Fire - POC's Salaries/Wages	244,675.00	244,675.00	252,015.00	259,576.00	267,363.00	275,384.00	0.00
Fire - Medicals & Screening	11,000.00	16,000.00	16,480.00	16,974.00	17,484.00	18,008.00	45.45
Fire - Conference & seminars	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Fire -Training Supp/Equip/Education Aids	97,368.00	97,368.00	100,289.00	103,298.00	106,397.00	109,589.00	0.00
Fire - CISM/Resilient Mind Training	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Fire - Travel & mileage	3,500.00	3,500.00	3,605.00	3,713.00	3,825.00	3,939.00	0.00
Fire - Dues & memberships	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Fire - Health & Safety Meetings - Food	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Fire - Employee recognition	17,000.00	17,000.00	17,510.00	18,035.00	18,576.00	19,134.00	0.00
Fire - Training/Off Duty & Instructing	47,350.00	47,350.00	48,771.00	50,234.00	51,741.00	53,293.00	0.00
Fire - Freight and Courier	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Fire - Advertising	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Fire - Publications & subscriptions	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Fire - Legal Services	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Fire - Insurance Vehicle	38,500.00	33,500.00	34,505.00	35,540.00	36,606.00	37,705.00	(12.99)
Fire - Wildfire Mitigation	50,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Fire - Fire prevention education	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Fire - Contract services	11,000.00	11,000.00	11,330.00	11,670.00	12,020.00	12,381.00	0.00
Fire - Misc Radio Repairs	9,000.00	9,000.00	9,270.00	9,548.00	9,835.00	10,130.00	0.00
Fire - Vehicle repairs	75,000.00	75,000.00	77,250.00	79,568.00	81,955.00	84,413.00	0.00
Fire - Vehicle fuel & oil	50,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	0.00
Fire - Opticom Traffic/Pre-Emption Syste	17,500.00	17,500.00	18,025.00	18,566.00	19,123.00	19,696.00	0.00
Fire - Equip Rental External	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Fire - Equip & Ancilliary Purchases	86,000.00	86,000.00	88,580.00	91,237.00	93,975.00	96,794.00	0.00
Fire - Equipment Maint & Repairs	20,500.00	20,500.00	21,115.00	21,748.00	22,401.00	23,073.00	0.00
Fire - Communications Equipment	32,000.00	32,000.00	32,960.00	33,949.00	34,967.00	36,016.00	0.00
Fire - materials & supplies	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Fire - Office supplies	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Fire - First Responder Program	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Fire - Uniforms	86,417.00	86,417.00	89,010.00	91,680.00	94,430.00	97,263.00	0.00
Fire - Personal Protective Equip	72,000.00	72,000.00	74,160.00	76,385.00	78,676.00	81,037.00	0.00

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
Fire - contingency funds	132,970.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Fire - Recoverable costs	35,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	0.00
Tech Rescue-Training Contract Services	4,336.62	29,337.00	30,217.00	31,124.00	32,057.00	33,019.00	576.49
Fac Fire Halls-Insurance property	14,000.00	17,000.00	17,510.00	18,035.00	18,576.00	19,134.00	21.43
Fac Fire Halls-Snow removal	20,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	0.00
Fac Fire Halls-Contract services	36,000.00	40,000.00	41,200.00	42,436.00	43,709.00	45,020.00	11.11
Fac Fire Halls-Special Projects	32,500.00	32,500.00	33,475.00	34,479.00	35,514.00	36,579.00	0.00
Fac Fire Hall-Grounds Maintenance	2,500.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	100.00
Fac Fire Halls-Building maintenance	50,000.00	60,000.00	61,800.00	63,654.00	65,564.00	67,531.00	20.00
Fac Fire Hall - Vandalism Repairs	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Fac Fire Halls-Lease rental	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Fac Fire Halls-Materials & supplies	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Fac Fire Halls-Janitorial Supplies	8,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	25.00
Fac Fire Halls-Municipal Utilities	15,000.00	18,000.00	18,540.00	19,096.00	19,669.00	20,259.00	20.00
Fac Fire Halls-Natural gas	15,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	133.33
Fac Fire Halls-Electricity	35,000.00	40,000.00	41,200.00	42,436.00	43,709.00	45,020.00	14.29
Fac Fire Halls-Telephone	22,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	13.64
<b>Total Expense</b>	<b>10,665,440.82</b>	<b>10,801,680.00</b>	<b>11,125,730.00</b>	<b>11,459,509.00</b>	<b>11,803,287.00</b>	<b>12,157,391.00</b>	<b>1.28</b>
<b>Total Fire and Rescue</b>	<b>7,941,457.20</b>	<b>7,949,310.00</b>	<b>8,187,789.00</b>	<b>8,433,429.00</b>	<b>8,686,425.00</b>	<b>8,947,024.00</b>	<b>0.10</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Bylaw Enforcement</b>							
<b>Revenue</b>							
Recovered Costs - Bylaw	-12,000.00	-12,000.00	-12,360.00	-12,731.00	-13,113.00	-13,506.00	0.00
MTI - DOWK	-15,000.00	-20,000.00	-20,600.00	-21,218.00	-21,855.00	-22,510.00	33.33
Bylaw Revenue	-100,000.00	-120,000.00	-123,600.00	-127,308.00	-131,127.00	-135,061.00	20.00
<b>Total Revenue</b>	<b>-127,000.00</b>	<b>-152,000.00</b>	<b>-156,560.00</b>	<b>-161,257.00</b>	<b>-166,095.00</b>	<b>-171,077.00</b>	<b>19.69</b>
<b>Expense</b>							
Bylaw - Admin Charge	104,302.00	100,993.00	104,023.00	107,143.00	110,358.00	113,669.00	(3.17)
Bylaw - Salaries/Wages	157,577.64	160,719.00	165,541.00	170,507.00	175,622.00	180,891.00	1.99
Bylaw - Wages regular	416,947.00	416,706.00	429,207.00	442,083.00	455,346.00	469,006.00	(0.06)
Bylaw - Wages overtime	7,000.00	7,000.00	7,210.00	7,426.00	7,649.00	7,879.00	0.00
Bylaw - Wages part-time & casual	14,000.00	14,000.00	14,420.00	14,853.00	15,298.00	15,757.00	0.00
Bylaw - Emergency Funding Assistance	0.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Bylaw - Vehicle Insurance	5,600.00	4,600.00	4,738.00	4,880.00	5,027.00	5,177.00	(17.86)
Bylaw - Contract Services	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Bylaw - Security	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Bylaw - Equipment Maintenance	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Bylaw - Vehicle Repairs	3,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	(28.57)
Bylaw - Vehicle Fuel & Oil	6,500.00	8,500.00	8,755.00	9,018.00	9,288.00	9,567.00	30.77
Bylaw - Small tools & Equipment	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Bylaw - Materials & supplies	2,600.00	2,100.00	2,163.00	2,228.00	2,295.00	2,364.00	(19.23)
Bylaw - Uniforms and Personal Protection	5,250.00	5,750.00	5,923.00	6,100.00	6,283.00	6,472.00	9.52
Bylaw - Recoverable Costs	12,000.00	12,000.00	12,360.00	12,731.00	13,113.00	13,506.00	0.00
<b>Total Expense</b>	<b>738,776.64</b>	<b>739,368.00</b>	<b>761,550.00</b>	<b>784,394.00</b>	<b>807,928.00</b>	<b>832,168.00</b>	<b>0.08</b>
<b>Total Bylaw Enforcement</b>	<b>611,776.64</b>	<b>587,368.00</b>	<b>604,990.00</b>	<b>623,137.00</b>	<b>641,833.00</b>	<b>661,091.00</b>	<b>(3.99)</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Operations and Road Maintenance</b>							
<b>Revenue</b>							
Public Works Recovered Costs	-30,000.00	-30,000.00	-30,900.00	-31,827.00	-32,782.00	-33,765.00	0.00
Recovered Costs - Engineering	-10,000.00	-10,000.00	-10,300.00	-10,609.00	-10,927.00	-11,255.00	0.00
Recovered Costs-Roads	0.00	-4,000.00	-4,120.00	-4,244.00	-4,371.00	-4,502.00	0.00
<b>Total Revenue</b>	<b>-40,000.00</b>	<b>-44,000.00</b>	<b>-45,320.00</b>	<b>-46,680.00</b>	<b>-48,080.00</b>	<b>-49,522.00</b>	<b>10.00</b>
<b>Expense</b>							
Roads - Admin Charge	560,169.00	586,655.00	604,255.00	622,382.00	641,054.00	660,285.00	4.73
Roads - Wages	271,525.77	285,831.00	294,406.00	303,238.00	312,336.00	321,706.00	5.27
Roads - Student wages	13,914.00	13,914.00	14,331.00	14,761.00	15,204.00	15,660.00	0.00
Roads- Wages regular	436,510.20	600,392.00	618,404.00	636,956.00	656,064.00	675,746.00	37.54
Roads - Wages overtime	15,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	0.00
Roads - Wages Part time & Casual	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Roads - Material Disposal costs	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Roads - Insurance Vehicle	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Roads - Contract Snow Removal (AEL)	600,000.00	612,000.00	630,360.00	649,271.00	668,749.00	688,811.00	2.00
Roads - Contract services (AEL)	1,325,000.00	1,351,500.00	1,392,045.00	1,433,806.00	1,476,821.00	1,521,125.00	2.00
Roads - Road Repairs	96,000.00	96,000.00	98,880.00	101,846.00	104,902.00	108,049.00	0.00
Roads - Rock Fall and slope Maintenance	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Roads - Vehicle Repairs	34,000.00	44,000.00	45,320.00	46,680.00	48,080.00	49,522.00	29.41
Roads - Vehicle Fuel and Oil	40,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	25.00
Roads - Painting	119,600.00	129,600.00	133,488.00	137,493.00	141,617.00	145,866.00	8.36
Roads - Street Cleaning	175,000.00	190,000.00	195,700.00	201,571.00	207,618.00	213,847.00	8.57
Roads - Crack Sealing	52,000.00	65,000.00	66,950.00	68,959.00	71,027.00	73,158.00	25.00
Roads - Equipment rental external	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Roads - Small Tools & Equipment	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Roads - Materials & supplies	15,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	33.33
Roads - Safety Supplies	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Roads - Vehicle Supplies	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
Roads - Uniforms	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Roads - Winter sand and salt	8,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	25.00
Roads - Recoverable costs	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Traffic Control-Contract services	15,000.00	30,000.00	30,900.00	31,827.00	32,782.00	33,765.00	100.00
Traffic Control-Materials & supplies	29,500.00	38,500.00	39,655.00	40,845.00	42,070.00	43,332.00	30.51
Bridges - Consulting & Inspections	30,000.00	30,000.00	30,900.00	31,827.00	32,782.00	33,765.00	0.00
Bridges-Materials & supplies	5,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Sidewalks- Snow Removal	20,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	0.00
Sidewalk-Contract services	30,000.00	30,000.00	30,900.00	31,827.00	32,782.00	33,765.00	0.00
Sidewalk-Materials & supplies	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
<b>Total Expense</b>	<b>3,967,718.97</b>	<b>4,294,892.00</b>	<b>4,423,739.00</b>	<b>4,556,455.00</b>	<b>4,693,146.00</b>	<b>4,833,939.00</b>	<b>8.25</b>
<b>Total Operations and Road Maintenance</b>	<b>3,927,718.97</b>	<b>4,250,892.00</b>	<b>4,378,419.00</b>	<b>4,509,775.00</b>	<b>4,645,066.00</b>	<b>4,784,417.00</b>	<b>8.23</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Operations Fleet</b>							
<b>Expense</b>							
Fleet-Admin Charge	42,072.00	50,190.00	51,696.00	53,247.00	54,844.00	56,489.00	19.30
Fleet-Salaries/Wages	55,424.44	75,143.00	77,397.00	79,719.00	82,110.00	84,574.00	35.58
Mechanic - Salaries/Wages	152,005.80	152,605.00	157,184.00	161,899.00	166,756.00	171,759.00	0.39
Fleet-Wages overtime	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Fleet-Vehicle Insurance	2,400.00	3,400.00	3,502.00	3,607.00	3,715.00	3,827.00	41.67
Fleet-Vehicle repairs	5,100.00	5,100.00	5,253.00	5,411.00	5,573.00	5,740.00	0.00
Fleet-Vehicle Fuel and Oil	7,000.00	7,000.00	7,210.00	7,426.00	7,649.00	7,879.00	0.00
Tilted Fleet - Cleaning & Care	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Fleet-Small tools & equip	80,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	(37.50)
Fleet-Materials & supplies	20,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	0.00
Fleet-Uniforms	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
<b>Total Expense</b>	<b>368,002.24</b>	<b>367,438.00</b>	<b>378,462.00</b>	<b>389,815.00</b>	<b>401,509.00</b>	<b>413,556.00</b>	<b>(0.15)</b>
<b>Total Operations Fleet</b>	<b>368,002.24</b>	<b>367,438.00</b>	<b>378,462.00</b>	<b>389,815.00</b>	<b>401,509.00</b>	<b>413,556.00</b>	<b>(0.15)</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Street Lighting</b>							
<b>Expense</b>							
Street Lighting-Admin Charge	61,318.00	61,778.00	63,631.00	65,540.00	67,506.00	69,532.00	0.75
Street Lighting - Contract services	75,000.00	97,500.00	100,425.00	103,438.00	106,541.00	109,737.00	30.00
Street Lighting-Vandalism Repairs	5,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Street lighting-Materials & supplies	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Street lighting-Electricity	260,000.00	260,000.00	267,800.00	275,834.00	284,109.00	292,632.00	0.00
Street Lighting-Recoverable Costs	30,000.00	30,000.00	30,900.00	31,827.00	32,782.00	33,765.00	0.00
<b>Total Expense</b>	<b>434,318.00</b>	<b>452,278.00</b>	<b>465,846.00</b>	<b>479,822.00</b>	<b>494,216.00</b>	<b>509,043.00</b>	<b>4.14</b>
<b>Total Street Lighting</b>	<b>434,318.00</b>	<b>452,278.00</b>	<b>465,846.00</b>	<b>479,822.00</b>	<b>494,216.00</b>	<b>509,043.00</b>	<b>4.14</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Transit System</b>							
<b>Revenue</b>							
Transit - Revenue	-620,385.00	-620,385.00	-638,997.00	-658,166.00	-677,911.00	-698,249.00	0.00
Transit - Admin Revenue	-35,000.00	-40,000.00	-41,200.00	-42,436.00	-43,709.00	-45,020.00	14.29
<b>Total Revenue</b>	<b>-655,385.00</b>	<b>-660,385.00</b>	<b>-680,197.00</b>	<b>-700,602.00</b>	<b>-721,620.00</b>	<b>-743,269.00</b>	<b>0.76</b>
<b>Expense</b>							
Transit - Administration	331,688.00	335,184.00	345,240.00	355,597.00	366,265.00	377,253.00	1.05
Transit - Wages Regular	82,429.60	82,436.00	84,909.00	87,457.00	90,080.00	92,783.00	0.01
Transit - Vehicle Insurance	750.00	750.00	773.00	796.00	820.00	844.00	0.00
Transit - Operating Expenses	1,914,007.00	2,005,007.00	2,065,157.00	2,127,112.00	2,190,925.00	2,256,653.00	4.75
Transit - Shelter Cleaning	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Transit - Security	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Transit - Shelter Glass Replacement	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Transit - Bus Bench Maintenance	0.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Transit - Vehicle Repairs	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Transit - Vehicle Fuel and Oil	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Transit - Materials and Supplies	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
<b>Total Expense</b>	<b>2,349,374.60</b>	<b>2,453,877.00</b>	<b>2,527,494.00</b>	<b>2,603,320.00</b>	<b>2,681,418.00</b>	<b>2,761,863.00</b>	<b>4.45</b>
<b>Total Transit System</b>	<b>1,693,989.60</b>	<b>1,793,492.00</b>	<b>1,847,297.00</b>	<b>1,902,718.00</b>	<b>1,959,798.00</b>	<b>2,018,594.00</b>	<b>5.87</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Solid Waste Collection &amp; Recycling</b>							
<b>Revenue</b>							
Utility Fees - Garbage Charges	-2,268,144.00	-2,018,144.00	-2,078,688.00	-2,141,049.00	-2,205,280.00	-2,271,439.00	(11.02)
MMBC Funds	-400,000.00	-400,000.00	-412,000.00	-424,360.00	-437,091.00	-450,204.00	0.00
<b>Total Revenue</b>	<b>-2,668,144.00</b>	<b>-2,418,144.00</b>	<b>-2,490,688.00</b>	<b>-2,565,409.00</b>	<b>-2,642,371.00</b>	<b>-2,721,643.00</b>	<b>(9.37)</b>
<b>Expense</b>							
Waste - DWK Admin	345,889.00	288,645.00	297,304.00	306,223.00	315,410.00	324,872.00	(16.55)
Waste - Wages regular	33,359.00	33,813.00	34,827.00	35,872.00	36,948.00	38,056.00	1.36
Waste - Contract services	1,960,709.00	1,660,709.00	1,710,530.00	1,761,846.00	1,814,702.00	1,869,143.00	(15.30)
Waste - Materials & supplies	75,000.00	95,000.00	97,850.00	100,786.00	103,809.00	106,923.00	26.67
Long Term Dbt Principal-Solid Waste Cart	22,361.00	22,361.00	23,032.00	23,723.00	24,434.00	25,168.00	0.00
Long Term Debt Interest-Solid Waste Cart	12,639.00	12,639.00	13,018.00	13,409.00	13,811.00	14,225.00	0.00
<b>Total Expense</b>	<b>2,449,957.00</b>	<b>2,113,167.00</b>	<b>2,176,561.00</b>	<b>2,241,859.00</b>	<b>2,309,114.00</b>	<b>2,378,387.00</b>	<b>(13.75)</b>
<b>Total Solid Waste Collection &amp; Recycli</b>	<b>-218,187.00</b>	<b>-304,977.00</b>	<b>-314,127.00</b>	<b>-323,550.00</b>	<b>-333,257.00</b>	<b>-343,256.00</b>	<b>39.78</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>28 Cemetery</b>							
<b>Cemetery</b>							
<b>Revenue</b>							
Cemetery - Other Revenue	-1,000.00	-1,000.00	-1,030.00	-1,061.00	-1,093.00	-1,126.00	0.00
Cemetery - Plot & Marker Fees	-125,985.60	-125,986.00	-129,766.00	-133,659.00	-137,668.00	-141,798.00	0.00
Cemetery - MAusoleum Revenue	-1,000.00	-1,000.00	-1,030.00	-1,061.00	-1,093.00	-1,126.00	0.00
Cemetery - Columbarium Revenue	-35,000.00	-35,000.00	-36,050.00	-37,132.00	-38,245.00	-39,393.00	0.00
<b>Total Revenue</b>	<b>-162,985.60</b>	<b>-162,986.00</b>	<b>-167,876.00</b>	<b>-172,913.00</b>	<b>-178,099.00</b>	<b>-183,443.00</b>	<b>0.00</b>
<b>Expense</b>							
Cemetery - Wages Student	13,914.00	13,914.00	14,331.00	14,761.00	15,204.00	15,660.00	0.00
Cemetery - Wages Regular	36,021.60	36,742.00	37,845.00	38,980.00	40,149.00	41,354.00	2.00
Cemetery - Snow Removal	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Cemetery - Contract Services	2,500.00	7,500.00	7,725.00	7,957.00	8,195.00	8,441.00	200.00
Cemetery - Misc.	500.00	500.00	515.00	531.00	547.00	564.00	0.00
Cemetery - Materials & Supplies	28,150.00	22,430.00	23,103.00	23,796.00	24,510.00	25,245.00	(20.32)
Cemetery - Municipal Utilities	4,400.00	4,400.00	4,532.00	4,668.00	4,808.00	4,952.00	0.00
Cemetery - Electricity	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Transfer to Own Reserve	7,500.00	7,500.00	7,725.00	7,957.00	8,195.00	8,441.00	0.00
Cemetery-Internal Debt Principal	27,735.00	27,735.00	28,567.00	29,424.00	30,307.00	31,216.00	0.00
Cemetery-Internal Debt Interest	35,765.00	35,765.00	36,838.00	37,943.00	39,081.00	40,254.00	0.00
<b>Total Expense</b>	<b>162,985.60</b>	<b>162,986.00</b>	<b>167,876.00</b>	<b>172,913.00</b>	<b>178,099.00</b>	<b>183,443.00</b>	<b>0.00</b>
<b>Total Cemetery</b>	<b>0.00</b>						

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Planning and Development</b>							
<b>Revenue</b>							
Photocopying and Other Services	-200.00	-200.00	-206.00	-212.00	-219.00	-225.00	0.00
Subdivision & rezoning fees	-167,325.00	-167,325.00	-172,345.00	-177,515.00	-182,841.00	-188,326.00	0.00
Zoning Amendment	-15,000.00	-15,000.00	-15,450.00	-15,914.00	-16,391.00	-16,883.00	0.00
Agricultural Land Reserve	-5,000.00	-5,000.00	-5,150.00	-5,305.00	-5,464.00	-5,628.00	0.00
Official Community Plan Amendment	-2,500.00	-2,500.00	-2,575.00	-2,652.00	-2,732.00	-2,814.00	0.00
Development Permits	-40,000.00	-50,000.00	-51,500.00	-53,045.00	-54,636.00	-56,275.00	25.00
Development Variance Permits	-10,000.00	-10,000.00	-10,300.00	-10,609.00	-10,927.00	-11,255.00	0.00
Municipal Hwy Permit Application	-15,000.00	-15,000.00	-15,450.00	-15,914.00	-16,391.00	-16,883.00	0.00
Approving Officer Fees	-20,000.00	-60,000.00	-61,800.00	-63,654.00	-65,564.00	-67,531.00	200.00
Planning Revenue	-60,900.00	-20,900.00	-21,527.00	-22,173.00	-22,838.00	-23,523.00	(65.68)
<b>Total Revenue</b>	<b>-335,925.00</b>	<b>-345,925.00</b>	<b>-356,303.00</b>	<b>-366,993.00</b>	<b>-378,003.00</b>	<b>-389,343.00</b>	<b>2.98</b>
<b>Expense</b>							
Planning-Admin Charge	189,010.00	204,042.00	210,163.00	216,468.00	222,962.00	229,651.00	7.95
Planning-Salaries/Wages	197,992.94	351,331.00	361,871.00	372,727.00	383,909.00	395,426.00	77.45
Planning-Student wages	27,605.00	27,605.00	28,433.00	29,286.00	30,165.00	31,070.00	0.00
Planning-Wages regular	855,395.50	827,793.00	852,627.00	878,206.00	904,552.00	931,688.00	(3.23)
Planning-Wages overtime	8,000.00	8,000.00	8,240.00	8,487.00	8,742.00	9,004.00	0.00
Planning-Wages part-time & casual	6,667.00	6,667.00	6,867.00	7,073.00	7,285.00	7,504.00	0.00
Planning-Travel & mileage	350.00	350.00	361.00	371.00	382.00	394.00	0.00
Planning-Meetings food and beverage	1,000.00	500.00	515.00	530.00	546.00	563.00	(50.00)
Planning-Freight and Courier	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Planning-publications & subscriptions	2,250.00	3,250.00	3,348.00	3,448.00	3,551.00	3,658.00	44.44
Planning-Public Open Houses	3,500.00	3,500.00	3,605.00	3,713.00	3,825.00	3,939.00	0.00
Planning-Land Survey/Consulting	3,250.00	3,250.00	3,348.00	3,448.00	3,551.00	3,658.00	0.00
Planning-Appraisal Fees	6,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	(16.67)
Planning-Board of Variance Expenses	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Planning-Agricultural Advisory Committee	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Planning-Advisory Planning Commission Exp	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Planning-Consulting	26,750.00	41,750.00	43,003.00	44,293.00	45,621.00	46,990.00	56.07
Planning-Climate Action Projects	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Planning-Equipment rental internal	250.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Planning-Small Tools & Equipment	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Planning-Materials & supplies	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
<b>Total Expense</b>	<b>1,338,770.44</b>	<b>1,493,788.00</b>	<b>1,538,604.00</b>	<b>1,584,759.00</b>	<b>1,632,302.00</b>	<b>1,681,273.00</b>	<b>11.58</b>
<b>Total Planning and Development</b>	<b>1,002,845.44</b>	<b>1,147,863.00</b>	<b>1,182,301.00</b>	<b>1,217,766.00</b>	<b>1,254,299.00</b>	<b>1,291,930.00</b>	<b>14.46</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Development Engineering</b>							
<b>Expense</b>							
Dev Eng - Admin Charge	102,362.00	110,002.00	113,302.00	116,701.00	120,202.00	123,808.00	7.46
Dev Eng - Salaries/Wages	194,134.72	202,715.00	208,796.00	215,060.00	221,512.00	228,157.00	4.42
Dev Eng - Wages Regular	390,289.00	450,357.00	463,868.00	477,784.00	492,117.00	506,881.00	15.39
Dev Eng - Wages Overtime	1,000.00	500.00	515.00	530.00	546.00	563.00	(50.00)
Dev Eng - Travel & mileage	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Dev Eng - Meetings food & beverage	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Dev Eng - Freight and Courier	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Dev Eng - Publications & subscriptions	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Dev Eng - Land survey/Consulting	750.00	750.00	773.00	796.00	820.00	844.00	0.00
Dev Eng - Consulting	33,000.00	38,000.00	43,000.00	48,000.00	53,000.00	58,000.00	15.15
Dev Eng - Equipment rental internal	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Dev Eng - Small tools & Equipment	1,000.00	500.00	515.00	530.00	546.00	563.00	(50.00)
Dev Eng - Materials and supplies	500.00	500.00	515.00	530.00	546.00	563.00	0.00
<b>Total Expense</b>	<b>725,035.72</b>	<b>805,324.00</b>	<b>833,345.00</b>	<b>862,051.00</b>	<b>891,473.00</b>	<b>921,630.00</b>	<b>11.07</b>
<b>Total Development Engineering</b>	<b>725,035.72</b>	<b>805,324.00</b>	<b>833,345.00</b>	<b>862,051.00</b>	<b>891,473.00</b>	<b>921,630.00</b>	<b>11.07</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Building</b>							
<b>Revenue</b>							
Building permits fees	-1,611,600.00	-2,111,600.00	-2,174,948.00	-2,240,196.00	-2,307,402.00	-2,376,624.00	31.03
<b>Total Revenue</b>	<b>-1,611,600.00</b>	<b>-2,111,600.00</b>	<b>-2,174,948.00</b>	<b>-2,240,196.00</b>	<b>-2,307,402.00</b>	<b>-2,376,624.00</b>	<b>31.03</b>
<b>Expense</b>							
Building - Admin Charge	251,559.00	247,879.00	255,315.00	262,975.00	270,864.00	278,990.00	(1.46)
Building - Salaries/Wages	190,596.12	193,998.00	199,818.00	205,813.00	211,987.00	218,347.00	1.78
Building - Wages regular	977,063.00	1,006,193.00	1,036,379.00	1,067,470.00	1,099,494.00	1,132,479.00	2.98
Building - Wages overtime	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Building - Wages part-time & casual	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Building - Travel & mileage	250.00	250.00	258.00	265.00	273.00	281.00	0.00
Building - Meetings Food & Bev	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Building - Freight and Courier	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Building - Publications & subscription	2,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	(50.00)
Building - Insurance Vehicle	6,100.00	6,100.00	6,283.00	6,471.00	6,666.00	6,866.00	0.00
Building - Vehicle Repairs	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Building - Vehicle Fuel & Oil	3,500.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	14.29
Building - Small tools & equipment	2,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	(50.00)
Building - Materials & supplies	2,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	(50.00)
Building - Uniforms	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Building - Data Processing	10,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	50.00
<b>Total Expense</b>	<b>1,477,068.12</b>	<b>1,508,420.00</b>	<b>1,553,673.00</b>	<b>1,600,284.00</b>	<b>1,648,290.00</b>	<b>1,697,743.00</b>	<b>2.12</b>
<b>Total Building</b>	<b>-134,531.88</b>	<b>-603,180.00</b>	<b>-621,275.00</b>	<b>-639,912.00</b>	<b>-659,112.00</b>	<b>-678,881.00</b>	<b>348.35</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Business Licencing</b>							
<b>Revenue</b>							
Business Licences	-280,000.00	-280,000.00	-288,400.00	-297,052.00	-305,964.00	-315,142.00	0.00
Short Term Accomodation Fees	-92,486.00	-92,486.00	-95,261.00	-98,118.00	-101,062.00	-104,094.00	0.00
<b>Total Revenue</b>	<b>-372,486.00</b>	<b>-372,486.00</b>	<b>-383,661.00</b>	<b>-395,170.00</b>	<b>-407,026.00</b>	<b>-419,236.00</b>	<b>0.00</b>
<b>Expense</b>							
Business Licencing-Salaries/Wages	19,998.00	20,575.00	21,192.00	21,828.00	22,483.00	23,157.00	2.89
Business Licencing-Wages regular	252,244.50	260,220.00	268,027.00	276,067.00	284,349.00	292,880.00	3.16
Business Licencing-Contract Services	30,000.00	23,000.00	23,690.00	24,401.00	25,133.00	25,887.00	(23.33)
Business Licencing-Materials & supplies	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
Business Licencing-Uniforms	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
<b>Total Expense</b>	<b>304,742.50</b>	<b>306,295.00</b>	<b>315,484.00</b>	<b>324,948.00</b>	<b>334,697.00</b>	<b>344,738.00</b>	<b>0.51</b>
<b>Total Business Licencing</b>	<b>-67,743.50</b>	<b>-66,191.00</b>	<b>-68,177.00</b>	<b>-70,222.00</b>	<b>-72,329.00</b>	<b>-74,498.00</b>	<b>(2.29)</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Engineering</b>							
<b>Expense</b>							
Engineering - Admin Charge	139,251.00	156,160.00	160,845.00	165,670.00	170,640.00	175,759.00	12.14
Engineering - Salaries/Wages	285,174.31	301,173.00	310,208.00	319,514.00	329,100.00	338,973.00	5.61
Engineering - Wages Students	40,595.00	40,595.00	41,813.00	43,067.00	44,359.00	45,690.00	0.00
Engineering-Wages regular	384,456.75	503,468.00	518,572.00	534,129.00	550,153.00	566,657.00	30.96
Engineering-Wages overtime	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
Engineering-Wages part-time & casual	3,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	0.00
Engineering-Travel & Mileage	150.00	150.00	155.00	159.00	164.00	169.00	0.00
Engineering-Meetings food & bev	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Engineering-Freight and Courier	200.00	200.00	206.00	212.00	219.00	225.00	0.00
Engineering-Publications& Subscriptions	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Engineering-Insurance Vehicle	6,000.00	6,500.00	6,695.00	6,896.00	7,103.00	7,316.00	8.33
Engineering-Contract Services	15,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	0.00
Engineering-Consulting	100,000.00	100,000.00	103,000.00	106,090.00	109,273.00	112,551.00	0.00
Engineering-Vehicle Repairs	2,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	50.00
Engineering-Vehicle Fuel and Oil	2,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	150.00
Engineering-Small tools & Equipment	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Engineering-Materials & Supplies	2,500.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	20.00
<b>Total Expense</b>	<b>986,327.06</b>	<b>1,143,246.00</b>	<b>1,177,544.00</b>	<b>1,212,870.00</b>	<b>1,249,256.00</b>	<b>1,286,736.00</b>	<b>15.91</b>
<b>Total Engineering</b>	<b>986,327.06</b>	<b>1,143,246.00</b>	<b>1,177,544.00</b>	<b>1,212,870.00</b>	<b>1,249,256.00</b>	<b>1,286,736.00</b>	<b>15.91</b>

5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Library</b>							
<b>Expense</b>							
Library	1,636,180.00	1,636,180.00	1,685,265.00	1,735,823.00	1,787,898.00	1,841,535.00	0.00
<b>Total Expense</b>	<b>1,636,180.00</b>	<b>1,636,180.00</b>	<b>1,685,265.00</b>	<b>1,735,823.00</b>	<b>1,787,898.00</b>	<b>1,841,535.00</b>	<b>0.00</b>
<b>Total Library</b>	<b>1,636,180.00</b>	<b>1,636,180.00</b>	<b>1,685,265.00</b>	<b>1,735,823.00</b>	<b>1,787,898.00</b>	<b>1,841,535.00</b>	<b>0.00</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Economic Development</b>							
<b>Revenue</b>							
Recovered Costs - Tourism	-16,500.00	-16,500.00	-16,995.00	-17,505.00	-18,030.00	-18,571.00	0.00
<b>Total Revenue</b>	<b>-16,500.00</b>	<b>-16,500.00</b>	<b>-16,995.00</b>	<b>-17,505.00</b>	<b>-18,030.00</b>	<b>-18,571.00</b>	<b>0.00</b>
<b>Expense</b>							
Economic Dev-Salaries/Wages	72,673.95	74,936.00	77,185.00	79,500.00	81,885.00	84,342.00	3.11
Economic Dev-Wages Regular	51,697.80	51,725.00	53,277.00	54,875.00	56,521.00	58,217.00	0.05
Economic Dev-Travel and mileage	1,350.00	1,350.00	1,391.00	1,432.00	1,475.00	1,519.00	0.00
Economic Dev-Dues and Memberships	600.00	600.00	618.00	637.00	656.00	675.00	0.00
Economic Dev-Meetings Food & Beverage	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Economic Dev-Advertising	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Economic Dev-Committee Expenses	800.00	800.00	824.00	849.00	874.00	900.00	0.00
Economic Dev-Contract Services	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
Economic Dev - Miscellaneous	4,500.00	4,500.00	4,635.00	4,774.00	4,917.00	5,065.00	0.00
Tourism - Salaries/Wages	48,449.90	49,958.00	51,456.00	53,000.00	54,590.00	56,228.00	3.11
Tourism - Wages Regular	34,465.20	34,483.00	35,518.00	36,583.00	37,681.00	38,811.00	0.05
Tourism - Meetings food and beverages	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Tourism - Postage	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Tourism - Advertising	17,300.00	17,300.00	17,819.00	18,354.00	18,904.00	19,471.00	0.00
Tourism - Marketing Promotion	5,500.00	5,500.00	5,665.00	5,835.00	6,010.00	6,190.00	0.00
Tourism - Wine Trail Expenses	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Tourism - Westside Farm Loop	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Tourism - Contract Services	10,700.00	10,700.00	11,021.00	11,352.00	11,692.00	12,043.00	0.00
Tourism - Vistors Centre Contract	36,000.00	36,000.00	37,080.00	38,192.00	39,338.00	40,518.00	0.00
Tourism - Materials & Supplies	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	0.00
<b>Total Expense</b>	<b>311,036.85</b>	<b>314,852.00</b>	<b>324,299.00</b>	<b>334,028.00</b>	<b>344,048.00</b>	<b>354,370.00</b>	<b>1.23</b>
<b>Total Economic Development</b>	<b>294,536.85</b>	<b>298,352.00</b>	<b>307,304.00</b>	<b>316,523.00</b>	<b>326,018.00</b>	<b>335,799.00</b>	<b>1.30</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Recreation</b>							
<b>Revenue</b>							
PRC - Leisure Guide advertising	-20,000.00	-20,000.00	-20,600.00	-21,218.00	-21,855.00	-22,510.00	0.00
Rec Program - Other Revenue	-2,500.00	-2,500.00	-2,575.00	-2,652.00	-2,732.00	-2,814.00	0.00
Rec Program - Adult	-85,000.00	-85,000.00	-87,550.00	-90,177.00	-92,882.00	-95,668.00	0.00
Rec Program - Youth	-165,000.00	-215,000.00	-221,450.00	-228,094.00	-234,936.00	-241,984.00	30.30
<b>Total Revenue</b>	<b>-272,500.00</b>	<b>-322,500.00</b>	<b>-332,175.00</b>	<b>-342,141.00</b>	<b>-352,405.00</b>	<b>-362,976.00</b>	<b>18.35</b>
<b>Expense</b>							
Culture - Special Events	111,000.00	111,000.00	114,330.00	117,760.00	121,293.00	124,931.00	0.00
Rec-Socan Expense	1,700.00	1,700.00	1,751.00	1,804.00	1,858.00	1,913.00	0.00
Rec Prog-Admin Charge	202,768.00	202,169.00	208,234.00	214,481.00	220,916.00	227,543.00	(1.75)
Rec prog-Salaries/Wages	138,927.83	145,947.00	150,326.00	154,836.00	159,481.00	164,265.00	5.05
Recreation - Student Wages	27,605.00	27,605.00	28,433.00	29,286.00	30,165.00	31,070.00	0.00
Recreation - Wages Employee Instructors	55,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	(36.36)
Recreation - Wages Skate and Sport	124,000.00	135,000.00	139,050.00	143,222.00	147,518.00	151,944.00	8.87
Rec prog - Wages regular	458,767.00	461,954.00	475,813.00	490,087.00	504,790.00	519,933.00	0.69
Rec prog - Wages overtime	2,500.00	9,500.00	9,785.00	10,079.00	10,381.00	10,692.00	280.00
Rec prog - Wages Part-time & casual	10,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	(50.00)
Rec Prog - Travel and mileage	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Rec Prog - Meetings Food & Bev	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Rec prog - Advertising	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Rec Prog - Marketing	20,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	0.00
Rec prog - Publications & subs	75.00	75.00	77.00	80.00	82.00	84.00	0.00
Rec - Boys & Girls Club Contract	26,520.00	26,520.00	27,316.00	28,135.00	28,979.00	29,848.00	0.00
Rec Prog-ActiveNET License Fees	45,000.00	45,000.00	46,350.00	47,741.00	49,173.00	50,648.00	0.00
Rec Prog-Vehicle Insurance	1,800.00	1,800.00	1,854.00	1,910.00	1,967.00	2,026.00	0.00
Rec prog-Insurance property	21,308.00	21,308.00	21,947.00	22,606.00	23,284.00	23,982.00	0.00
Rec prog - Contract services	30,000.00	55,000.00	56,650.00	58,350.00	60,100.00	61,903.00	83.33
Rec Prog - Vehicle Repairs	500.00	500.00	515.00	530.00	546.00	563.00	0.00
Rec Prog - Vehicle Fuel and Oil	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Rec Prog- Lion's Hall Small tools & Supp	3,500.00	3,500.00	3,605.00	3,713.00	3,825.00	3,939.00	0.00
Rec prog-Program supplies	25,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	(20.00)
Recreation - Bank Charges	12,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	25.00
Youth Rec cen-Contract services	130,000.00	130,000.00	133,900.00	137,917.00	142,055.00	146,316.00	0.00
<b>Total Expense</b>	<b>1,457,470.83</b>	<b>1,480,078.00</b>	<b>1,524,481.00</b>	<b>1,570,220.00</b>	<b>1,617,326.00</b>	<b>1,665,841.00</b>	<b>1.55</b>
<b>Total Recreation</b>	<b>1,184,970.83</b>	<b>1,157,578.00</b>	<b>1,192,306.00</b>	<b>1,228,079.00</b>	<b>1,264,921.00</b>	<b>1,302,865.00</b>	<b>(2.31)</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Facilities</b>							
<b>Revenue</b>							
Rental Income	-36,000.00	-36,000.00	-37,080.00	-38,192.00	-39,338.00	-40,518.00	0.00
Recovered Costs-Parks, Rec Culture	-587,515.00	-603,160.00	-621,255.00	-639,892.00	-659,090.00	-678,861.00	2.66
Arena Facility Rentals	-487,867.00	-614,867.00	-633,313.00	-652,314.00	-671,882.00	-692,039.00	26.03
Westside Warrior Contract	-24,000.00	-24,000.00	-24,720.00	-25,462.00	-26,225.00	-27,012.00	0.00
Lakeview Heights Tennis Club Revenue	-2,500.00	-2,500.00	-2,575.00	-2,652.00	-2,732.00	-2,814.00	0.00
Lakeview Heights Community Hall Rental	-12,000.00	-12,000.00	-12,360.00	-12,731.00	-13,113.00	-13,506.00	0.00
Sports Dome Revenue	-75,000.00	-55,000.00	-56,650.00	-58,350.00	-60,100.00	-61,903.00	(26.67)
Sale of Goods and Services-Arena	-40,000.00	-40,000.00	-41,200.00	-42,436.00	-43,709.00	-45,020.00	0.00
<b>Total Revenue</b>	<b>-1,264,882.00</b>	<b>-1,387,527.00</b>	<b>-1,429,153.00</b>	<b>-1,472,029.00</b>	<b>-1,516,189.00</b>	<b>-1,561,673.00</b>	<b>9.70</b>
<b>Expense</b>							
Multi Sport Dome	120,183.12	107,334.00	110,554.00	113,869.00	117,285.00	120,807.00	(10.69)
Facilities-Johnson Bentley Aquatic Cen	959,904.41	997,914.00	1,027,851.00	1,058,687.00	1,090,447.00	1,123,162.00	3.96
Facilities-Lions Hall	119,416.60	119,168.00	122,743.00	126,427.00	130,217.00	134,125.00	(0.21)
Facilities-Mt Boucherie Recreation Cen	2,246,744.06	2,303,155.00	2,550,809.00	2,627,335.00	2,706,153.00	2,787,339.00	2.51
Facilities-Seniors Activity Centre	78,055.20	80,560.00	82,977.00	85,467.00	88,029.00	90,671.00	3.21
Facilities-Webber Road	7,500.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Facilities-Mar Jok Neighbourhood Learn	50,000.00	40,000.00	41,200.00	42,436.00	43,709.00	45,020.00	(20.00)
Facilities-City Hall	248,129.93	254,038.00	447,473.00	460,897.00	474,726.00	488,967.00	2.38
Facilities-Lakeview Heights City Hall	102,875.00	95,875.00	98,751.00	0.00	0.00	0.00	(6.80)
Facilities-Anders hall	36,383.12	35,534.00	36,600.00	37,697.00	38,828.00	39,994.00	(2.33)
<b>Total Expense</b>	<b>3,969,191.44</b>	<b>4,033,578.00</b>	<b>4,518,958.00</b>	<b>4,552,815.00</b>	<b>4,689,394.00</b>	<b>4,830,085.00</b>	<b>1.62</b>
<b>Expense</b>							
Facilities-Elliott Road	45,000.00	49,000.00	50,470.00	51,985.00	53,543.00	55,151.00	8.89
<b>Total Expense</b>	<b>45,000.00</b>	<b>49,000.00</b>	<b>50,470.00</b>	<b>51,985.00</b>	<b>53,543.00</b>	<b>55,151.00</b>	<b>8.89</b>
<b>Total Facilities</b>	<b>2,749,309.44</b>	<b>2,695,051.00</b>	<b>3,140,275.00</b>	<b>3,132,771.00</b>	<b>3,226,748.00</b>	<b>3,323,563.00</b>	<b>(1.97)</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Parks</b>							
<b>Revenue</b>							
Parks Revenue	0.00	-10,000.00	-10,300.00	-10,609.00	-10,927.00	-11,255.00	0.00
Playing fields rentals	-32,079.00	-35,079.00	-36,131.00	-37,215.00	-38,332.00	-39,482.00	9.35
<b>Total Revenue</b>	<b>-32,079.00</b>	<b>-45,079.00</b>	<b>-46,431.00</b>	<b>-47,824.00</b>	<b>-49,259.00</b>	<b>-50,737.00</b>	<b>40.52</b>
<b>Expense</b>							
Parks-Admin Charge	456,160.00	490,216.00	504,922.00	520,070.00	535,672.00	551,742.00	7.47
Parks Operating - Salaries/Wages	83,136.66	151,382.00	155,923.00	160,601.00	165,419.00	170,382.00	82.09
Parks Students - Salaries/Wages	153,055.00	153,055.00	157,647.00	162,376.00	167,247.00	172,265.00	0.00
Parks operating-Wages regular	1,383,500.40	1,242,187.00	1,279,452.00	1,317,836.00	1,357,371.00	1,398,092.00	(10.21)
Parks operating-Wages overtime	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Parks - Meetings food and beverages	1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	0.00
Parks - Freight and Courier	600.00	600.00	618.00	637.00	656.00	675.00	0.00
Parks - Hazzard Tree Removal	20,000.00	20,000.00	20,600.00	21,218.00	21,855.00	22,510.00	0.00
Parks - Parking Lot Maintenance	16,500.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	(39.39)
Parks - Geese Management	55,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	(9.09)
Parks - Biffy Rental	35,000.00	40,000.00	41,200.00	42,436.00	43,709.00	45,020.00	14.29
Parks - Insurance -Vehicle	28,400.00	28,400.00	29,252.00	30,130.00	31,033.00	31,964.00	0.00
Parks - Wildfire Mitigation	0.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	0.00
Parks - Snow Removal	75,000.00	75,000.00	77,250.00	79,568.00	81,955.00	84,413.00	0.00
Parks - Contract services	85,000.00	85,000.00	87,550.00	90,177.00	92,882.00	95,668.00	0.00
Parks - Traffic Management	9,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	(55.56)
Parks - Boulevard Maintenance	5,000.00	8,000.00	8,240.00	8,487.00	8,742.00	9,004.00	60.00
Parks - Streetscape Improvements	30,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	16.67
Parks - Spray Park Maintenance	4,000.00	9,000.00	9,270.00	9,548.00	9,835.00	10,130.00	125.00
Parks - Sports Field Ground Maintenance	35,000.00	35,000.00	36,050.00	37,132.00	38,245.00	39,393.00	0.00
Parks - Open Space Ground Maintenance	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Parks - Neighbourhood Ground Maintenance	10,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	50.00
Parks - Waterfront Ground Maintenance	12,000.00	12,000.00	12,360.00	12,731.00	13,113.00	13,506.00	0.00
Parks - Ground maintenance	15,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	0.00
Parks - Irrigation maintenance	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Parks - Signage	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Parks - Building Maintenance	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Parks - Security	60,000.00	60,000.00	61,800.00	63,654.00	65,564.00	67,531.00	0.00
Parks - Equipment maintenance	4,500.00	4,500.00	4,635.00	4,774.00	4,917.00	5,065.00	0.00
Parks - Vehicle Repairs	42,000.00	42,000.00	43,260.00	44,558.00	45,895.00	47,271.00	0.00
Parks - Vehicle Fuel and Oil	60,000.00	60,000.00	61,800.00	63,654.00	65,564.00	67,531.00	0.00
Parks - Vandalism Repairs	7,500.00	7,500.00	7,725.00	7,957.00	8,195.00	8,441.00	0.00
Parks - Equip rental external	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Parks - small tools & equipment	14,000.00	14,000.00	14,420.00	14,853.00	15,298.00	15,757.00	0.00
Parks - Miscellaneous	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Parks - Materials & supplies	8,000.00	8,000.00	8,240.00	8,487.00	8,742.00	9,004.00	0.00
Parks - Janitorial Supplies	12,000.00	16,000.00	16,480.00	16,974.00	17,484.00	18,008.00	33.33
Parks - Safety Supplies	7,000.00	7,000.00	7,210.00	7,426.00	7,649.00	7,879.00	0.00
Parks - Uniforms and Personal Protection	12,000.00	12,000.00	12,360.00	12,731.00	13,113.00	13,506.00	0.00
Parks - Municipal utilities	175,000.00	175,000.00	180,250.00	185,658.00	191,227.00	196,964.00	0.00

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
Parks - Electricity	30,000.00	30,000.00	30,900.00	31,827.00	32,782.00	33,765.00	0.00
Parks - Gifts & Legacies	6,000.00	16,000.00	16,480.00	16,974.00	17,484.00	18,008.00	166.67
Parks - Recoverable Costs	6,000.00	6,000.00	6,180.00	6,365.00	6,556.00	6,753.00	0.00
Turf Mowing - Wages Regular	229,973.20	225,737.00	232,509.00	239,485.00	246,669.00	254,069.00	(1.84)
Turf Mowing - Wages Overtime	2,000.00	1,500.00	1,545.00	1,591.00	1,639.00	1,688.00	(25.00)
Turf Mowing - Insurance - Vehicle	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
Turf Mowing - Equipment Maintenance	5,000.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	(40.00)
Turf Mowing - Vehicle Fuel & Oil	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Turf Mowing - Small Tools & Equipment	2,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	100.00
Turf Mowing - Miscellaneous	2,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Turf Mowing - Materials & Supplies	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
<b>Total Expense</b>	<b>3,285,825.26</b>	<b>3,310,577.00</b>	<b>3,409,893.00</b>	<b>3,512,198.00</b>	<b>3,617,556.00</b>	<b>3,726,084.00</b>	<b>0.75</b>
<b>Total Parks</b>	<b>3,253,746.26</b>	<b>3,265,498.00</b>	<b>3,363,462.00</b>	<b>3,464,374.00</b>	<b>3,568,297.00</b>	<b>3,675,347.00</b>	<b>0.36</b>

5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Museum</b>							
<b>Expense</b>							
Museum - Contract Expense	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Museum - Operation Contract	75,000.00	90,000.00	92,700.00	95,481.00	98,345.00	101,296.00	20.00
Museum - Building Maintenance	4,000.00	4,000.00	4,120.00	4,244.00	4,371.00	4,502.00	0.00
Museum - Electricity	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Museum - Contingency	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
<b>Total Expense</b>	<b>96,000.00</b>	<b>111,000.00</b>	<b>114,330.00</b>	<b>117,761.00</b>	<b>121,292.00</b>	<b>124,932.00</b>	<b>15.63</b>
<b>Total Museum</b>	<b>96,000.00</b>	<b>111,000.00</b>	<b>114,330.00</b>	<b>117,761.00</b>	<b>121,292.00</b>	<b>124,932.00</b>	<b>15.63</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>35 Storm Drainage - Operating Fund</b>							
<b>Storm Sewer</b>							
<b>Revenue</b>							
Storm Drainage-Taxes	-484,906.17	-517,637.00	-546,107.00	-576,143.00	-602,070.00	-629,163.00	6.75
<b>Total Revenue</b>	<b>-484,906.17</b>	<b>-517,637.00</b>	<b>-546,107.00</b>	<b>-576,143.00</b>	<b>-602,070.00</b>	<b>-629,163.00</b>	<b>6.75</b>
<b>Expense</b>							
Storm Drainage-Wages	56,440.57	57,570.00	59,297.00	61,076.00	62,908.00	64,795.00	2.00
Storm Drainage-Wages Regular	100,365.60	102,373.00	105,445.00	108,608.00	111,866.00	115,222.00	2.00
Storm Drainage-Wages Overtime	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Storm Drainage-Wages Part time & Casual	9,500.00	9,500.00	9,785.00	10,079.00	10,381.00	10,692.00	0.00
Storm Drainage - Annual sediment removal	50,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	0.00
Storm Drainage-Ins Vehicle	600.00	1,300.00	1,339.00	1,379.00	1,421.00	1,463.00	116.67
Storm Drainage-Contract Services	60,880.00	75,000.00	77,250.00	79,568.00	81,955.00	84,413.00	23.19
Storm Drainage-EMCON/AEL Contract	39,120.00	39,120.00	40,294.00	41,502.00	42,747.00	44,030.00	0.00
Storm Drainage-Traffic control contract	25,000.00	25,000.00	25,750.00	26,523.00	27,318.00	28,138.00	0.00
Storm Drainage-VAC Truck Nozzles Equip	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Storm Drainage- Vehicle Repairs	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
Storm Drainage-Vehicle Fuel and Oil	4,000.00	18,774.00	19,337.00	19,917.00	20,515.00	21,130.00	369.35
Storm Drainage-Catch Basin Repairs	30,000.00	30,000.00	30,900.00	31,827.00	32,782.00	33,765.00	0.00
Storm Drainage-Rental Equipment (exter	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Storm Drainage-Small tools & equipment	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Storm Drainage-Miscellaneous	32,500.00	32,500.00	33,475.00	34,479.00	35,514.00	36,579.00	0.00
Storm Drainage-Materials&Supplies	22,000.00	22,000.00	22,660.00	23,340.00	24,040.00	24,761.00	0.00
Storm Drainage-VAC Truck mat&supplies	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
Storm Drainage-Waste disposal	10,000.00	10,000.00	10,300.00	10,609.00	10,927.00	11,255.00	0.00
Storm Drainage-VAC Truck Wear Parts	7,500.00	7,500.00	7,725.00	7,957.00	8,195.00	8,441.00	0.00
Trsfir To Storm Drainage Reserve	0.00	0.00	12,940.00	26,979.00	36,434.00	46,559.00	0.00
<b>Total Expense</b>	<b>484,906.17</b>	<b>517,637.00</b>	<b>546,107.00</b>	<b>576,143.00</b>	<b>602,070.00</b>	<b>629,163.00</b>	<b>6.75</b>
<b>Total Storm Sewer</b>	<b>0.00</b>						

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Transfer to Reserve</b>							
<b>Expense</b>							
Trsfr to Own Reserve-Future Expenditure	485,000.00	485,000.00	522,722.00	563,378.00	607,197.00	654,423.00	0.00
Trsfr to Own Reserve-Gas Tax	1,420,117.00	1,420,117.00	1,420,117.00	1,420,117.00	1,420,117.00	1,420,117.00	0.00
Trsfr to Own Reserve-Equip Replacement	915,000.00	1,052,250.00	1,069,788.00	1,087,617.00	1,105,744.00	1,124,174.00	15.00
Trsfr to Own Reserve-General Cap fund	4,684,376.00	4,318,192.00	4,447,738.00	4,581,170.00	4,718,605.00	4,860,163.00	(7.82)
Transfer to Reserves-RCMP Reserve	315,069.00	315,069.00	315,069.00	315,069.00	315,069.00	315,069.00	0.00
Trsfr to Own Reserve-Fire Dept Equip Res	600,000.00	702,000.00	723,060.00	744,752.00	767,094.00	790,107.00	17.00
Trsfr to Own Reserve-Elections	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	0.00
Trsfr to Own Reserve-New City Hall	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00	0.00
Trsfr to Reserve-Facilities (Fire Hall)	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	0.00
Trsfr to Main City Software Platform Res	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	0.00
Trsfr to Recreation Reserve	107,116.00	107,116.00	107,116.00	107,116.00	107,116.00	107,116.00	0.00
Trsfr to Own Reserve-COR Audit	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0.00
Trsfr to Own Reserve-1% Infrs. Levy	365,000.00	730,592.00	730,592.00	730,592.00	0.00	0.00	100.16
Trasnfer to Reserves Solid Waste	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00
<b>Total Expense</b>	<b>10,432,678.00</b>	<b>10,671,336.00</b>	<b>10,877,202.00</b>	<b>11,090,811.00</b>	<b>10,581,942.00</b>	<b>10,812,169.00</b>	<b>2.29</b>
<b>Total Transfer to Reserve</b>	<b>10,432,678.00</b>	<b>10,671,336.00</b>	<b>10,877,202.00</b>	<b>11,090,811.00</b>	<b>10,581,942.00</b>	<b>10,812,169.00</b>	<b>2.29</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Transfer from Reserve</b>							
<b>Revenue</b>							
MFA Eqpt Financing Proceeds (C380-19)	-1,413,626.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Transfer from Cap Res-to Operating	-588,943.83	-803,508.00	-827,613.00	-852,442.00	-878,015.00	-904,355.00	36.43
Reserve - Equipment Replacement	-1,640,042.00	-278,823.00	-278,283.00	-228,366.00	-156,041.00	-160,722.00	(83.00)
Trsf from reserves-Fire Equipment Replac	-905,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Trsf from Reserves-Playground Equipment	-56.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Reserve - Future Expenditures	-1,689,349.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Transfer from Reserves-Solid Waste	-15,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Reserve - Policing	-427,568.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Trsf from Gas Tax Reserve	-5,592,462.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Transfer from Reserves - Elections	-108,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Transfer From Reserve - Land Acquisition	-4,807,957.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Trans From Res - To Construct City hall	-6,822,574.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Trans From Res - To Construct Yard	-342,043.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Transfer from Reserves-Recreation	-100,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Transfer from Reserves-COVID Restart	-1,406,122.00	-1,112,748.00	0.00	0.00	0.00	0.00	(20.86)
DCC's - Roads	-7,453,421.00	0.00	0.00	0.00	0.00	0.00	(100.00)
DCC's - Parks	-67,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Trsf from reserves-Sewer	-744,928.00	-32,428.00	-32,428.00	-32,428.00	-25,231.00	0.00	(95.65)
<b>Total Revenue</b>	<b>-34,124,091.83</b>	<b>-2,227,507.00</b>	<b>-1,138,324.00</b>	<b>-1,113,236.00</b>	<b>-1,059,287.00</b>	<b>-1,065,077.00</b>	<b>(93.47)</b>
<b>Total Transfer from Reserve</b>	<b>-34,124,091.83</b>	<b>-2,227,507.00</b>	<b>-1,138,324.00</b>	<b>-1,113,236.00</b>	<b>-1,059,287.00</b>	<b>-1,065,077.00</b>	<b>(93.47)</b>

Note - 2023-2027 does not include funding for capital

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>25 West Kelowna Water System</b>							
<b>West Kelowna Water</b>							
<b>Revenue</b>							
WKW-Bulk Water Station Revenue	0.00	-10,000.00	-10,300.00	-10,609.00	-10,927.00	-11,255.00	0.00
WKW-User Fees	-9,620,621.20	-4,200,000.00	-4,368,000.00	-4,499,040.00	-4,634,011.00	-4,773,032.00	(56.34)
WKW-User Fee Flat Rose Valley Debt	-1,014,938.08	-5,700,000.00	-5,928,000.00	-6,105,840.00	-6,289,015.00	-6,477,686.00	461.61
WKW-User Fee Flat Powers Creek Debt	-904,218.64	-3,700,000.00	-3,848,000.00	-3,963,440.00	-4,082,343.00	-4,204,813.00	309.19
WKW-Other Revenue	-789,808.85	-721,609.00	-743,257.00	-765,555.00	-788,522.00	-812,177.00	(8.63)
WKW-Water Shut Off/On Revenue	0.00	-50,000.00	-51,500.00	-53,045.00	-54,636.00	-56,275.00	0.00
WKW-Interest Income	-10,658.00	-10,658.00	-10,978.00	-11,307.00	-11,646.00	-11,996.00	0.00
WKW-Transfer from Reserves	-4,324,831.00	-16,464.00	-16,464.00	-16,464.00	-12,810.00	0.00	(99.62)
Water Local Tax-Green Bay	-30,557.00	-30,557.00	-31,474.00	-32,418.00	-33,390.00	-34,392.00	0.00
<b>Total Revenue</b>	<b>-16,695,632.77</b>	<b>-14,439,288.00</b>	<b>-15,007,973.00</b>	<b>-15,457,718.00</b>	<b>-15,917,300.00</b>	<b>-16,381,626.00</b>	<b>(13.51)</b>
<b>Expense</b>							
WKW-WTP-PC	1,788,949.65	2,024,673.00	2,085,414.00	2,147,982.00	2,212,418.00	2,278,792.00	13.18
Powers Creek - Water Shed	0.00	39,000.00	40,170.00	41,376.00	42,616.00	43,894.00	0.00
WKW-WTP-RV	376,440.16	1,515,695.00	1,561,163.00	1,607,985.00	1,656,238.00	1,705,917.00	302.64
Rose Valley - Water Shed	0.00	41,000.00	42,230.00	43,496.00	44,802.00	46,146.00	0.00
WKW-RMR-Bulk Water System	25,000.00	25,000.00	25,750.00	26,522.00	27,318.00	28,137.00	0.00
WKW General	3,691,417.05	4,148,425.00	4,272,879.00	4,401,065.00	4,533,095.00	4,669,092.00	12.38
WKW-Building	105,500.00	96,500.00	99,395.00	102,379.00	105,448.00	108,614.00	(8.53)
WKW-OPM-Raw Water Supply and Dams	39,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
WKW-OPM-Chemical and Disinfection Syst	85,000.00	50,000.00	51,500.00	53,045.00	54,636.00	56,275.00	(41.18)
WKW-OPM-Flushing Program	25,000.00	75,000.00	77,250.00	79,568.00	81,954.00	84,413.00	200.00
WKW-OPM-Reservoir Maintenance/Cleaning	22,000.00	22,000.00	22,660.00	23,340.00	24,040.00	24,761.00	0.00
WKW-OPM-Cross Connection Control Progr	2,500.00	2,500.00	2,575.00	2,652.00	2,732.00	2,814.00	0.00
WKW-OPM-Valve Exercising Program	2,000.00	2,000.00	2,060.00	2,122.00	2,185.00	2,251.00	0.00
WKW-OPM-Hydrant Maintenance Program	42,000.00	42,000.00	43,260.00	44,558.00	45,894.00	47,272.00	0.00
WKW-OPM-Water Metering	228,553.50	228,590.00	235,447.00	242,511.00	249,785.00	257,280.00	0.02
WKW-OPM-Water Metering-replacements	120,000.00	120,000.00	123,600.00	127,308.00	131,127.00	135,061.00	0.00
WKW-OPM-PRV Maintenance	22,000.00	22,000.00	22,660.00	23,340.00	24,040.00	24,761.00	0.00
WKW-OPM-Booster Station Maintenance	45,000.00	45,000.00	46,350.00	47,741.00	49,173.00	50,648.00	0.00
WKW-OPM-Water Quality Monitoring Progr	110,000.00	95,000.00	97,850.00	100,786.00	103,810.00	106,923.00	(13.64)
WKW-OPM-Instrumentation	20,000.00	20,000.00	20,600.00	21,219.00	21,855.00	22,511.00	0.00
WKW-OPM-Communications/Radio/PLC/SCADA	36,000.00	36,000.00	37,080.00	38,192.00	39,338.00	40,518.00	0.00
WKW-OPM-Electrical	24,000.00	24,000.00	24,720.00	25,462.00	26,225.00	27,012.00	0.00
WKW-OPM-Water Distribution	40,000.00	40,000.00	41,200.00	42,436.00	43,709.00	45,020.00	0.00
WKW-RMR-Water Supply and Dams	41,000.00	0.00	0.00	0.00	0.00	0.00	(100.00)
WKW-RMR-Chemical and Disinfection Syst	20,500.00	20,500.00	21,115.00	21,748.00	22,401.00	23,073.00	0.00
WKW-RMR-Flushing	5,000.00	5,000.00	5,150.00	5,305.00	5,464.00	5,628.00	0.00
WKW-RMR-Reservoir Repair	13,000.00	13,000.00	13,390.00	13,792.00	14,206.00	14,632.00	0.00
WKW-RMR-Blackflow Assembly	1,500.00	1,500.00	1,545.00	1,591.00	1,639.00	1,689.00	0.00
WKW-RMR-Value Repair / Replacement	11,000.00	11,000.00	11,330.00	11,670.00	12,020.00	12,380.00	0.00
WKW-RMR-Hydrant Repair / Replacement	19,000.00	19,000.00	19,570.00	20,158.00	20,762.00	21,385.00	0.00

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>25 West Kelowna Water System</b>							
WKW-RMR-PRV Repair	27,500.00	27,500.00	28,325.00	29,175.00	30,050.00	30,952.00	0.00
WKW-RMR-Booster Station	40,000.00	40,000.00	41,200.00	42,436.00	43,710.00	45,020.00	0.00
WKW-RMR-Reactive Water Quality Monitor	3,000.00	6,500.00	6,695.00	6,896.00	7,103.00	7,316.00	116.67
WKW-RMR-Instrumentation Repair / Repla	12,000.00	8,500.00	8,755.00	9,018.00	9,289.00	9,567.00	(29.17)
WKW-RMR-Communications/Radio/PLC/SCADA	25,000.00	15,000.00	15,450.00	15,914.00	16,391.00	16,883.00	(40.00)
WKW-RMR-Electrical	7,500.00	7,500.00	7,725.00	7,957.00	8,196.00	8,442.00	0.00
WKW-RMR-Water Distribution	160,200.00	160,200.00	165,006.00	169,956.00	175,055.00	180,307.00	0.00
WKW-Rounds/Inspections/Routine Operati	887,979.95	949,062.00	977,534.00	1,006,859.00	1,037,065.00	1,068,177.00	6.88
WKW-Reactive/Corrective Maint/Repair	300,000.00	305,000.00	314,150.00	323,575.00	333,281.00	343,280.00	1.67
WKW-Preventative Maintenance	210,000.00	214,000.00	220,420.00	227,033.00	233,843.00	240,859.00	1.90
WKW-Request For Service (Water on/off,	60,000.00	61,000.00	62,830.00	64,715.00	66,656.00	68,656.00	1.67
WKW-Standard On-Call Pay	65,000.00	65,000.00	66,950.00	68,959.00	71,027.00	73,158.00	0.00
WKW-Transfer to Reserves	2,719,636.00	2,882,814.00	3,132,191.00	3,253,048.00	3,377,529.00	3,944,619.00	6.00
WKW Long Term Debt Principal	688,759.90	724,772.00	760,553.00	798,139.00	837,619.00	441,679.00	5.23
MFA Short-term Debt Principal	0.00	14,354.00	14,955.00	15,590.00	12,619.00	0.00	0.00
WKW Long Term Debt Interest	202,865.55	171,594.00	135,812.00	98,226.00	58,747.00	15,812.00	(15.41)
MFA Short-term Debt Interest	0.00	2,109.00	1,509.00	873.00	190.00	0.00	0.00
<b>Total Expense</b>	<b>12,370,801.76</b>	<b>14,439,288.00</b>	<b>15,007,973.00</b>	<b>15,457,718.00</b>	<b>15,917,300.00</b>	<b>16,381,626.00</b>	<b>16.72</b>
<b>Total West Kelowna Water</b>	<b>-4,324,831.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(100.00)</b>

Note - 2022 includes capital funding but not capital expenditures

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>31 Sewer operating fund</b>							
<b>West Kelowna Sewer</b>							
<b>Revenue</b>							
Cond Operating Grant - OBWB Sewer Gran	-30,000.00	-30,000.00	-30,900.00	-31,827.00	-32,782.00	-33,765.00	0.00
Sewer Domestic User Fees	-3,935,250.00	-4,053,308.00	-4,174,907.00	-4,300,154.00	-4,429,159.00	-4,562,033.00	3.00
Sewer Domestic User Fees RDCO	-1,981,074.00	-2,040,506.00	-2,101,721.00	-2,164,773.00	-2,229,716.00	-2,296,608.00	3.00
Sewer Misc Other Income	-88,390.00	-88,390.00	-91,042.00	-93,773.00	-96,586.00	-99,484.00	0.00
Transfer from reserves	-744,928.00	-32,428.00	-32,428.00	-32,428.00	-25,231.00	0.00	(95.65)
Sewer Local Service Levy	-554,978.31	-554,978.00	-571,627.00	-588,776.00	-606,439.00	-624,633.00	0.00
<b>Total Revenue</b>	<b>-7,334,620.31</b>	<b>-6,799,610.00</b>	<b>-7,002,625.00</b>	<b>-7,211,731.00</b>	<b>-7,419,913.00</b>	<b>-7,616,523.00</b>	<b>(7.29)</b>
<b>Expense</b>							
Sewer administration	4,698,570.15	4,783,565.00	4,927,073.00	5,074,882.00	5,227,130.00	5,383,944.00	1.81
Sewer collection system	440,636.90	449,457.00	462,941.00	476,830.00	491,134.00	505,868.00	2.00
Sewer lift stations	248,189.00	248,188.00	255,631.00	263,303.00	271,201.00	279,339.00	0.00
Transfer to Reserves	526,318.20	618,932.00	735,193.00	824,572.00	907,635.00	1,077,687.00	17.60
Long term debt - principal	363,563.66	337,375.00	278,110.00	247,501.00	209,910.00	165,817.00	(7.20)
MFA Short-term Debt Principal	0.00	28,273.00	29,456.00	30,709.00	24,856.00	0.00	0.00
Long term debt - interest	312,414.40	329,665.00	311,249.00	292,215.00	287,672.00	203,868.00	5.52
MFA Short-term Debt Interest	0.00	4,155.00	2,972.00	1,719.00	375.00	0.00	0.00
<b>Total Expense</b>	<b>6,589,692.31</b>	<b>6,799,610.00</b>	<b>7,002,625.00</b>	<b>7,211,731.00</b>	<b>7,419,913.00</b>	<b>7,616,523.00</b>	<b>3.19</b>
<b>Total West Kelowna Sewer</b>	<b>-744,928.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(100.00)</b>

Note - 2022 includes capital funding but not capital expenditures

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Transfer to Other Governments</b>							
<b>Revenue</b>							
Parcel Tax - Landfill Transfer Station	-471,000.00	-471,000.00	-485,130.00	-499,684.00	-514,674.00	-530,115.00	0.00
Parcel Tax - Serile Insect Release	-13,300.00	-13,300.00	-13,699.00	-14,110.00	-14,533.00	-14,969.00	0.00
Parcel Taxes-RDCO Solid Waste&Recycling	-200,000.00	-200,000.00	-206,000.00	-212,180.00	-218,545.00	-225,102.00	0.00
Coll for others-School Tax	-16,000,000.00	-17,000,000.00	-17,510,000.00	-18,035,300.00	-18,576,359.00	-19,133,650.00	6.25
Additional School Taxes Collected	-300,000.00	-600,000.00	-618,000.00	-636,540.00	-655,636.00	-675,305.00	100.00
Coll for others-Reg Hospital District	-3,010,000.00	-3,100,000.00	-3,193,000.00	-3,288,790.00	-3,387,454.00	-3,489,077.00	2.99
CORD General taxes collected	-3,100,000.00	-3,100,000.00	-3,193,000.00	-3,288,790.00	-3,387,454.00	-3,489,077.00	0.00
BCAA Taxes collected	-500,000.00	-550,000.00	-566,500.00	-583,495.00	-601,000.00	-619,030.00	10.00
MFA Taxes collected	-2,400.00	-3,000.00	-3,090.00	-3,183.00	-3,278.00	-3,377.00	25.00
Coll for other-CORD SIR Taxes	-145,000.00	-150,000.00	-154,500.00	-159,135.00	-163,909.00	-168,826.00	3.45
<b>Total Revenue</b>	<b>-23,741,700.00</b>	<b>-25,187,300.00</b>	<b>-25,942,919.00</b>	<b>-26,721,207.00</b>	<b>-27,522,842.00</b>	<b>-28,348,528.00</b>	<b>6.09</b>
<b>Expense</b>							
School District Taxes Paid	16,300,000.00	17,600,000.00	18,128,000.00	18,671,840.00	19,231,995.00	19,808,955.00	7.98
Regional Hospital District Taxes Paid	3,010,000.00	3,100,000.00	3,193,000.00	3,288,790.00	3,387,454.00	3,489,076.00	2.99
CORD Taxes Paid	3,136,000.00	3,113,300.00	3,206,699.00	3,302,900.00	3,401,987.00	3,504,047.00	(0.72)
BCAA Taxes Paid	500,000.00	550,000.00	566,500.00	583,495.00	601,000.00	619,030.00	10.00
MFA Taxes Paid	2,400.00	3,000.00	3,090.00	3,183.00	3,278.00	3,377.00	25.00
RDCO Garbage& Recycling Parcel Taxes Pd	190,000.00	200,000.00	206,000.00	212,180.00	218,545.00	225,102.00	5.26
RDCO Transfer Station Parcel Taxes Paid	445,000.00	471,000.00	485,130.00	499,684.00	514,674.00	530,115.00	5.84
CORD SIR taxes paid	158,300.00	150,000.00	154,500.00	159,135.00	163,909.00	168,826.00	(5.24)
<b>Total Expense</b>	<b>23,741,700.00</b>	<b>25,187,300.00</b>	<b>25,942,919.00</b>	<b>26,721,207.00</b>	<b>27,522,842.00</b>	<b>28,348,528.00</b>	<b>6.09</b>
<b>Total Transfer to Other Governments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Other Income</b>							
<b>Revenue</b>							
Investment income - interest earned	-600,000.00	-600,000.00	-618,000.00	-636,540.00	-655,636.00	-675,305.00	0.00
Interest income-Parcel Taxes	-150,000.00	-150,000.00	-154,500.00	-159,135.00	-163,909.00	-168,826.00	0.00
Interest on taxes	-100,000.00	-100,000.00	-103,000.00	-106,090.00	-109,273.00	-112,551.00	0.00
Penalties on taxes	-320,000.00	-395,000.00	-406,850.00	-419,056.00	-431,627.00	-444,576.00	23.44
Penalties on Utilities and Solid Waste	-60,000.00	-80,000.00	-82,400.00	-84,872.00	-87,418.00	-90,041.00	33.33
Other penalties and interest	-20,000.00	-20,000.00	-20,600.00	-21,218.00	-21,855.00	-22,510.00	0.00
Proceeds-long term borrowing	-11,177,426.00	0.00	0.00	0.00	0.00	0.00	(100.00)
Internal Borrowing - Interest	-35,765.00	-35,765.00	-36,838.00	-37,943.00	-39,081.00	-40,254.00	0.00
Internal Borrowing - Principal	-27,735.00	-27,735.00	-28,567.00	-29,424.00	-30,307.00	-31,216.00	0.00
<b>Total Revenue</b>	<b>-12,490,926.00</b>	<b>-1,408,500.00</b>	<b>-1,450,755.00</b>	<b>-1,494,278.00</b>	<b>-1,539,106.00</b>	<b>-1,585,279.00</b>	<b>(88.72)</b>
<b>Total Other Income</b>	<b>-12,490,926.00</b>	<b>-1,408,500.00</b>	<b>-1,450,755.00</b>	<b>-1,494,278.00</b>	<b>-1,539,106.00</b>	<b>-1,585,279.00</b>	<b>(88.72)</b>

## 5 YR FINANCIAL PLAN



For Period Ending 31-Dec-2023

	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	% CHANGE 2022-23
<b>11 General operating fund</b>							
<b>Debt Summary</b>							
<b>Expense</b>							
LTD Principal-RCMP Building	277,414.00	277,414.00	277,414.00	277,414.00	277,414.00	277,414.00	0.00
LT Debt - Mt. Bou Arena(MFA 95)-principa	134,007.14	134,007.00	134,007.00	134,007.00	0.00	0.00	0.00
Long Term Dbt Principal-Solid Waste Cart	22,361.00	22,361.00	23,032.00	23,723.00	24,434.00	25,168.00	0.00
MFA Eqpt Financing Principal-(C380-19)	0.00	246,730.00	257,069.00	217,482.00	153,722.00	0.00	0.00
LTD Interest-RCMP Building	185,869.32	185,869.00	185,869.00	185,869.00	185,869.00	185,869.00	0.00
LTDebt Interest-Mt. Bou Arena (MFA95)	29,926.54	29,927.00	29,927.00	29,927.00	0.00	0.00	0.00
Long Term Debt Interest-Solid Waste Cart	12,639.00	12,639.00	13,018.00	13,409.00	13,811.00	14,225.00	0.00
MFA Eqpt Financing Interest-(C380-19)	0.00	31,553.00	21,214.00	10,884.00	2,318.00	0.00	0.00
LT Debt-Principal Paid	12,947.21	14,894.00	14,894.00	14,894.00	14,894.00	14,894.00	15.04
WKW-LTD Principal (WID)	675,812.69	709,878.00	745,659.00	783,245.00	822,725.00	426,785.00	5.04
MFA Eqpt Financing Principal (C197-21)	0.00	14,354.00	14,955.00	15,590.00	12,619.00	0.00	0.00
WKW-LTD Interest (WID)	193,628.67	159,564.00	123,782.00	86,196.00	46,717.00	7,935.00	(17.59)
WKW LTD Interest (CWK)	5,512.50	8,306.00	8,306.00	8,306.00	8,306.00	4,153.00	50.68
WKW LTD Interest (WKW)	3,724.38	3,724.00	3,724.00	3,724.00	3,724.00	3,724.00	(0.01)
MFA Eqpt Financing Interest (C197-21)	0.00	2,109.00	1,509.00	873.00	190.00	0.00	0.00
Cemetery-Internal Debt Principal	27,735.00	27,735.00	28,567.00	29,424.00	30,307.00	31,216.00	0.00
Cemetery-Internal Debt Interest	35,765.00	35,765.00	36,838.00	37,943.00	39,081.00	40,254.00	0.00
Sewer LTD - Principal paid	363,563.66	337,375.00	278,110.00	247,501.00	209,910.00	165,817.00	(7.20)
MFA Eqpt Financing Principal (C197-21)	0.00	28,273.00	29,456.00	30,709.00	24,856.00	0.00	0.00
Sewer LTD - Interest paid	191,414.40	208,665.00	186,619.00	163,846.00	155,452.00	67,681.00	9.01
Sewer Long Term Interest - Internal Loan	121,000.00	121,000.00	124,630.00	128,369.00	132,220.00	136,187.00	0.00
MFA Eqpt Financing Interest (C197-21)	0.00	4,155.00	2,972.00	1,719.00	375.00	0.00	0.00
<b>Total Expense</b>	<b>2,293,320.51</b>	<b>2,616,297.00</b>	<b>2,541,571.00</b>	<b>2,445,054.00</b>	<b>2,158,944.00</b>	<b>1,401,322.00</b>	<b>14.08</b>
<b>Total Debt Summary</b>	<b>2,293,320.51</b>	<b>2,616,297.00</b>	<b>2,541,571.00</b>	<b>2,445,054.00</b>	<b>2,158,944.00</b>	<b>1,401,322.00</b>	<b>14.08</b>

**City of West Kelowna  
2023 General Fund Summary**



	FTEs		2023	Tax Increase needed
<b>Base budget includes:</b>				
Net contract and inflation increases (collective agreements, fuel, utilities, contracts, supplies)			\$ 322,733	
Police Service members/wages/ COK contract			658,842	
Increase in Grant in Aid Requests			81,507	
			<b>\$ 1,063,082</b>	<b>2.73%</b>

<b>Maintain Service Level</b>				
Community Support Officer (already approved by Council)	1		96,114	
Junior Accountant Clerk	1		75,534	
Program and Event Coordinator	1		93,999	
Information Services - managing staff levels	1		127,066	
Parks Planning - Analyst	1		99,820	
Legal Assistant - bringing services in house (net of reduced expenses)*	0.6		7,842	
Savings from Exempt restructure			- 85,000	
			<b>\$ 415,375</b>	<b>1.07%</b>

<b>Critical Infrastructure Funding</b>				
1% Infrastructure Levy (3 year of 5 year plan)			<b>\$ 389,355</b>	
Additional Transfer to reserve			<b>\$ 389,355</b>	
			<b>\$ 778,711</b>	<b>2.00%</b>

<b>Supplemental Safety and Security FTE Increases:</b>				
RCMP Members (approval needed for 2023 but members to be funded 2025)	2	\$ 402,000		
Less: Funding to be incorporated into operating budget increases		-\$ 402,000		
			\$ -	
Flex Fire Fighters	2	198,578		
Paid on Call increase in wages and members		122,338		
Subtotal Fire Department Increases			320,916	
Bylaw Officer Seasonal	0.6		48,219	
<b>Increase Needed for Safety and Security</b>			<b>\$ 369,135</b>	<b>0.95%</b>

<b>Total Increase In Budget</b>	<b>10.20</b>			<b>6.75%</b>
<b>Less Estimated Growth</b>				<b>-1.75%</b>
<b>NET TAX INCREASE</b>				<b>5.00%</b>



**City of West Kelowna  
2023 Supplemental FTE Budget Requests**

No Seq.	Department	Position / addition to budget	Justification	Occurrence	FTE	Expense 2023	Supported
<b>GENERAL FUND</b>							
FTE2023-1	Bylaw and Enforcement	Community Support Officer	In July 2021 the City was awarded a UBCM grant under the Strengthening Communities Program which enabled the creation and hiring of a Bylaw Community Support Officer (CSO) for a 12 month term. In July 2022, with the grant expiring at the end of August, Council passed a resolution to fund the position until the end of 2022. The establishment of the CSO position enabled the Department to resource manage in a much more balanced response to community safety needs. The CSO has been able to dedicate time to establishing the necessary relationships with service providers as well as the street entrenched population. With specialized training and utilizing a proactive, solutions-oriented approach the CSO has been able to resolve or mitigate situations arising with individuals who typically have very challenging issues such as substance abuse and or mental illness. The CSO has been able to dedicate a significant amount of time proactively conducting patrols in areas of public concern that include the downtown core, parks, bus loops, encampments in the bush and other areas of congregation.	Ongoing	1.00	\$ 95,289	YES
				Ongoing		\$ 825	
				One time		\$ -	
				<b>Overall Increase in budget</b>		<b>\$ 96,114</b>	
FTE2023-2	Financial Services	Junior Accountant Clerk	The Finance Department has seen an increase in the processing of accounts payable transactions. With the growth of capital projects and to maintain service levels, more staff is needed in the Finance Department. This position would assist in filing, processing invoices and provide backup to Accounts Payable clerk and Intermediate Accountant as needed.	Ongoing	1.00	\$ 70,697	
				Ongoing		\$ 2,152	
				One time		\$ 2,685	
				<b>Overall Increase in budget</b>		<b>\$ 75,534</b>	
FTE2023-3	Facilities Recreation and Culture	Program and Event Coordinator	The City is experiencing an increase in program registrations. Currently the City of West Kelowna only has one program coordinator on staff. An additional Coordinator position will allow the department to keep up with the demand and service levels of the community, as well as increase and improve the program and events that are currently being offered by the City. Creating this additional position will also reduce any risk of future program or events being cancelled due to our current coordinator being sick, on vacation, or has left the organization.	Ongoing	1.00	\$ 88,063	YES
				Ongoing		\$ 1,366	
				One time		\$ 4,570	
				<b>Overall Increase in budget</b>		<b>\$ 93,999</b>	
FTE2023-4	Information Services	IS Infrastructure and Service Desk Supervisor	The Information Services department has seen a substantial increase in demand over the past three years. Many new projects are either in progress or in the queue to be started. Additionally day-to-day support requirements have also grown along with new systems being implemented, new staff being hired, and taking on support of both the RCMP detachment and the SCADA network. At present the Information Services department has a team of 14 full time staff and a summer student, which is managed by the Information Services Manager and the Application and GIS Services Supervisor. Given the substantial amount of growth of the Information Services department workload, it has been difficult to manage the current projects and operational work in the department. It is recommended to hire another supervisor to oversee the Service Desk and Infrastructure teams in order to free up the Information Services Manager's time to focus on management level tasks that are not presently getting completed and to also assist the Application and GIS Services Supervisor with incoming and current projects.	Ongoing	1.00	\$ 114,091	YES
				Ongoing		\$ 4,655	
				One time		\$ 8,320	
				<b>Overall Increase in budget</b>		<b>\$ 127,066</b>	
FTE2023-5	Parks	Parks Planning Analyst	Since incorporation the City of West Kelowna has seen incredible growth throughout the community. This includes growth in the Parks Department, with the parks system growing from approximately 100 to 143 today + road boulevards and trails through Crown Lands, grounds adjacent to facilities, and more being added to the inventory on an annual basis.  Introducing a Parks Planning Analyst will relieve the Parks Planner from responding to all Development Applications, allowing them to turn their attention back to the larger Park Planning applications, Long Range Planning and Capital projects. In addition to processing the majority of the Development Application referrals, the Parks Planning Analyst will provide assistance to smaller Capital projects, completion development application field inspections as they relate to park improvements, and support the Parks Planning function with public consultations, public inquiries, and volunteer coordination and asset management data collection and processing.	Ongoing	1.00	\$ 93,149	YES
				Ongoing		\$ 3,601	
				One time		\$ 3,070	
				<b>Overall Increase in budget</b>		<b>\$ 99,820</b>	
FTE2023-6	Legal Services	Legal Admin	This request is for a part time legal assistant in Legal Services department. This department has been operating since February 2021 without dedicated support staff. As the department continues to increase its services to each of the other departments for their various legal needs, more time is being spent by the Director on administrative tasks that could otherwise be handled by an administrative assistant. As the department intends to handle all litigation matters in-house going forward the department will require some legal administrative support to assist with document drafting, court filing, scheduling with opposing counsel and the courts, maintaining filing deadlines and limitation periods, routine correspondence with opposing counsel and simple legal research.	Ongoing	0.60	-\$ 4,054	Part time - YES
				Ongoing		\$ 4,851	
				One time		\$ 7,045	
				<b>Overall Increase in budget</b>		<b>\$ 7,842</b>	



**City of West Kelowna  
2023 Supplemental FTE Budget Requests**

No Seq.	Department	Position / addition to budget	Justification	Occurrence	FTE	Expense 2023	Supported
FTE2023-7	Police Services	Constable - Regular Member	This position is an additional RCMP Regular Member ( RM ) Constable position to join the current complement of Members currently posted to the West Kelowna General Duty Front Line Teams. These four Teams provide front line calls to service. This service is provided 24 hours a day, 365 days a year. Currently the General Duty Teams consist of eight RM's ( Seven Constables and a Corporal in charge ) when at full strength. The total complement currently therefore of this unit is 32 RM's spread across the 4 General Duty Teams. The Members provided to this set of General duty Teams come from the three funding partners ( West Kelowna (19), Provincial (9) and Peachland ( 4 )) These Constables respond to all call types from homicides to cause disturbances and are the primary call response units at the Detachment. They are supported in more complex or specialized investigations by the Community Safety unit and the General investigation / Serious crime unit. Investigational calls to service continue to increase along with increases in population in West Kelowna. Complexity of these investigations continues to increase along with demands for more proactive responses to Community issues and criminal behaviour. This RM increase is the first request in this area of a total of four to Bring the General Duty teams to an increased strength of 9 RM's per General Duty Team. This increase in front line response is imperative to maintain Police service in West Kelowna to meet Community need.	Ongoing	1.00	\$ 201,000	YES
FTE2022-8	Police Services	Constable - Regular Member	This position is an additional RCMP Regular Member Constable position to join the current complement of Members currently posted to the West Kelowna General investigation / Serious Crime unit. The unit currently has eight Regular Members assigned to it ( 1 Sergeant, 2 Corporals and 5 Constables ). Five of the Members are funded through the Municipality of West Kelowna with the remaining three funded through the Provincial unit. This group is further supported by two civilians ( 1 Municipal employee and 1 Public Servant ). The unit investigates all serious events in West Kelowna including but not limited to serious assaults, sexual assaults, some high risk missing persons, workplace injuries, complex drug investigations, complex fraud investigations, arsons and joint force investigations. The unit is typically engaged in any event requiring specialized investigative skills and experience. This unit also provides expertise and guidance to other Regular Members in the Detachment as they complete investigations, conduct interviews and prepare judicial authorizations. The addition of this Regular Member would allow this unit to continue to investigate effectively with a goal towards growth eventually allowing for more proactive Police investigations. The increase in capacity in this unit will also provide opportunity to more effectively use personnel to investigate missing persons overall as well as violence in relationship files.	Ongoing	1.00	\$ 201,000	YES
FTE2023-9	Fire Department	2 Flexible Firefighters	As a part of ongoing improvements to the fire service in response to community growth, the increasing presence of higher buildings in our fire response area and in anticipation of high rise buildings in the future, it is recommended that we incrementally enhance and build capacity within our full time professional firefighter ranks. Secondly, overtime to maintain contractually obligated minimum staffing is a challenge, especially in light of a number of long term absences within the fire service. This is a trend that is expected to continue as the average age of our firefighters increases. At any given time in 2022, 3-4 firefighters were off work on long term medical leaves. The recently negotiated IAFF agreement includes provision for the creation of 'flexible firefighter' positions. These positions can be scheduled as/when needed without respect to shift patterns, meaning that they will be very efficient and effective in reducing the need for overtime.  When these flexible staff are not covering vacancies due to sickness or vacation, they will expand the incremental staffing of a second 'fire company' at Station #31. This fire company will operate the ladder and rescue trucks as well as provide added work force at major or concurrent incidents. As the number of firefighter positions is increased incrementally going forward, 100% staffing of this company will become possible over time.	Ongoing	2.00	\$ 188,411	YES
				Ongoing		\$ 2,833	
				One time		\$ 7,333	
				<b>Overall Increase in budget</b>		<b>\$ 198,578</b>	
FTE2023-10	Bylaw and Enforcement	Seasonal Bylaw Officer	The Bylaw Department is staffed with 3 officers from October to April. In April the department currently has one (1) seasonal Officer who comes in to work a 6 month term. The addition of the seasonal Officer facilitates the departments ability to move to a 7 day work week. To stretch 4 Officers over a 7 day work week, working 10 hours/day, results in 4 days a week where there are only two Officers working. Maintaining two Officers per day is not possible when holidays/sickness/training are factored in. Leaving one Officer to work alone creates a significant risk to that Officer and does not provide the public with a reasonable response time to complaints. In the past the Department has tried to cover the vacancies with the use of casual officers but this has proven to difficult to sustain given casual turnover as well as a substantial cost to provide casuals with uniforms, PPE and required annual training. In 2022 approx. \$4,800 was expended filling vacant shifts by overtime as a casual was not available. The use of a casual in bylaw enforcement does not provide for effective or consistent file management as they are in for very short periods of time requiring files to be constantly reassigned. A seasonal Officer would carry a full file load with the ability to see the file through to compliance thereby providing a more operationally and administratively effective service to the public. With an additional seasonal Officer position the department will be able to provide the necessary support to the CSO when required.	Ongoing	0.60	\$ 47,644	YES
				Ongoing		\$ 575	
				One time		\$ -	
				<b>Overall Increase in budget</b>		<b>\$ 48,219</b>	



**City of West Kelowna  
2023 Supplemental FTE Budget Requests**

No Seq.	Department	Position / addition to budget	Justification	Occurrence	FTE	Expense 2023	Supported
S2023-11	Fire Department	POC	As a part of ongoing improvements to the fire service in response to community growth, the increasing presence of higher buildings in our fire response area and in anticipation of high rise buildings in the future, it is recommended that we enhance and build capacity within our Paid-on-Call (POC) firefighting program.	<b>Overall Increase in budget</b>		\$ 122,338	YES
To be reviewed in 2024	Parks	Operator II - Cemetery	As the cemetery continues to grow into currently undeveloped areas, the associated maintenance requirements will become greater. Adding a full-time seasonal operator will improve the levels of service at that location, reduce the frequent and unanticipated draw of labour away from the general parks labour pool, improving the levels of service within the rest of the City's Parks system.  The Cemetery is a cost neutral budget line, who's maintenance and operation is funded based on the Operation and Maintenance of the Westbank Cemetery Bylaw (Bylaw 0166). This Bylaw establishes the fees associated with the different memorial options. These funds are then deposited into the Cemetery Maintenance Fund Reserve, whereby the interest generated from that fund is used for the upkeep, care and repair of the Cemetery. In 2023, the Bylaw will be brought forward to update the fees associated with the Cemetery maintenance and operations.	Ongoing		\$ -	To be reviewed in 2024
				Ongoing		\$ -	
				One time		\$ -	
				<b>Overall Increase in budget</b>		\$ -	
To be reviewed in 2024	Parks	Parks Planning Supervisor	Since incorporation the City of West Kelowna has seen incredible growth throughout the community. This includes growth in the Parks Department, with the parks system growing from approximately 100 to 143 today + road boulevards and trails through Crown Lands, grounds adjacent to facilities, and more being added to the inventory on an annual basis.  Currently there is one Parks Manager, who has 14 FTE staff, 7 Seasonal FTE staff and 12 summer students reporting into them, for a total of 21 direct reports for 8 months of the year, and up to 33 direct reports at one time. This total number could grow should other FTE requests be approved in 2023 and beyond.  The span of control and accountability of 33 staff is in excess to any other department in the organization, with the next highest being 20 direct reports to the Utilities Supervisor, in the Public Works Department. It should however be noted that this Supervisor position is further supported by the Public Works Manager. Other typical reporting structures for Managers delivering Operational services in the City include a Supervisor and approx. ten to twelve FTE direct reports.  Introducing a Parks Supervisor would assist in sharing the span of control and accountability in the Parks Department, allow for more innovation in delivery of Parks Services, improve workplace culture, and improve the overall efficiency in achieving Council's Strategic Priorities.	Ongoing		\$ -	To be reviewed in 2024
				Ongoing		\$ -	
				One time		\$ -	
				<b>Overall Increase in budget</b>		\$ -	
To be reviewed in 2024	Facilities Recreation and Culture	Clerk I	Public programs, facility rentals, and park rentals are in high demand since the Province has reduced the restrictions associated with the Covid 19 pandemic. To keep up with demand and to prepare for some new facilities (MBCC, City Hall, Operations Yard, Fire Hall) that will generate additional clerical responsibilities, the department is requesting an additional Clerk to be included into the 2023 budget. The City of West Kelowna has approximately 25,000 people attend about 400 City programs per year and it is the responsibility of the Clerk to assist the public with these program registrations. These registration numbers will increase when MBCC is returned back to a community centre. The position also administers the Facilities Dept preventative maintenance programs and record keeping for 21 buildings, 700 pieces of equipment, and approximately 800 work orders per year. These duties will also increase once the new facilities come on board in 2023. An additional Clerk position will allow the department to keep up with the demand and service levels of the community. See attached business case.	Ongoing		\$ -	To be reviewed in 2024
				Ongoing		\$ -	
				One time		\$ -	
				<b>Overall Increase in budget</b>		\$ -	
To be reviewed in 2024	Information Services	Junior Business Systems Analyst	The Applications team has seen substantial growth in demands for new applicationsThe Applications team has seen substantial growth in demands for new applications and/or upgrades/development in existing applications. There are several major, multiyear projects planned, also operational support that needs to be completed and ongoing support for the newly implemented applications will need to be completed. The applications team currently has a staff level of three and support all line-of-business applications for the City. Some upcoming/current projects of note in the Applications team are Paperless/EDRMS, CityView Upgrade/Online Permits and Payments/Electronic Plan Review, Enterprise Resources Planning(ERP), Customer Relationship Management(CRM), Bylaw Code Enforcement software, Asset Management, IT Service Management Software(ITSM), Human Resources Information System(HRIS), among others. There are many upcoming projects that require growth within the Applications team in order to support in a reasonable time frame. It is not only the implementation of the new software that should be considered, but also the ongoing support and development requirements of the software that will require staff to support. The Paperless Project will likely continue for several additional years, which has an FTE assigned, ERP will likely take several years to completed, which will require an FTE assigned and work on the CityView Upgrade/other feature upgrades will take until mid-2023 to complete. Once Asset Management starts, the third Applications team staff member will likely be assigned full time to that project for several years, leaving no additional staff to complete other projects/operational work. It is recommended to get a Junior Business Systems Analyst onboarded and trained before the Asset Management project starts so that staff can be trained prior to that major project starting. The Junior Business Systems Analyst would work under the guidance of senior staff and would assist with application support, maintenance, development and other tasks as assigned. This would free up senior staff to focus on senior level tasks and have more junior to intermediate level application support/development tasks assigned to the Junior Business Systems Analyst.	Ongoing			To be reviewed in 2024
				Ongoing			
				One time			
				<b>Overall Increase in budget</b>		\$ -	
				<b>Total requests</b>	<b>10.20</b>	<b>\$ 1,271,510</b>	

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Bylaw	<b>POSITION TITLE:</b>	Community Support Officer
<b>DESCRIPTION:</b>	Bylaw Community Support Officer		
<b>IMPLEMENTATION DATE:</b>	January 1, 2023		

**SERVICE IMPACT / JUSTIFICATION:**

In July 2021 the City was awarded a UBCM grant under the Strengthening Communities Program which enabled the creation and hiring of a Bylaw Community Support Officer (CSO) for a 12 month term. In July 2022, with the grant expiring at the end of August, Council passed a resolution to fund the position until the end of 2022. The establishment of the CSO position enabled the Department to resource manage in a much more balanced response to community safety needs. The CSO has been able to dedicate time to establishing the necessary relationships with service providers as well as the street entrenched population. With specialized training and utilizing a proactive, solutions-oriented approach the CSO has been able to resolve or mitigate situations arising with individuals who typically have very challenging issues such as substance abuse and or mental illness. The CSO has been able to dedicate a significant amount of time proactively conducting patrols in areas of public concern that include the downtown core, parks, bus loops, encampments in the bush, and other areas of congregation. Having the CSO take the lead on these issues and complaints has enabled the department to ensure that the other officers can be resourced more appropriately to other bylaw matters. The City is in the process of hiring a Community and Social Development Coordinator who will be relying on the CSO as the front-line resource with the in-depth bylaw knowledge to assist in the programs and initiatives to support social challenges related to homelessness, vulnerable populations, shelter services, and community health and wellness. The CSO has the knowledge and experience to coordinate integrated responses to address areas of concern.

**STRATEGIC PLAN OBJECTIVE:**

Foster Safety & Well-being and Strengthen our Community

**CONSEQUENCES OF NOT FUNDING:**

Not funding the CSO position will create a service gap that has been firmly established with local service providers and partners in the community. Our community partners as well as the Bylaw Department currently rely heavily on the CSO as the City's boots on the ground go to person for knowledge of, and integrated proportional response for our street entrenched and homeless population. Without the CSO position, this work would fall back on the regular Officers who typically don't have the necessary time or skill set to handle the issues.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level 5)	\$ 73,299	\$ 74,765	\$ 76,260	\$ 77,785	\$ 79,341
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc.)	21,990	26,168	26,691	27,225	27,769
11-2-1280-2529	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
11-2-1765-2113	Training (HR budget)	750	773	796	820	844
11-2-1765-2116	Professional Fees (HR budget)	75	77	80	82	84
	<b>Other:</b>	-				
<b>ON-GOING</b>		<b>\$ 96,114</b>	<b>\$ 101,782</b>	<b>\$ 103,827</b>	<b>\$ 105,912</b>	<b>\$ 108,039</b>

<i>coded to department</i>	<b>One-Time Expenses:</b>					
	Furniture (desk, chair etc.)	-				
11-2-1280-3002	Desk Phone	-				
11-2-1280-3002	Computer & Software Licences (IS budget)	-				
11-2-1280-3002	Cell Phone	-				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ -</b>				

**SPECIAL REMARKS**

Work station is already in place along with desk phone and computer. Incumbent utilizes the BYOD currently. No additional vehicle would be required.

**PRIORITY:**

<b>VERIFIED BY:</b>	<b>All approvals are required before submitting to Finance</b>	
Department Director/Manager	MC	Vehicle Required for position:
Human Resource	EK	NO
Finance:	WE	<i>If yes, capital funding request is required</i>
		Business Plan Attached:
		NO
		New Work Station Form Attached:
		NO
		<i>Work station form must be attached</i>
		Project Code (To be assigned by Finance)
		FTE2023-1

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Financial Services	<b>POSITION TITLE:</b>	Junior Accountant Clerk
<b>DESCRIPTION:</b>	Junior Accounting Clerk		
<b>IMPLEMENTATION DATE:</b>	January 1, 2023		

**SERVICE IMPACT / JUSTIFICATION:**

The Finance Department has seen an increase in the processing of accounts payable transactions. With the growth of capital projects and to maintain service levels, more staff is needed in the Finance Department. This position would assist in filing, processing invoices and provide backup to Accounts Payable clerk and Intermediate Accountant as needed.

**STRATEGIC PLAN OBJECTIVE:**

**CONSEQUENCES OF NOT FUNDING:**

If this position is not funded, the service level of the Finance department will experience a delay in processing transactions and paying vendors.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
<b>On-Going Expenses:</b>						
11-2-1260-1210	Wages (Pay Level XX)	\$ 54,382	\$ 55,470	\$ 56,579	\$ 57,711	\$ 58,865
11-2-1260-1210	Labour Load (Benefits, Vacation, Sick, etc)	16,315	19,414	19,803	20,199	20,603
11-2-1280-3002	Computer & Software Licences (IS budget)	876	889	902	916	930
11-2-1280-2527	Software Licences (IS budget)	26	26	27	27	28
11-2-1280-2529	Software Licences (IS budget)	650	660	670	680	690
11-2-1280-2530	Software Licences (IS budget)	200	203	206	209	212
11-2-17xx-xxxx	Professional Fees&Training (HR budget)	400	406	412	418	425
	<b>Other:</b>	-				
<b>ON-GOING</b>		<b>\$ 72,849</b>	<b>\$ 77,068</b>	<b>\$ 78,599</b>	<b>\$ 80,160</b>	<b>\$ 81,752</b>

<b>One-Time Expenses:</b>						
coded to department	Furniture (desk, chair etc.)	-				
11-2-1280-2527	Desk Phone	485				
11-2-1280-3002	Computer Hardware (IS budget)	2,200				
11-2-1280-3002	Cell Phone	-				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ 2,685</b>				

**SPECIAL REMARKS**

**PRIORITY:**

<b>All approvals are required before submitting to Finance</b>		
<b>VERIFIED BY:</b>		
Department Director/Manager	LS	Vehicle Required for position:
Human Resource	EK	NO
Finance:	WE	<i>If yes, capital funding request is required</i>
		Business Plan Attached:
		NO
		New Work Station Form Attached:
		YES
		<i>Work station form must be attached</i>
		Project Code (To be assigned by Finance)
		FTE2023-2

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Facilities Recreation and Culture	<b>POSITION TITLE:</b>	Program and Event Coordinator
<b>DESCRIPTION:</b>	Program and Event Coordinator		
<b>IMPLEMENTATION DATE:</b>	February, 2023		

**SERVICE IMPACT / JUSTIFICATION:**

Public programs, facility rentals, and park rentals are in high demand since the Province has reduced the restrictions associated with the Covid 19 pandemic. To keep up with demand and to prepare for some new facilities (MBCC, City Hall, Operations Yard, Fire Hall) that will generate additional coordinator responsibilities, the department is requesting an additional Program and Event Coordinator to be included into the 2023 budget. The City of West Kelowna has approximately 25,000 people attend about 400 City programs per year and it is the responsibility of the Program and Event Coordinator to create, oversee, and coordinate these programs. These registration numbers will increase when MBCC is returned back to a community centre. Currently the City of West Kelowna only has one program coordinator on staff. An additional Coordinator position will allow the department to keep up with the demand and service levels of the community, as well as increase and improve the program and events that are currently being offered by the City. Creating this additional position will also reduce any risk of future program or events being cancelled due to our current coordinator be sick, on vacation, or has left the organization.

**STRATEGIC PLAN OBJECTIVE:**

**CONSEQUENCES OF NOT FUNDING:**

City staff will not be able to keep up with program registration and booking demands of the community. City will be limited to offering any new and improved program and events due to current work load and demand. Creating the position will reduce the risk of any future program and events being cancelled or postponed due.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level 5)	\$ 67,741	\$ 69,096	\$ 70,478	\$ 71,887	\$ 73,325
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc)	20,322	24,184	24,667	25,161	25,664
11-2-1280-2529	Computer & Software Licences (IS budget)	650	660	670	680	690
11-2-1280-5540	Cell Phone (IS Budget)	600	609	618	627	637
11-2-17xx-xxxx	Professional Fees&Training (HR budget)	-				
11-2-1280-2527	IS Infrastructure Cost	116	118	120	121	123
	<b>Other:</b>	-				
<b>ON-GOING</b>		<b>\$ 89,429</b>	<b>\$ 94,666</b>	<b>\$ 96,552</b>	<b>\$ 98,476</b>	<b>\$ 100,439</b>
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	1,500				
11-2-1280-3002	Desk Phone	370				
11-2-1280-3002	Computer & Software Licences (IS budget)	2,200				
11-2-1280-3002	Cell Phone	500				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ 4,570</b>				

**SPECIAL REMARKS** PRIORITY: High

<b>VERIFIED BY:</b> All approvals are required before submitting to Finance			
<b>Department Director/Manager</b>	EG	<b>Vehicle Required for position:</b>	NO
		If yes, capital funding request is required	
<b>Human Resource</b>	EK	<b>Business Plan Attached:</b>	NO
<b>Finance:</b>	WE	<b>New Work Station Form Attached:</b>	NO
		Work station form must be attached	
		Project Code (To be assigned by Finance)	<b>FTE2023-3</b>

**CITY OF WEST KELOWNA**



**2023 Budget  
SUPPLEMENTAL REQUEST DETAILS - New FTE's**

<b>DEPARTMENT:</b>	Information Services	<b>POSITION TITLE:</b>	IS Infrastructure and Service Desk Supervisor
<b>DESCRIPTION:</b>	Supervisor to oversee that Infrastructure and Service Desk teams.		
<b>IMPLEMENTATION DATE:</b>	ASAP		

**SERVICE IMPACT / JUSTIFICATION:**

The Information Services department has seen a substantial increase in demand over the past three years. Many new projects are either in progress or in the queue to be started. Additionally day-to-day support requirements have also grown along with new systems being implemented, new staff being hired, and taking on support of both the RCMP detachment and the SCADA network. At present the Information Services department has a team of 14 full time staff and a summer student, which is managed by the Information Services Manager and the Application and GIS Services Supervisor. Given the substantial amount of growth of the Information Services department workload, it has been difficult to manage the current projects and operational work in the department. At present the Information Services Manager oversees the Service Desk and Infrastructure teams and also assists with work in the Applications and GIS teams as well. The Information Services Manager will also be taking the lead on the upcoming ERP project from an Information Services standpoint, which will take a substantial amount of time as that is a very large and important project. There are other management level tasks that are not presently being completed as the Information Services Manager is currently overseeing two teams, assisting in other teams and acting as a project manager for several projects, not leaving enough time to complete those tasks. The Applications and GIS Services Supervisor is also at capacity for his workload and will be the lead from the Information Services perspective on the upcoming implementation of Asset Management software, which is a large task. It is recommended to hire another supervisor to oversee the Service Desk and Infrastructure teams in order to free up the Information Services Manager's time to focus on management level tasks that are not presently getting completed and to also assist the Application and GIS Services Supervisor with incoming and current projects.

**STRATEGIC PLAN OBJECTIVE:**

**CONSEQUENCES OF NOT FUNDING:**

The Information Services Manager and Application and GIS Services Supervisor are already over capacity for workload. It will be a challenge to take on new initiatives and perform work to an acceptable level of quality and within reasonable time frames without additional resources. There are also no customer service levels defined or monitored, missing policies and procedures and other management level work that needs to be completed, which at present is not possible without adding another resource.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages	\$ 87,762	\$ 89,517	\$ 91,308	\$ 93,134	\$ 94,996
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc)	26,329	31,331	31,958	32,597	33,249
11-2-1280-2529	Computer & Software Licences (IS budget)	889	902	916	930	944
11-2-1280-5540	Cell Phone (IS Budget)	600	609	618	627	637
11-2-1720-2113	Professional Fees&Training (HR budget)	3,000	3,045	3,091	3,137	3,184
11-2-1280-2527	Other:	166	166	166	166	166
	<b>ON-GOING</b>	<b>\$ 118,746</b>	<b>\$ 125,571</b>	<b>\$ 128,056</b>	<b>\$ 130,591</b>	<b>\$ 133,176</b>
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	3,000				
11-2-1280-3002	Desk Phone	370				
11-2-1280-3002	Computer & Software Licences (IS budget)	4,450				
11-2-1280-3002	Cell Phone	500				
	Other:	-				
	<b>ONE-TIME</b>	<b>\$ 8,320</b>				

<b>SPECIAL REMARKS</b>	<b>PRIORITY:</b>
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<b>VERIFIED BY:</b> All approvals are required before submitting to Finance			
Department Director/Manager	<input type="text" value="TC"/>	Vehicle Required for position:	<input type="text" value="NO"/>
Human Resource	<input type="text" value="EK"/>	<i>If yes, capital funding request is required</i>	<input type="text" value="YES"/>
Finance:	<input type="text" value="WE"/>	Business Plan Attached:	<input type="text" value="YES"/>
		New Work Station Form Attached:	<input type="text" value="YES"/>
		<i>Work station form must be attached</i>	
		Project Code (To be assigned by Finance)	<input type="text" value="FTE2023-4"/>

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Parks	<b>POSITION TITLE:</b>	Parks Planning Analyst
<b>DESCRIPTION:</b>	Park planning referrals and project implementation		
<b>IMPLEMENTATION DATE:</b>	August 1, 2023		

**SERVICE IMPACT / JUSTIFICATION:**

Since incorporation the City of West Kelowna has seen incredible growth throughout the community. This includes growth in the Parks Department, with the parks system growing from approximately 100 to 143 today + road boulevards and trails through Crown Lands, grounds adjacent to facilities, and more being added to the inventory on an annual basis. This growth is largely a result of the Parks Department providing support to the Development Approvals Department, many of which result in Development Referrals engaging with the Parks Planning function. Referrals can range from comprehensive OCP, Zoning, Subdivision and Development Permits reviews. Once an application has been approved by Council, often the work of Parks Planning is only just starting, as they subsequently provide which often result in Parks Planning providing direction and oversight to the developer who are designing and constructing a park on behalf of the City. This work has historically been completed by the Parks Planner, however due to the increased volume of applications in recent years, the Planner has had to prioritize processing of development applications ahead of their other duties, including long range planning, capital projects, field inspections, etc.

Introducing a Parks Planning Analyst will relieve the Parks Planner from responding to all Development Applications, allowing them to turn their attention back to the larger Park Planning applications, Long Range Planning and Capital projects. In addition to processing the majority of the Development Application referrals, the Parks Planning Analyst will provide assistance to smaller Capital projects, completion development application field inspections as they relate to park improvements, and support the Parks Planning function with public consultations, public inquiries, and volunteer coordination and asset management data collection and processing.

**STRATEGIC PLAN OBJECTIVE:**  
Economic Growth & Prosperity - advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**CONSEQUENCES OF NOT FUNDING:**  
Not being able to meet development application benchmarks, and approval timelines will lengthen should the position not be funded. Additionally, there will continue to be a lack of redundancy within the system and the Planner will be less productive in their day to day duties, struggle to support organizational committees and internal departments requests/inquiries, and will spend less time on the planning side of development, leading to increased maintenance responsibilities/obligations by the Parks Dept. who will assume responsibility once the developer was handed the asset over to the City.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level 7 - TBD)	\$ 71,653	\$ 73,086	\$ 74,548	\$ 76,039	\$ 77,560
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc.)	21,496	25,580	26,092	26,614	27,146
11-2-1280-2529	Computer & Software Licences (IS budget)	650	660	670	680	690
11-2-1280-5540	Cell Phone (IS Budget)	600	609	618	627	637
11-2-1755-2113	Professional Fees&Training (HR budget)	2,000	2,000	2,000	2,000	2,000
11-2-1280-2527	IS Infrastructure Cost	116	118	120	121	123
11-2-1280-2530	Desktop Software	235	239	242	246	249
	<b>Other:</b>	-				
<b>ON-GOING</b>		<b>\$ 96,750</b>	<b>\$ 102,291</b>	<b>\$ 104,289</b>	<b>\$ 106,326</b>	<b>\$ 108,405</b>

	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	-				
11-2-1280-3002	Desk Phone	370				
11-2-1280-3002	Computer & Software Licences (IS budget)	2,200				
11-2-1280-3002	Cell Phone	500				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ 3,070</b>				

<b>SPECIAL REMARKS</b>	<b>PRIORITY:</b>
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<b>VERIFIED BY:</b> All approvals are required before submitting to Finance		
<b>Department Director/Manager</b>	MR	<b>Vehicle Required for position:</b>
		NO
		<i>If yes, capital funding request is required</i>
<b>Human Resources</b>	EK	<b>Business Plan Attached:</b>
		NO
<b>Finance:</b>	WE	<b>New Work Station Form Attached:</b>
		YES
		<i>Work station form must be attached</i>
		<b>Project Code (To be assigned by Finance)</b>
		FTE2023-5

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Legal Services	<b>POSITION TITLE:</b>	Legal/Admin Assistant
<b>DESCRIPTION:</b>	Administration		
<b>IMPLEMENTATION DATE:</b>	Spring 2023		

**SERVICE IMPACT / JUSTIFICATION:**

The Legal Services department has been operating since February 2021 without dedicated support staff. As the department continues to increase its services to each of the other departments for their various legal needs, more time is being spent by the Director on administrative tasks that could otherwise be handled by an administrative assistant. As the department intends to handle all litigation matters in-house going forward the department will require some legal administrative support to assist with document drafting, court filing, scheduling with opposing counsel and the courts, maintaining filing deadlines and limitation periods, routine correspondence with opposing counsel and simple legal research.

**STRATEGIC PLAN OBJECTIVE:**

To support the Legal Department's objective of handling all legal matters in-house

**CONSEQUENCES OF NOT FUNDING:**

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Exempt)	\$ 35,343	\$ 36,049	\$ 36,770	\$ 37,506	\$ 38,256
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc)	10,603	12,617	12,870	13,127	13,390
11-2-1280-2529	Computer & Software Licences (IS budget)	4,451	4,518	4,586	4,654	4,724
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
11-2-17xx-xxxx	Professional Fees&Training (HR budget)	400				
	<b>Other:</b>	-				
	<b>LESS: Reallocation of other expenses</b>	(50,000)				
<b>ON-GOING</b>		<b>\$ 796</b>	<b>\$ 53,184</b>	<b>\$ 54,225</b>	<b>\$ 55,287</b>	<b>\$ 56,370</b>

	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	1,500				
11-2-1280-3002	Desk Phone	485				
11-2-1280-3002	Computer Hardware (IS budget)	2,200				
11-2-1280-2529	Computer & Software Licences (IS budget)	2,860				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ 7,045</b>				

<b>SPECIAL REMARKS</b>	<b>PRIORITY:</b>
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<b>All approvals are required before submitting to Finance</b>		
<b>VERIFIED BY:</b>		
Department Director/Manager	BS	Vehicle Required for position: <span style="border: 1px solid black; padding: 5px; float: right;">NO</span>
Human Resource	PG	<i>If yes, capital funding request is required</i>
Finance:	WE	Business Plan Attached: <span style="border: 1px solid black; padding: 5px; float: right;">NO</span>
		New Work Station Form Attached: <span style="border: 1px solid black; padding: 5px; float: right;">NO</span>
		<i>Work station form must be attached</i>
		Project Code (To be assigned by Finance) <span style="border: 1px solid black; padding: 5px; float: right;">FTE2023-6</span>

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Police Services	<b>POSITION TITLE:</b>	Constable - Regular Member
<b>DESCRIPTION:</b>	Front Line General Duty Investigator		
<b>IMPLEMENTATION DATE:</b>	After Approval Process 2024-01-01		

**SERVICE IMPACT / JUSTIFICATION:**

This position is an additional RCMP Regular Member ( RM ) Constable position to join the current complement of Members currently posted to the West Kelowna General Duty Front Line Teams. These four Teams provide front line calls to service. This service is provided 24 hours a day, 365 days a year. Currently the General Duty Teams consist of eight RM's ( Seven Constables and a Corporal in charge ) when at full strength. The total complement currently therefore of this unit is 32 RM's spread across the 4 General Duty Teams. The Members provided to this set of General duty Teams come from the three funding partners ( West Kelowna (19), Provincial (9) and Peachland ( 4 ) ) These Constables respond to all call types from homicides to cause disturbances and are the primary call response units at the Detachment. They are supported in more complex or specialized investigations by the Community Safety unit and the General investigation / Serious crime unit. Investigational calls to service continue to increase along with increases in population in West Kelowna. Complexity of these investigations continues to increase along with demands for more proactive responses to Community issues and criminal behaviour. This RM increase is the first request in this area of a total of four to Bring the General Duty teams to an increased strength of 9 RM's per General Duty Team. This increase in front line response is imperative to maintain Police service in West Kelowna to meet Community need.

**STRATEGIC PLAN OBJECTIVE:**

Public Safety

**CONSEQUENCES OF NOT FUNDING:**

Increased population growth and corresponding increases in calls for service make this area a necessity to attempt to keep pace with this increased demand on Police response to events. This area of General duty is the first to respond to all events and the first to feel to pressure of required community response to emergency events and pressures on community from anti social and criminal behaviour. To not increase General Duty assets would be to fall further behind as the community grows.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level XX)	\$ 201,000	\$ 201,000	\$ 201,000	\$ 201,000	\$ 201,000
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc.)	-	-	-	-	-
<i>11-2-17xx-xxxx</i>	Professional Fees&Training (HR budget)	-	-	-	-	-
	<b>Other:</b>	-	-	-	-	-
<b>ON-GOING</b>		<b>\$ 201,000</b>				
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	-	-	-	-	-
<i>11-2-1280-3002</i>	Desk Phone	Ediv	Ediv	-	-	-
<i>11-2-1280-3002</i>	Computer & Software Licences (IS budget)	-	-	-	-	-
<i>11-2-1280-3002</i>	Cell Phone	-	-	-	-	-
	<b>Other:</b>	-	-	-	-	-
<b>ONE-TIME</b>		<b>\$ -</b>				

**SPECIAL REMARKS**

**PRIORITY:**

**All approvals are required before submitting to Finance**

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	SW	<b>Vehicle Required for position:</b>	Select:
<b>Human Resource</b>	N/A	<i>If yes, capital funding request is required</i>	Select:
<b>Finance:</b>	WE	<b>Business Plan Attached:</b>	Select:
		<b>New Work Station Form Attached:</b>	Select:
		<i>Work station form must be attached</i>	
		<b>Project Code (To be assigned by Finance)</b>	<b>FTE2023-7</b>

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Police Services	<b>POSITION TITLE:</b>	Constable - Regular Member
<b>DESCRIPTION:</b>	Serious Crime Investigator		
<b>IMPLEMENTATION DATE:</b>	After Approval Process 2024-01-01		

**SERVICE IMPACT / JUSTIFICATION:**

This position is an additional RCMP Regular Member Constable position to join the current complement of Members currently posted to the West Kelowna General investigation / Serious Crime unit. The unit currently has nine Regular Members assigned to it ( 1 Sergeant, 2 Corporals and 6 Constables ). Six of the Members are funded through the Municipality of West Kelowna with the remaining three funded through the Provincial unit. This group is further supported by two civilians ( 1 Municipal employee and 1 Public Servant ). The unit investigates all serious events in West Kelowna including but not limited to: serious assaults, sexual assaults, some high risk missing persons, workplace injuries, complex drug investigations, complex fraud investigations, arsons and joint force investigations. The unit is typically engaged in any event requiring specialized investigative skills and experience. This unit also provides expertise and guidance to other Regular Members in the Detachment as they complete investigations, conduct interviews and prepare judicial authorizations. The addition of this Regular Member would allow this unit to continue to investigate effectively with a goal towards growth eventually allowing for more proactive Police investigations. The increase in capacity in this unit will also provide opportunity to more effectively use personnel to investigate missing persons overall as well as violence in relationship files.

**STRATEGIC PLAN OBJECTIVE:**

Public Safety

**CONSEQUENCES OF NOT FUNDING:**

Without funding the City of West Kelowna will continue to operate with a serious crime unit that has growing demands related to West Kelowna population growth and the demands placed on the community from adjacent communities. This unit will also continue to be challenged as the complexities of the investigative / Court process impact ability to tackle further investigations.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
<i>coded to department</i>	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level XX)	\$ 201,000	\$ 201,000	\$ 201,000	\$ 201,000	\$ 201,000
<i>11-2-17xx-xxxx</i>	Labour Load (Benefits, Vacation, Sick, etc)	-	-	-	-	-
	Professional Fees&Training (HR budget)	-	-	-	-	-
	<b>Other:</b>	-	-	-	-	-
<b>ON-GOING</b>		<b>\$ 201,000</b>				
<i>coded to department</i>	<b>One-Time Expenses:</b>					
<i>11-2-1280-3002</i>	Furniture (desk, chair etc.)	-	-	-	-	-
<i>11-2-1280-3002</i>	Desk Phone	-	-	-	-	-
<i>11-2-1280-3002</i>	Computer & Software Licences (IS budget)	-	-	-	-	-
<i>11-2-1280-3002</i>	Cell Phone	-	-	-	-	-
	<b>Other:</b>	-	-	-	-	-
<b>ONE-TIME</b>		<b>\$ -</b>				

**SPECIAL REMARKS**

**PRIORITY:**

<b>All approvals are required before submitting to Finance</b>		
<b>VERIFIED BY:</b>		
Department Director/Manager	SW	Vehicle Required for position: <span style="border: 1px solid black; padding: 5px; float: right;">NO</span>
Human Resource	N/A	<i>If yes, capital funding request is required</i>
Finance:	WE	Business Plan Attached: <span style="border: 1px solid black; padding: 5px; float: right;">NO</span>
		New Work Station Form Attached: <span style="border: 1px solid black; padding: 5px; float: right;">NO</span>
		<i>Work station form must be attached</i>
		Project Code (To be assigned by Finance) <span style="border: 1px solid black; padding: 5px; float: right;"><b>FTE2023-8</b></span>

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	West Kelowna Fire Rescue	<b>POSITION TITLE:</b>	Firefighter
<b>DESCRIPTION:</b>	2 x Flexible Firefighters		
<b>IMPLEMENTATION DATE:</b>	ASAP		

**SERVICE IMPACT / JUSTIFICATION:**

As a part of ongoing improvements to the fire service in response to community growth, the increasing presence of higher buildings in our fire response area and in anticipation of high rise buildings in the future, it is recommended that we incrementally enhance and build capacity within our full time professional firefighter ranks. Secondly, overtime to maintain contractually obligated minimum staffing is a challenge, especially in light of a number of long term absences within the fire service. This is a trend that is expected to continue as the average age of our firefighters increases. At any given time in 2022, 3-4 firefighters were off work on long term medical leaves.

The recently negotiated IAFF agreement includes provision for the creation of 'flexible firefighter' positions. These positions can be scheduled as/when needed without respect to shift patterns, meaning that they will be very efficient and effective in reducing the need for overtime.

When these flexible staff are not covering vacancies due to sickness or vacation, they will expand the incremental staffing of a second 'fire company' at Station #31. This fire company will operate the ladder and rescue trucks as well as provide added work force at major or concurrent incidents. As the number of firefighter positions is increased incrementally going forward, 100% staffing of this company will become possible over time.

**STRATEGIC PLAN OBJECTIVE:**

Foster Safety and Well-being

**CONSEQUENCES OF NOT FUNDING:**

Unable to meet collective agreement obligations and operational requirements for staffing of the fire service, resulting in impacts to emergency response. Unrealistic dependence on overtime by existing staff leads to burnout. Unmitigated cost escalation due to overtime requirements.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level XX)	\$ 144,932	\$ 147,831	\$ 150,787	\$ 153,803	\$ 156,879
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc.)	43,480	51,741	52,776	53,831	54,908
11-2-1280-2529	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
11-2-2400-2119	Professional Fees&Training (WKFR budget)	1,667	2,500	2,500	2,500	2,500
11-2-2400-5311/5313	Uniform/PPE	1,167	1,750	1,750	1,750	1,750
	<b>ON-GOING</b>	<b>\$ 191,245</b>	<b>\$ 203,821</b>	<b>\$ 207,813</b>	<b>\$ 211,884</b>	<b>\$ 216,037</b>
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	-				
11-2-1280-3002	Desk Phone	-				
11-2-1280-3002	Computer & Software Licences (IS budget)	-				
11-2-1280-3002	Cell Phone	-				
11-2-2400-5311/5313	Uniform/PPE	7,333				
	<b>ONE-TIME</b>	<b>\$ 7,333</b>				

**SPECIAL REMARKS**

No desk, computer, phone required. No vehicle required.

**PRIORITY:**

<b>VERIFIED BY:</b>	All approvals are required before submitting to Finance		
Department Director/Manager	JB	Vehicle Required for position:	NO
Human Resource		<i>If yes, capital funding request is required</i>	NO
Finance:	WE	Business Plan Attached:	NO
		New Work Station Form Attached:	NO
		<i>Work station form must be attached</i>	
		Project Code (To be assigned by Finance)	FTE2023-9

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Bylaw	<b>POSITION TITLE:</b>	Seasonal Bylaw Officer
<b>DESCRIPTION:</b>	Bylaw Compliance and Enforcement Officer 1		
<b>IMPLEMENTATION DATE:</b>	April 2023		

**SERVICE IMPACT / JUSTIFICATION:**

The Bylaw Department is staffed with 3 officers from October to April. In April the department currently has one (1) seasonal Officer who comes in to work a 6 month term. The addition of the seasonal Officer facilitates the departments ability to move to a 7 day work week. As well the department increases their daily work schedule from 8 hours to 10 hours to provide more coverage during the summer. To stretch 4 Officers over a 7 day work week, working 10 hours/day, results in 4 days a week where there are only two Officers working. Maintaining two Officers per day is not possible when holidays/sickness/training are factored in. Leaving one Officer to work alone creates a significant risk to that Officer and does not provide the public with a reasonable response time to complaints. In the past the Department has tried to cover the vacancies with the use of casual officers but this has proven to difficult to sustain given casual turnover as well as a substantial cost to provide casuals with uniforms, PPE and required annual training. In 2022 approx. \$4,800 was expended filling vacant shifts by overtime as a casual was not available. The use of a casual in bylaw enforcement does not provide for effective or consistent file management as they are in for very short periods of time requiring files to be constantly reassigned. An additional seasonal Officer would facilitate a minimum of three officers per shift for the entire 6 months. This would ensure that even with holiday and sick time off, there would be a minimum of two officers on every shift thereby addressing the Officer safety issue. A seasonal Officer would carry a full file load with the ability to see the file through to compliance thereby providing a more operationally and administratively effective service to the public. With the onboarding of the new Bylaw Community Support Officer the department must also provide this Officer with the necessary backup as their duties require them to deal with individuals who typically have complex issues involving substance abuse and or mental health issues and are often very volatile with a history of violence and are known to carry weapons. With an additional seasonal Officer position the department will be able to provide the necessary support to the CSO when required.

**STRATEGIC PLAN OBJECTIVE:**

Foster Safety and Well-being and Strengthen our Community

**CONSEQUENCES OF NOT FUNDING:**

Without having an additional seasonal Officer the department will continue to struggle to provide a minimum of two Officers per shift by attempting to fill vacancies with casuals which has proven to be administratively difficult as well as expensive to maintain. Casuals do not provide the same level of file investigation ability as an FTE which has the effect of increasing the workload of the other officer working. As casuals are not always available when needed the vacancy would then need to be covered with an overtime shift which actually increase the aggregate work load of the officer taking the extra shift.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level 5)	\$ 36,650	\$ 37,383	\$ 38,130	\$ 38,893	\$ 39,671
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc.)	10,995	13,084	13,346	13,612	13,885
11-2-1280-2529	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
11-2-1765-2113	Training (HR budget)	500	515	530	546	563
11-2-1765-2116	Professional Fees (HR budget)	75	77	80	82	84
	<b>Other:</b>	-	-	-	-	-
<b>ON-GOING</b>		<b>\$ 48,219</b>	<b>\$ 51,059</b>	<b>\$ 52,086</b>	<b>\$ 53,134</b>	<b>\$ 54,203</b>

<i>coded to department</i>	<b>One-Time Expenses:</b>					
11-2-1280-3002	Furniture (desk, chair etc.)	-				
11-2-1280-3002	Desk Phone	-				
11-2-1280-3002	Computer & Software Licences (IS budget)	-				
11-2-1280-3002	Cell Phone	-				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ -</b>				

**SPECIAL REMARKS**

Work station is already in place (shared desk) along with desk phone, cell phone and computer. As well an additional vehicle would not be required.

**PRIORITY:**

<b>VERIFIED BY:</b> All approvals are required before submitting to Finance			
<b>Department Director/Manager</b>	MC	<b>Vehicle Required for position:</b>	NO
		<i>If yes, capital funding request is required</i>	
<b>Human Resource</b>	EK	<b>Business Plan Attached:</b>	NO
<b>Finance:</b>	WE	<b>New Work Station Form Attached:</b>	NO
		<i>Work station form must be attached</i>	
		<b>Project Code (To be assigned by Finance)</b>	<b>FTE2023-10</b>



**City of West Kelowna  
2023 Utility Fund Summary**



UTILITY FUNDS	FTEs		2023
Non-Wage Supplemental Requests	-		\$ -
FTE Requests - Utility Distribution and Collection Operations	1.00	\$ 107,795	
- Seasonal Watershed Operators (2 positions)	1.20	\$ 99,996	
Less: Reduction in current operating budget		-\$ 207,791	
<b>Net Affect on Utility Budget</b>			\$ -
FTE Requests - Rose Valley Water Treatment	2.00	\$ 190,543	
Less: Amount already included in operating		-\$ 190,543	
<b>Net Affect on Utility Budget</b>			\$ -
<b>Net Total Requested from Utility Funds</b>	<b>4.20</b>		<b>\$ -</b>



**City of West Kelowna  
2023 Supplemental FTE Budget Requests**

No Seq.	Department	Position / addition to budget	Justification	Occurrence	FTE	Expense 2023	Supported
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- 33,105

**UTILITIES FUND**

FTE2023-12	Utilities: Water Distribution and Wastewater Collections	Utility Operator III	A Utility Operator III is required to support staffing needs to operate, maintain and improve of the City's Water Distribution and Wastewater Collection Networks. The Operator III will aid and/or lead the several operational programs, in-house Capital renewal/improvement projects, procedure development/updates, in-house proactive and reactive maintenance along with emergency repair of underground water and sewer piping following industry best management practices. The role of the Utility Operator III not only includes backup/backfilling for the Utility Foremen, it comes mentorship responsibilities to set positive examples for new Operators to work towards.	Ongoing	1.00	\$ 106,295	
				Ongoing		\$ 1,500	
				One time		\$ -	
				<b>Overall Increase in budget</b>		<b>\$ 107,795</b>	
FTE2023-13	Utilities: Water Distribution and Wastewater Collections	Watershed Operator (Seasonal)	This position would be utilized to support the watershed operations crew that will focus effort in both watersheds which are critical to CWK water supply. This operator will also support the variety of maintenance tasks related to the 45 acres of land between the two water treatment plants including maintaining landscaping, roads, brush cutting, roads, cleaning culverts, emptying borrow pits, cleaning engineered wetlands, pulling trees and brush cutting ditches and overflow ponds. The position also controls diversion ditches, takes lake levels, dam inspections and related reporting. The CWK's Supply and Treatment team also looks also look after 380 square kilometers of forested lands between the two watersheds that have been hugely neglected in the past due to lack of manpower and proper equipment. The hired equipment we have used in the past is very expensive which has also led to the neglect due to budget constraints over the years. Within the two catchment areas the CWK has 14 "very high" and one "extreme consequence" dam. All the lakes and dams require an extensive amount of maintenance including brushing and maintaining access roads, culverts, brushing dams and spillways, installing signs in hard ground, maintaining diversions, removing woody debris from spillways (too big to do by hand), tree and brush removal, culvert installation, illegal structure removal, replacing rip rap to avoid dam erosion and installing/removing flashboards etc. This position will be utilized between the two plants and the source watersheds, to the maximum, throughout the year and save the City a considerable amount of money.	Ongoing	0.60	\$ 49,998	YES
						\$ -	
				<b>Overall Increase in budget</b>		<b>\$ 49,998</b>	
FTE2023-14	Utilities: Water Distribution and Wastewater Collections	Watershed Operator (Seasonal)	Same as FTE 2023-13. Second position is needed for safety when working on the watersheds.		0.60	\$ 49,998	YES
						\$ -	
				<b>Overall Increase in budget</b>		<b>\$ 49,998</b>	
To be reviewed in 2024	Utilities: Water Distribution and Wastewater Collections	Watershed Operations Lead hand	This position would be utilized to lead watershed operations as part of a watershed operations crew that will focus effort in both watersheds which are critical to CWK water supply. This operator will also lead a variety of maintenance tasks related to the 45 acres of land between the two water treatment plants including maintaining landscaping, roads, brush cutting, roads, cleaning culverts, emptying borrow pits, cleaning engineered wetlands, pulling trees and brush cutting ditches and overflow ponds. The position also controls diversion ditches, takes lake levels, dam inspections and related reporting. The CWK's Supply and Treatment team also looks after 380 square kilometers of forested lands between the two watersheds that have been hugely neglected in the past due to lack of manpower and proper equipment. The hired equipment we have used in the past is very expensive which has also led to the neglect due to budget constraints over the years. Within the two catchment areas the CWK has 14 "very high" and one "extreme consequence" dam. All the lakes and dams require an extensive amount of maintenance including brushing and maintaining access roads, culverts, brushing dams and spillways, installing signs in hard ground, maintaining diversions, removing woody debris from spillways (too big to do by hand), tree and brush removal, culvert installation, illegal structure removal, replacing rip rap to avoid dam erosion and installing/removing flashboards etc. This position will be utilized between the two plants and the source watersheds, to the maximum, throughout the year and save the City a considerable amount of money.			\$ -	To be reviewed in 2024
						\$ -	
				<b>Overall Increase in budget</b>		\$ -	
				<b>Incorporated in operating budget</b>	2.20	<b>\$ 207,791</b>	

**ROSE VALLEY WATER TREATMENT PLANT**

Approved in 2022 for 2023:

FTE2022-15	RV-WTP	Operator II	Level 5 starting Jan 2023 - EOCP Level 2	2023 Budget	1.00	95,289	YES
				On going expenses	Ongoing		2,381
				One time expenses	One time		2,550
FTE2022-16	RV-WTP	Operator I	Level 3 starting Jan 2023 - EOCP Level 1	2023 Budget	1.00	85,392	YES
				On going expenses	Ongoing		2,381
				One time expenses	One time		2,550
			Net Funded from Utilities	<b>Incorporated in operating budget</b>	2.00	<b>\$ 190,543</b>	

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Public Works - Utilities - Water/Sewer	<b>POSITION TITLE:</b>	Utility Operator III
<b>DESCRIPTION:</b>			
<b>IMPLEMENTATION DATE:</b>	Q2-2023		

**SERVICE IMPACT / JUSTIFICATION:**

A Utility Operator III is required to support staffing needs to operate, maintain and improve of the City's Water Distribution and Wastewater Collection Networks. The Operator III will aid and/or lead the several operational programs, in-house Capital renewal/improvement projects, procedure development/updating, in-house proactive and reactive maintenance along with emergency repair of underground water and sewer piping following industry best management practices. The role of the Utility Operator III not only includes backup/backfilling for the Utility Foremen, it comes mentorship responsibilities to set positive examples for new Operators to work towards.

**STRATEGIC PLAN OBJECTIVE:**

We will invest in building, improving and maintaining quality infrastructure to meet the needs of, and to provide a high quality of life for current and future generations.

**CONSEQUENCES OF NOT FUNDING:**

In addition to the operation of existing infrastructure, the Utility Department continues to provide significant support the implementation of new Development as well as major City infrastructure projects. Funding provisions for trained Operation staff coinciding with the City's growth will effectively help assure the longevity of the new and existing water and sewer infrastructure investments.

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level XX)	\$ 81,765	\$ 83,400	\$ 85,068	\$ 86,770	\$ 88,505
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc)	24,530	29,190	29,774	30,369	30,977
11-2-1280-2529	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
25-2-3310-2113	Professional Fees&Training (HR budget)	1,500	1,500	1,500	1,500	1,500
	<b>Other:</b>	-				
<b>ON-GOING</b>		<b>\$ 107,795</b>	<b>\$ 114,090</b>	<b>\$ 116,342</b>	<b>\$ 118,639</b>	<b>\$ 120,982</b>
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	-				
11-2-1280-3002	Desk Phone	-				
11-2-1280-3002	Computer & Software Licences (IS budget)	-				
11-2-1280-3002	Cell Phone	-				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ -</b>				

**SPECIAL REMARKS**

**PRIORITY:**

<b>VERIFIED BY:</b>	<b>All approvals are required before submitting to Finance</b>		
<b>Department Director/Manager</b>	AF	<b>Vehicle Required for position:</b>	YES
<b>Human Resource</b>	EK	<i>If yes, capital funding request is required</i>	NO
<b>Finance:</b>	WE	<b>Business Plan Attached:</b>	NO
		<b>New Work Station Form Attached:</b>	NO
		<i>Work station form must be attached</i>	
		<b>Project Code (To be assigned by Finance)</b>	<b>FTE2023-12</b>

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Public Works - Water Supply and Treatment	<b>POSITION TITLE:</b>	Watershed Operator (Seasonal)
<b>DESCRIPTION:</b>	Seasonal Operator for watershed operations		6 - 8 Month
<b>IMPLEMENTATION DATE:</b>	March 2023		

**SERVICE IMPACT / JUSTIFICATION:**

This position would be utilized to support the watershed operations crew that will focus effort in both watersheds which are critical to CWK water supply. This operator will also support the variety of maintenance tasks related to the 45 acres of land between the two water treatment plants including maintaining landscaping, roads, brush cutting, roads, cleaning culverts, emptying borrow pits, cleaning engineered wetlands, pulling trees and brush cutting ditches and overflow ponds. The position also controls diversion ditches, takes lake levels, dam inspections and related reporting.

The CWK's Supply and Treatment team also looks after 380 square kilometers of forested lands between the two watersheds that have been hugely neglected in the past due to lack of manpower and proper equipment. The hired equipment we have used in the past is very expensive which has also led to the neglect due to budget constraints over the years. Within the two catchment areas the CWK has 14 "very high" and one "extreme consequence" dam. All the lakes and dams require an extensive amount of maintenance including brushing and maintaining access roads, culverts, brushing dams and spillways, installing signs in hard ground, maintaining diversions, removing woody debris from spillways (too big to do by hand), tree and brush removal, culvert installation, illegal structure removal, replacing rip rap to avoid dam erosion and installing/removing flashboards etc.

This position will be utilized between the two plants and the source watersheds, to the maximum, throughout the year and save the City a considerable amount of money.

**STRATEGIC PLAN OBJECTIVE:**

**CONSEQUENCES OF NOT FUNDING:**

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Pay Level I)	\$ 38,460	\$ 39,229	\$ 40,014	\$ 40,814	\$ 41,630
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc)	11,538	13,730	14,005	14,285	14,571
11-2-1280-2529	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
11-2-17xx-xxxx	Professional Fees&Training (HR budget)	500	500	500	500	500
	<b>Other:</b>	-	-	-	-	-
<b>ON-GOING</b>		<b>\$ 50,498</b>	<b>\$ 53,459</b>	<b>\$ 54,519</b>	<b>\$ 55,599</b>	<b>\$ 56,701</b>
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	-	-	-	-	-
11-2-1280-3002	Desk Phone	-	-	-	-	-
11-2-1280-3002	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-3002	Cell Phone	-	-	-	-	-
	<b>Other:</b>	-	-	-	-	-
<b>ONE-TIME</b>		<b>\$ -</b>	-	-	-	-

<b>SPECIAL REMARKS</b>	<b>PRIORITY:</b>
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<b>VERIFIED BY:</b>	All approvals are required before submitting to Finance		
Department Director/Manager	AF	Vehicle Required for position:	
Human Resource	EK	<i>If yes, capital funding request is required</i>	
Finance:	WE	Business Plan Attached:	
		New Work Station Form Attached:	
		<i>Work station form must be attached</i>	
		Project Code (To be assigned by Finance)	FTE2023-13

# CITY OF WEST KELOWNA



## 2023 Budget SUPPLEMENTAL REQUEST DETAILS - New FTE's

<b>DEPARTMENT:</b>	Public Works - Water Supply and Treatment	<b>POSITION TITLE:</b>	Watershed Operator (Seasonal)
<b>DESCRIPTION:</b>	Seasonal Operator for watershed operations		6 - 8 Months
<b>IMPLEMENTATION DATE:</b>	March 2023		Level 1

**SERVICE IMPACT / JUSTIFICATION:**

This position would be utilized to support the watershed operations crew that will focus effort in both watersheds which are critical to CWK water supply. This operator will also support the variety of maintenance tasks related to the 45 acres of land between the two water treatment plants including maintaining landscaping, roads, brush cutting, roads, cleaning culverts, emptying borrow pits, cleaning engineered wetlands, pulling trees and brush cutting ditches and overflow ponds. The position also controls diversion ditches, takes lake levels, dam inspections and related reporting.

The CWK's Supply and Treatment team also looks after 380 square kilometers of forested lands between the two watersheds that have been hugely neglected in the past due to lack of manpower and proper equipment. The hired equipment we have used in the past is very expensive which has also led to the neglect due to budget constraints over the years. Within the two catchment areas the CWK has 14 "very high" and one "extreme consequence" dam. All the lakes and dams require an extensive amount of maintenance including brushing and maintaining access roads, culverts, brushing dams and spillways, installing signs in hard ground, maintaining diversions, removing woody debris from spillways (too big to do by hand), tree and brush removal, culvert installation, illegal structure removal, replacing rip rap to avoid dam erosion and installing/removing flashboards etc.

This position will be utilized between the two plants and the source watersheds, to the maximum, throughout the year and save the City a considerable amount of money.

**STRATEGIC PLAN OBJECTIVE:**

**CONSEQUENCES OF NOT FUNDING:**

GL Account	DESCRIPTION	2023 Budget AMOUNT	2024 Budget AMOUNT	2025 Budget AMOUNT	2026 Budget AMOUNT	2027 Budget AMOUNT
	<b>On-Going Expenses:</b>					
<i>coded to department</i>	Wages (Level I)	\$ 38,460	\$ 39,229	\$ 40,014	\$ 40,814	\$ 41,630
<i>coded to department</i>	Labour Load (Benefits, Vacation, Sick, etc.)	11,538	13,730	14,005	14,285	14,571
11-2-1280-2529	Computer & Software Licences (IS budget)	-	-	-	-	-
11-2-1280-5540	Cell Phone (IS Budget)	-	-	-	-	-
11-2-17xx-xxxx	Professional Fees&Training (HR budget)	500	500	500	500	500
	<b>Other:</b>	-				
<b>ON-GOING</b>		<b>\$ 50,498</b>	<b>\$ 53,459</b>	<b>\$ 54,519</b>	<b>\$ 55,599</b>	<b>\$ 56,701</b>
	<b>One-Time Expenses:</b>					
<i>coded to department</i>	Furniture (desk, chair etc.)	-				
11-2-1280-3002	Desk Phone	-				
11-2-1280-3002	Computer & Software Licences (IS budget)	-				
11-2-1280-3002	Cell Phone	-				
	<b>Other:</b>	-				
<b>ONE-TIME</b>		<b>\$ -</b>				

**SPECIAL REMARKS**

**PRIORITY:**

**VERIFIED BY:** All approvals are required before submitting to Finance

Department Director/Manager: AF

Vehicle Required for position:

Human Resource: EK

*If yes, capital funding request is required*  
Business Plan Attached:

Finance: WE

New Work Station Form Attached:

*Work station form must be attached*  
Project Code (To be assigned by Finance) FTE2023-14



**CASH GRANTS**

Amount included in Draft Budget	2022 Approved Budget		2023 Draft Budget		Difference from Draft Budget
	Cash	\$ 107,700	Cash	\$ 186,328	\$ 78,628
	Non-Cash	\$ 14,795	Non-Cash	\$ 17,674	\$ 2,879
<b>Total</b>		<b>\$ 122,495</b>	<b>Total</b>		<b>\$ 204,002</b>
					<b>\$ 81,507</b>

#	New or Repeat	Organization	Amount Requested for 2023	Budget of Organization	Percentage requested vs. Budget	Funds Received in 2022	Grant Requested for 2023	Difference from Draft Budget	Proposed Use of Grant	Purpose of organization: Mission Statement
1	R	Air Cadet League of Canada 909 Peregrine Sponsoring Committee	\$ 5,000	\$ 28,940	17.28%	\$ 2,000	\$ 5,000		909 Peregrine Squadron relies heavily on grants and fundraising as our goal is to provide a free program for youth. However, we have to pay for rent, equipment, training aids, activities, and an annual fee of \$115.00 per cadet to the BC Provincial Committee of the Air Cadet League. In previous years we have been able to keep the annual membership cost as low as \$200.00 per cadet and offer reduced fees for multiple cadets in the same family. Over the past two years, we have not charged cadets an annual fee. Due to Covid-19 we were not able to meet in person but continued to provide weekly programming online. We also continued to pay rent during this time in order to guarantee that as soon as restrictions were lifted, we would have a space for the cadets to meet in person. In addition, this year, we are continuing to provide a completely free program to cadets.	For youth ages 12 to 18 years old, we provide a safe and fun environment where all youth can learn the attributes of leadership, good citizenship, self discipline, teamwork, volunteerism, environmental stewardship, sports and physical fitness and the importance of a healthy and active lifestyle all while developing an interest and gaining valuable experience in the aviation and aerospace industries in Canada.
2	R	Canadian Red Cross, West Kelowna Health Equipment Loan Program (HELP)	\$ 15,000	\$ 12,881,083	0.12%	\$ 15,000	\$ 15,000		The Red Cross is requesting \$15,000 towards the annual rent of our volunteer-run West Kelowna Health Equipment Loan Program (HELP) office located at #4 - 2411 Drought Road.	The new mission of the Canadian Red Cross: We help people and communities in Canada and around the world in times of need and support them in strengthening their resilience. Our new mission incorporates the word "help" since that is the core of what we do. Time and again, when we ask people why they want to be a part of the Canadian Red Cross, the answer is often some variation of "to help people". And when we ask Canadians for their perspective on the role of the Red Cross, they often say "the Red Cross helps people".
3	R	Central Okanagan Bursary & Scholarship Society (COBSS)	\$ 1,000	\$ 1,000	100.00%	\$ 1,000	\$ 1,000		Each year \$1,000 has been provided to COBSS to distribute to a Mount Boucherie graduating student. In 2022, COBSS distributed 584 scholarships, bursaries and awards totalling \$544,815 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. To encourage community support in establishing ways and means to assist students to further their education or training and to fulfill their vocational ambitions.
4	NEW	Central Okanagan Hospice Association	\$ 15,000	\$ 15,000	100.00%	\$ -	\$ 15,000		COHA would like to offer two educational initiatives to the community of West Kelowna entitled to include: 1st Session -Serious Illness: Caring for Loved Ones at Home Spring 2023 2nd Session -Grief and Bereavement: Adults, Children and Youth Fall 2023 Please see description of educational initiatives and their objectives (attached)	To provide quality hospice palliative care programs and services. Our approach to care emphasizes comfort, quality of life and dignity. COHA meets the unique needs of each person's journey through serious illness, end of life and bereavement at no cost.
5	R	Childhood Connections - Okanagan Family & Childcare Society	\$ 6,500	\$ 868,490	0.75%	\$ -	\$ 6,500		We would like to increase staff hours in our Family Resource Program to increase the child development programs in West Kelowna. Funding from the City of West Kelowna would support our staff person to work alongside City of West Kelowna staff in the Multi-Sport Centre (fall-spring) and in the parks (summer). The family Resource Program staff would provide child development check-in tools (Ages & Stages Questionnaires), circle-time for families to sing and rhyme with their children (improve language and communication and social-emotional skills) and a take-home craft/activity bag (improve fine motor skills).	We support children and all those who care for them in the Central Okanagan. Our purpose is to ensure that all children in the Central Okanagan get a healthy start in life.
6	R	Crossing Creek Community Theatre	\$ 3,000	\$ 12,125	24.74%	\$ -	\$ 3,000		Additional funding is requested given price increases over the past year due to post-pandemic recovery, supply-chain issues and inflation. In addition, support funding for the recently launched "Creekers"—an acting troupe for Seniors (55+)—is requested to allow for promotion/ production costs during their inaugural year.	MISSION STATEMENT: Crossing Creek Community Theatre (CCCT) is West Kelowna's own, amateur theatre company dedicated to bringing together a creative collective in West Kelowna. Family friendly productions for our Community, by our community. GOAL: To bring true amateur theatre, with all its life-enhancing and community-building benefits, to Westside Kelowna as a self-sustaining, well-established Not-for-Profit Society.
7	R	Gellatly Bay Trails and Parks Society	\$ 2,000	\$ 8,740	22.88%	\$ 2,000	\$ 2,000		To cover the cost of Directors insurance against liability when volunteering for the Society(GBTAPS) and when making trails. It would also cover the liability insurance needed to cover people who participate in Trek for Trails, our annual fund raiser. This year the cost is \$1,947.00	To build and improve trails within the City of West Kelowna. Our goal is to improve fitness, well being and give enjoyment to the citizens of West Kelowna by making trails available.
8	R	Girl Guides of Canada - Naitaka District (West Kelowna)	\$ 2,000	\$ 21,625	9.25%	\$ 2,000	\$ 2,000		Girl Guides in West Kelowna has 19 Units with over 280 youth members. We would use the funds to help pay for our girls to meet in local halls, churches and community centers. Our current annual costs for meeting spaces are currently \$6,425	To enable girls aged 5-17 years old to experience the outdoors, challenge themselves, participate and volunteer in various community service 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	NEW	Hoodoo Adventures Co Ltd. - 2 events	\$ 16,500	\$ 135,835	12.15%	\$ -	\$ 16,500		Hoodoo adventures is trying to help developing the sport of adventure racing in BC. The sport is not well known yet but the environment, the trails and lakes makes it the perfect place for adventure racing. We want to showcase the Okanagan, and more specifically West Kelowna, as an adventure destination, where families and more adventure enthusiasts, can come to play outdoors, on foot, on bikes and kayaks or canoes. (Applying for two events - Expedition Canada May 23-29, 2023 \$15,000.00 & Bighorn Bushwack May 6, 2023 \$1,500.00 - both events requesting in-kind park/hall rentals)	Hoodoo Adventures is a tourism company offering guided tours on kayaks, bikes and climbing. Hoodoo Adventures also offers different sporting events to the Okanagan community. Hoodoo Adventures is also associated to the non profit organization Youth Outdoors Recreation Society.
10	NEW	Jean Minguy Memorial Police Youth Academy	\$ 4,000	\$ 32,550	12.29%	\$ -	\$ 4,000		The youth academy is meant to provide students with a one week experience, where they participate in a condensed version of what RCMP training (Depot in Regina Sask,) would be like. Participants learn through in class and hands on experience. Participants learn: Law, Police Defence Tactics, traffic, marching, physical fitness ect. Presentations from various police units: K9, Gang unit, Emergency Response Team (ERT), Traffic, Forensics, Air Services, Tactical. As well has other partners Fire, Ambulance, Court system. Monies are for program costs - Meals, lodging, uniforms, program materials, etc.	The Academy helps youth develop a better sense of discipline, importance of health, and gaining experience in law. Gives students a work experience style programing and provides them with a better understanding of their potential future employment opportunities.
11	R	Kelowna AquaJets Swim Club (aka Liquid Lightning Swim Club)	\$ 15,000	\$ 806,227	1.86%	\$ 15,000	\$ 15,000		The grant is requested to pay half of the pool rental costs incurred at JBMAC during the 2022-2023 swim season.	To promote, foster, teach the sport of swimming, and to encourage training for competition, self-development, leadership and sportsmanship in the field of swimming. To provide quality swim training to West Kelowna swimmers at JBMAC pool.



#	New or Repeat	Organization	Amount Requested for 2023	Budget of Organization	Percentage requested vs. Budget	Funds Received in 2022	Grant Requested for 2023	Difference from Draft Budget	Proposed Use of Grant	Purpose of organization: Mission Statement
12	R	Kelowna Rowing Club	\$ 6,000	\$ 25,453	23.57%	\$ 1,500	\$ 6,000		To assist KRC in hiring a head coach. The focus of this position is to grow participation in KRC programs. We will build on the success of the 2022 KRC After School Program (ASP) for students at CNB and Glenrosa middle schools. A head coach position allows KRC to build a schedule that accommodates multiple groups of students and volunteers. It also allows KRC to build our Junior rowing program which gives the ASP participants a next-step opportunity to learn to train and learn to compete in regattas across the province. The head coach will also create new opportunities to introduce rowing to more residents of West Kelowna.	Provide an accessible, safe, inclusive and fun environment for new and experienced rowers of all ages and abilities. Foster health and wellness for residents of West Kelowna and the Central Okanagan. Promote physical literacy and team skills through rowing.
13	R	Okanagan Boys and Girls Clubs - Central Okanagan Restorative Justice Program	\$ 5,000	\$ 135,267	3.70%	\$ 5,000	\$ 5,000		The City of West Kelowna Grant in Aid will be used to supplement the Restorative Justice Coordinator position to allow for full-time hours providing services to all community areas in the Central Okanagan. As crime knows no boundaries we are available to all youth, families and victims throughout the Central Okanagan. The Coordinator provides administrative and direct coordination of services for referring RCMP members, community groups, youth, families, victims and volunteers. The Coordinator screens and trains volunteers to provide the valuable workforce needed to sustain this busy community based program.	The purpose of the Okanagan Boys & Girls Club 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.
14	R	Okanagan Comedy Festival Society	\$ 5,000	\$ 139,750	3.58%	\$ -	\$ 5,000		The Okanagan Comedy Festival is seeking to develop and grow its programming and outreach activities in West Kelowna. The increase in programming would allow us to develop new venue partnerships and accommodate more local attendees at our shows. This would also allow us to increase our marketing capacities within the community and in surrounding areas to attract a larger number of local and tourist comedy fans to our activities in West Kelowna. We look to partner with various restaurants, bars, wineries, golf courses and theatres to present our shows. In addition to our regular venue at Kelly O'Bryans West Kelowna, we expanded to include events at the Grizzli Winery and Wings restaurant in the West Kelowna and are looking for additional venue options.	To help increase quality of life through the arts and develop new opportunities in the local business community within the Okanagan region. The production of a Comedy Festival not only contributes to local life by offering a wide variety of accessible programming to the local community, it also offers new business opportunities to local venues such as theatres, wineries, clubs and restaurants. This includes several activities taking place in West Kelowna as part of our official festival programming.
15	R	Telemark Nordic Club	\$ 5,000	\$ 797,528	0.63%	\$ -	\$ 5,000		This project will enhance and upgrade the trail signage at the Telemark Nordic Centre. The existing XC ski trail signage at Telemark is old and difficult to read with missing signs and is not very well laid out. Many people have difficulty finding their way and people often get lost. In addition, Telemark has updated its branding to be more inclusive and new signage design is needed to meet new sign standards.	To provide and promote recreation and programming opportunities XC skiing and snowshoeing for the benefit of West Kelowna and the Central Okanagan.
16	R	Therapeutic Lake Cruises Society	\$ 1,500	\$ 7,917	18.95%	\$ 1,500	\$ 1,500		Due to Covid our program is still struggling to acquire enough money to pay for all expenses. Also due to extreme heat seniors can't be outside. Most retirement and seniors homes contact us in May to book boat.	Run a program for seniors in our community by offering a boat ride on our lake. We have a 24' pontoon boat moored @ Dockside.
17	R	West Kelowna Community Policing Society	\$ 7,000	\$ 10,000	70.00%	\$ 7,000	\$ 7,000		The \$7,000 grant is for the 2023 operating expenses of \$10,000 as detailed in the attached 2023 operating budget and to maintain a reasonable reserve fund for any unseen major expenditures.	We are a not-for-profit, volunteer organization, registered as an incorporated Society in the province of British Columbia. We operate under the direction and supervision of the community operational support unit of the Royal Canadian Mounted Police (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.
18	R	West Kelowna Firefighters Association	\$ -	\$ -	0.00%	\$ 4,000	\$ -		City of West Kelowna did not receive an application and tried several times to contact the Association. No application received for 2023.	To communicate and contribute to the public understanding and education of the WKFFA. To consult, co-operate and participate with other organizations within the community to benefit our membership and members of our community.
19	R	West Kelowna Trail Crew Society	\$ 2,828	\$ 20,828	13.58%	\$ 2,200	\$ 2,828		The grant is being requested to cover the expense of insurance. The insurance is required to ensure the individuals and volunteers who participate in trail maintenance.	To build and maintain trails in the West Kelowna Area. Trails are multi-use.
20	R	West Kelowna Yacht Club	\$ 10,000	\$ 440,195	2.27%	\$ 7,000	\$ 10,000		To offset the costs incurred by the WKYC in providing infrastructure and services for the benefit of the general public within the City of West Kelowna.	Community involvement, Membership based Social Club, provide moorage to full members, shared parking lot with City of West Kelowna (we service in the winter) maintain moorage buoys on the lake for all to use.
21	R	West Kelowna Youth Ambassador Program	\$ 4,000	\$ 15,755	25.39%	\$ 3,500	\$ 4,000		These funds will allow the Youth program the funds to implement educational activities and workshops that will lead to valuable life skills. This will benefit each candidate for their whole life, in turn this program will teach our young people (all genders) the right attitude and skills to become LEADERS of tomorrow. The successful candidates are awarded the position of Ambassador and will visit BC Cities representing West Kelowna. We need a venue for our 4 Judged events or at least a reduced rate.	Prepare youth between grades 9 - 11 to develop their abilities, skills and knowledge, enhancing their personal respect and integrity for adulthood.
22	R	Westside Celebration Society	\$ 30,000	\$ 104,750	28.64%	\$ 25,000	\$ 30,000		July 1st - Celebrate Canada Day July 7th, 8th and 9th Westside Daze a 3 day Festival a. To provide Westside Residents a Safe, Free Family Festival/Event b. To Provide Top quality entertainment and family friendly events c. To provide a showcase where local, provincial and federal politicians can meet and greet with the public. d. To Promote/Market Westside Daze to the local residents and the traveling public	Westside Celebration Society is a Volunteer Organization that hosts a Free Family Festival for the municipalities within Westside. Our mandate is to provide to the citizens of the Westside and the traveling public: a Safe, Free Family Festival. In 2023 Westside Celebration Society will host 2 events:: 1. Celebrate Canada Day on Saturday, July 1st. 2. Westside Daze July's 2nd weekend July 7, 8th and 9th
23	R	Westside Health Network Society	\$ 25,000	\$ 138,435	18.06%	\$ 14,000	\$ 25,000		The purpose of the grant is to maintain and build capacity associated with providing essential services for seniors in the community. Mobilizing support for people in need in our community is our goal. This includes managing, training, retraining, deploying and recruiting volunteers to provide the following Services and Programs. Funding improves our capacity to deliver high-quality programs and services by ensuring staff are trained and have the tools to perform. This provides cost-saving over time, as high-quality productivity can deliver projects better, quicker, and more efficiently. We would like to expand and increase the essential services, such as drives to medical appointments that the Westside Health Network provides in the community and provide our seniors the opportunity to be involved in programs that contribute to their health and well-being. Addressing seniors' needs, we are able to help more seniors remain in their home longer. The City of West Kelowna's investment in the following community services and programs will positively impact the value of health, societal connectedness and economically disadvantaged members in the community, thus contributing to a healthier community. With significant and multifaceted implications of the pandemic it is extremely imperative that we implement opportunities for meaningful connectivity for seniors in our community. We have increased our grant request due to the Community Hall rental, which was gifted in kind prior. Also United Way has amalgamated and local funds are now in a pool, which a large number of lower mainland organizations are receiving funding.	The Westside Health Network Society's mission is 'Enhancing Seniors' wellness through volunteerism, education, referral and social programs in the West Kelowna.
			<b>\$ 186,328</b>			<b>\$ 107,700</b>	<b>\$ 186,328</b>			



#	New or Repeat	Organization	Amount Requested for 2023	Budget of Organization	Percentage requested vs. Budget	Funds Received in 2022	Grant Requested for 2023	Difference from Draft Budget	Proposed Use of Grant	Purpose of organization: Mission Statement
<b>NON-CASH GRANTS</b>										
1	R	1st Lakeview Heights Scouts (Lions Hall)	\$ 7,500	\$ 69,475	10.80%	\$ 5,500	\$ 7,500		To cover the rental cost for Westbank Lions Community Centre Hall, to enable the group to come inside during the winter months. This will provide all sections a warm place to develop their scouting skills.	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 to help build resilient and respectful individuals.
2	R	Girl Guides of Canada - Naitaka District (West Kelowna)	\$ 3,373	\$ 21,625	15.60%	\$ 3,275	\$ 3,373		Girl Guides in West Kelowna has 19 Units with over 280 youth members. We would use the funds to help pay for our girls to meet in local halls, churches and community centers. Our current annual costs for meeting spaces are currently \$6,425.00	To enable girls aged 5-17 years old to experience the outdoors, challenge themselves, participate and volunteer in various community service 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.
3	R	Lakeview Heights Thursday Niters' AA Group	\$ 3,214	n/a	n/a	\$ 3,120	\$ 3,214		To hold Alcoholics Anonymous weekly meetings thereby providing group support for new and recovering alcoholics to stay sober.	To hold Alcoholics Anonymous weekly meetings thereby providing group support for new and recovering alcoholics to stay sober.
4	NEW	Royal Canadian Humane Association	\$ 600	n/a	n/a	\$ -	\$ 600		To cover the cost of the rental of the Westbank Lions Community Centre to hold our annual Investiture Ceremony for British Columbia.	To recognize Canadians who through their dedication, alertness, skills, and concerns save or attempt to save a life.
5	R	Royal Canadian Legion Br.288 Westbank	\$ 2,987	n/a	n/a	\$ 2,900	\$ 2,987		1. use of the Royal LePage Arena for our November 11th, 2023 Remembrance Day Service 2. Use of the Westbank Lions Hall for our Valley Dart Shoot on February 11, 2023. Also require access on February 10, 2023 after noon for setup. Net Proceeds to support Legion operations	To support friendship and comradery amongst serving and retired military personnel and their families and friends which in turns supports our community groups, such as the food bank, air cadets, scouts, ect.
			<b>\$ 17,674</b>			<b>\$ 14,795</b>	<b>\$ 17,674</b>			
<b>Total Requested</b>			<b>\$ 204,002</b>			<b>\$ 122,495</b>	<b>\$ 204,002</b>			

2023 - 2032 - 10 Year Capital Plan Summary

Section	Section No.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roads	Sec. 1	\$ 7,725,000	\$ 5,175,000	\$ 7,225,000	\$ 2,900,000	\$ 5,400,000	\$ 5,200,000	\$ 9,150,000	\$ 5,180,300	\$ 2,850,000	\$ 5,555,000
Equipment - General	Sec. 2	1,554,000	1,470,000	2,125,000	160,000	460,000	1,190,000	300,000	660,000	1,110,000	1,380,000
Development Services	Sec. 3	-	175,000	175,000	275,000	75,000	75,000	75,000	75,000	75,000	-
Strom Drainage	Sec. 4	1,065,000	1,249,800	1,064,000	175,000	280,000	910,000	457,000	616,000	1,867,000	-
Pedestrian Infrs.	Sec. 5 a)	1,700,000	1,500,000	1,806,000	1,500,000	1,815,180	1,500,000	1,824,635	1,500,000	1,834,374	1,500,000
Cemetery	Sec. 5 b)	63,000	50,000	-	-	-	-	-	-	-	-
Waterfront	Sec. 5 c)	-	-	-	-	2,435,135	-	-	-	-	-
Land/Parks Acquisition	Sec. 5 d)	-	-	5,283,507	-	-	3,000,000	-	-	-	-
Parks & Comm. Amenities	Sec. 6	1,167,603	1,127,257	769,560	480,338	481,983	626,435	388,638	490,088	406,267	365,466
General Capital	Sec. 7	100,000	100,000	100,000	161,000	100,000	100,000	100,000	100,000	100,000	100,000
Facilities	Sec. 8	11,120,000	4,145,925	1,656,128	44,200	183,000	405,946	-	18,000	-	-
Equipment - Fire Dept.	Sec. 9	1,201,000	1,865,000	359,000	1,232,000	2,112,000	611,000	1,713,000	1,239,000	1,330,000	185,000
Information Services	Sec. 10	2,538,029	408,592	268,741	242,825	206,323	420,638	373,473	305,082	222,619	309,138
Police Services & Bylaw	Sec. 11	43,905	70,500	60,500	60,500	60,500	60,500	60,500	70,500	60,500	60,500
Water Utility	Sec. 12	4,130,000	4,306,000	7,530,000	9,815,000	10,357,000	1,165,000	960,000	21,845,000	2,300,000	4,190,000
Sewer Utility	Sec. 13	1,508,900	1,888,000	1,136,000	1,060,000	617,000	470,000	197,000	470,000	160,000	10,500
<b>Totals Capital Requests</b>		<b>\$ 33,916,437</b>	<b>\$ 23,531,074</b>	<b>\$ 29,558,436</b>	<b>\$ 18,105,863</b>	<b>\$ 24,583,121</b>	<b>\$ 15,734,519</b>	<b>\$ 15,599,246</b>	<b>\$ 32,568,970</b>	<b>\$ 12,315,760</b>	<b>\$ 13,655,603</b>



2023 - 2032 Capital Budget Requests													
Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 00				-	-	-	-	-	-	-	-	-	-
Sec. 01		<b>Section 01: Roads</b>		-	-	-	-	-	-	-	-	-	-
Sec. 01	C2023 - 01	Road Rehab Program	Gas Tax	600,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Sec. 01			Capital	600,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Sec. 01		Pavement Management Plan	Capital	-	-	-	-	100,000	-	-	-	-	-
Sec. 01	C2023 - 02	LED Streetlight Replacements	Capital	300,000	300,000	300,000	300,000	-	-	-	-	-	-
Sec. 01		Gellatly Boucherie Intersection	Capital	-	-	-	-	20,000	530,000	-	-	-	-
Sec. 01			DCC - Road	-	-	-	-	80,000	2,120,000	-	-	-	-
Sec. 01		Glenrosa Second Access Corridor Study	Capital	-	-	-	-	300,000	-	-	-	-	-
Sec. 01	C2023 - 03	Boucherie from Ogden to Gregory, and Pathway from Gregory to Green Bay Construction	Capital	600,000	-	-	-	-	-	-	-	-	-
Sec. 01			DCC - Road	1,800,000	-	-	-	-	-	-	-	-	-
Sec. 01		Roundabout Construction Boucherie Mission Hill	Capital	-	-	-	-	-	-	-	168,100	-	-
Sec. 01			DCC - Road	-	-	-	-	-	-	-	1,362,200	-	-
Sec. 01			Developer	-	-	-	-	-	-	-	500,000	-	-
Sec. 01		Bridges Maintenance - Per Stantec Bridge Maintenance Report	Capital Renewal	-	25,000	25,000	-	-	-	-	-	-	-
Sec. 01		Shannon Lake IR to Asquith Construction	Capital	-	611,600	-	-	-	-	-	-	-	-
Sec. 01			DCC - Road	-	1,588,400	-	-	-	-	-	-	-	-
Sec. 01	C2023 - 04	Elliott from Smith Creek to Reece, Design	Capital	98,500	-	-	-	-	-	-	-	-	-
Sec. 01			DCC - Road	151,500	-	-	-	-	-	-	-	-	-
Sec. 01		Elliott from Smith Creek to Reece, Construction	Capital	-	-	1,773,000	-	-	-	-	-	-	-
Sec. 01			DCC - Road	-	-	2,727,000	-	-	-	-	-	-	-
Sec. 01		Elliott from Solar to Butt	Capital	-	-	-	-	-	-	-	-	55,600	883,400
Sec. 01			DCC - Road	-	-	-	-	-	-	-	-	144,400	2,271,600
Sec. 01		Bridges - Capital Replacement Jennens at McDougall Creek	Capital	-	-	-	-	-	-	750,000	750,000	-	-
Sec. 01	C2023 - 05	Master Transportation Plan Update	Future Expenditures	75,000	-	-	-	-	150,000	-	-	-	-
Sec. 01	C2023 - 06	Butt Road Sidewalk and Old Okanagan Intersection Improvements, Construction	Capital	1,190,000	-	-	-	-	-	-	-	-	-
Sec. 01			DCC - Road	1,560,000	-	-	-	-	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 01		Gellatly Road South, Whitworth to 4251 Gellatly, Design / Construction	Capital	-	65,000	-	-	-	-	1,560,000	-	-	-
Sec. 01			DCC - Road	-	185,000	-	-	-	-	4,440,000	-	-	-
Sec. 01	C2023 - 07	Casa Loma Emergency Access	Capital	750,000	-	-	-	-	-	-	-	-	-
Sec. 01		Gosset & Old Okanagan Highway Intersection	Capital	-	-	-	40,000	500,000	-	-	-	-	-
Sec. 01			DCC - Road	-	-	-	160,000	2,000,000	-	-	-	-	-
Sec. 01		Boucherie, Green Bay to IR#9, Design	Capital	-	-	-	-	-	-	-	-	65,000	-
Sec. 01			DCC - Road	-	-	-	-	-	-	-	-	185,000	-
Sec. 01 Roads		<b>Roads - Subtotal</b>		<b>\$ 7,725,000</b>	<b>\$ 5,175,000</b>	<b>\$ 7,225,000</b>	<b>\$ 2,900,000</b>	<b>\$ 5,400,000</b>	<b>\$ 5,200,000</b>	<b>\$ 9,150,000</b>	<b>\$ 5,180,300</b>	<b>\$ 2,850,000</b>	<b>\$ 5,555,000</b>
Sec. 02 Eqpt		<b>Section 02: Equipment</b>		<b>-</b>									
Sec. 02		Replacement Equipment	Equipment - General	-	730,000	1,350,000	160,000	410,000	1,190,000	300,000	660,000	1,110,000	1,380,000
Sec. 02	C2023 - 08	Sidewalk Machine with plow, snowblower, flail mower and sand/salt spreader	Equipment - General	340,000	-	-	-	-	-	-	-	-	-
Sec. 02		Engineering Road Equipment - Speed Reader Boards	Equipment - General	-	-	-	-	50,000	-	-	-	-	-
Sec. 02		R&D - Mechanical Street Sweeper	Equipment - General	-	250,000	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 09	Treatment Plant Supervisor Vehicle - Electric	Rose Valley New	48,000	-	-	-	-	-	-	-	-	-
Sec. 02		Powers Creek Bobcat	Equipment - Finance MFA	-	110,000	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 10	Replacement Garbage Truck	Equipment - General	285,000	-	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 11	Capital Crew Excavator & Trailer	Equipment - General	435,000	-	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 12	Treatment Plant Crew Cab	Rose Valley New	83,000	-	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 13	Water Reservoir Excavator	Powers Creek New	205,000	-	-	-	-	-	-	-	-	-
Sec. 02		Kenworth Dump Pup	Equipment - General	-	-	100,000	-	-	-	-	-	-	-
Sec. 02		Grader	Equipment - General	-	-	600,000	-	-	-	-	-	-	-
Sec. 02		Roads Pickup	Equipment - General	-	75,000	-	-	-	-	-	-	-	-
Sec. 02		Roads Pickup	Equipment - General	-	75,000	-	-	-	-	-	-	-	-
Sec. 02		Roads Pickup	Equipment - General	-	-	75,000	-	-	-	-	-	-	-
Sec. 02	C2023 - 14	Utility Operator Pickup	Rose Valley New	75,000	-	-	-	-	-	-	-	-	-
Sec. 02		Roller/Compactor	Equipment - General	-	150,000	-	-	-	-	-	-	-	-
Sec. 02		Sewer flushing machine	Equipment - Finance MFA	-	80,000	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 15	Survey Equipment	Equipment - General	50,000	-	-	-	-	-	-	-	-	-
Sec. 02	C2023 - 16	Parks Trailers	Equipment - General	33,000	-	-	-	-	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 02		<b>Equipment - Subtotal</b>		\$ 1,554,000	\$ 1,470,000	\$ 2,125,000	\$ 160,000	\$ 460,000	\$ 1,190,000	\$ 300,000	\$ 660,000	\$ 1,110,000	\$ 1,380,000
Sec. 03 Dev		<b>Section 03: Development Services</b>		-	-	-	-	-	-	-	-	-	-
Sec. 03		Waterfront Plan Review	Future Expenditures	-	-	50,000	-	-	-	-	-	-	-
Sec. 03		Development Cost Charge (DCC) Bylaw Review and Update	Future Expenditures	-	-	-	100,000	-	-	-	-	-	-
Sec. 03		Develop a Comprehensive Redevelopment Plan for West Gateway	Future Expenditures	-	-	50,000	-	-	-	-	-	-	-
Sec. 03		Develop a Comprehensive Redevelopment Plan for East Gateway (Industrial Lands Planning Exercise)	Future Expenditures	-	50,000	-	-	-	-	-	-	-	-
Sec. 03		Glenrosa Neighborhood Plan	Future Expenditures	-	-	-	100,000	-	-	-	-	-	-
Sec. 03		Bylaw Review	Future Expenditures	-	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	-
Sec. 03		Infill Strategy	Future Expenditures	-	50,000	-	-	-	-	-	-	-	-
Sec. 03		<b>Development Services - Subtotal</b>		\$ -	\$ 175,000	\$ 175,000	\$ 275,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
Sec. 04 Storm Drn		<b>Section 04: Storm Drainage</b>		-	-	-	-	-	-	-	-	-	-
Sec. 04	C2023 - 17	Inverness Culvert Replacement 2023	Capital	547,500	-	-	-	-	-	-	-	-	-
Sec. 04			DCC - Storm	182,500	-	-	-	-	-	-	-	-	-
Sec. 04		Bear Creek Road Erosion Protection	Capital	-	175,500	-	-	-	-	-	-	-	-
Sec. 04			DCC - Storm	-	58,500	-	-	-	-	-	-	-	-
Sec. 04		Parkinson to Bear Creek Road Drainage	Capital	-	140,250	-	-	-	-	-	-	-	-
Sec. 04			DCC - Storm	-	46,750	-	-	-	-	-	-	-	-
Sec. 04		Horizon Drive Erosion Protection	Capital	-	39,000	-	-	-	-	-	-	-	-
Sec. 04			DCC - Storm	-	13,000	-	-	-	-	-	-	-	-
Sec. 04		Bear Creek Road to Westside Rd Drainage Channel and SRW	Capital	-	28,000	-	-	-	-	-	-	-	-
Sec. 04		Horizon Spy Glass Channel improvements	Capital	-	367,500	-	-	-	-	-	-	-	-
Sec. 04			DCC - Storm	-	122,500	-	-	-	-	-	-	-	-
Sec. 04		McDougall Creek - Brentwood Road Storm Storage	Future Expenditures	-	58,800	-	-	-	-	-	-	-	-
Sec. 04		Mt. Boucherie - SRW & Conveyance Improvements from Gregory to Boucherie Road	Capital	-	-	472,500	-	-	-	-	-	-	-
Sec. 04			DCC - Storm	-	-	157,500	-	-	-	-	-	-	-
Sec. 04	C2023 - 18	Mt. Boucherie - Boucherie Road Drainage Improvements	Capital	35,000	-	-	-	-	-	-	-	-	-
Sec. 04		Mt. Boucherie - Pritchard Drive Drainage Improvements	Capital	-	-	84,000	-	-	-	-	-	-	-
Sec. 04	C2023 - 19	Shannon Lake - Shannon Woods Way Diversion Structure	Capital	50,000	-	-	-	-	-	-	-	-	-
Sec. 04		Smith Creek - Logan Court Drainage Improvements	Capital	-	-	-	175,000	-	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 04		Update Master Drainage Plan	Storm Sewer	-	-	150,000	-	-	-	-	-	-	-
Sec. 04		Drainage System Repair & Renewal (multi-year)	Capital	-	200,000	200,000	-	-	-	-	-	-	-
Sec. 04		Stevenson to Montigny Drainage Improvements	Capital	-	-	-	-	-	910,000	-	-	-	-
Sec. 04		Lakeview to Ourtoland Drainage SRW	Capital	-	-	-	-	189,000	-	-	-	-	-
Sec. 04		Bazzett to Sunnyside Drainage SRW	Capital	-	-	-	-	91,000	-	-	-	-	-
Sec. 04	C2023 - 20	Green Bay Neighborhood Drainage Improvements	Capital	250,000	-	-	-	-	-	-	-	-	-
Sec. 04		Gregory at Boucherie Drainage Improvements, (Wine Trail Ph. 3)	Capital	-	-	-	-	-	-	70,000.0	-	-	-
Sec. 04		Chasselas Storage Facility Improvements	Capital	-	-	-	-	-	-	280,000	-	-	-
Sec. 04		Ridge to Shannon Lake Channel & SRW	DCC - Storm	-	-	-	-	-	-	53,500	-	-	-
Sec. 04			Capital	-	-	-	-	-	-	53,500	-	-	-
Sec. 04		Talus Ridge Storage Improvements	Capital	-	-	-	-	-	-	-	490,000	-	-
Sec. 04		Doucette to Elliott Channel and SRW	Capital	-	-	-	-	-	-	-	126,000	-	-
Sec. 04		Smith Creek Stream Stabilization	DCC - Storm	-	-	-	-	-	-	-	-	1,120,200	-
Sec. 04			Capital	-	-	-	-	-	-	-	-	746,800	-
Sec. 04		Storm Improvements - Copper Ridge Drive to Wildhorse	Capital	-	-	-	-	-	-	-	-	-	46,750
Sec. 04			DCC - Storm	-	-	-	-	-	-	-	-	-	140,250
Sec. 04		<b>Storm Drainage - Subtotal</b>		<b>\$ 1,065,000</b>	<b>\$ 1,249,800</b>	<b>\$ 1,064,000</b>	<b>\$ 175,000</b>	<b>\$ 280,000</b>	<b>\$ 910,000</b>	<b>\$ 457,000</b>	<b>\$ 616,000</b>	<b>\$ 1,867,000</b>	<b>\$ -</b>
Sec. 05 Ped.		<b>Section 05: Pedestrian Infrs. / Cemetery / Waterfront / Land Acquisition</b>		<b>-</b>									
Sec. 05	C2023 - 21	Pedestrian Improvement Program - Sidewalks	Gas Tax	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Sec. 05		1 % Infrastructure Levy Projects (Budget amount TBD)	Reserve - 1% Infrastructure Levy	-	-	-	-	-	-	-	-	-	-
Sec. 05		Recreation / Lakeside Trails	Recreation Reserve	-	-	100,000	-	103,000	-	106,090	-	109,273	-
Sec. 05	C2023 - 22	Walkway Repairs (Stairs)	Capital	200,000	-	206,000	-	212,180	-	218,545	-	225,102	-
Sec. 05		<b>Pedestrian Infrs. - Subtotal</b>		<b>\$ 1,700,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,806,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,815,180</b>	<b>\$ 1,500,000</b>	<b>\$ 1,824,635</b>	<b>\$ 1,500,000</b>	<b>\$ 1,834,374</b>	<b>\$ 1,500,000</b>

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 05 a) Cem.		<b>Section 05 a) Cemetery</b>		-	-	-	-	-	-	-	-	-	-
Sec. 05 a)	C2023 - 23	Cemetery Marker Placement Strips	Future Expenditures	30,000	-	-	-	-	-	-	-	-	-
Sec. 05 a)	C2023 - 24	Future Columbarium Design	Future Expenditures	33,000	-	-	-	-	-	-	-	-	-
Sec. 05 a)		Cemetery Masterplan	Future Expenditures	-	50,000	-	-	-	-	-	-	-	-
Sec. 05 a)		<b>Cemetery - Subtotal</b>		<b>\$ 63,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Sec. 05 b) Waterfront		<b>Section 05 b) Waterfront</b>		-	-	-	-	-	-	-	-	-	-
Sec. 05 b)		Phase 2 CNR Wharf Upgrade - Wharf Expansion - Tentative	DCC - Parks	-	-	-	-	602,696	-	-	-	-	-
Sec. 05 b)			Capital	-	-	-	-	1,832,439	-	-	-	-	-
Sec. 05 b)		<b>Waterfront - Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,435,135</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Sec. 05 c) Land Acq.		<b>Section 05 c) Land Acquisition</b>		-	-	-	-	-	-	-	-	-	-
Sec. 05 c)		Park Acquisitions	DCC - Parks	-	-	2,264,360	-	-	2,250,000	-	-	-	-
Sec. 05 c)			Capital	-	-	3,019,147	-	-	750,000	-	-	-	-
Sec. 05 c)		<b>Land Acquisition - Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,283,507</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Sec. 06 Parks		<b>Section 06: Parks &amp; Community Amenities</b>		-	-	-	-	-	-	-	-	-	-
Sec. 06		Upgrade Pebble Beach to Increase Programming	Capital	-	150,000	-	-	-	-	-	-	-	-
Sec. 06		Pritchard Park Washroom Replacement	Capital	-	-	178,000	-	-	-	-	-	-	-
Sec. 06		Beach Access Improvements	Capital	-	120,000	-	-	130,800	-	-	142,572	-	-
Sec. 06		Kinsmen Park Geotech/Trails	Capital	-	155,000	-	-	-	-	-	-	-	-
Sec. 06		Gellatly Bay Waterfront Development CR3.7	Capital	-	77,000	-	-	-	-	-	-	-	-
Sec. 06		Non-motorized Boat Launches CR10	Capital	-	100,000	-	-	-	-	-	-	-	-
Sec. 06		Sport Court / Basketball Court Paula Park	Capital	-	-	33,000	-	-	-	-	-	-	-
Sec. 06		Anders Park Pickle Ball Court Repairs	Capital	-	-	-	15,000	-	-	-	-	17,250	-
Sec. 06		Anders Park (Bleachers, Sidewalk, Concrete Trails Onsite)	Capital	-	63,000	-	-	-	-	-	-	-	-
Sec. 06		Anders Park Landscaping and Site Furniture	Capital	-	-	68,000	-	-	-	-	-	-	-
Sec. 06	C2023 - 25	Bear Proof Garbage Cans	Solid Waste	16,269	16,757	17,260	17,778	18,311	18,860	19,426	20,009	20,609	21,227
Sec. 06		Landfill Site CR28.2	Capital	-	60,000	-	-	-	-	-	-	-	-
Sec. 06	C2023 - 26	Parks Master Plan - Five Year Update	Capital - Parks	110,000	-	-	-	-	126,500	-	-	-	-
Sec. 06	C2023 - 27	Parks Irrigation - Renewal and Replacement (Asset Management )	Capital - Parks	100,000	103,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008
Sec. 06		Playground Equipment Replacements	Capital - Parks	-	-	-	128,750	-	136,475	-	144,664	-	153,343

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 06	C2023 - 28	Playground Equipment Replacements (Julia's Junction)	Capital - Parks	125,000	-	-	-	-	-	-	-	-	-
Sec. 06			Cash in Lieu	75,000	-	-	-	-	-	-	-	-	-
Sec. 06			Recoverable	550,000	-	-	-	-	-	-	-	-	-
Sec. 06		Property Improvements (2)	Capital	-	-	136,250	-	-	148,513	-	-	161,879	-
Sec. 06	C2023 - 29	Entrance Sign Power	Capital - Parks	65,000	-	-	-	-	-	-	-	-	-
Sec. 06		Replace Boucherie Pickleball Windscreen (Asset Management )	Capital	-	-	-	-	20,000	-	-	-	22,510	-
Sec. 06		Anders Tennis Court Resurfacing (Asset Management )	Capital	-	-	127,200	-	-	-	142,464	-	-	-
Sec. 06	C2023 - 30	Pickleball and Tennis Court Resurfacing (Asset Management)	Capital	126,334	-	-	-	145,284	-	-	-	35,470	-
Sec. 06		Westbank Centre Entrance Sign Replacement	Capital	-	100,000	-	-	-	-	-	-	-	-
Sec. 06		Westbank Centre Park Gazebo Replacement	Capital	-	30,000	-	-	-	-	-	-	-	-
Sec. 06		Gellatly Boat Launch Dredging (Asset Management )	Capital	-	30,000	-	-	32,700	-	-	35,643	-	-
Sec. 06		Casa Loma Boat Launch Dredging (Asset Management )	Capital	-	-	20,000	-	-	21,800	-	-	23,762	-
Sec. 06		Powers Point Gazebo Replacement	Capital	-	-	15,000	-	-	-	-	-	-	-
Sec. 06		Rotary Park Gazebo Replacement	Capital	-	15,000	-	-	-	-	-	-	-	-
Sec. 06		Power connections to Hwy 97 Gardens	Capital	-	-	60,000	-	-	-	-	-	-	-
Sec. 06		Baseball/Softball Infield Shale Replacement (Asset Management )	Capital	-	10,000	10,300	10,609	10,927	-	11,583	-	12,278	-
Sec. 06		Playground Safety Surfacing Replacement (Asset Management)	Capital	-	10,000	10,300	10,609	-	11,246	-	11,920	-	12,635
Sec. 06		Sport field sand base maintenance (Asset Management )	Capital	-	-	7,000	7,210	7,426	7,649	7,879	8,115	8,358	8,609
Sec. 06		Softball/Baseball Infield Soil Conditioner (Asset Management )	Capital	-	22,000	-	-	23,980	0	-	26,138	-	-
Sec. 06		In Ground Garbage Containers & Hiab	Capital	-	-	-	-	-	13,840	9,105	-	-	9,925
Sec. 06		Re & Re Elliott Rd Sidewalk nodes to hardscape	Capital	-	-	-	-	-	-	50,000	-	-	-
Sec. 06		Security Cameras	Equipment - General	-	-	10,000	-	10,600	-	11,236	-	11,910	-
Sec. 06		Spray Park Asset Replacement (Asset Management )	Capital	-	-	-	200,000	-	-	-	-	-	-
Sec. 06		Greenhouse	Capital	-	15,000	-	-	-	-	-	-	-	-
Sec. 06		Downtown Tree Planters/Benches	Capital	-	-	-	-	-	-	50,000	-	-	-
Sec. 06		Grinding Organic Materials at Yard	Capital	-	10,500	-	10,815	-	11,139	-	11,474	-	11,818
Sec. 06		Dredge Gellatly Boat Launch (Asset Management )	Capital	-	40,000	-	-	-	46,000	-	-	-	52,900
Sec. 06		<b>Parks &amp; Community Amenities - Subtotal</b>		<b>\$ 1,167,603</b>	<b>\$ 1,127,257</b>	<b>\$ 769,560</b>	<b>\$ 480,338</b>	<b>\$ 481,983</b>	<b>\$ 626,435</b>	<b>\$ 388,638</b>	<b>\$ 490,088</b>	<b>\$ 406,267</b>	<b>\$ 365,466</b>

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 07 Gen Cap.		<b>Section 07: General Capital</b>		-	-	-	-	-	-	-	-	-	-
Sec. 07		General Municipal Election	Elections	-	-	-	61,000	-	-	-	-	-	-
Sec. 07	C2023 - 31	Asset Management Plan 2023	Future Expenditures	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Sec. 07		<b>General Capital - Subtotal</b>		\$ 100,000	\$ 100,000	\$ 100,000	\$ 161,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sec. 08 Facilities		<b>Section 08: Facilities</b>		-	-	-	-	-	-	-	-	-	-
Sec. 08		Municipal Hall - New Roof	Capital	-	-	-	-	-	250,000	-	-	-	-
Sec. 08	C2023 - 32	MBCC - Conversion Tender Drawings	City Hall / Community Hall	150,000	-	-	-	-	-	-	-	-	-
Sec. 08		MBCC - Conversion Back to a Community Hall	City Hall / Community Hall	-	624,925	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 33	MBCC - Gym Addition Feasibility Study	Future Expenditures	40,000	-	-	-	-	-	-	-	-	-
Sec. 08		Fire Hall #31 - Window Replacement	Reserve - Fire Department Eqpt	-	-	12,000	-	-	-	-	-	-	-
Sec. 08	C2023 - 34	Fire Hall #32 - Facility Replacement (Recommend Parcel Tax)	Debt-General	8,000,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 35	Fire Hall #33 - Decontamination Gear Room Addition	Reserve - Fire Department Eqpt	150,000	-	-	-	-	-	-	-	-	-
Sec. 08			Capital	350,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 36	Fire Hall #34 - Emergency Generator	Reserve - Fire Department Eqpt	100,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 37	Fire Hall #34 - HVAC Replacement	Reserve - Fire Department Eqpt	40,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 38	Fire Hall - Vehicle Exhaust Replacement	Reserve - Fire Department Eqpt	15,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 39	Johnson Bentley AC - Future Facility Needs Assessment	Capital	60,000	-	-	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A.C. - Fitness Equipment Upgrade	Capital	-	18,000	-	-	18,000	-	-	18,000	-	-
Sec. 08		Johnson Bentley A.C. - Fall Protection	Capital	-	-	85,000	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A.C. - Domestic Hot Water Piping	Capital	-	-	30,000	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A.C. - DDC Building Control System	Capital	-	-	28,000	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A.C. - Window Replacement	Recreation Reserve	-	-	70,000	44,200	-	-	-	-	-	-
Sec. 08		Johnson Bentley A. C. - Electrical & Data Upgrades	Capital	-	-	9,000	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A. C. - Vinyl Floor Replacement	Capital	-	-	16,057	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A. C. - Reception Millwork	Capital	-	-	27,000	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A. C. - Lobby Floor Tile Replacement	Capital	-	-	11,071	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A. C. - Curb Appeal	Capital	-	-	76,000	-	-	-	-	-	-	-
Sec. 08		Johnson Bentley A. C. - Pool Deck Tile Replacement	Capital	-	-	-	-	-	143,946	-	-	-	-
Sec. 08		Johnson Bentley AC - Lockers	Capital	-	100,000	-	-	-	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 08		Arena - Jim Lind - Roof Replacement	Capital	-	500,000	-	-	-	-	-	-	-	-
Sec. 08		Arena - Jim Lind - Seismic Upgrades	Capital	-	-	500,000	-	-	-	-	-	-	-
Sec. 08		Arena - Jim Lind - Concession Upgrade	Capital	-	40,000	-	-	-	-	-	-	-	-
Sec. 08		Arena - Jim Lind - Data Rack Upgrades	Equipment - General	-	10,000	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 40	Arena - Jim Lind - Radiant Heater Replacement	Capital	35,000	-	-	-	-	-	-	-	-	-
Sec. 08		Arena - Royal Lepage - Concession Upgrade	Capital	-	350,000	-	-	-	-	-	-	-	-
Sec. 08		Arena - Royal Lepage - Air Conditioning	Capital	-	125,000	-	-	-	-	-	-	-	-
Sec. 08		Arena - Royal Lepage - Rubber Flooring	Capital	-	85,000	-	-	-	-	-	-	-	-
Sec. 08			Recreation Reserve	-	65,000	-	-	-	-	-	-	-	-
Sec. 08		Arena - Royal Lepage - Parking Lot Upgrade	Capital	-	150,000	-	-	-	-	-	-	-	-
Sec. 08		Arena - Royal Lepage - Media Gondola Expansion	Capital	-	230,000	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 41	Arena - Royal Lepage - Electrical Upgrade Study	Capital	25,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 42	Arena - Royal LePage - Hot Water Boiler	Equipment - General	35,000	-	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 43	Mt. Boucherie Baseball Concession Roof	Capital	20,000	-	-	-	-	-	-	-	-	-
Sec. 08		Seniors' Centre - Window Replacement	Gas Tax	-	-	-	-	25,000	-	-	-	-	-
Sec. 08		Seniors' Centre - Patio Replacement	Capital	-	-	-	-	115,000	-	-	-	-	-
Sec. 08		Seniors' Centre - Acoustic Foam Replacement	Capital	-	-	-	-	25,000	-	-	-	-	-
Sec. 08		Seniors' Centre - Roof Replacement	Capital	-	350,000	-	-	-	-	-	-	-	-
Sec. 08		Lakeview Hall - Fall Protection	Capital	-	22,130	-	-	-	-	-	-	-	-
Sec. 08			Lakeview Hall	-	2,870	-	-	-	-	-	-	-	-
Sec. 08		Lakeview Hall - Washroom Upgrade	Lakeview Hall	-	27,000	-	-	-	-	-	-	-	-
Sec. 08		Lakeview Hall - Kitchen Upgrade	Capital	-	41,000	-	-	-	-	-	-	-	-
Sec. 08		Lion's Hall - Roof Replacement	Capital	-	200,000	-	-	-	-	-	-	-	-
Sec. 08		Lions' Hall - Wood Floor Refinishing	Capital	-	-	12,000	-	-	12,000	-	-	-	-
Sec. 08		Lions Hall - Kitchen Cabinet Upgrade	Capital	-	50,000	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 44	Lions Hall - AC Unit Replacement	Equipment - General	45,000	-	-	-	-	-	-	-	-	-
Sec. 08		Sport Dome - Atrium Washroom Extension	Capital	-	200,000	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 45	Operations Centre Construction Phase II	Operating General	2,000,000	-	-	-	-	-	-	-	-	-
Sec. 08		Lions Hall - Door Replacement	Capital	-	-	30,000	-	-	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 08		Public Works Yard - Fire Training Centre	Capital	-	250,000	-	-	-	-	-	-	-	-
Sec. 08		Operations Centre - Winter Maintenance Facilities	Capital	-	-	750,000	-	-	-	-	-	-	-
Sec. 08		Snow Storage Shed	Capital	-	250,000	-	-	-	-	-	-	-	-
Sec. 08		Snow Equipment Pole Barn	Capital	-	80,000	-	-	-	-	-	-	-	-
Sec. 08		Road Liquid Brine Complex	Capital	-	100,000	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 46	RCMP - Expansion Concept Plans	Policing	25,000	-	-	-	-	-	-	-	-	-
Sec. 08		RCMP - Parking Lot Upgrade	Policing	-	275,000	-	-	-	-	-	-	-	-
Sec. 08	C2023 - 47	RCMP - Office Construction	Policing	30,000	-	-	-	-	-	-	-	-	-
Sec. 08		<b>Facilities - Subtotal</b>		<b>\$ 11,120,000</b>	<b>\$ 4,145,925</b>	<b>\$ 1,656,128</b>	<b>\$ 44,200</b>	<b>\$ 183,000</b>	<b>\$ 405,946</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>
Sec. 09 Fire		<b>Section 09: Fire Department Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Sec. 09	C2023 - 48	Vehicle Replacement Fire Dept.-Command/Prevention	Reserve - Fire Department Eqpt	120,000	-	220,000	100,000	-	220,000	-	100,000	240,000	-
Sec. 09		Fire Truck - Type II Engine	Equipment - Finance MFA	-	-	-	-	-	-	-	-	1,000,000	-
Sec. 09		Fire Truck - Type 6 Engine	Reserve - Fire Department Eqpt	-	-	-	-	-	-	500,000	-	-	-
Sec. 09		Utility Terrain Vehicles	Reserve - Fire Department Eqpt	-	-	-	-	-	-	75,000	-	-	-
Sec. 09	C2023 - 49	Fire Truck - Type II Tender	Equipment - Finance MFA	800,000	-	-	-	-	-	-	-	-	-
Sec. 09		Fire Truck - Quint	Equipment - Finance MFA	-	1,700,000	-	-	-	-	-	-	-	-
Sec. 09		Fire Truck - Heavy Rescue	Reserve - Fire Department Eqpt	-	-	-	1,000,000	-	-	-	1,000,000	-	-
Sec. 09		Fire Boat	Reserve - Fire Department Eqpt	-	-	-	-	-	-	500,000	-	-	-
Sec. 09		Fire Truck - Ladder	Reserve - Fire Department Eqpt	-	-	-	-	2,000,000	-	500,000	-	-	-
Sec. 09	C2023 - 50	Hose, Nozzles and Appliances	Reserve - Fire Department Eqpt	100,000	-	-	-	-	100,000	-	-	-	-
Sec. 09		30 Gas Detection Units	Reserve - Fire Department Eqpt	-	55,000	-	-	-	55,000	-	-	-	55,000
Sec. 09	C2023 - 51	Personal Protective Equipment	Reserve - Fire Department Eqpt	81,000	40,000	139,000	92,000	112,000	96,000	138,000	99,000	90,000	90,000
Sec. 09		Communication Mapping Mobile Equipment Includes Hardware/Software	Reserve - Fire Department Eqpt	-	40,000	-	40,000	-	40,000	-	40,000	-	40,000
Sec. 09	C2023 - 52	Rescue Equipment	Reserve - Fire Department Eqpt	100,000	-	-	-	-	100,000	-	-	-	-
Sec. 09		High Building Equipment	Reserve - Fire Department Eqpt	-	30,000	-	-	-	-	-	-	-	-
Sec. 09		<b>Fire Department Equipment - Subtotal</b>		<b>\$ 1,201,000</b>	<b>\$ 1,865,000</b>	<b>\$ 359,000</b>	<b>\$ 1,232,000</b>	<b>\$ 2,112,000</b>	<b>\$ 611,000</b>	<b>\$ 1,713,000</b>	<b>\$ 1,239,000</b>	<b>\$ 1,330,000</b>	<b>\$ 185,000</b>

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 10 IS		<b>Section 10: Information Services</b>		-	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 53	Client Hardware - Replacement	Equipment - General	118,900	122,467	126,141	129,925	133,823	137,838	141,973	146,232	150,619	155,138
Sec. 10		Replacement of Councillors' Laptops, Routers Phones, iPad and Printers	Elections	-	-	-	50,000	-	-	50,000	-	-	-
Sec. 10		Server Replacement - Core	Equipment - General	-	111,275	39,600	43,500	-	122,400	43,500	47,850	-	-
Sec. 10	C2023 - 54	Server Replacement - Other(Backup, Tape, DC, Phone)	Equipment - General	12,000	22,000	-	-	15,500	24,000	-	-	17,000	26,000
Sec. 10		Network Replacement - Routers/Firewalls	Equipment - General	-	38,000	-	-	-	41,800	-	-	-	45,000
Sec. 10		Network Replacement - Access/Layer 3 Switches	Equipment - General	-	46,500	25,000	-	-	47,600	25,000	-	-	49,000
Sec. 10		Network Replacement - Core Switches	Equipment - General	-	31,350	-	-	-	32,000	-	-	-	34,000
Sec. 10	C2023 - 55	Network Replacement - Wireless Backhaul	Equipment - General	8,000	16,000	-	-	-	-	9,000	18,000	-	-
Sec. 10		Network Replacement - Wireless Access Points	Equipment - General	-	6,000	18,000	-	-	-	25,000	-	-	-
Sec. 10		Network Replacement - ISP/AV Switches/Teleworker Gateways	Equipment - General	-	-	4,000	4,400	-	-	-	-	11,000	-
Sec. 10	C2023 - 56	Tape system to backup data - Tape Drives (Replacement)	Equipment - General	5,000	15,000	15,000	15,000	15,000	15,000	-	-	-	-
Sec. 10		Main City Software Platform	Main City Software Platform	1,000,000	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 57		Equipment - General	500,000	-	-	-	-	-	-	-	-	-
Sec. 10			Covid Restart Grant	500,000	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 58	Annual Orthophoto/DEM/Contour Update	Capital	40,000	-	41,000	-	42,000	-	43,000	-	44,000	-
Sec. 10		Primary/DR Datacentre UPS	Capital	-	-	-	-	-	-	36,000	-	-	-
Sec. 10		Wide Format Plotter / Scanner Replacement	Equipment - General	-	-	-	-	-	-	-	23,000	-	-
Sec. 10	C2023 - 59	CityView Licensing Module	Equipment - General	125,000	-	-	-	-	-	-	-	-	-
Sec. 10		Photocopier Replacements	Equipment - General	-	-	-	-	-	-	-	70,000	-	-
Sec. 10	C2023 - 60	Passwordless Authentication	Equipment - General	11,800	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 61	Network Attached Storage - Hardware Replacement	Equipment - General	33,239	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 62	CityView Code Enforcement Module	Equipment - General	125,000	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 63	CRM Implementation	Equipment - General	15,000	-	-	-	-	-	-	-	-	-
Sec. 10	C2023 - 64	Operations Yard IT Equipment	Equipment - General	44,090	-	-	-	-	-	-	-	-	-
Sec. 10		<b>Information Services - Subtotal</b>		<b>\$ 2,538,029</b>	<b>\$ 408,592</b>	<b>\$ 268,741</b>	<b>\$ 242,825</b>	<b>\$ 206,323</b>	<b>\$ 420,638</b>	<b>\$ 373,473</b>	<b>\$ 305,082</b>	<b>\$ 222,619</b>	<b>\$ 309,138</b>

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 11 Police		<b>Section 11: Police Services &amp; Bylaw</b>		-	-	-	-	-	-	-	-	-	-
Sec. 11		RCMP Vehicle	Policing	-	60,500	60,500	60,500	60,500	60,500	60,500	60,500	60,500	60,500
Sec. 11	C2023 - 65	GIS Workstations - Heritage	Policing	17,405	-	-	-	-	-	-	-	-	-
Sec. 11	C2023 - 66	Policing Building - 3 Office Spaces	Policing	26,500	-	-	-	-	-	-	-	-	-
Sec. 11 Bylaw		<b>Section 11: Police Services &amp; Bylaw</b>		-	-	-	-	-	-	-	-	-	-
Sec. 11		eBike Replacement & Batteries	Equipment - General	-	10,000	-	-	-	-	-	10,000	-	-
Sec. 11		<b>RCMP &amp; Bylaw - Subtotal</b>		<b>\$ 43,905</b>	<b>\$ 70,500</b>	<b>\$ 60,500</b>	<b>\$ 60,500</b>	<b>\$ 60,500</b>	<b>\$ 60,500</b>	<b>\$ 60,500</b>	<b>\$ 70,500</b>	<b>\$ 60,500</b>	<b>\$ 60,500</b>
Sec. 11		<b>General Fund - Subtotal</b>		<b>\$ 28,277,537</b>	<b>\$ 17,337,074</b>	<b>\$ 20,892,436</b>	<b>\$ 7,230,863</b>	<b>\$ 13,609,121</b>	<b>\$ 14,099,519</b>	<b>\$ 14,442,246</b>	<b>\$ 10,253,970</b>	<b>\$ 9,855,760</b>	<b>\$ 9,642,103</b>
Sec. 12 Water		<b>Section 12 : Water Utility</b>		-	-	-	-	-	-	-	-	-	-
Sec. 12	C2023 - 67	SCADA System Backbone and Upgrades	Powers Creek New	244,333	68,666	100,000	94,334	89,000	-	-	-	-	-
Sec. 12			Rose Valley New	244,333	68,667	100,000	94,333	89,000	-	-	-	-	-
Sec. 12			Sewer Reserve	244,334	68,667	100,000	94,333	89,000	-	-	-	-	-
Sec. 12		West Kelowna Estates Intake Decommissioning	Rose Valley New	-	75,000	-	-	-	-	-	-	-	-
Sec. 12		Pritchard Intake Decommissioning	Rose Valley New	-	75,000	-	-	-	-	-	-	-	-
Sec. 12		West Kelowna Estates Pressure Zone Adjustments	Rose Valley New	-	-	-	-	4,380,000	-	-	-	-	-
Sec. 12		West Kelowna Estates/Lakeview Pressure Zone Adjustments I	Rose Valley New	-	-	-	-	165,000	-	-	-	-	-
Sec. 12		West Kelowna Estates/Lakeview Pressure Zone Adjustments II	Rose Valley New	-	-	-	-	135,000	-	-	-	-	-
Sec. 12	C2023 - 68	Fire Hydrant Coverage	Rose Valley New	40,545	40,545	40,545	40,545	40,545	-	-	-	-	-
Sec. 12			Powers Creek New	27,103	27,103	27,103	27,103	27,103	-	-	-	-	-
Sec. 12			DCC Water New	7,352	7,352	7,352	7,352	7,352	-	-	-	-	-
Sec. 12		Water Rate Study	Rose Valley New	-	45,000	-	-	-	-	-	-	-	-
Sec. 12			Powers Creek New	-	30,000	-	-	-	-	-	-	-	-
Sec. 12	C2023 - 69	Water Master Plan Update	Rose Valley New	125,000	-	-	-	-	-	-	-	-	-
Sec. 12				Powers Creek New	125,000	-	-	-	-	-	-	-	-
Sec. 12		Glenrosa Industrial Water Main	Powers Creek New	-	-	-	720,000	-	-	-	-	-	-
Sec. 12		Old Okanagan Butt Water Main	Powers Creek New	-	-	-	-	1,275,000	-	-	-	-	-
Sec. 12		Witt & Peters Water Main	Powers Creek New	-	-	-	-	510,000	-	-	-	-	-
Sec. 12		Angus & Harding Water Main	Powers Creek New	-	-	-	-	-	645,000	-	-	-	-
Sec. 12		Tallus Ridge Watermain Upgrades	Rose Valley New	-	-	-	-	-	-	660,000	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 12		Boucherie Road Watermain	Rose Valley New	-	-	-	-	-	195,000	-	-	-	-
Sec. 12		Ridge Boulevard & Mission Hill Watermain	Rose Valley New	-	-	-	-	-	-	-	345,000	-	-
Sec. 12		Westbank Storage PZ630	Equipment - Finance MFA	-	-	-	2,543,500	-	-	-	-	-	-
Sec. 12			DCC Water New	-	-	-	2,543,500	-	-	-	-	-	-
Sec. 12		Rose Valley Storage PZ539	Rose Valley New	-	-	-	-	-	-	-	-	-	3,980,500
Sec. 12			DCC Water New	-	-	-	-	-	-	-	-	-	209,500
Sec. 12		PCWSA PRV #5 Replacement	Equipment - Finance MFA	-	2,500,000	-	-	-	-	-	-	-	-
Sec. 12	C2023 - 70	Snow Pillow Monitoring	Powers Creek New	30,000	-	-	-	-	-	-	-	-	-
Sec. 12	C2023 - 71	PCWTP Intake Screen and Hypochlorite Design ( In addition to \$130,000 budget approved in 2022)	Powers Creek New	95,000	-	-	-	-	-	-	-	-	-
Sec. 12	C2023 - 72	PCWTP Intake Screen and Hypochlorite Construction	Equipment - Finance MFA	2,600,000	-	-	-	-	-	-	-	-	-
Sec. 12	C2023 - 73	PCWTP SCADA Hardware Upgrade	Powers Creek New	65,000	-	-	-	-	-	-	-	-	-
Sec. 12		PCWTP Transformer Replacement	Powers Creek New	-	-	-	-	-	-	-	100,000	-	-
Sec. 12		PCWTP Life Cycle Analysis Report (Asset Management)	Powers Creek New	-	50,000	-	-	-	-	-	-	-	-
Sec. 12		PCWTP WTP Expansion	Debt LT - Powers Creek	-	-	-	-	-	-	-	5,000,000	-	-
Sec. 12			Debt LT - Powers Creek	-	-	-	-	-	-	-	-	15,000,000	-
Sec. 12		PCWTP Generator Replacement and Upgrade	Powers Creek New	-	-	-	-	-	-	-	1,000,000	-	-
Sec. 12		PCWTP Install Second UV	Powers Creek New	-	-	-	-	-	-	-	400,000	-	-
Sec. 12		PCWTP Electrical Upgrade Program	Powers Creek New	-	-	200,000	200,000	200,000	-	-	-	-	-
Sec. 12		PCWTP Filter Media Inspection	Powers Creek New	-	-	25,000	-	-	25,000	-	-	-	-
Sec. 12		PCWTP Filter Media Replacement	Powers Creek New	-	500,000	-	-	-	-	-	-	-	-
Sec. 12		PCWTP Diversion Improvements	Powers Creek New	-	-	1,130,000	-	-	-	-	-	-	-
Sec. 12	C2023 - 74	PCWTP Vibration Monitoring Equipment	Powers Creek New	30,000	-	-	-	-	-	-	-	-	-
Sec. 12		WKW - Lat 1 / Harold Road / Bridlehill Booster Station Consolidation (Design/Construction)	Powers Creek New	-	200,000	5,000,000	-	-	-	-	-	-	-
Sec. 12		WKW - Hydrant Upgrade Program (Fire Flow Review and Painting)	Rose Valley New	-	75,000	-	-	-	-	-	-	-	-
Sec. 12		WKW - Hydrant Upgrade Program (Fire Flow Review and Painting)	Powers Creek New	-	75,000	-	-	-	-	-	-	-	-
Sec. 12		WKW - Re-Chlorination Stations	Rose Valley New	-	-	75,000	75,000	75,000	75,000	75,000	-	-	-
Sec. 12		WKW - Re-Chlorination Stations	Powers Creek New	-	-	75,000	75,000	75,000	75,000	75,000	-	-	-
Sec. 12		WKW - Generator (Rose Valley)	Rose Valley New	-	-	-	-	-	-	-	-	300,000	-
Sec. 12		WKW - Rose Valley Dam Piping / Valve / Intake Screen	Rose Valley New	-	-	-	-	3,000,000	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 12		WKW - 600mm Replacement (Dam to Plant)	Rose Valley New	-	-	250,000	3,000,000	-	-	-	-	-	-
Sec. 12		WKW - Rose Valley Source Improvements	Rose Valley New	-	-	-	-	-	-	-	-	2,000,000	-
Sec. 12	C2023 - 75	WKW - Water Sample Stations	Rose Valley New	25,000	25,000	25,000	25,000	-	-	-	-	-	-
Sec. 12			Powers Creek New	25,000	25,000	25,000	25,000	-	-	-	-	-	-
Sec. 12	C2023 - 76	WKW - Electrical and Instrumentation Renewals	Equipment - Finance MFA	101,000	175,000	175,000	125,000	100,000	75,000	75,000	-	-	-
Sec. 12			Rose Valley New	101,000	175,000	175,000	125,000	100,000	75,000	75,000	-	-	-
Sec. 12		<b>Water - Subtotal</b>		<b>\$ 4,130,000</b>	<b>\$ 4,306,000</b>	<b>\$ 7,530,000</b>	<b>\$ 9,815,000</b>	<b>\$ 10,357,000</b>	<b>\$ 1,165,000</b>	<b>\$ 960,000</b>	<b>\$ 21,845,000</b>	<b>\$ 2,300,000</b>	<b>\$ 4,190,000</b>
Sec. 13 Sewer		<b>Section 13: Sewer Utility</b>		-	-	-	-	-	-	-	-	-	-
Sec. 13		Sewer Utility Master Plan Update	Sewer Reserve	-	100,000	-	-	-	-	-	-	-	-
Sec. 13		Sunnybrae Lift Station	Sewer Reserve	-	-	-	430,000	-	-	-	-	-	-
Sec. 13		Newport Lift Station	Sewer Reserve	-	-	210,000	-	-	-	-	-	-	-
Sec. 13		Green Bay Lift Station	Sewer Reserve	-	714,000	-	-	-	-	-	-	-	-
Sec. 13			DCC - Sewer	-	86,000	-	-	-	-	-	-	-	-
Sec. 13		Pritchard Lift Station	Sewer Reserve	-	273,000	-	-	-	-	-	-	-	-
Sec. 13		Brentwood Lift Station	Sewer Reserve	-	-	441,000	-	-	-	-	-	-	-
Sec. 13		Ross Lift Station	Sewer Reserve	-	-	-	-	110,250	-	-	-	-	-
Sec. 13			DCC - Sewer	-	-	-	-	36,750	-	-	-	-	-
Sec. 13		King Lift Station	Sewer Reserve	-	-	-	322,500	-	-	-	-	-	-
Sec. 13			DCC - Sewer	-	-	-	107,500	-	-	-	-	-	-
Sec. 13		Thacker Lift Station	Sewer Reserve	-	420,000	-	-	-	-	-	-	-	-
Sec. 13		Hitchner Jennings Lift Station	Sewer Reserve	-	49,250	-	-	-	-	-	-	-	-
Sec. 13			DCC - Sewer	-	15,750	-	-	-	-	-	-	-	-
Sec. 13		Whitworth Lift Station	Sewer Reserve	-	-	49,250	-	-	-	-	-	-	-
Sec. 13			DCC - Sewer	-	-	15,750	-	-	-	-	-	-	-
Sec. 13		Devon Lift Station	Sewer Reserve	-	-	-	-	420,000	-	-	-	-	-
Sec. 13		Somerset Lift Station	Sewer Reserve	-	-	-	-	-	420,000	-	-	-	-
Sec. 13		Collins Hill Lift Station	Sewer Reserve	-	-	-	-	-	-	147,000	-	-	-
Sec. 13		Somerset Lift Station	Sewer Reserve	-	-	-	-	-	-	-	420,000	-	-
Sec. 13		Replacement of 200mm with 250mm Main on Horizon Drive	DCC - Sewer	-	-	90,000	-	-	-	-	-	-	-

Section	2023 Project Code	Project Name	Recommended Funding	2023 Recommended	2024 Recommended	2025 Recommended	2026 Recommended	2027 Recommended	2028 Recommended	2029 Recommended	2030 Recommended	2031 Recommended	2032 Recommended
Sec. 13		Replacement of 250mm with 300mm Main on Gorman Road	DCC - Sewer	-	-	130,000	-	-	-	-	-	-	-
Sec. 13	C2023 - 77	Sunnyside Lift Station - Safety Improvement & Electrical Upgrade	Sewer Reserve	150,000	-	-	-	-	-	-	-	-	-
Sec. 13	C2023 - 78	Stevens Road Lift Station Construction (Additional Project Funding Request) (Total Project Cost: \$2,372,000 (DCC \$558,000 + Eqpt Fin \$1,704,000))	Equipment - Finance MFA	554,000	-	-	-	-	-	-	-	-	-
Sec. 13			DCC - Sewer	568,000	-	-	-	-	-	-	-	-	-
Sec. 13	C2023 - 79	Sewer Utility - Electrical Instrumentation Renewal	Sewer Reserve	236,900	230,000	200,000	200,000	50,000	50,000	50,000	50,000	-	-
Sec. 13		Bridgeview Lift Station	Sewer Reserve	-	-	-	-	-	-	-	-	128,000	-
Sec. 13			DCC - Sewer	-	-	-	-	-	-	-	-	32,000	-
Sec. 13		Hayman Lift Station	Sewer Reserve	-	-	-	-	-	-	-	-	-	7,875
Sec. 13			DCC - Sewer	-	-	-	-	-	-	-	-	-	2,625
Sec. 13		<b>Sewer - Subtotal</b>		<b>\$ 1,508,900</b>	<b>\$ 1,888,000</b>	<b>\$ 1,136,000</b>	<b>\$ 1,060,000</b>	<b>\$ 617,000</b>	<b>\$ 470,000</b>	<b>\$ 197,000</b>	<b>\$ 470,000</b>	<b>\$ 160,000</b>	<b>\$ 10,500</b>
Total		<b>TOTALS</b>		<b>\$ 33,916,437</b>	<b>\$ 23,531,074</b>	<b>\$ 29,558,436</b>	<b>\$ 18,105,863</b>	<b>\$ 24,583,121</b>	<b>\$ 15,734,519</b>	<b>\$ 15,599,246</b>	<b>\$ 32,568,970</b>	<b>\$ 12,315,760</b>	<b>\$ 13,842,603</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Road Rehabilitation	Strategic Priority:	Invest in Infrastructure	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	Pavement Management	Equipment Replacement:
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity: 1	Unit Cost: 1,200,000	Total Cost:	\$ 1,200,000
				\$ -
				\$ -
				\$ -
			<b>TOTAL</b>	<b>\$ 1,200,000</b>

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

*Secure a consultant to design the program and tender the works for a contractor to replace asphalt, road shoulders, and improve drainage to the road network.*

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

New Infrastructure	No	Start Date:	Jan-23	Completion Date:	Winter 2023
Renewal Infrastructure:	Yes	In Service Date:	Nov-23	Funding Source if Known:	

In 2022 West Kelowna updated its Pavement Management Plan to rehabilitate the road network based on the most cost effective long-term approach. The plan, still in draft form, recommends a yearly spending of \$2,400,000 to maintain the conditions of the road network. The plan showed the previous spending was not keeping up with the maintenance of the network. The 10 year plan prioritizes the highest needs of the community for pavement improvements. The outcome of this review is a recommendation for a multi-year rehabilitation and maintenance program to maximize the life cycle and serviceability of West Kelowna's roadways.

In 2023 West Kelowna will design and construct the program of improving the highest priority roads in West Kelowna for \$1,200,000. Future years are expected to cost \$2,400,000. The program includes approximately \$400,000 of the budget that will be allocated to rural roads. Larger repairs and asphalt processing works will be included in the construction budget. The project will be designed in the winter/spring of 2023 with a planned summer/fall construction.

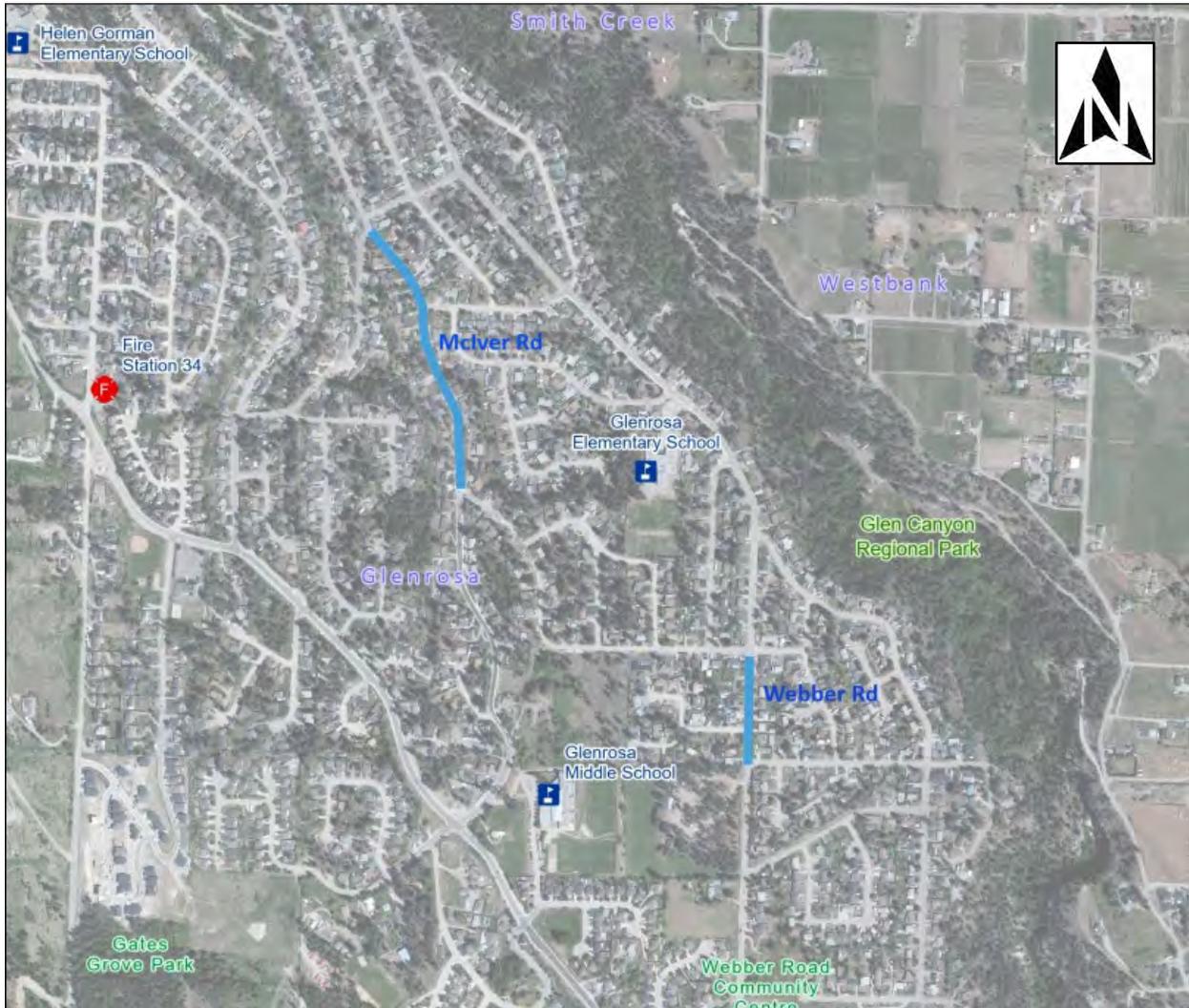
**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-01</b>

**Road Rehabilitation – Project Location Plans**



**McIver Road**



**Webber Road**



**Bear Creek Road**



**Dougmac Road**



**Bartley Road**



**Bering Road**

# West Kelowna

## Legend

### Landmarks

-  Cemetery
-  City Hall
-  Community Centre
-  Dam
-  Fire Hall
-  Museum
-  RCMP
-  School

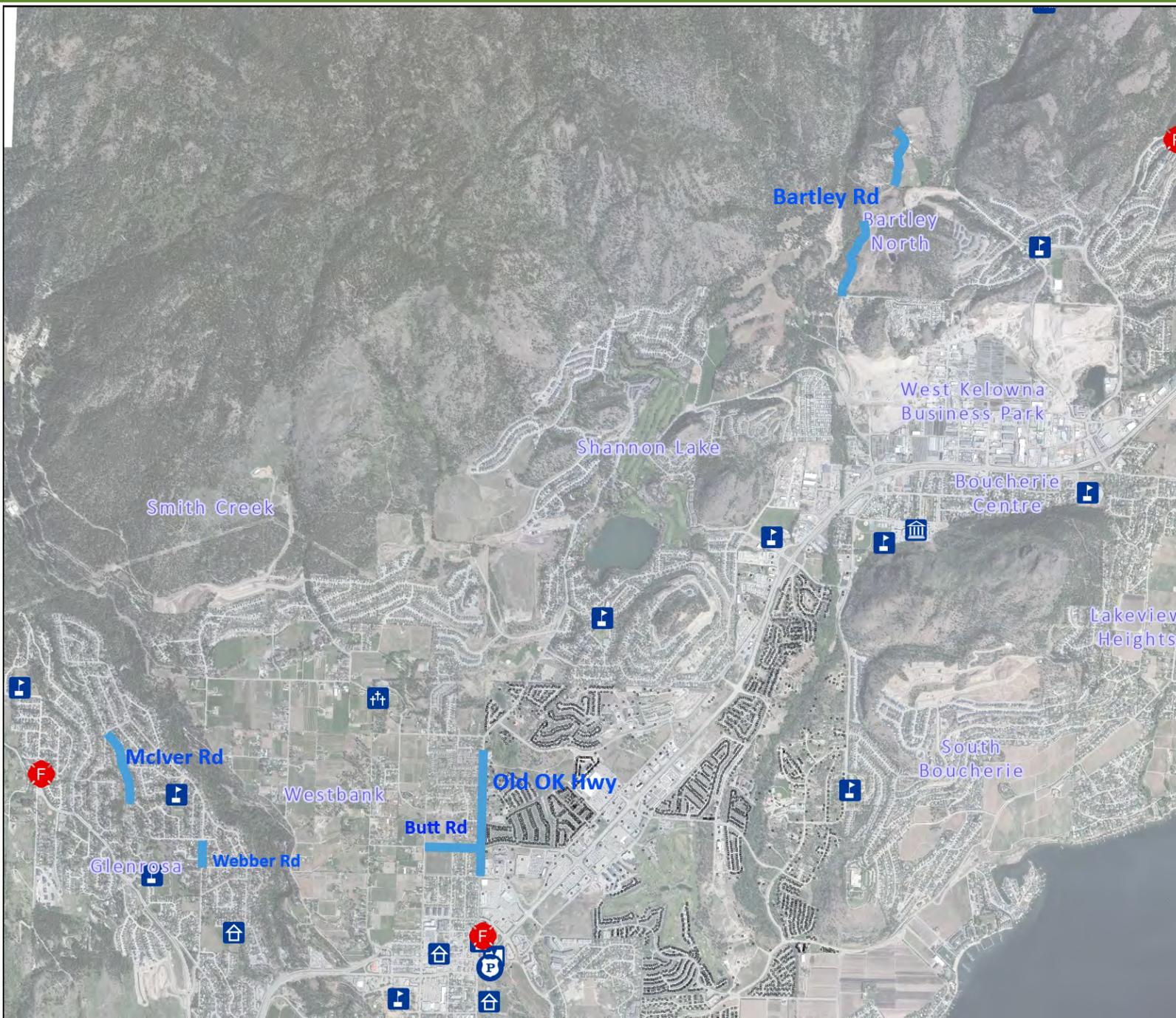
### Basemap Parcel Type:

- |   |                 |   |                   |
|---|-----------------|---|-------------------|
|    | Ownership       |    | Lease             |
|    | Land Strata     |    | Park              |
|   | Building Strata |   | Road Right-Of-Way |
|  | Common Property |  | Walkway           |
|  | Crown Land      |  | Common Access     |



Scale 1 : 40,000

Notes  
2022-2023 Road Rehab List



0 1,016 2,032 Meters

Map Projection: NAD\_1983\_UTM\_Zone\_11N

© City of West Kelowna

Map Produced on: 12/1/2022 2:48:19 PM



This map has been produced by the City of West Kelowna's Geographic Information System. The data provided is derived from a variety of sources with varying levels of accuracy. The City of West Kelowna makes no warranty or representation, expressed or implied, with the regard to the correctness, accuracy and/or reliability of the information contained herein.



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

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

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>300,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
*Year two of multi-year program to replace obsolete streetlight fixtures with LED technology*

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Q2 2023	Completion Date:	Q4 2023
Renewal Infrastructure:	YES	In Service Date:		Funding Source if Known:	

Replacing all of the obsolete high pressure sodium streetlighting in West Kelowna is expected to result in energy saving in the range of 40%+ annually, reduce ongoing annual maintenance by up to 4x and improve road safety through improved lighting characteristics. LED technology for Streetlighting is widely accepted as the standard today and many Cities are either in the process or have already completed retrofit programs to remove and replace this outdated equipment with LED technology. To complete a City-wide replacement all post top and cobra luminaires in West Kelowna is estimated at \$1.5M. This request is for the second year of a 5-year program to complete this transition. The first year of the program has resulted in a City Wide lighting retrofit design calculations and bill of materials to begin replacing fixtures. Year 2 will result in physical replacements of an estimated 40% of the City streetlight fixtures by the end of 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-02</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Boucherie from Ogden to Gregory, and Pathway from Gregory to Green Bay Construction		Strategic Priority:	Invest in Infrastructure	Health & Safety:
		Master Plan:	Transportation	Equipment Replacement:
<b>DEPARTMENT</b>		Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$ -
				\$ -
				\$ -
				\$ -
			<b>TOTAL</b>	\$ <b>2,400,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
*Obtain a contractor to construct active transportation safety improvements along Boucherie Road, from Ogden to Gregory, and the off road pathway from Gregory to Green Bay Road.*

New Infrastructure	Yes	Start Date:	Jan-23	Completion Date:	Nov-23
Renewal Infrastructure:	Yes	In Service Date:	Nov-23	Funding Source if Known:	

The Boucherie Road corridor is currently constructed to a rural cross section from Ogden to Green Bay without cycling or pedestrian facilities. A design has been completed with a cycling lane, multi-use path, street lighting and curb and gutter on one side of the road from Ogden to Gregory. The Gregory to Green Bay section will include an off road vineyard path through the Hatch and Quails' Gate. This will provide a safe place to walk or bike from the Wine Trail to Green Bay Road, over 2.5 km.

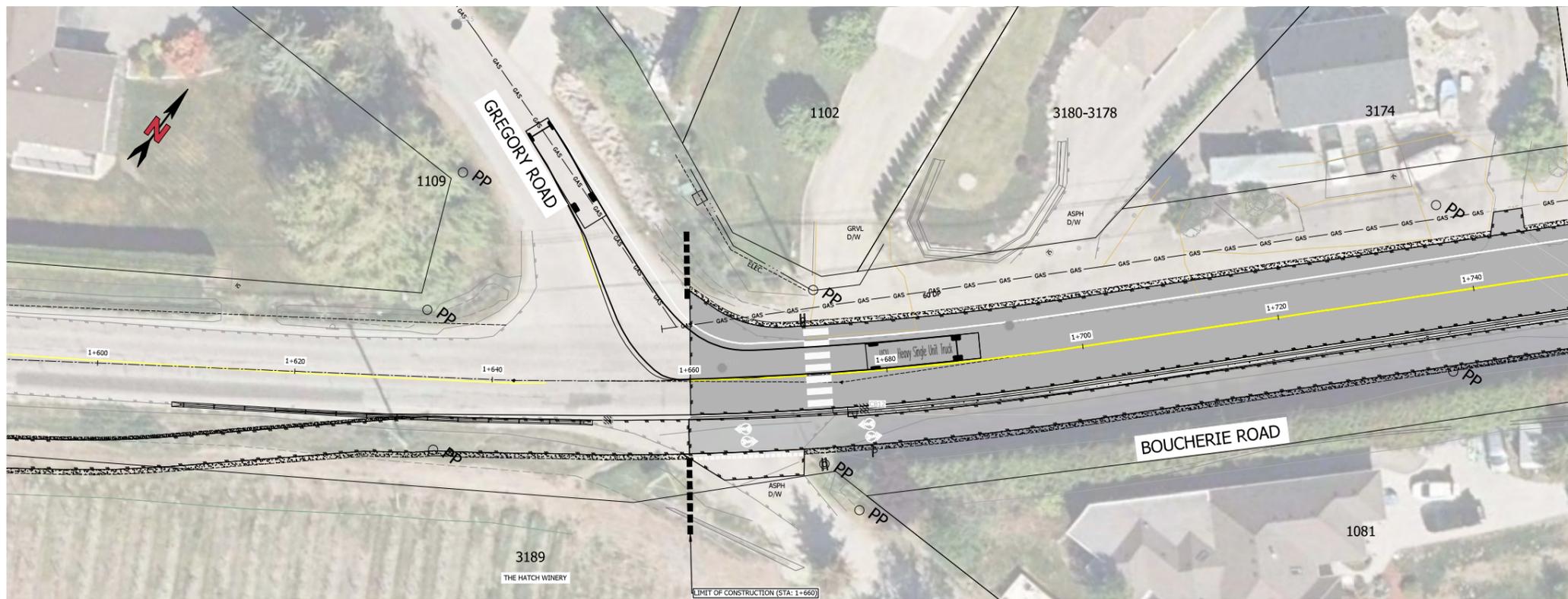
This project is planned to be tendered in winter 2022/23 for a spring/summer construction period. The total cost for this project is expected to be \$3,700,000, which includes \$1,300,000 of funding from the 2022 Budget.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-03</b>





D:\Projects\2022\A21-053\Drawings\A21-053-37.dwg - 2022-09-16 10:00:00 AM - User: jgibson - Plot: A21-053-37.dwg - Plot Date: 2022-09-16 10:00:00 AM

**LEGEND**

EXISTING SANITARY SEWER	---
EXISTING STORM SEWER	---
EXISTING WATER	---
PROPOSED LIMITS OF FILL	---
PROPOSED LIMITS OF CUT	---
PROPOSED EDGE OF PAVEMENT	---

**NOT FOR CONSTRUCTION**

ISSUED FOR:		95% DESIGN REVIEW		ISSUE DATE:	
D	22-09-16	MDR	ISSUED FOR 95% DESIGN REVIEW	OJM	SEP 16/22
C	22-03-31	EEG	ISSUED FOR 75% DESIGN REVIEW	OJM	
B	22-01-28	SCD	UPDATED TO CONC BARRIER - NO CURB	TPB	
A	22-01-19	SCD	ISSUED FOR CONCEPTUAL DESIGN	TPB	
No.	YR-MO-DAY	BY	REVISION	APPROVED	

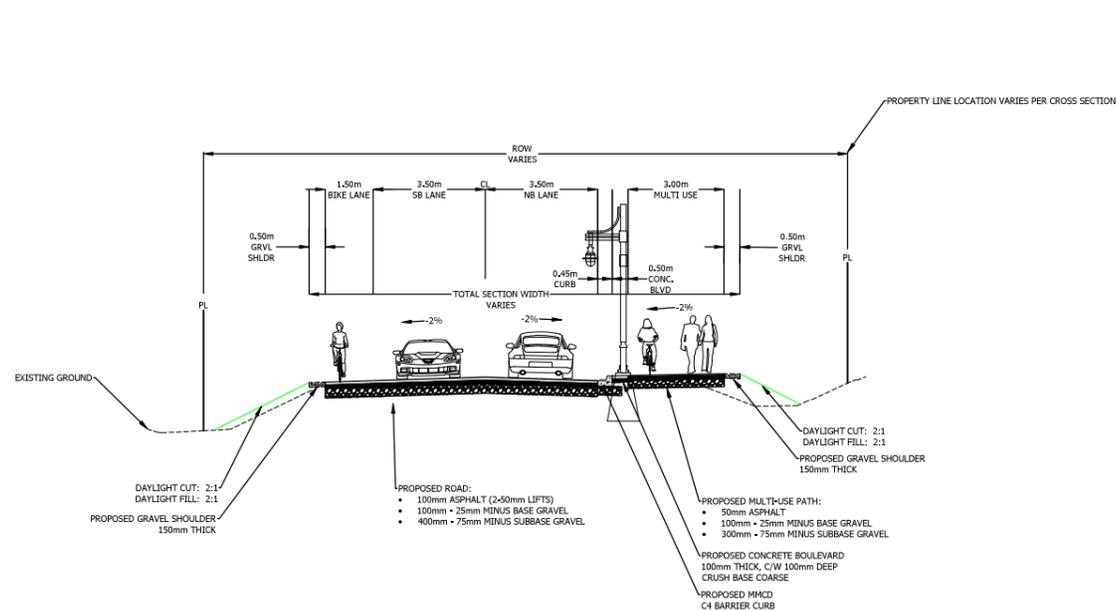
BASE	SCD
DESIGN	SCD
APPROVED	TPB
SCALE	
H	1:250
V	1:25



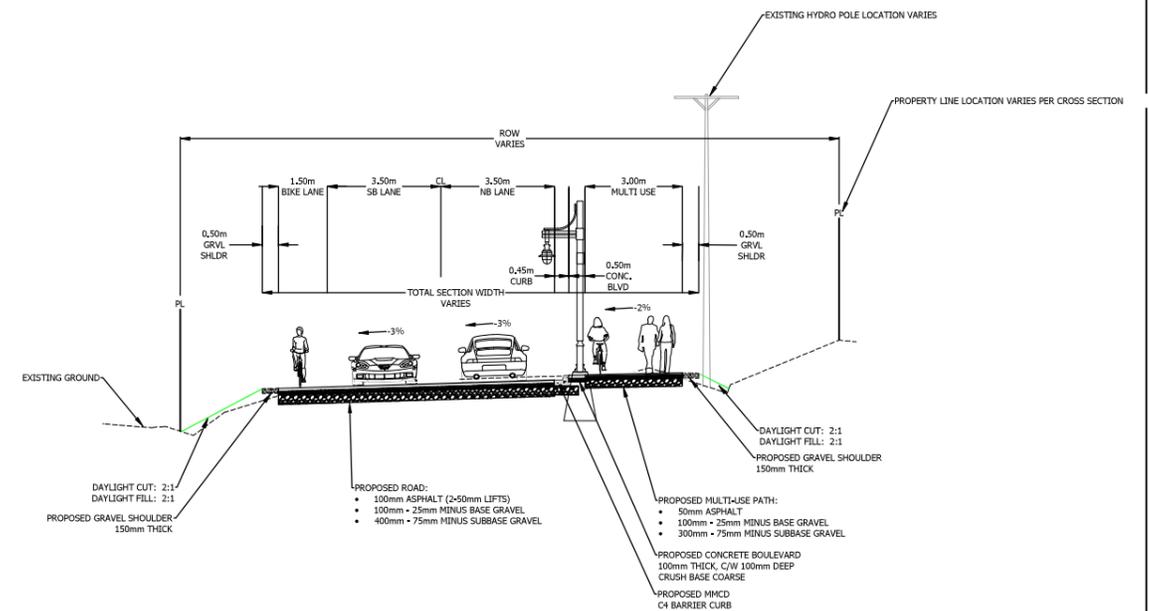
**CITY OF WEST KELOWNA**  
**BOUCHERIE ROAD**  
**ACTIVE TRANSPORTATION CORRIDOR PHASE 2**  
**TURNING MOVEMENTS BOUCHERIE ROAD &**  
**GREGORY ROAD - HSU**



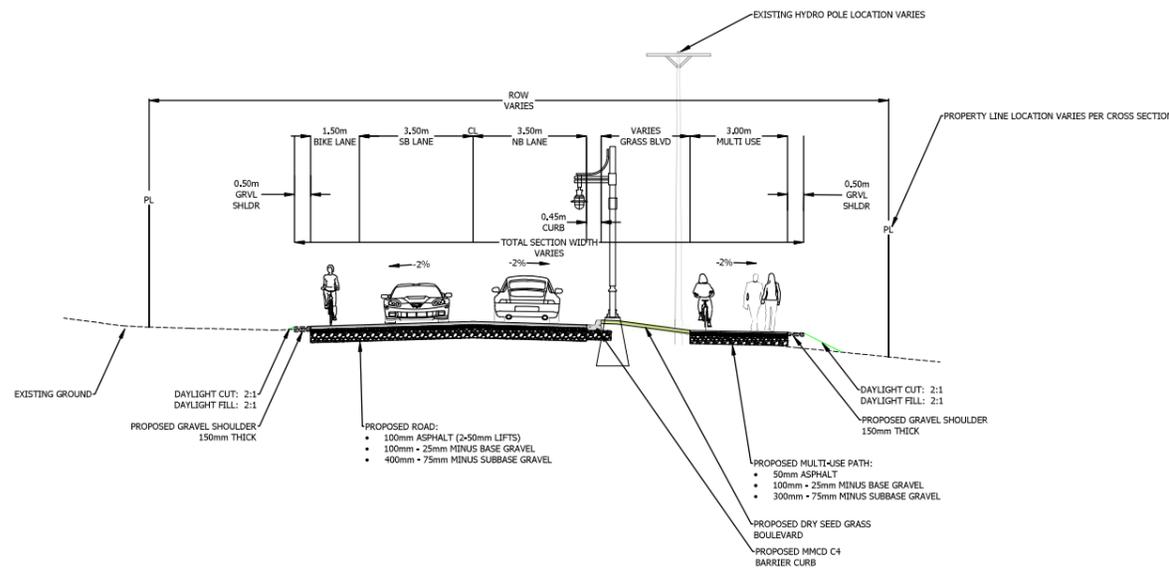
DRAWING NO.	A21-053 - 37	REV.	D
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**TYPICAL SECTION - BOUCHERIE ROAD ADDITION OF MUP c/w CONC CURB AND CONCRETE BLVD**  
 STA: 1+660 to STA: 1+840 & STA: 2+120 to STA: 2+425  
 SCALE: N.T.S.



**TYPICAL SECTION - BOUCHERIE ROAD ADDITION OF MUP c/w CONC CURB AND CONCRETE BLVD (SUPER ELEVATED) STA: 2+000 to STA: 2+120**  
 SCALE: N.T.S.



**TYPICAL SECTION - BOUCHERIE ROAD ADDITION OF MUP c/w CONC CURB AND GRASS BLVD**  
 STA: 1+840 to STA: 2+000  
 SCALE: N.T.S.

**LEGEND**

EXISTING SANITARY SEWER	---
EXISTING STORM SEWER	---
EXISTING WATER	---
PROPOSED LIMITS OF FILL	---
PROPOSED LIMITS OF CUT	---
PROPOSED EDGE OF PAVEMENT	---

**NOT FOR CONSTRUCTION**

ISSUED FOR:		ISSUE DATE:	
<b>95% DESIGN REVIEW</b>		SEP 16/22	
D	22-09-16	MDR	ISSUED FOR 95% DESIGN REVIEW
C	22-03-31	EEG	ISSUED FOR 75% DESIGN REVIEW
B	22-01-28	SCD	UPDATED TO CONC BARRIER - NO CURB
A	22-01-19	SCD	ISSUED FOR CONCEPTUAL DESIGN
No.	TR-NO-DAY	BY	REVISION
			APPROVED

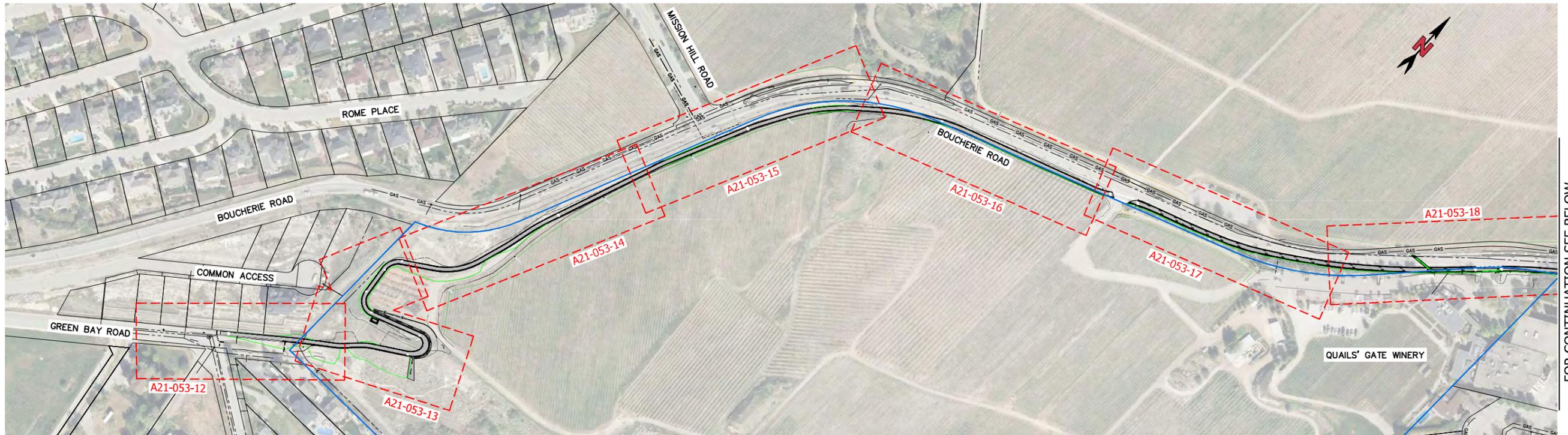
BASE	
DESIGN	SCD
APPROVED	TPB
SCALE	H 1:250 V 1:25



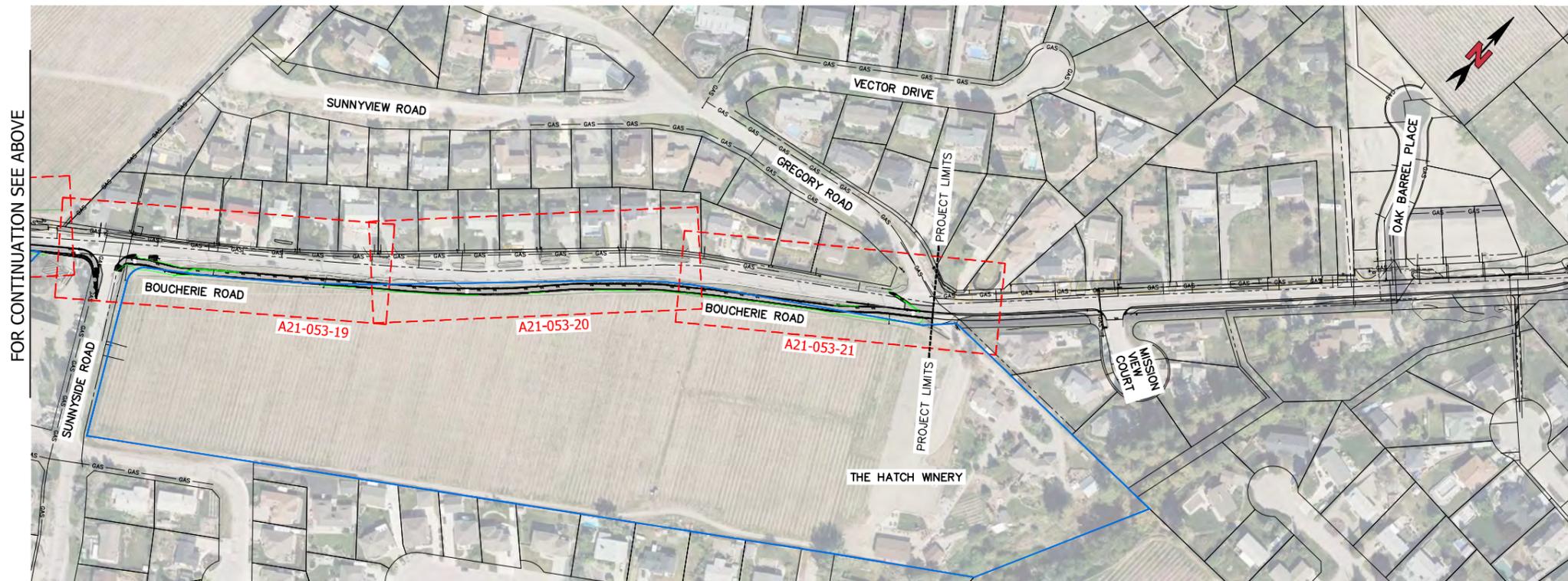
**CITY OF WEST KELOWNA**  
**BOUCHERIE ROAD**  
**ACTIVE TRANSPORTATION CORRIDOR PHASE 2**  
**TYPICAL SECTIONS**



DRAWING NO. **A21-053 - 38** REV. **D**



FOR CONTINUATION SEE BELOW



FOR CONTINUATION SEE ABOVE

**NOT FOR CONSTRUCTION**

ISSUED FOR:		ISSUE DATE:	
95% DESIGN REVIEW		MAR 23/22	
B	22-03-23	EEG	ISSUED FOR 95% DESIGN REVIEW
A	22-01-19	SCD	ISSUED FOR CONCEPTUAL DESIGN
No.	YR-MO-DAY	BY	REVISION
			APPROVED

BASE	SCD
DESIGN	SCD
APPROVED	OJM
SCALE	
H 1:1500	



CITY OF WEST KELOWNA  
BOUCHERIE ROAD  
ACTIVE TRANSPORTATION CORRIDOR PHASE 1  
SITE PLAN



DRAWING NO.	A21-053 - 01	REV.	B
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**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Elliott Road from Smith Creek to Reece, Design	Strategic Priority:	<input checked="" type="checkbox"/> Invest in Infrastructure	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/> Transportation	Equipment Replacement: <input type="checkbox"/>
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>250,000</b>

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

*Complete a Request for Proposals to hire a consultant to design and prepare a tender package for the road improvements.*

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

New Infrastructure	<input checked="" type="checkbox"/> Yes	Start Date:	<input type="text" value="May-23"/>	Completion Date:	<input type="text" value="Nov-25"/>
Renewal Infrastructure:	<input checked="" type="checkbox"/> Yes	In Service Date:	<input type="text" value="Nov-25"/>	Funding Source if Known:	<input type="text"/>

In May 2022, Council was presented an updated project priority list to improve the arterial road network. The Elliott Road segment from Smith Creek to Reece was included with an anticipated construction year of 2025. The priorities are determined based on a review of traffic, cycling and pedestrian needs, ICBC crash data, and contributing developments. Elliott Road between Smith Creek and Reece does not have any pedestrian or cycling facilities, has poor sightlines and requires alignment improvements.

The design of this section of roadway will start in early 2023 and is expected to take about a year. A tender ready design is planned for winter 2024/25 and a budget request will be made for construction of the works in 2025.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-04"/>





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

PROJECT ITEM	PRIORITY (check one)			
Transportation Master Plan Update	Strategic Priority:	Investing In Infrastructure	Health & Safety:	
	Master Plan:	X	Equipment Replacement:	
	Other (Please explain in description)			

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	\$	
TMP Engagement & Completion				\$	-
				\$	75,000
				\$	-
				\$	-
	<b>TOTAL</b>			\$	<b>75,000</b>

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

Transportation Master Plan Update

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

<b>New Infrastructure</b>		<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Renewal Infrastructure:</b>		<b>In Service Date:</b>		<b>Funding Source if Known:</b>	

Completed in 2014, the City of West Kelowna's first Transportation Master Plan (TMP) was developed by three independent consultants to support and build upon the goals and objectives identified within the City's Official Community Plan. The first iteration of the TMP provided the City with a roadmap to achieve various community goals and objectives including: promoting safety and security of the City's transportation system, enhancing mobility and economic vitality, improving connectivity of the City's pedestrian network and development of a capital plan to meet future intersection capacity needs. With rapid population and economic growth in West Kelowna since 2014, the City has reached a point where development of a new, more robust and detailed TMP is required to proactively guide the City's transportation investments, municipal infrastructure improvements and decision-making over the next 20 years.

As Part of the 2020 Budget Process, funding of \$250,000 were approved by Council to update the City's new TMP. During summer of 2021, a contract was awarded to HDR Corporation in the amount of \$238,670 for the new TMP. The work completed to date by HDR has been exceptional. This budget request is for additional funds required to complete the TMP due to alignment delays with the OCP, heightened communication and engagement requirements for the community outside of the original RFP, and for additional data collection required to finalize the project.

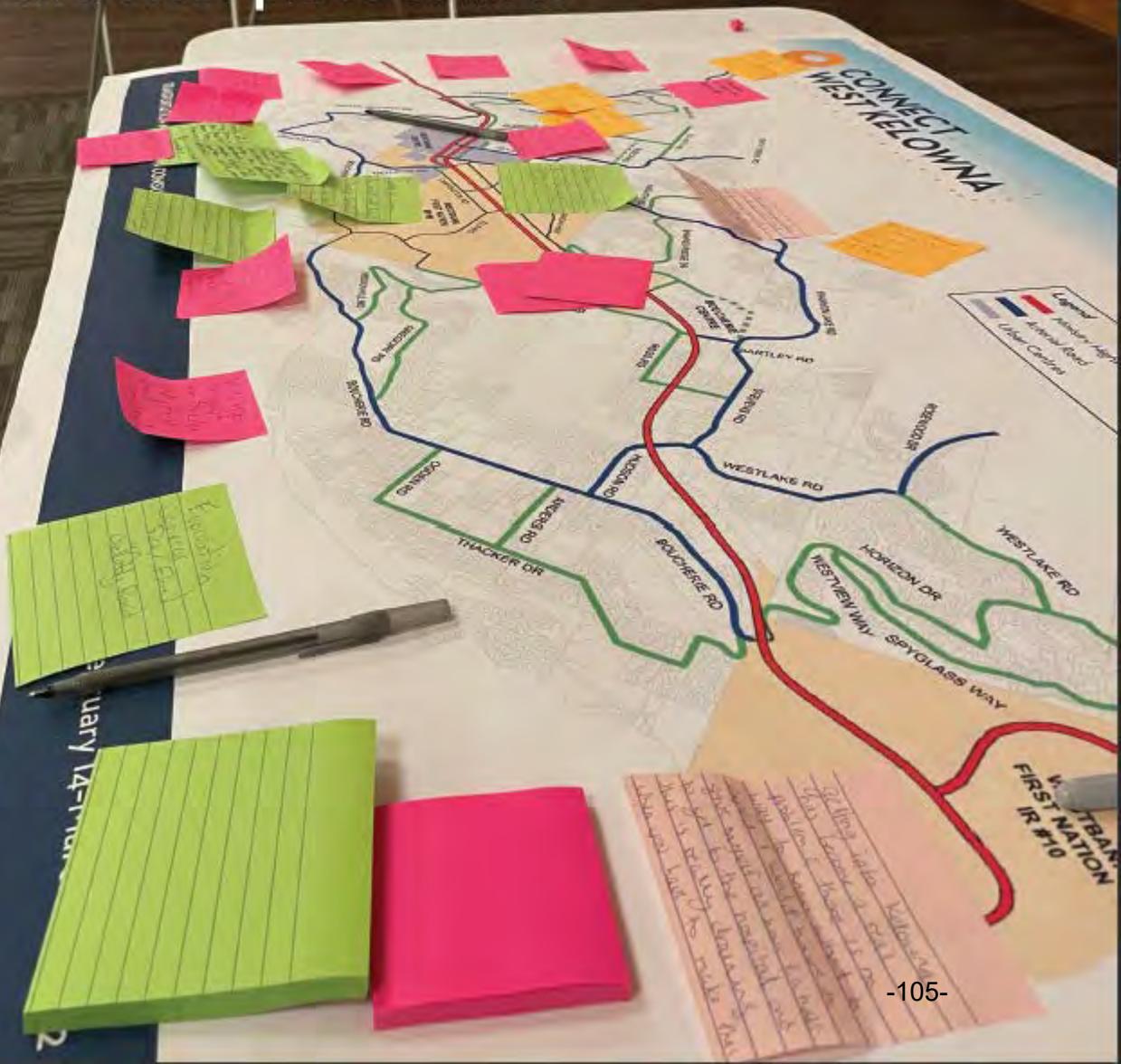
**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	AF	Budgetary Pricing Attached	Select:
<b>CAO:</b>	PG	Business Case/Other Backup Attached	Select:
<b>Purchasing:</b>		Project Code (To be assigned by Finance)	<b>C2023-05</b>

DRAFT

Thank you West Kelowna for helping to make our city an even better place to live!



# 5. HIGHLIGHTS OF WHAT WE HEARD

Through discussions with partners and stakeholders, and in-person and online comments from residents, you told us you want the Transportation Master Plan to align with the OCP and set the direction for:



## Safe bike routes

A safe and connected bike infrastructure will help encourage an active lifestyle, decrease road congestion, support the local economy and reduce emissions from vehicles.



## More sidewalks

Safe and connected sidewalks will encourage people to walk to more places, create a healthier and more active population and reduce short vehicle trips.



## Improved transit

Transit that is easier for people of all ages and abilities to use, more frequent and accesses more places efficiently will increase ridership and help reduce travel by car.



## A connected community

Improving active transportation connections within neighbourhoods, between neighbourhoods and urban centres, across the highway and to parks will help build a connected community and support a shift to more active modes of travel.



## Roads that work for all road users

Traffic congestion is a challenge for residents, businesses and agricultural users. Making space for all types of vehicles and ensuring traffic flows smoothly is a priority.



## Improved emergency and evacuation routes

Moving emergency vehicles and people in and out of neighbourhoods during an emergency or evacuation is a critical safety issue for residents and emergency responders.



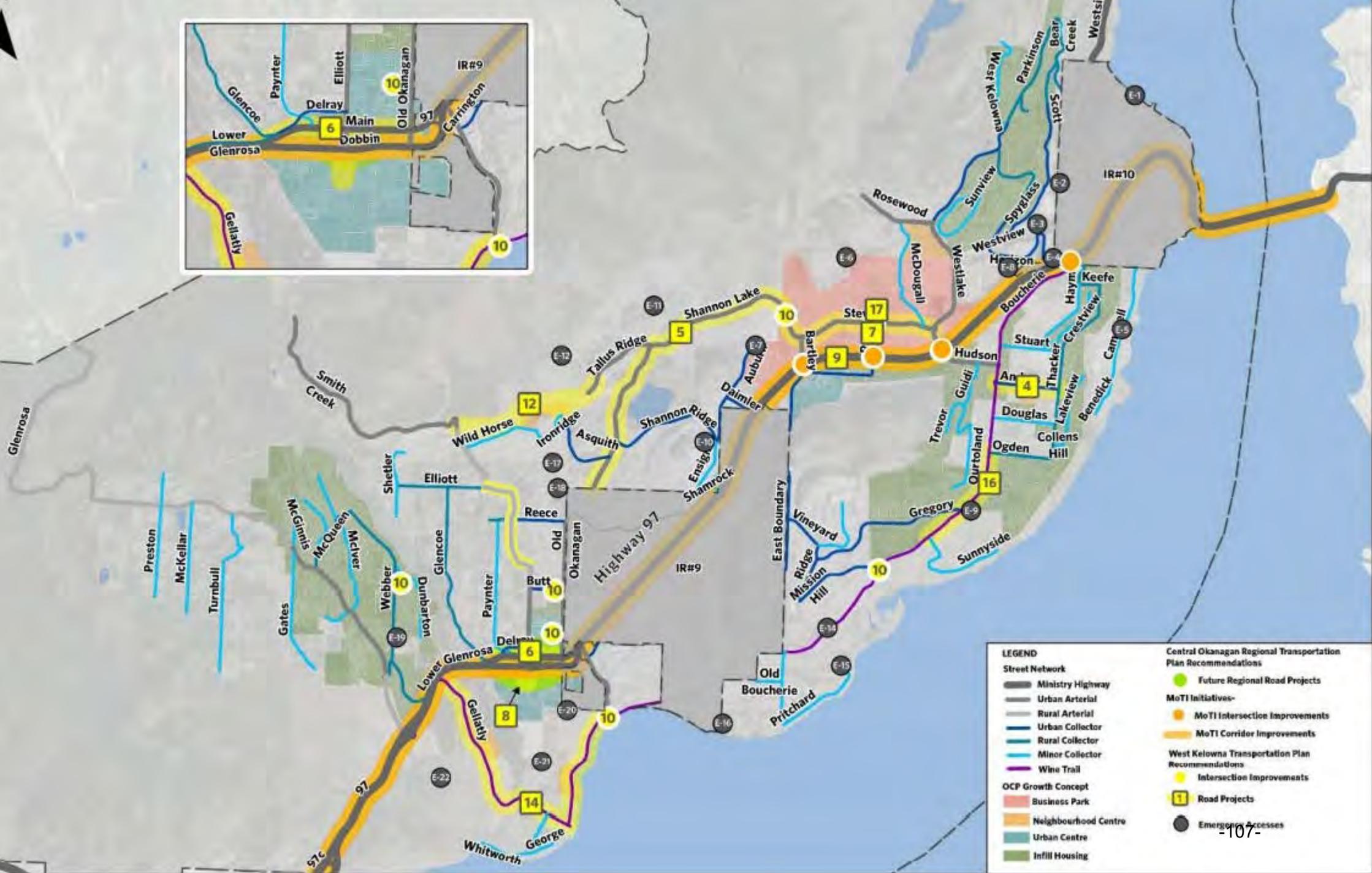
## Safe and welcoming streets

Better lighting and crosswalks will help draw people of all ages and abilities to sidewalks, local businesses and outdoor areas.



## Equitable access for all

Transportation is a key driver of equity and inclusion. Make sure people in lower income neighbourhoods, youth, people with diverse abilities, seniors and others can easily access jobs, friends, groceries, services, recreation and places that matter to them.



**LEGEND**

**Street Network**

- Ministry Highway
- Urban Arterial
- Rural Arterial
- Urban Collector
- Rural Collector
- Minor Collector
- Wine Trail

**OCP Growth Concept**

- Business Park
- Neighbourhood Centre
- Urban Centre
- Infill Housing

**Central Okanagan Regional Transportation Plan Recommendations**

- Future Regional Road Projects
- MoTI Initiatives-
  - MoTI Intersection Improvements
  - MoTI Corridor Improvements
- West Kelowna Transportation Plan Recommendations
  - Intersection Improvements
  - Road Projects

**Emergency Accesses**

- Emergency Accesses



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Butt Road Sidewalk and Old Okanagan Intersection Improvements - Construction		Strategic Priority:	Invest in Infrastructure	Health & Safety:
		Master Plan:	Transportation	Equipment Replacement:
<b>DEPARTMENT</b>		Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>2,750,000</b>

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

*Obtain a contractor to construct improvements to the Old Okanagan Highway and Butt Road intersection and install sidewalks on Butt Road.*

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

New Infrastructure	Yes	Start Date:	May-23	Completion Date:	Nov-23
Renewal Infrastructure:	Yes	In Service Date:	Nov-23	Funding Source if Known:	

The design of the Old Okanagan Highway and Butt Road intersection has reviewed several options to improve safety and congestion to the Westbank Centre. Improvements are required to add capacity to the Old Okanagan Butt intersection and provide a safe pedestrian corridor from Elliott to Old Okanagan Highway for pedestrians.

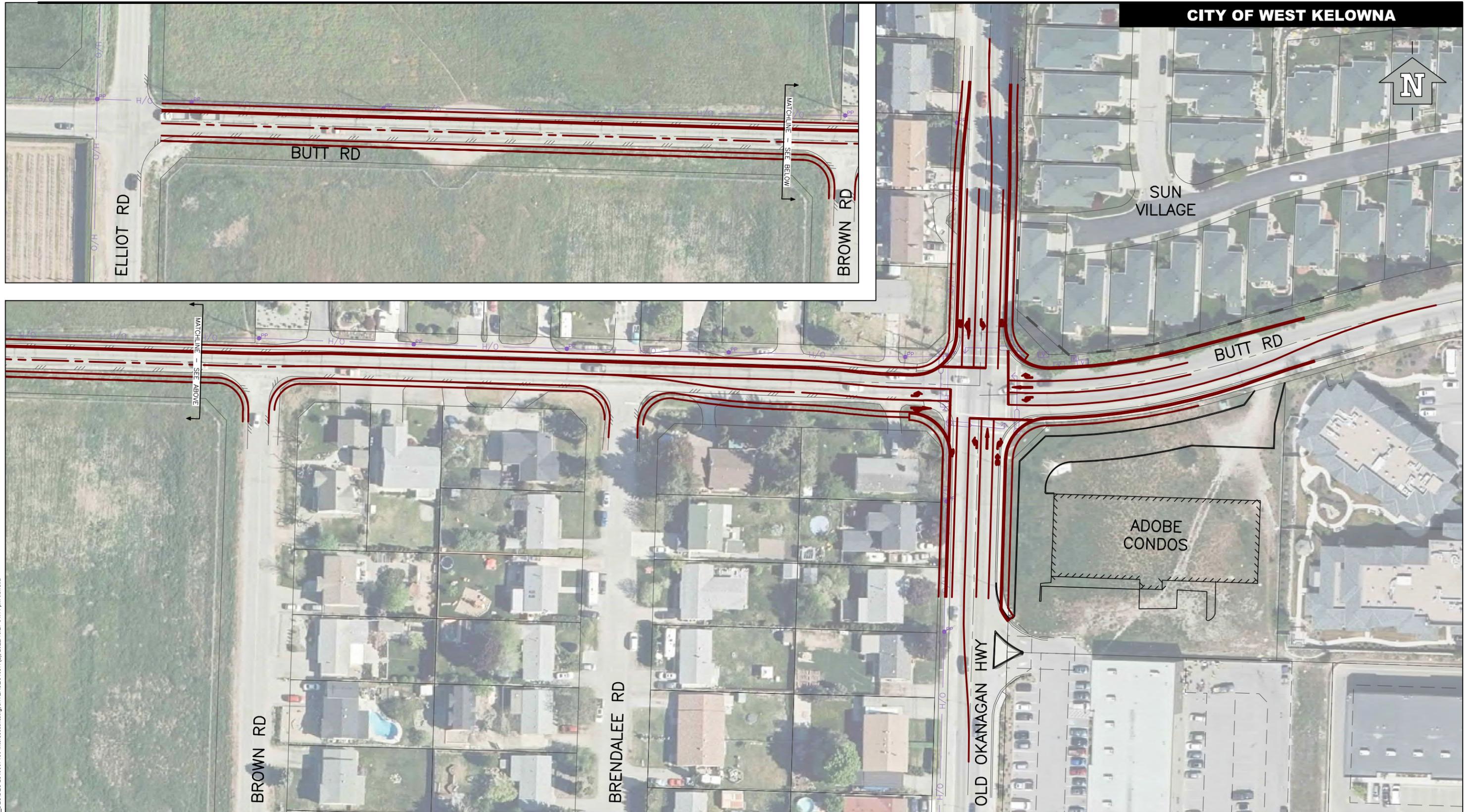
This project is planned to be tendered in summer 2023 for a fall construction period. The design is planned to be presented to Council at a meeting in early 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-06</b>



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ISSUED FOR DISCUSSION  
OCTOBER 2022  
urbansystems.ca



Client/Project	
CITY OF WEST KELOWNA OLD OKGN HWY & BUTT RD INTERSECTION	
Revision Date	Figure
2022-10-29	
2849,0074,00	Title
<b>TRADITIONAL INTERSECTION CONCEPT OPTION</b>	



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>			
Casa Loma Emergency Access	Strategic Priority:	<input checked="" type="checkbox"/> Invest in Infrastructure	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
	Other (Please explain in description)			

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>750,000</b>

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

*Obtain a contractor to complete access improvements to the Casa Loma neighbourhood.*

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

New Infrastructure	<input checked="" type="checkbox"/> Yes	Start Date:	<input type="text" value="Jan-23"/>	Completion Date:	<input type="text" value="Nov-23"/>
Renewal Infrastructure:	<input checked="" type="checkbox"/> Yes	In Service Date:	<input type="text" value="Nov-23"/>	Funding Source if Known:	

An emergency access is required for the Casa Loma neighbourhood. Currently there is only one vehicle route to Casa Loma, Campbell Road. An access road, for emergencies only, is planned through Casa Palmero Park. The 3.5 meter wide road will follow an existing walking trail between Lakeview Road and Casa Palmero Drive that would be used primarily as a walking trail. The path will be constructed of primarily compacted gravel with the exception of paved asphalt where the grades are steep to ensure good traction. In the event of an emergency, a gate or bollard will be opened and allow for vehicle traffic through the park. An emergency procedure will be developed and acted upon should the emergency egress be activated.

The construction of the pathway improvements is planned for spring 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-07"/>



2760 CAMERON ROAD, WEST KELOWNA, BC V1Z 2T6  
www.westkelowna.ca

**LEGEND:**

WATER	
SANITARY	
STORM	
CULVERT	
FENCE	
LAMP STANDARD	

	EXISTING	PROPOSED
PATHWAY		

**NOTES:**

**CONCEPTUAL  
NOT FOR CONSTRUCTION**

**CASA LOMA  
EMERGENCY EGRESS  
PROPOSED PATHWAY  
ALIGNMENT**

PROJECT NUMBER	2022-10	DRAWING NUMBER	P-01
SCALE	1:1300	REVISION	0



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Sidewalk Machine with plow, snowblower, flail mower and sand/salt spreader	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
	Other (Please explain in description)	<input type="checkbox"/>	
<b>DEPARTMENT</b>			
Roads			

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	Total Cost:	\$	340,000
					\$	-
					\$	-
					\$	-
				TOTAL	\$	340,000

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

*John Deere MT7 sidewalk machine with plow, snowblower, flail mower and sand/salt spreader.*

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

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

The Roads department currently has 2 sidewalk machines that are over capacity for the amount of sidewalks we have to meet the Bylaw requirement to have them cleared. More sidewalks continue to be added through development and in-house construction projects. The John Deere M class units have proven out to be the most reliable with least breakdowns. These articulating versatile machines come equipped with various winter maintenance attachments, attachments for spring sidewalk sweeping and water jet cleaning, and a boom type flail mower for roadside vegetation mowing. This is an all season machine that primarily works on sidewalks although they are frequently used for roadside vegetation removal on roads without sidewalks.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:	1,500	1,500	1,500	1,500	1,500
Utility Costs:	6,000	6,000	6,000	6,000	6,000
Contracts:					
Annual Licensing Fees:	2,000	2,000	2,000	2,000	2,000
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-08"/>





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Treatment Plant Supervisors Car	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:
Utilities	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	Total Cost:	\$	48,000
			Chev Bolt EV		\$	-
					\$	-
					\$	-
				TOTAL	\$	48,000

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

*Both the Rose Valley and Powers Creek Treatment plants have one Supervisor with a Forman acting on his behalf on days off. These skilled gentleman will be traveling between plants frequently. The new Rose Valley plant will have electric charging stations. These circumstances combined with Councils desire to assemble a much greener fleet and improve the carbon impacts now align to start our electric car fleet for the City. As our new facilities come on-line with charging stations and when smaller vehicles cycle out, our inventory of electric cars will increase in the coming years. The cost will likely be less than is budgeted but with the current volatile market staff want to be assured.*

**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"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:	500	500	500	500	500
Utility Costs:	1,000	1,000	1,000	1,000	1,000
Contracts:					
Annual Licensing Fees:	1,500	1,500	1,500	1,500	1,500
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-09"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Parks Garbage Truck		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement: X
Fleet		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	285,000	Total Cost:	\$	285,000
			Cab and			\$	-
			Chassis			\$	-
			Garbage			\$	-
			compacting			\$	-
					TOTAL	\$	285,000

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 1- Freightliner M2 106 Cab and Chassis with a Loadmaster Elite Garbage compactor.

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

The current unit has reached its useful life cycle conclusion. (Score sheet attached) When considering a replacement staff found the current unit too small for the current size of the park system resulting in frequent runs to unload resulting in inefficiencies. Trucks in the Freightliner M2 classification are not yet available in alternate fuels such as compressed natural gas and electric technology is distant. This truck will run 7 days a week with few exceptions and is critical to the park operations maintenance division.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:	1,000	1,000	1,000	1,000	1,000
Utility Costs:	6,000	6,000	6,000	6,000	6,000
Contracts:					
Annual Licensing Fees:	3,000	3,000	3,000	3,000	3,000
Miscellaneous:					
Total Additional Operating Costs:	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

<b>VERIFIED BY:</b>			
Department Director/Manager	SH	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-10

**District of West Kelowna**



**VEHICLE REPLACEMENT GUIDELINE SCORING SHEET**

DATE OF INSPECTION: (yy/mm/dd) 2022 JUNE 21 INSPECTOR: C MARTIN

UNIT NUMBER: 29906 VIN: 1FD0X5GY4CSC47304

VEHICLE DESCRIPTION: 2012 FORD F550

IN-SERVICE DATE: 2012 DEPT. ASSIGNED TO: PARKS

ODOMETER READING: 215000 (kms.) Hour Meter: \_\_\_\_\_

Primary Vehicle (Vital for DWK Operations)  REPLACEMENT TIMELINE   
 Secondary Vehicle (Pool Vehicles)

FACTOR	DESCRIPTION	POINTS
Age	One point for every year of service from "in-service" date	10
Miles/Hours	One point for every 20,000 km or 2,000 hours of use	10
Type of Service	<b>1 to 5 points based on type of service.</b> Constant Heavy Use (eg. Utilties) <span style="float:right">5 Points</span> Occasional Heavy use (eg. Parks) <span style="float:right">4 Points</span> Medium Use (eg. Engineering Inspectors) <span style="float:right">3 Points</span> Light Use (eg. By-Law, Building, Planning) <span style="float:right">2 Points</span> Administrative Use ( eg. Pool Vehicles) <span style="float:right">1 Point</span>	5
Reliability	<b>NOTE: these are in addition to regular PM visits</b> In shop for repairs <span style="float:right">2X per month</span> <span style="float:right">10 Points</span> <span style="float:right">1X per month</span> <span style="float:right">8 Points</span> <span style="float:right">1X per 2 month</span> <span style="float:right">6 Points</span> <span style="float:right">1X per 3 months</span> <span style="float:right">4 Points</span> <span style="float:right">1X per 6 months</span> <span style="float:right">2 Points</span> <span style="float:right">Once per year</span> <span style="float:right">1 Point</span>	8
Condition	1 to 5 points based on body condition, rust, interior condition, accident history, anticipated repairs. 1 point for good condition and up to 5 points for poor condition.  <b>This is a subjective rating</b>	4
Deduction	Deduct 5 points for Secondary Use Vehicles Deduct 5 points if vehicle is still under manufacturer's warranty	
<b>TOTAL</b>		<b>37</b>

**Points ratings:**

Under 20	Condition 1	Excellent
20 to 25	Condition 2	Good
26 to 30	Condition 3	May need replacement
31 to 35	Condition 4	Consider replacement
Over 35	Condition 5	Replace

**Comments:** This unit must be replaced with a heavy chassis . The F550 is too small for the weight it has to carry .  
This unit has constant suspension & steering issues because of the weight .  
Suggest going to a Freightliner M2 106 , these can be had with hyd brakes .  
The only req a class 5 licence .





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
John Deere 135 Excavator and Trailer	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
	Other (Please explain in description)	Increased Efficiencies	

<b>CAPITAL COST</b>	Quantity: 1	Unit Cost:	Total Cost:	\$ 435,000
	<i>Includes</i> Excavator			
	trailer			\$ -
	tax			\$ -
	contingency		TOTAL	\$ 435,000

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

*John Deere 135 Excavator and 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"/>

The new Capital Works Crew had a very successful first season having completed numerous important capital improvements. To increase this crews productivity and reduce rental costs staff have identified that a mid size excavator and trailer would increase their versatility. This crew currently does not have their own excavator and are inconveniently borrowing from other departments when available or renting. The rental costs for 2022 will be approximately \$ 36,000. In addition they are installing items such as storm water catch basins that exceed the lifting power of existing equipment thus a safety issue for staff. The 135 classification of excavators is considered mid size lending itself to complete a broad variety of tasks. Existing staff are trained and qualified to operate this and have an existing truck to haul it.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:	500	500	500	500	500
Utility Costs: Fuel	2,000	2,000	2,000	2,000	2,000
Contracts:					
Annual Licensing Fees:	500	500	500	500	500
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	<b>\$ 3,000</b>				

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-11"/>





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Treatment Plant Crew Cab		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Utilities		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity: 1	Unit Cost:	Total Cost:	\$ 83,000
	<i>Includes</i> Truck			
	Tax			\$ -
	Contingency			\$ -
			<b>TOTAL</b>	<b>\$ 83,000</b>

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

*Ford F-250 Crew Cab Dual Fuel*

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

The new Rose Valley Water Treatment Plant will soon be online. Additional staffing are required to run the new facility which require a vehicle to transport staff to the reservoirs and back and forth to the Powers Creek Plant. This vehicle is being spec'd as dual fuel enabling the use of CNG (compressed natural gas) when available in West Kelowna. The term "Crew Cab" refers to being able to transport the driver and 3 others making one vehicle versatile for transporting several staff.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	SH	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-12



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Watershed Excavator	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Utilities	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:		Total Cost:	\$	205,000
						\$	-
						\$	-
						\$	-
					TOTAL	\$	205,000

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
*John Deere 60G small size excavator with a brush mulching head attachment.*

**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"/>

The Utility department Watershed branch has a need for its own dedicated smaller excavator. This unit would primarily dig road deactivation trenches and work on all of the upper watershed dams. The excavator will work on the dam faces and water intake streams. Proper dam management requires staff to cut down and eliminate trees with invasive root system that compromise the dams integrity and down stream safety. This is done painstakingly manually now which is inefficient. Having the excavator with a brush mulching head would enable staff to do a much better job, more frequently, and make a noticeable improvement to our dam management practices.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:	500	500	500	500	500
Utility Costs:	2,000	2,000	2,000	2,000	2,000
Contracts:					
Annual Licensing Fees:	1,000	1,000	1,000	1,000	1,000
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-13"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Utilities Pickup	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:
Water Distribution	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	Total Cost:	\$	75,000
					\$	-
					\$	-
					\$	-
				TOTAL	\$	75,000

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

*Ford F - 150, long box, 4x4.*

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

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

The Utilities department has requested a new Operator III to support their added infrastructure. This position would require a standard truck although the availability of a unit that would run on dual fuel will be explored. Fords are generally the truck of choice for the Utilities group as they are the only manufacturer that build an 8" box anymore. The 8" box is required because of the special keys needed for water valve operations. Should the new position not be supported this truck would not be required. Please note, Fords 2023 pricing is not yet known completely, the price paid will be below the amount budgeted as this unit will only be ordered with basics.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:	500	500	500	500	500
Utility Costs:	3,000	3,000	3,000	3,000	3,000
Contracts:					
Annual Licensing Fees:	1,500	1,500	1,500	1,500	1,500
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-14"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Survey Equipment 2023		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>50,000</b>

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

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

<b>New Infrastructure</b>		<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Renewal Infrastructure:</b>		<b>In Service Date:</b>		<b>Funding Source if Known:</b>	

The survey equipment, which will help improve our capital crew project workflow and replace aging gear. A new survey receiver which utilizes the latest technology has greatly improved accuracy (30% improvement) in situations where data collection and construction layout is occurring near trees, slopes, hills, buildings and overhead powerlines. It also has a tilt feature, which is safer data collection for situation while collecting points in potentially hazardous scenarios. This would let you tilt the rod into an open excavation or active roadway as opposed to holding the rod perfectly level, therefore allowing quicker data collection for each interval.

The total station survey equipment relies on the use of known control/coordinate points for each setup location. These control points are set with our receivers prior to the survey, so it's especially important that these control points are accurate.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	SH	Budgetary Pricing Attached	Select:
<b>CAO:</b>	PG	Business Case/Other Backup Attached	Select:
<b>Purchasing:</b>		Project Code (To be assigned by Finance)	<b>C2023-15</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

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

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	
	1 single axle	12,000		\$	12,000
	1 Double axle	21,000		\$	21,000
				\$	-
			TOTAL	\$	33,000

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 1 - Eagle Pan tilt single axle equipment trailer & 1 - Rainbow dump double axle equipment and supply delivery trailer

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

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

The amount of tasks Parks is required to do continues to grow. People and equipment are going in several different directions through out the day and work week which is now 7 days a week. For efficiencies and adding more production to the department Parks is requesting additions to their trailer fleet. The single axle will be used to transport smaller equipment like a beach cleaner, mower and utility vehicle. The double axle will haul equipment like bobcats and supplies such as sand, gravel and heavy woody debris. These trailers will have a long life span of 15 years useful service before replacement.

**7. NEW YEARLY OPERATING EXPENSES:**

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:	500	500	500	500	500
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-16"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>			
Inverness Culvert Replacement	Strategic Priority:	<input checked="" type="checkbox"/> Invest in Infrastructure	Health & Safety:	<input checked="" type="checkbox"/> X
<b>DEPARTMENT</b>	Master Plan:	<input checked="" type="checkbox"/> X	Equipment Replacement:	
	Other (Please explain in description)			

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
Replacement				\$	730,000
Construction Costs				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>730,000</b>

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

*Remove and Replace two segments of 600 mm CSP pipe adjacent to Webber Road Community Centre*

**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"/>

In 2017, 2018 and 2019 the City experienced flooding at a section of pipe adjacent to Webber Road Community Centre. In 2020, the City repaired the inlet and outlet of the pipe. These works were recoverable up to 80% by Disaster Financial Assistance.

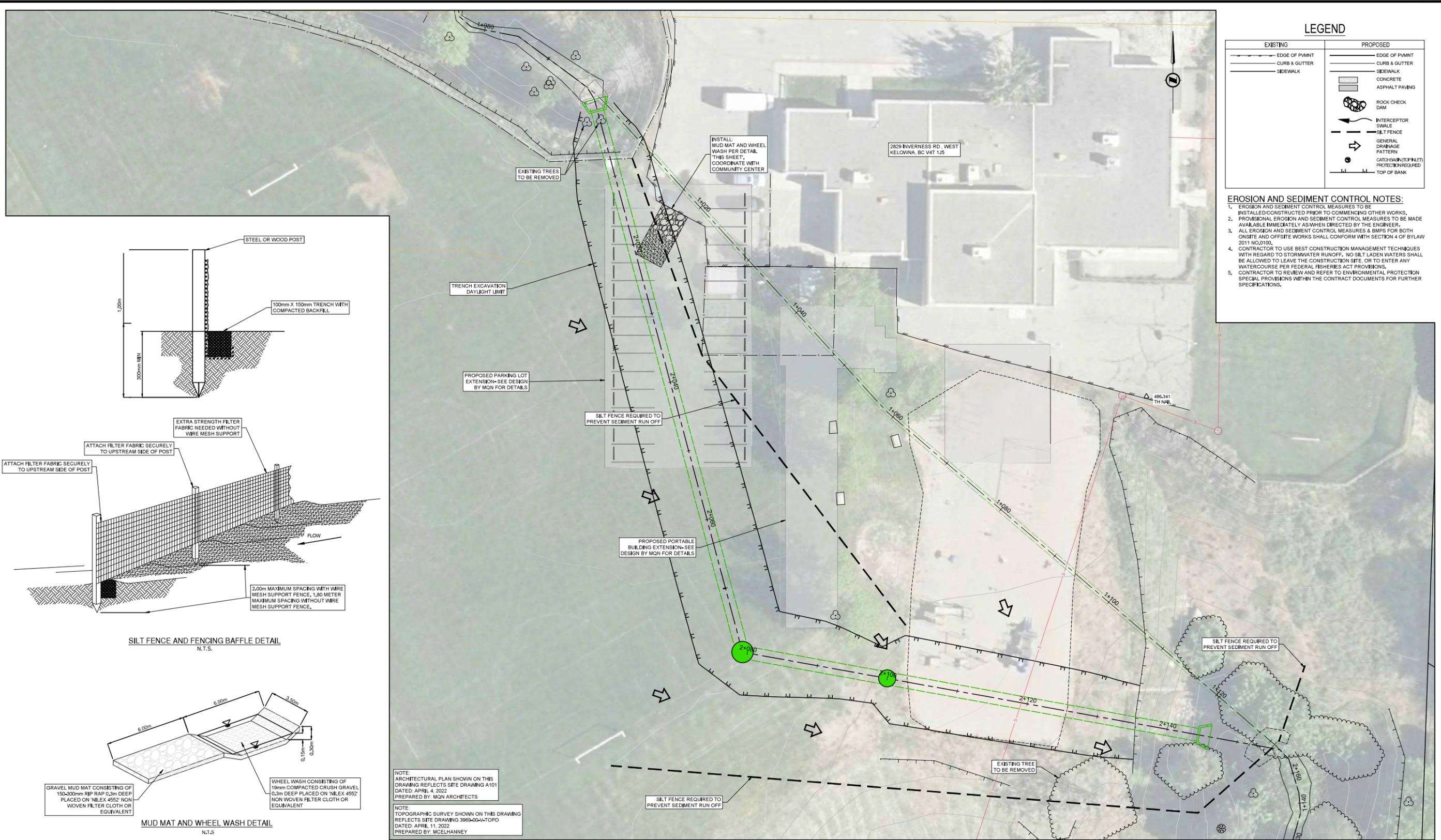
A CCTV inspection of the drainage pipe adjacent to Webber Road Community Centre was performed on June 27th, 2019. The inspection indicated that the pipe is deformed by ~10% of the pipe diameter immediately upstream of the manhole, and that the corrugated metal has been stretched/deformed out of shape as a result of an impact. The inspection also indicated that the pipe is deformed by ~50% of the culvert diameter immediately downstream of the culvert. Given the location underneath the Webber Road Community Center parking lot and play area, staff are recommending mitigation of the risk of pipe failure and consequential sink holes. This portion of the work was determined as non recoverable as part of the DFA program due to likelihood that the deformation was NOT a result of the recent flooding events.

As part of the 2021 Budget Process, funding of \$100,000 was approved by Council for the design the Inverness culvert replacement. Subsequently, a contract was awarded to McElhanney Engineering to complete the design. In addition, funding of \$400,000 was approved by Council for construction as part of the 2022 Budget Process. With upstream channel works completed in 2022, the remaining budget for construction approximately \$130,000. The consultant's Opinion of Probable Cost for the remaining works is approximately \$860,000 (including 10% contingency), resulting in this budget request of \$730,000

**7. NEW YEARLY OPERATING EXPENSES:**

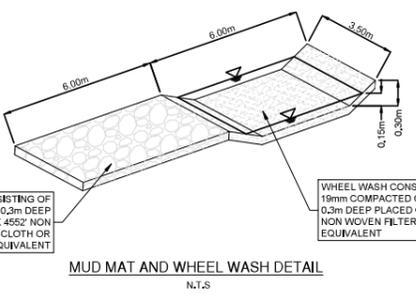
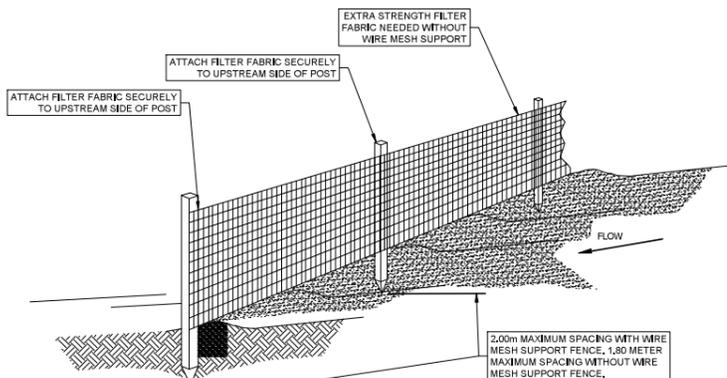
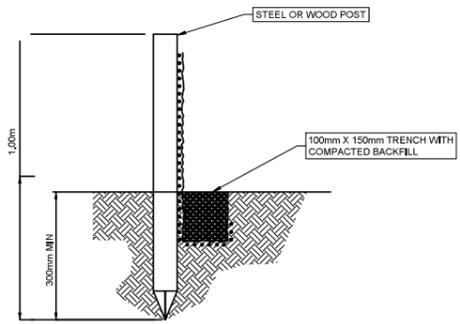
	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-17"/>



LEGEND	
EXISTING	PROPOSED
--- EDGE OF PAVMENT	--- EDGE OF PAVMENT
--- CURB & GUTTER	--- CURB & GUTTER
--- SIDEWALK	--- SIDEWALK
	CONCRETE
	ASPHALT PAVING
	ROCK CHECK DAM
	INTERCEPTOR SWALE
	SILT FENCE
	GENERAL DRAINAGE PATTERN
	CATCH BASIN/TOPPLET PROTECTION (REQUIRED)
	TOP OF BANK

- EROSION AND SEDIMENT CONTROL NOTES:**
1. EROSION AND SEDIMENT CONTROL MEASURES TO BE INSTALLED PRIOR TO COMMENCING OTHER WORKS.
  2. PROVISIONAL EROSION AND SEDIMENT CONTROL MEASURES TO BE MADE AVAILABLE IMMEDIATELY AS WHEN DIRECTED BY THE ENGINEER.
  3. ALL EROSION AND SEDIMENT CONTROL MEASURES & BMPs FOR BOTH ON-SITE AND OFF-SITE WORKS SHALL CONFORM WITH SECTION 4 OF BY-LAW 2011 NO. 0100.
  4. CONTRACTOR TO USE BEST CONSTRUCTION MANAGEMENT TECHNIQUES WITH REGARD TO STORMWATER RUNOFF. NO SILT LADEN WATERS SHALL BE ALLOWED TO LEAVE THE CONSTRUCTION SITE, OR TO ENTER ANY WATERCOURSE PER FEDERAL FISHERIES ACT PROVISIONS.
  5. CONTRACTOR TO REVIEW AND REFER TO ENVIRONMENTAL PROTECTION SPECIAL PROVISIONS WITHIN THE CONTRACT DOCUMENTS FOR FURTHER SPECIFICATIONS.



NOTE: ARCHITECTURAL PLAN SHOWN ON THIS DRAWING REFLECTS SITE DRAWING A101 DATED: APRIL 4, 2022 PREPARED BY: MQN ARCHITECTS

NOTE: TOPOGRAPHIC SURVEY SHOWN ON THIS DRAWING REFLECTS SITE DRAWING 3969-00-V-TOPD DATED: APRIL 11, 2022 PREPARED BY: MCELHANNNEY

Rev	Date	Description	Drawn	Design	App'd
2	2022-05-30	ISSUED FOR 95% DESIGN SUBMISSION	BB	JG	DP
1	2022-05-17	ISSUED FOR PRELIMINARY DESIGN	BB	JG	DP
0	2022-05-05	ISSUED FOR PRELIMINARY DESIGN	BB	JG	DP

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ORIGINAL DWG SIZE: ANSI D (22" x 34")



**McElhanney**

2281 Hunter Road  
Kelowna BC  
Canada V1Y 7C5  
T 250 861 8783

PERMIT TO PRACTICE

McElhanney Ltd.

PERMIT NUMBER: 1003299

Approved Sealed

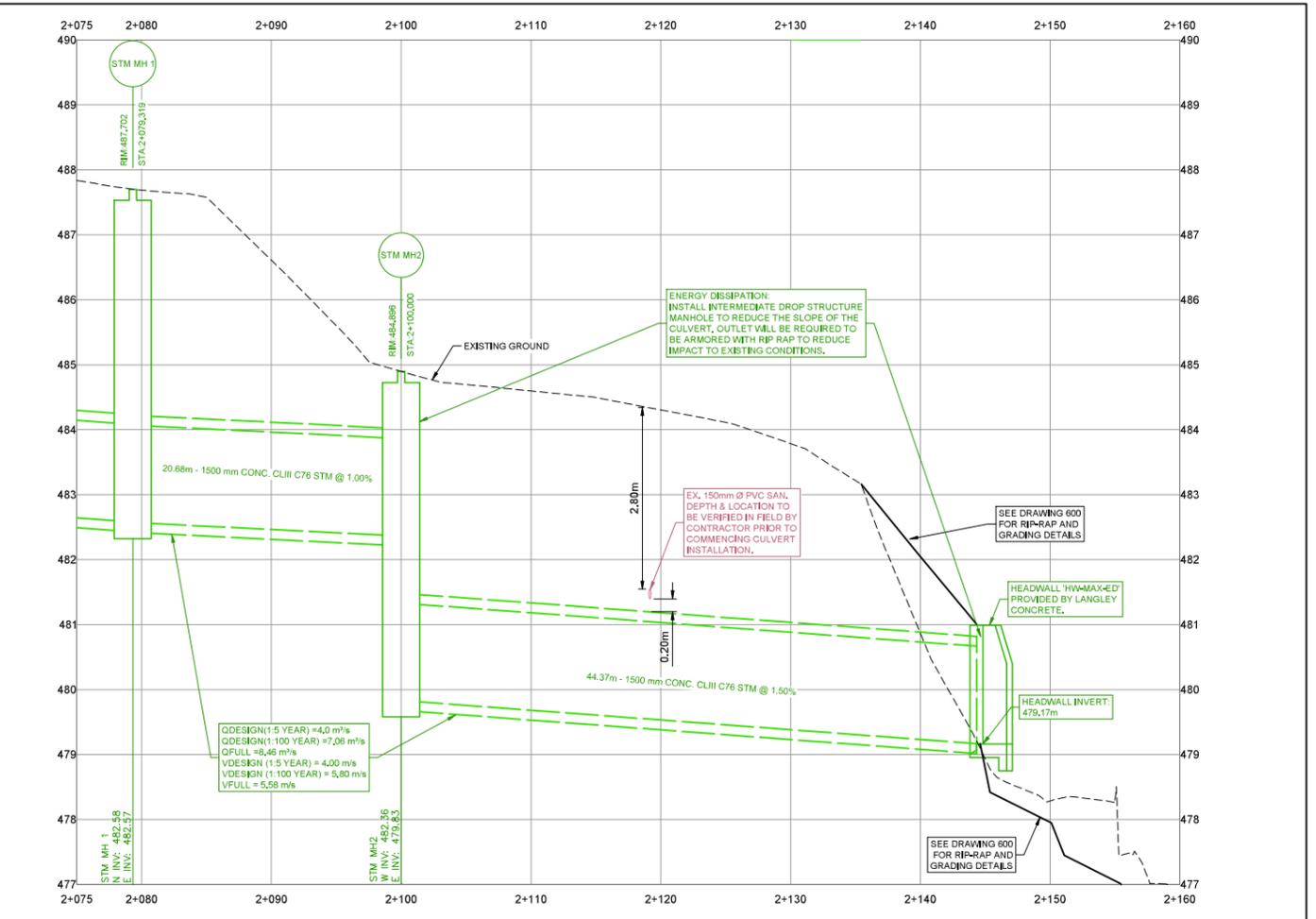
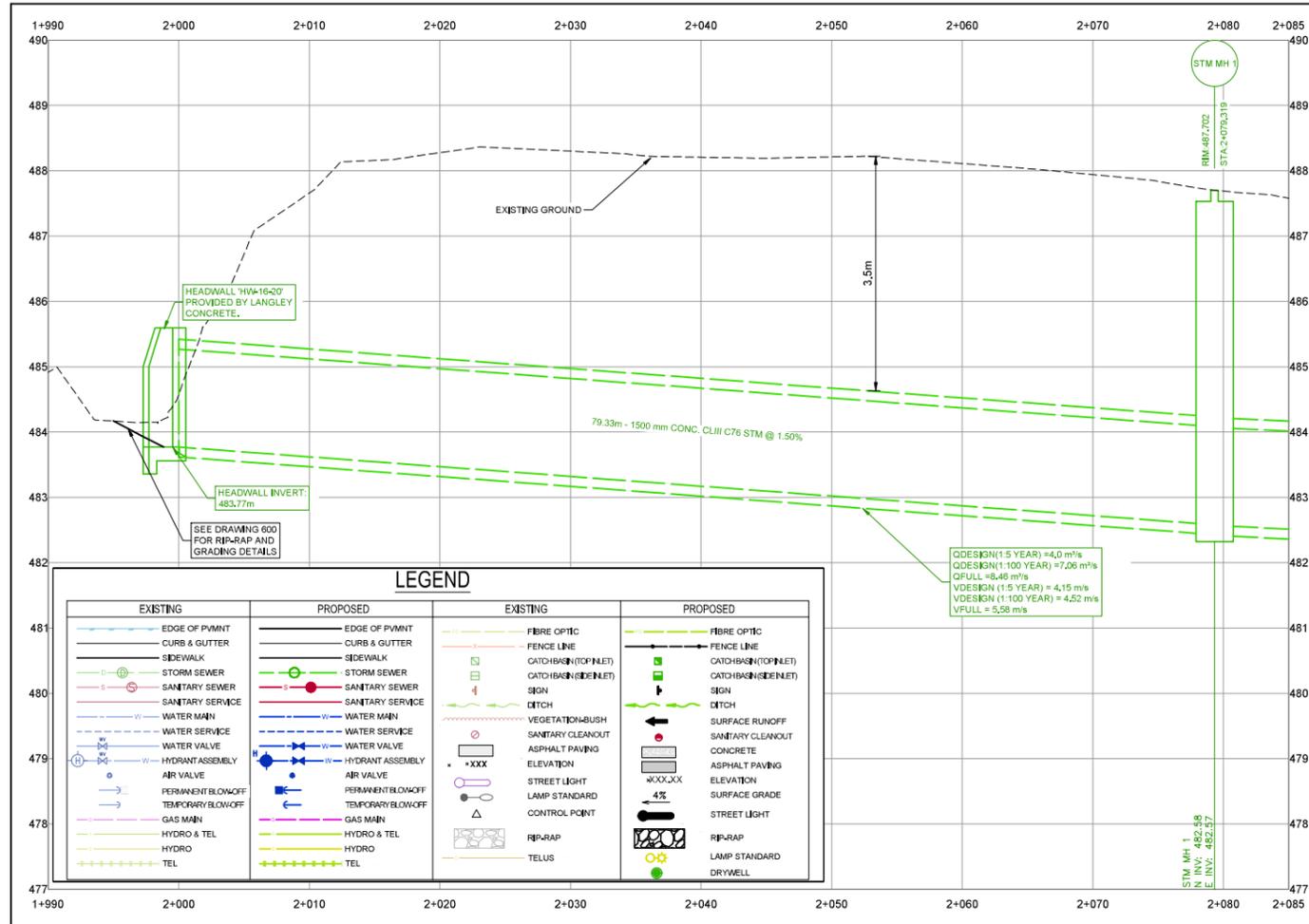
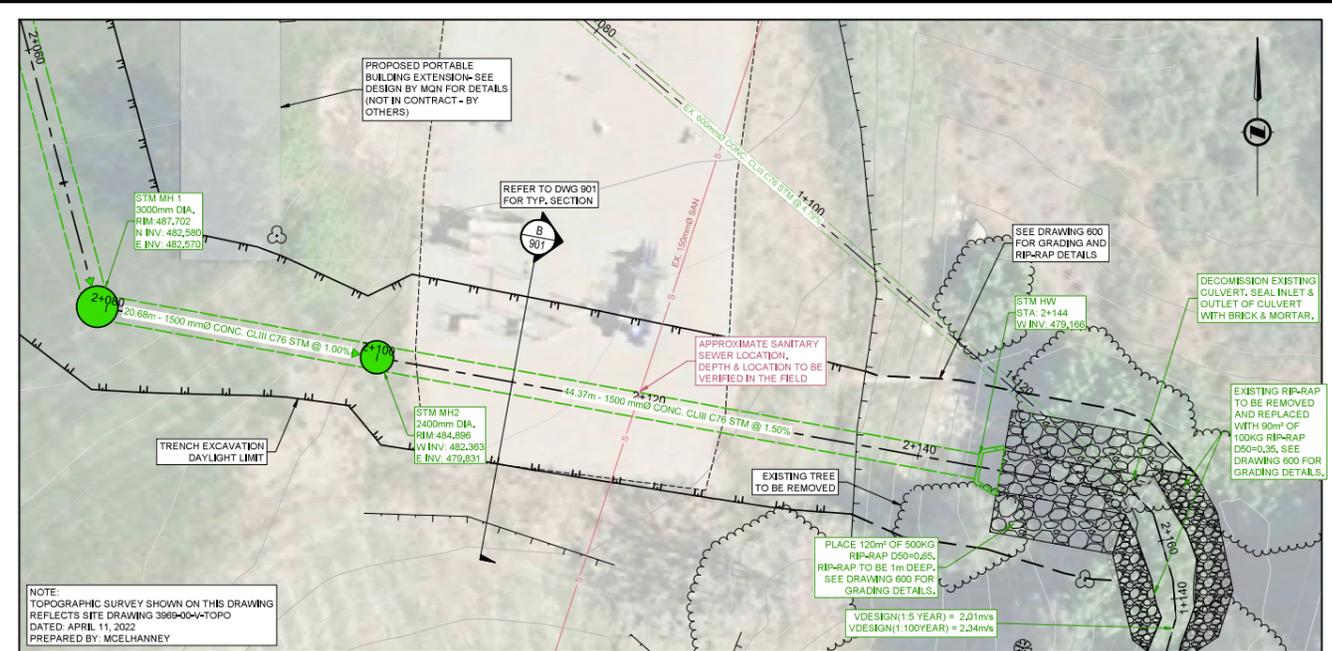
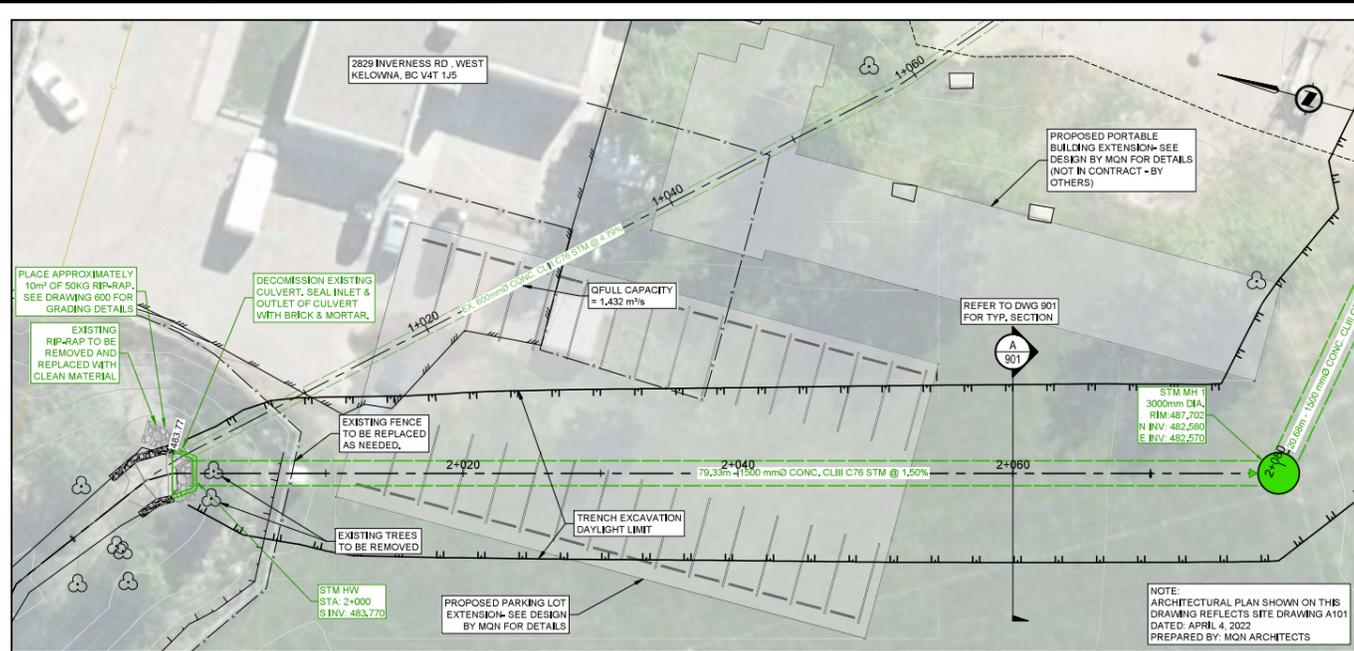
**CITY OF WEST KELOWNA**  
2760 CAMERON ROAD, WEST KELOWNA, BC, V1Z 2T6

**2829 INVERNESS ROAD**  
**EROSION AND SEDIMENT CONTROL**

Drawing No. **003**

Project Number **2451-2048-021**

Rev. **2**



Rev	Date	Description	Drawn	Design	App'd
2	2022-05-30	ISSUED FOR 95% DESIGN SUBMISSION	BB	JG	DP
1	2022-05-17	ISSUED FOR PRELIMINARY DESIGN	BB	JG	DP
0	2022-05-05	ISSUED FOR PRELIMINARY DESIGN	BB	JG	DP

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ORIGINAL DWG SIZE: ANSI D (22" x 34")

2281 Hunter Road  
Kelowna BC  
Canada V1Y 7C5  
T 250 861 8783

PERMIT TO PRACTICE

McElhanney Ltd.

PERMIT NUMBER: 1003299

Engineers and Geoscientists of British Columbia

CITY OF WEST KELOWNA

2760 CAMERON ROAD, WEST KELOWNA, BC, V1Z 2T6

2829 INVERNESS ROAD

PLAN & PROFILE

Drawing No. 300

Project Number 2451-2048-021

Rev. 2





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>  Boucherie Road Drainage Improvements at Gregory Road	<b>PRIORITY (check one)</b>		
	Strategic Priority:	Invest in Infrastructure	Health & Safety:
	Master Plan:	Drainage	Equipment Replacement:
<b>DEPARTMENT</b>	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>35,000</b>

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

*Obtain a contractor to complete drainage improvements along Boucherie Road, near the Gregory intersection.*

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

New Infrastructure	Yes	Start Date:	Apr-23	Completion Date:	Nov-23
Renewal Infrastructure:	Yes	In Service Date:	Nov-23	Funding Source if Known:	

The drainage ditch along Boucherie Road gets inundated during medium sized storm events near the Gregory intersection. Storm flows along Gregory Road enters the Boucherie ditch and causes overtopping and erosion issues. This project was identified in the Drainage Master Plan. The improvements will be completed with the Boucherie active transportation improvements from Ogden to Gregory Road.

The project is planned to be constructed in spring/summer 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-18</b>



ALBERTA HIGHWAY  
RUTAS CLAVE  
DE WESTBANK



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Shannon Woods Diversion Structure	Strategic Priority:	<input checked="" type="checkbox"/> Invest in Infrastructure	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input checked="" type="checkbox"/> Drainage	Equipment Replacement: <input type="checkbox"/>
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>50,000</b>

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

*Obtain a contractor to complete improvements to the Shannon Woods Diversion structure and storm system.*

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

New Infrastructure	<input type="checkbox"/> No	Start Date:	<input type="text" value="May-23"/>	Completion Date:	<input type="text" value="Nov-23"/>
Renewal Infrastructure:	<input type="checkbox"/> Yes	In Service Date:	<input type="text" value="Nov-23"/>	Funding Source if Known:	

The Shannon Woods neighbourhood's drainage flows through a diversion structure that can direct flow to either Shannon Lake or McDougall Creek. Depending on the amount of flow and the level of Shannon Lake, West Kelowna's Public Works staff use the diversion structure to direct storm drainage to help maintain the levels of Shannon Lake. Shannon Lake does not have an overflow, so it is important to reduce flows to the lake when the levels are too high. The existing structure was retrofitted into an existing manhole by the developer of the neighbourhood and was not built to an engineered standard. The manhole will be replaced with a flow control structure and improvements to the drainage system in the area will be made to ensure there is no localised flooding.

The project is planned to be constructed in summer/fall 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-19"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
<b>Green Bay Neighbourhood Drainage Improvements</b>	Strategic Priority:	<input type="checkbox"/> Invest in Infrastructure	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/> Drainage	Equipment Replacement: <input type="checkbox"/>
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>250,000</b>

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

*Obtain a contractor to complete drainage improvements to the Green Bay Neighbourhood.*

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

<b>New Infrastructure</b>	<input type="checkbox"/> Yes	<b>Start Date:</b>	<input type="text" value="May-23"/>	<b>Completion Date:</b>	<input type="text" value="Nov-23"/>
<b>Renewal Infrastructure:</b>	<input type="checkbox"/> No	<b>In Service Date:</b>	<input type="text" value="Nov-23"/>	<b>Funding Source if Known:</b>	

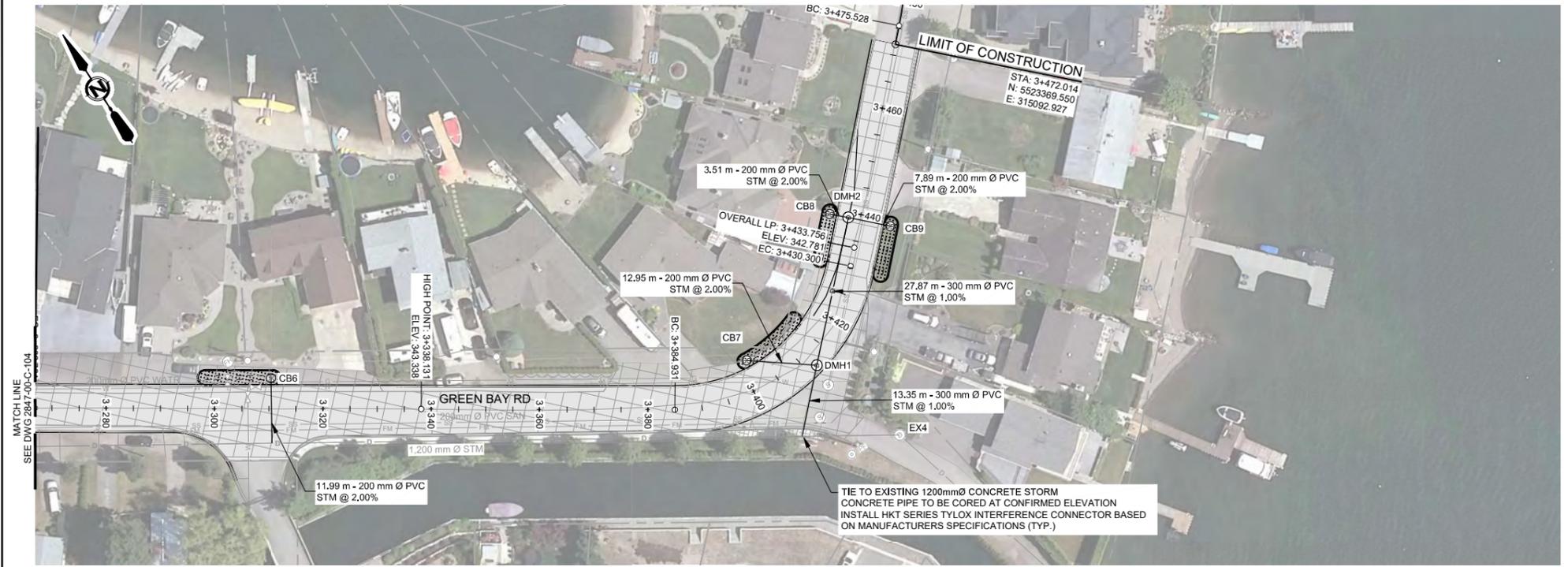
Drainage issues in the Green Bay neighbourhood are evident in ponding of water during moderate storm events. Ponding occurs on the municipal right of way and private lands. The existing system will need improvements to allow drainage to flow to the lake in order to reduce ponding during rain events. Improving the system by connecting the catch basins to the existing underground system that outlets to the lake and ground will improve this drainage concern. There is an existing large diameter storm pipe that already outlets to the lake, but is currently experiencing some surcharging during these events,

The project is planned to be constructed in summer/fall 2023.

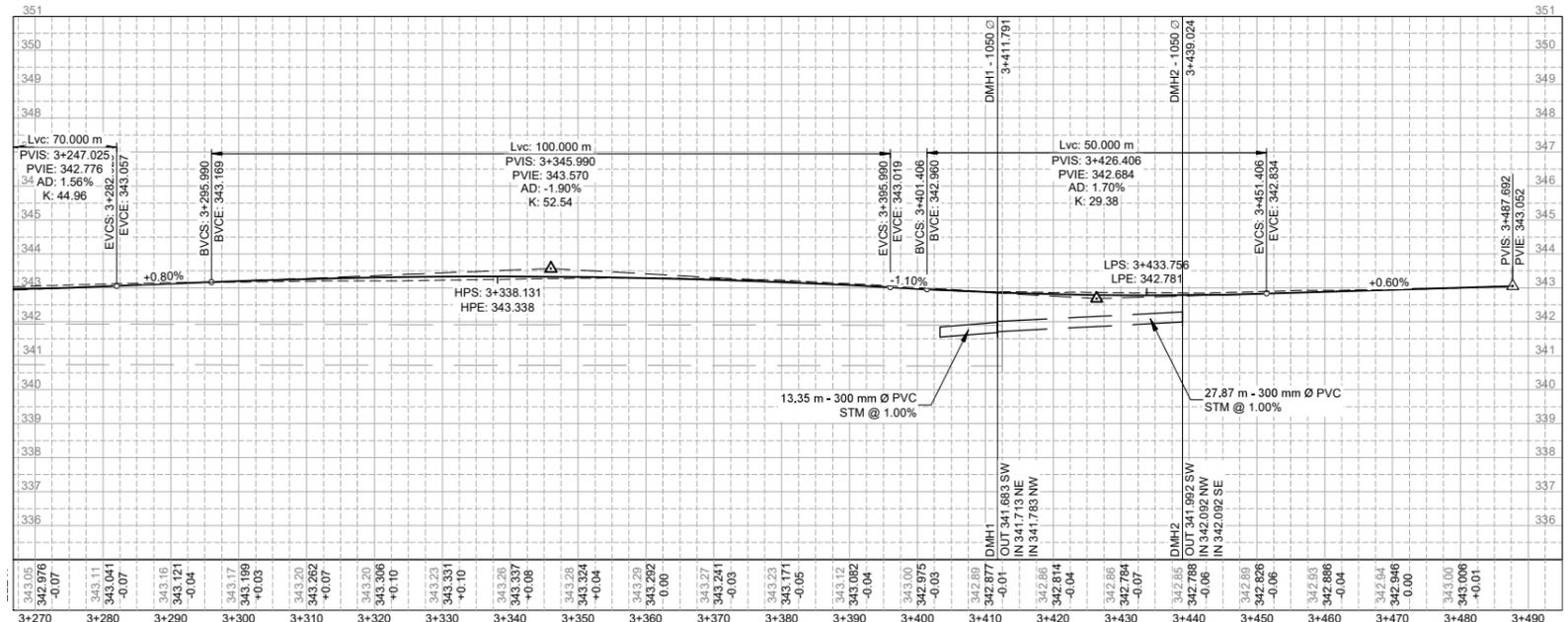
**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
<b>CAO:</b>	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
<b>Purchasing:</b>	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-20"/>



1 PLAN 1:500  
GREEN BAY RD STA. 3+266.78 - 3+472



2 PROFILE H 1:500 V 1:100  
GREEN BAY RD STA. 3+266.78 - 3+472

I:\a-kei-hs-0\projects\20172983\00\_2017\_Drge\_Imprvmt\Working\_Dwg\100\_Civil\2983-00-C-104.dwg  
DATE: 2017-06-01, Michael Kapiniak



PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION  
DRAFT

REV	DATE	DESIGN	DRAWN	DESCRIPTION
A	2017JUN02	M. OWEN	M. KAPINIAK	ISSUED FOR 50% REVIEW

CITY OF WEST KELOWNA  
ENGINEERING  
2017 DRAINAGE IMPROVEMENTS  
20172983-00  
SCALE: AS SHOWN

CIVIL  
GREEN BAY RD STA. 3+266.78 - 3+472  
PLAN/PROFILE

DRAWING	REVISION	SHEET
2983-00-C-105	A	07 / 08



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Pedestrian Program 2023	Strategic Priority:	Invest in Infrastructure	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	Ped & Bike	Equipment Replacement:
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			TOTAL	\$	1,500,000

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

*Obtain a contractor to construct a sidewalk, curb and gutter, street lighting and drainage for the improvement of the pedestrian network.*

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

New Infrastructure	Yes	Start Date:	Jan-23	Completion Date:	Nov-23
Renewal Infrastructure:	No	In Service Date:	Nov-23	Funding Source if Known:	

West Kelowna is continuing the commitment by Council to improve the pedestrian infrastructure network. The Pedestrian and Bicycle Infrastructure Plan was adopted in January 2016 to prioritize the implementation of on-street facilities. In May 2022 Council was presented an updated priority list to continue the improvements to the network.

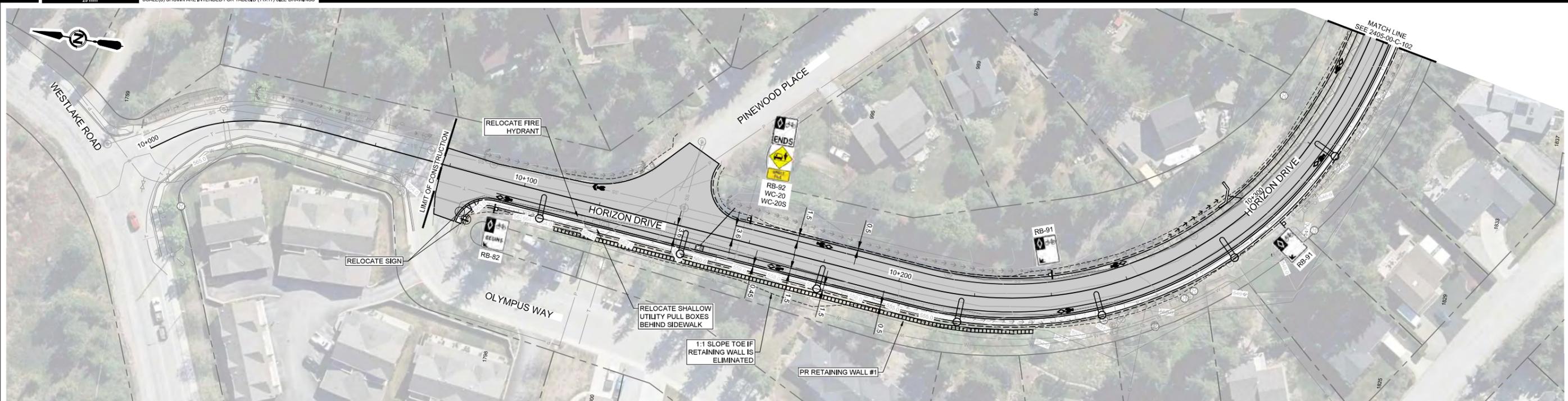
The 2023 program will construct sidewalks on Horizon Drive, from Olympus Way to Covington Crescent, which connects to the existing sidewalk. The works will include sidewalk, street lighting, curb and gutter with an underground drainage system. The project was designed in 2022 and is tender ready. The construction contract will be completed in summer/fall of 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

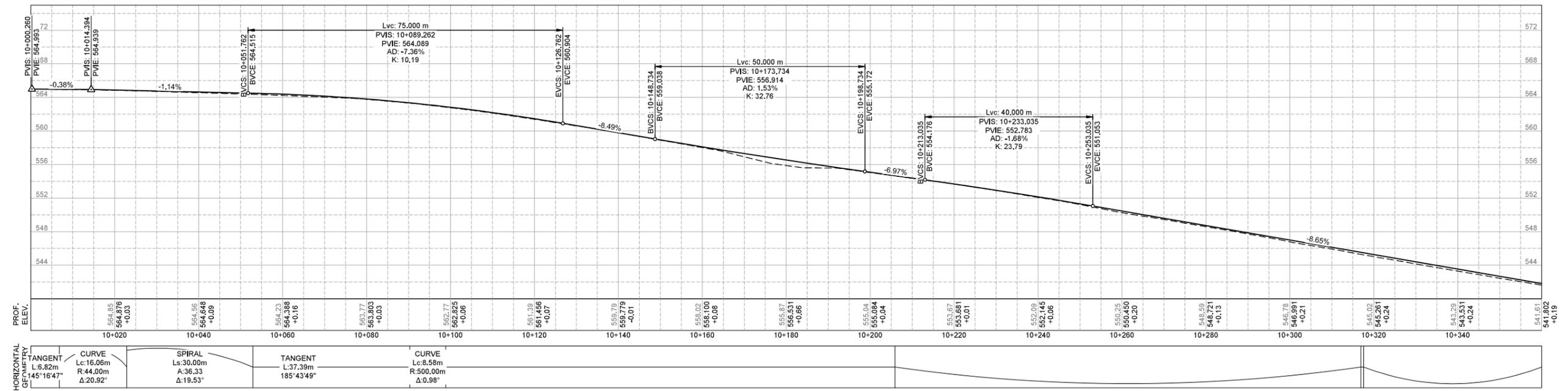
	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-21



PLAN  
HORIZON DRIVE



PROFILE  
HORIZON DRIVE

Q:\2022-2405-00-C-101-C-101.dwg  
DATE: 2022-08-12, Sean Yasui



CITY OF WEST KELOWNA

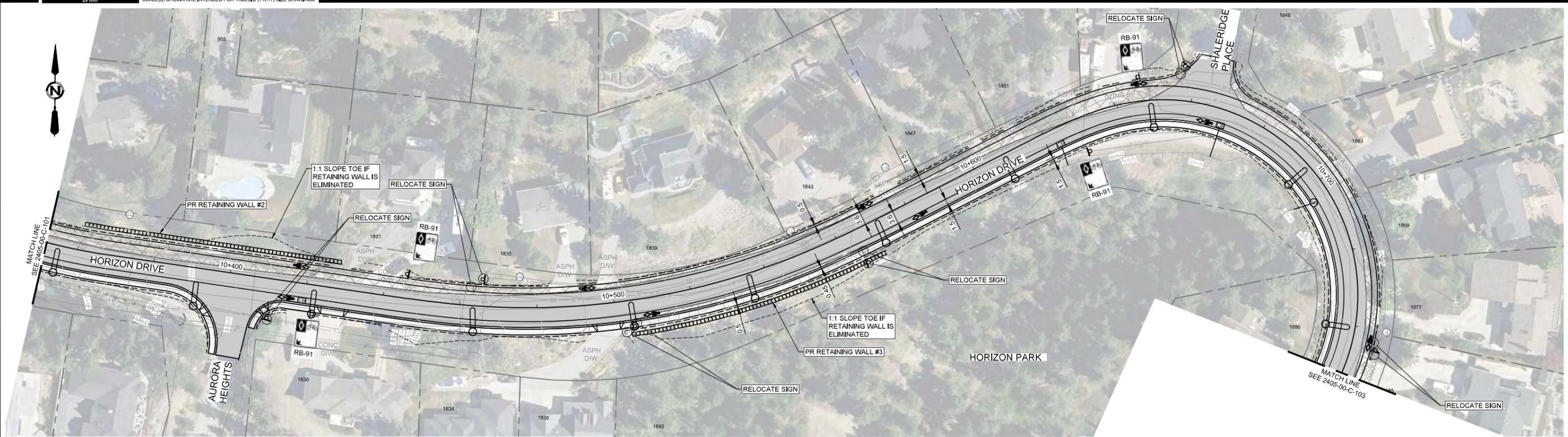
HORIZON & WESTBANK CENTRE  
ACTIVE TRANSPORTATION  
CORRIDOR  
20222405-00

CIVIL  
HORIZON DRIVE  
PLAN & PROFILE

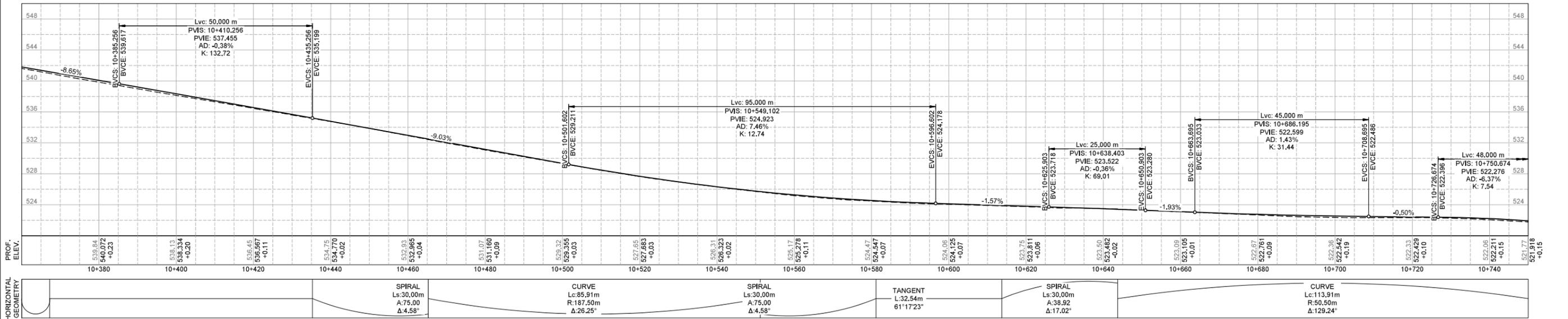
REV	DATE	DESIGN	DRAWN	DESCRIPTION
C	20220729	M. OWEN	S. YASUI	ISSUED FOR 75% DETAILED DESIGN
B	20220506	M. OWEN	B. TARBELL	ISSUED FOR PRELIMINARY DESIGN
A	20220408	M. OWEN	B. TARBELL	ISSUED FOR DISCUSSION

SCALE: H: 1:500 V: 1:250

DRAWING	REVISION	SHEET
2405-00-C-101	C	3



PLAN  
HORIZON DRIVE



PROFILE  
HORIZON DRIVE

Q:\2022-2405-00-C-101-10-C-103.dwg  
DATE: 2022-08-12, Sean Yasui



#500 - 2889 East 12th Avenue, Vancouver, British Columbia, V5M 4T5  
Ph: 604 293 1411 Fax: 604 291 6163  
www.ae.ca

REV	DATE	DESIGN	DRAWN	DESCRIPTION
C	20220729	M. OWEN	S. YASUI	ISSUED FOR 75% DETAILED DESIGN
B	20220506	M. OWEN	B. TARBELL	ISSUED FOR PRELIMINARY DESIGN
A	20220408	M. OWEN	B. TARBELL	ISSUED FOR DISCUSSION

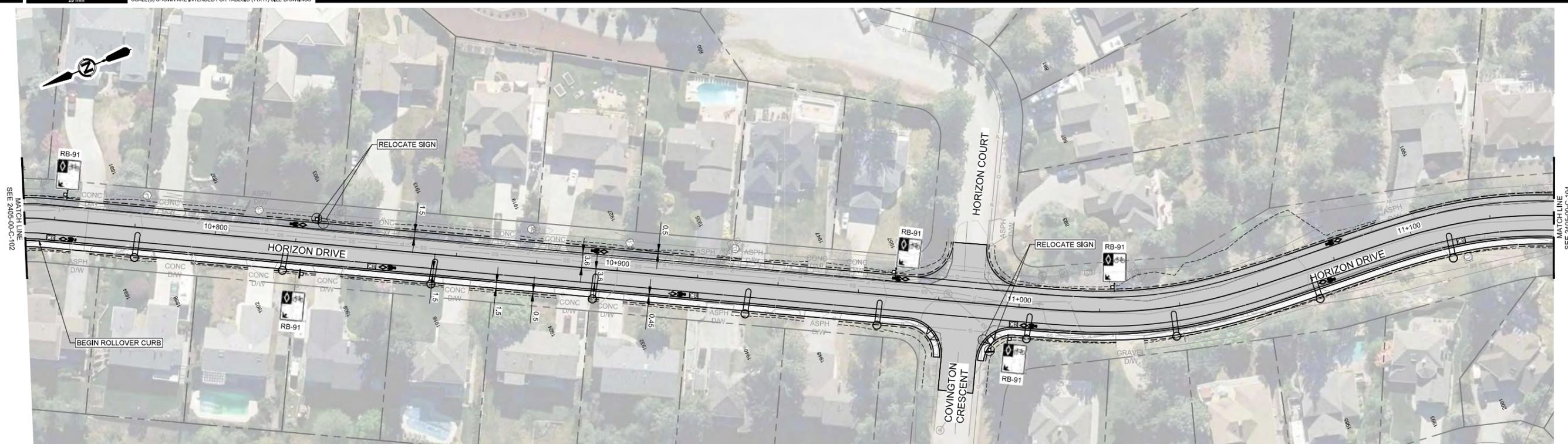
CITY OF WEST KELOWNA

HORIZON & WESTBANK CENTRE  
ACTIVE TRANSPORTATION  
CORRIDOR  
20222405-00

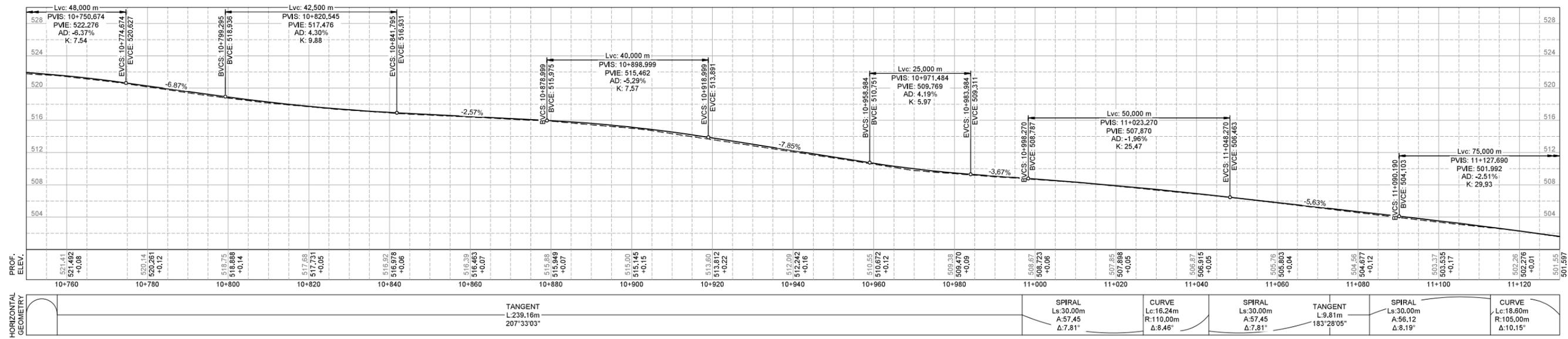
SCALE: H: 1:500 V: 1:250

CIVIL  
HORIZON DRIVE  
PLAN & PROFILE

DRAWING	REVISION	SHEET
2405-00-C-102	C	4



PLAN  
HORIZON DRIVE



PROFILE  
HORIZON DRIVE

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DATE: 2022-08-12, Sean Yasui



CITY OF WEST KELOWNA



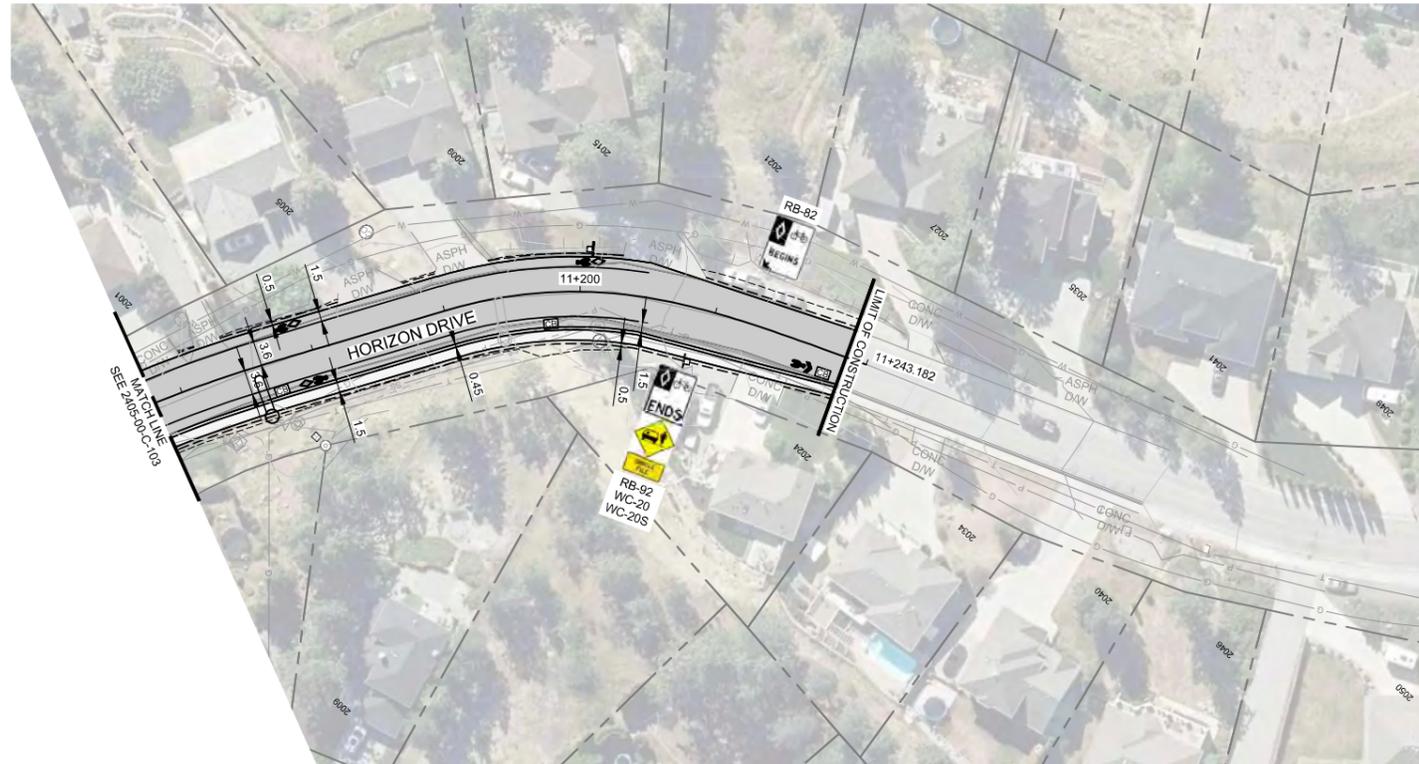
HORIZON & WESTBANK CENTRE  
ACTIVE TRANSPORTATION  
CORRIDOR  
20222405-00

CIVIL  
HORIZON DRIVE  
PLAN & PROFILE

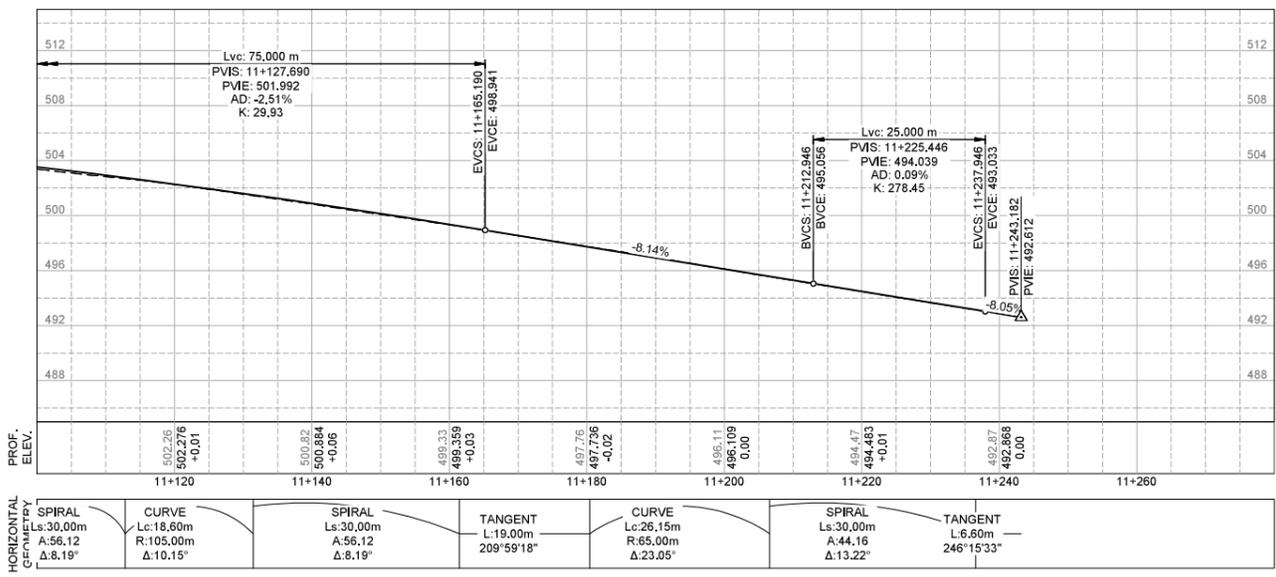
REV	DATE	DESIGN	DRAWN	DESCRIPTION
C	20220729	M. OWEN	S. YASUI	ISSUED FOR 75% DETAILED DESIGN
B	20220506	M. OWEN	B. TARBELL	ISSUED FOR PRELIMINARY DESIGN
A	20220408	M. OWEN	B. TARBELL	ISSUED FOR DISCUSSION

SCALE: H: 1:500 V: 1:250

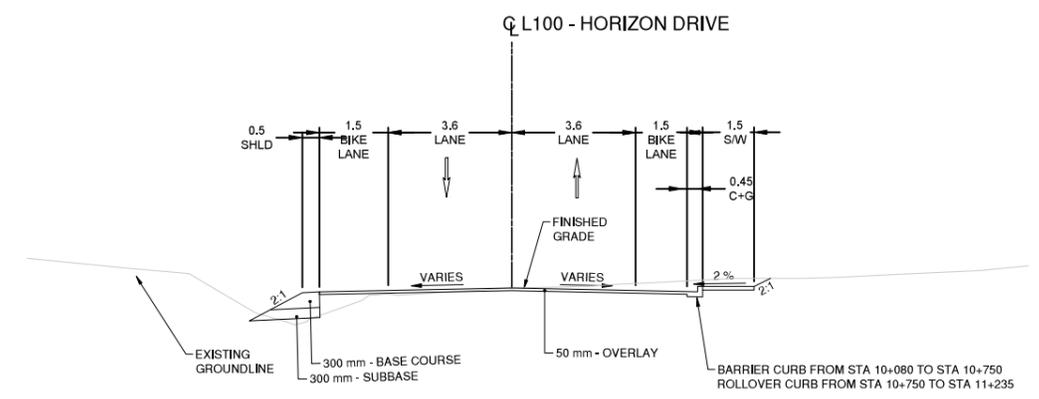
DRAWING	REVISION	SHEET
2405-00-C-103	C	5



**PLAN**  
HORIZON DRIVE  
1:500



**PROFILE**  
HORIZON DRIVE  
H: 1:500 V: 1:250



**100 LINE - HORIZON DRIVE**  
STA. 10+080 TO 11+235  
SECTION SHOWN AT STA. 10+280  
**TYPICAL SECTION**  
HORIZON DRIVE  
1:100

Q:\2022\2405-00\Civil\2405-00-C-101-C1.dwg  
DATE: 2022-08-12, Sean Yasui



#500 - 2889 East 12th Avenue, Vancouver, British Columbia, V5M 4T5  
Ph: 604 293 1411 Fax: 604 291 6163  
www.ae.ca

REV	DATE	DESIGN	DRAWN	DESCRIPTION
C	20220729	M. OWEN	S. YASUI	ISSUED FOR 75% DETAILED DESIGN
B	20220506	M. OWEN	B. TARBELL	ISSUED FOR PRELIMINARY DESIGN
A	20220408	M. OWEN	B. TARBELL	ISSUED FOR DISCUSSION

CITY OF WEST KELOWNA

**HORIZON & WESTBANK CENTRE  
ACTIVE TRANSPORTATION  
CORRIDOR  
20222405-00**

SCALE: AS SHOWN

CIVIL  
HORIZON DRIVE  
PLAN, PROFILE & TYPICAL SECTION

DRAWING	REVISION	SHEET
2405-00-C-104	C	6





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Walkway Repairs (Stairs)	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	200,000.00	Total Cost:	\$ 200,000.00
						\$ -
						\$ -
						\$ -
					TOTAL	\$ 200,000.00

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

*To repair or construct pedestrian walkways with high risk ratings.  
Repair erosion and slope slumping at walkway through Shannon Springs Park and construct stairs at Terravita Walkway.*

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

New Infrastructure	<input checked="" type="checkbox"/>	Start Date:	Spring 2023	Completion Date:	Spring 2023
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	Spring 2023	Funding Source if Known:	Capital & DCC

The walkway between Shannon Springs Park and Terravita Walkway is classified as a Narrow Multi Use Pathway in the Recreational Trails Master Plan, which suggests that the average grade should not exceed 10% on average or short sections of up to 15%. This walkway has an average grade of 31%.

This walkway is used by school children to and from Shannon Lake Elementary and CNB Middle School and park users in the Shannon Lake neighbourhood. Over the years the Parks Dept have had numerous complaints about the grade of the walkway.

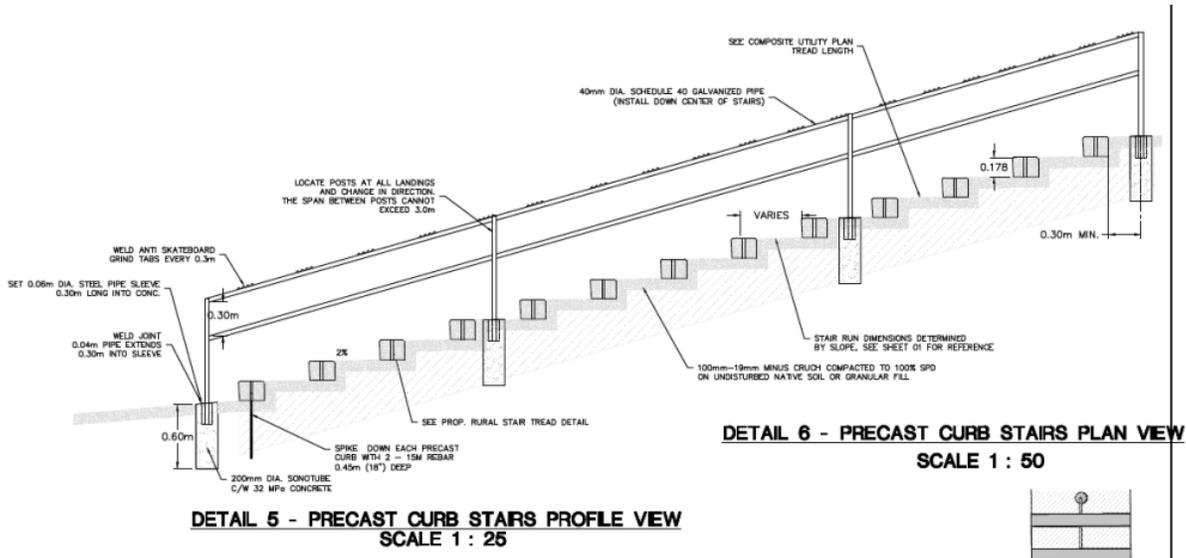
It is recommended that a series of concrete crib stairs and handrail be installed to improve user safety and reduce the risk of slips and trips. This is consistent with other examples in West Kelowna, including the Lakeview to Gant Road walkway connection.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-22</b>

# Precast Stair Detail



# Project Location







**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Cemetery Marker Concrete Strips		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Cemetery		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	Total Cost:	\$	30,000.00
					\$	-
					\$	-
					\$	-
				TOTAL	\$	30,000.00

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

Within the new section of the Westbank Cemetery are three distinct levels for both full casket burials and ash inurnments. The upper area is near sold out and staff expect to start sales in the center section some time in 2023. These three sections have grass and landscaping within which the clients place markers on exposed aggregate concrete strips that run the length of the grassed section. Clients then have the choice of purchasing markers that are upright or lay flat on the concrete strips. In 2021 we sold 22 plots with 16 remaining in the upper section.

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	SH	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-23





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b> Cemetery Future Planning	<b>PRIORITY (check one)</b>	
<b>DEPARTMENT</b> Operations & Projects	Strategic Priority: <input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
	Master Plan: <input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
	Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$ 33,000.00
				\$ -
				\$ -
				\$ -
			<b>TOTAL</b>	<b>\$ 33,000.00</b>

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

It has been 10 years since staff have taken a deep look at current and future cemetery service needs. Staff propose having the original contracted design team re-engage their hard look at the facility. This would include a review of existing space not yet developed for a second future columbarium location. In addition a review of our Bylaw to ensure its current with best practices and our service prices remain in the 'middle ground' of price points up and down the Okanagan valley. The design team would also look at the available space left at the existing facility and forecast out considering current burial trends how long our facility can operate until its full. Planning for future space needs must commence several years prior to the need to construct and begin services to keep this essential service functioning. This stage of the project does not include the supply and installation of the actual columbarium structure.

**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"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SH"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-24"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Bear Proof Garbage Cans	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:
Parks	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	6	Unit Cost:	\$ 2,712	Total Cost:	\$ 16,269
						\$ -
						\$ -
						\$ -
					TOTAL	\$ 16,269

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

In an effort to follow the Bear Aware program administered by the RDCO and the City, this request would add 6 bear resistant garbage cans to parks system in areas prone to wildlife conflicts.

**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"/>

In an effort to protect wildlife and reduce wildlife conflicts in the community, the RDCO and the City of West Kelowna communicate public education strategies with residents on an annual basis. In an effort to set a good example for residents and practice those strategies, the City has been replacing the open garbage cans in its parks with bear proof cans. This budget request will continue to expand on the existing program adding another 6 to the system in interface areas where bears have proven to be an issue in the past.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="MR"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="NO"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-25"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

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

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	110000	Total Cost:	\$ 110,000.00
						\$ -
						\$ -
						\$ -
					TOTAL	\$ 110,000.00

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

Per the Parks Master Plan, which was last updated in 2016, it is recommended that a five-year review and update of the Parks Master Plan be completed to identify new Capital and Operational priorities within the Parks system.

**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"/>

The 2016 Parks Master Plan recommends that a five-year review and update of the Parks Master Plan be completed (OR #2), and that this update:

- Includes a public process to determine how community priorities have changed.
  - Evaluates accomplishments of the 2016 plan.
  - Develops actions to complete outstanding priorities.
- Considers new opportunities that have been identified for possible parks improvements.
  - Evaluates new project ideas against the vision and goals of the community.
  - Completes a review of athletic field demand, scheduling availability, user needs.
- Reviews / updates parks provision and identifies needs for expansion and community growth.
  - Updates the asset inventory.

Expenditure of these funds have been budgeted for in the 10 Year Capital Plan.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="MR"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-26"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Irrigation Renewal & Replacements		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement:	<input checked="" type="checkbox"/>
Parks		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	100000	Total Cost:
					\$ 100,000.00
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 100,000.00

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

**Two Part Request:**

**Part 1. A two year project. In 2023 (year 1) Parks will phase out half of the Irrigation Controllers to the new standard before 2025 deadline when the controllers will no longer be supported and usable.**

**Part 2. Replacement of valves, mainline components, meters, blowouts and other components of a systems point of connection that reach the end of life.**

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

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

This request is broken into two portions, where by the first section is a result of manufacturer software changes and the second part being part of the annual budget request to maintain and operate the parks irrigation systems.

Part 1

The City's Irrigation Monitoring and Management System has reached the end of its life, and in 2025 will no longer being supported by the Windows 10 system software, which will result in a loss of the centralized control. Loss of this centralized control will result in Operators driving to each park location to manually control each irrigation system, a lack of understanding on exactly how much water is being used in each park, no troubleshooting reports, and a huge number of additional person hours needed to maintain the entire system. Unfortunately, a simple software upgrade at each of our 35 locations is not possible, and will require new hardware that communicates with a Cloud based system. This is a phased approach, where in 2023, the plan is to replace 17 controllers at a total cost of approx. \$50,000, and the remaining 18 controllers in 2024.

Part 2

Consistent with the Parks masterplan recommendation and a continuance of previous requests identified in the 10 year capital plan. OR #14 - Old and worn components of our numerous irrigation systems are changed out as time permits. This ensures backflow devices are secure, meters accurate and valves can be closed and sealed tight. Water breaks at the point of connection can be expensive and very damaging. Staying ahead of these potential failures is good preventative maintenance practice. Total budget approx. \$50,000.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees: Device addition to Data Pool	1020	2045	2045	2045	2045
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 1,020.00	\$ 2,045.00	\$ 2,045.00	\$ 2,045.00	\$ 2,045.00

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	<input type="text" value="MR"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
<b>CAO:</b>	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
<b>Purchasing:</b>	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-27"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Playground Equipment Replacements (Julia's Junction)		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
Parks		Other (Please explain in description)			

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	750,000	Total Cost:	\$ 750,000
						\$ -
						\$ -
						\$ -
					<b>TOTAL</b>	\$ 750,000

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

To partner with the community initiative to construct an inclusive playground (Julia's Junction) at Westbank Centre Park.

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

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

Resident Melissa Grassmick made a presentation to Council requesting support in principle to construct Julia's Junction, a fully inclusive and wheelchair accessible playground, proposed for Westbank Centre. The total estimated cost for construction is approx. \$750,000, with approx. \$550,000 being raised through community fundraising.

Per Council Resolution C059/22 at the February 22, 2022 Regular Council Meeting  
 THAT Council authorize staff to dedicate \$75,000 to the project from the Improvement Restrictive Reserve, and  
 THAT Council direct staff to prepare a Parks Capital request for \$125,000 during the 2023 budget process, and,  
 That Council direct staff to set up a Trust Fund to receive donations towards the project and to work with Melissa Grassmick's team to develop the City's first all-inclusive playground.

There is currently a \$125,000 playground equipment improvement budget line recommended in 2024 as part of the 10 Year Capital Plan, however as a result of the above, this request is being brought forward as part of the 2023 Budget.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="MR"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-28"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
City Entrance Sign Permanent Power		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Parks		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	2	Unit Cost:	32,500	Total Cost:	\$ 65,000
						\$ -
						\$ -
						\$ -
					<b>TOTAL</b>	\$ 65,000

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

City Entrance Sign Permanent Power

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

The City has one entrance sign on Hwy 97 near the off ramp from Glenrosa Road and another just west of the intersection with Boucherie Road. Both signs had a solar light system that is intended to illuminate the signs at dusk each evening, which have been damaged and/or stolen several times by vandals and thieves. Staff have made several attempts to make the system tamper proof but the thieves have gone to great length to steal and/or sabotage components of the system after each system has been repaired or replaced.

In an effort to stop the thievery and vandalism, installation of a permanent power supply is suggested.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	MR	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-29</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Boucherie, Shannon Lake and Last Mtn Court Resurfacing		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input checked="" type="checkbox"/>
Parks		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	Total Cost:	\$ -
	Anders	1	15000		\$ 15,000.00
	Pickleball	1	55334		\$ 55,334.00
	Shannon Lake	1	28000		\$ 28,000.00
	Last Mtn	1	28000		\$ 28,000.00
				<b>TOTAL</b>	<b>\$ 126,334.00</b>

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

As part of the Assets Management Plan and the Parks Masterplan, it is recommended that courts be resurfaced every 7 years to extend the lifespan of the facilities. Shannon Lake and Boucherie courts have major cracking and settling in the court surfaces, creating risk to the users.

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

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

The Lakeview Height Tennis Courts have minor cracking, which should be repaired in order to meet the minimum court condition standards to host a national level tennis tournament in 2023. This temporary fix will seal the cracks to a suitable standard until the courts can be resurfaced after the nearby construction is complete.

The Boucherie Pickleball Courts are an incredibly popular Parks facilities in the City. The facility was originally constructed in 2017, and court replacement is currently recommended every 7 years in the Parks Master Plan, however the facility has been subject to fairly significant cracking and settling, creating unstable footings for the users.

Shannon Lake Courts are in poor condition, with large cracks and an abundance of grass/weeds growing through. They were last replaced in 2014.

It is recommended the Last Mountain court be added to the replacement list, as it was last replaced in 2016, and is approaching its asset management replacement schedule. Combining these three projects together will result in an easier tendering and project management process for City staff and could result in considerable savings as a result of the economies of scale based on the size of the project(s).

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	<b>\$ -</b>				

**VERIFIED BY:**

<b>Department Director/Manager</b>	<input type="text" value="MR"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
<b>CAO:</b>	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
<b>Purchasing:</b>	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-30"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Asset Management Plan 2023	Strategic Priority:	Invest in Infrastructure	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:		Equipment Replacement:
Engineering	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
Asset Management				\$	100,000
				\$	-
				\$	-
			TOTAL	\$	100,000

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

City of West Kelowna Asset Management Program

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

This funding is for ongoing development of the City's Asset Management Program. The funds required in 2023 would contribute to completing the tasks listed under Years 0/1 in the Asset Management Plan. These tasks would include 3rd party RFP development for an internal CMMS database system, conversion of existing data to CMMS format and ongoing 3rd-party consulting with IC Infrastructure who has provided all 3rd-party consulting to date.

Additional 3rd-party tasks would include AM Program workshops, short-term resource analysis, critical asset definition, and AM communication planning. In addition to the aforementioned data conversion, a complete business process and system integration review would be required in 2023. An on-going commitment to Asset Management is a key consideration for future Federal and Provincial grant funding opportunities.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-31



# Asset Management Roadmap

AM Element	Year 0 (2022)	Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	Year 4 (2026)	Year 5 (2027)	
Policy & Governance	Policy, Strategy, Roadmap	Annual AM Program Review Process					
	AM Presentation to Incoming Council					AM Program Audit & Reassessment	
	AM Program Objectives defined in line with Policy						
People & Leadership	Interim Resourcing Analysis		AM Responsibilities in Job descriptions (key staff)		Comprehensive Resource Analysis	AM Responsibilities in job descriptions (all staff)	
		Short Term AM Training and Capacity Building Plan			AM Training and Capacity Building Plan		
AM Practice	AM Communications Plan	Change Management and Communications					
Planning & Decision Making		Enhanced Project Sheets / Bus Cases		Citizen Survey Enhancement?	LOS Pilot	LOS Rollout	
	AM/ Finance Integration (TCA Update)		Enhanced Prioritization and Budgeting Process		Corporate AMP Update		
		Risk Management Integration discussion / Plan		Risk Framework Integration		Natural Asset Inclusion	
Data and Information	Data Governance Strategy						
	AM Software / CMMS / Identification and RFP		CMMS / AM Software Implementation				
	Asset Data Improvements						
	Finance Software RFP?	Critical Asset Definition	Critical Asset Life Cycle Requirements			Non-Critical Asset Life Cycle Requirements	
		Finance ERP Implementation?					
Life Cycle Delivery		As built drawing standards	Work Management Processes		Enhanced O&M Strategies		
	TCA Asset Retirement Obligations		Condition Assessment Plan	Condition Assessment Program (Ongoing)			



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
MBCC Conversion Tender Drawings	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Facilities	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>150,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 Construction of a new City Hall is anticipated to be completed in 2023. Once staff are relocated into the new facility, the Mt Boucherie facility will be converted back into a community centre.  
 A concept plan has been created and will be shared at a public open house early 2023.  
 It includes a large multipurpose banquet hall, washroom upgrades, kitchen upgrade, smaller multipurpose rooms, and office area for CWK staff.  
 This Capital request is to complete detailed drawings and Class A cost estimate to renovate and convert the facility back to a community centre, pending concept plan approval in Q1 of 2023.

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

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

Requesting early approval so that drawings and cost estimate can be complete in preparation for Q4 budget deliberations.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

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



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
MBCC - Gym Addition Feasibility Study		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Facilities Department		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>40,000</b>

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

In 2022, the City of West Kelowna completed a public engagement process on ways to enhance and improve the Mount Boucherie Community Centre (MBCC), once City Hall is no longer located at the MBCC site. One of the top suggestions related to a future expansion was to add a gymnasium facility.

In 2022, the Okanagan Boys and Girls Club presented a partnership opportunity that could assist with some of the costs associated with converting the MBCC back to a community centre as well as a gymnasium addition to the facility. The B&G Club is requesting space inside the MBCC to operate both daycare and after school care programs. To accommodate all the space being requested, it is being recommended that a joint use gymnasium space be created.

Currently, the CWK has applied for a \$3M grant through the Childcare New Spaces Fund. If successful, it is being recommended that the CWK partner with the Boys and Girls Club to create additional childcare and afterschool care inside the MBCC. To understand options and estimated project costs associated with a gymnasium expansion, staff is recommending a feasibility study be completed - only if grant application is approved.

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

New Infrastructure		Start Date:	Apr-23	Completion Date:	Oct-23
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	EG	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-33</b>



# City of West Kelowna

## Business Case

Department Name and the Business Case (BC) Title  
2023



### Executive Summary

Assume this is the only part of the BC that many will read. Include what your objective was for building the BC, how you came to your conclusion and what you are recommending.

### Background

Clearly define the problem or the opportunity. How historically did we get to this point? What is the BC trying to resolve or what conclusion are you trying to reach? Define the process you used. Use graphs, charts, tables, etc.

### Business Case Type

Define which of the following three types you've used.

Type 1 – An evaluation of one proposed action.

Type 2 – A comparison of known alternatives.

Type 3 – To determine the best of numerous options or opportunities.

### Goals and Objectives

Define your objectives or goals. Reference if your BC is aligned with any of Council's Strategic Priority objectives. Are the goals related to achieving performance improvements or financial goals?

### Key Stakeholders

List who will be influenced or impacted by the BC outcome.

### Boundaries

Define the scope and any limitations or boundaries of your analysis.

Give reasons why you have set boundaries. Are you limited by regulations, collective agreements, bylaws, policy, etc? Be careful to not be too limiting which may exclude the best outcome for your BC.

## Key Assumptions

List assumptions which may have set the focus of the BC analysis such as,

- That price remains consistent.
- That Council's historic position on matters will not change.
- Available resources remain consistent.

Your assumptions may change the further into your analysis you go.

## List Alternatives/Options

List all the options considered. This may include:

- Alternatives the violated boundaries.
- Alternatives eliminated through research.
- Alternatives that did not meet the outlined goals and objectives.
- Alternatives that could help meet the goals and objectives.
- Any other alternatives you may be recommending.

Note: Be very descriptive in defining your alternatives. The audience you are presenting this to will have not been as immersed in this subject as you. You do not want to loose them at this point or question why you have come to your conclusion. Be convincing.

## Financial Summary

Define any financial implications to the City and/or department(s). Are there future, predictable costs? Will there be future savings or revenue? Use graphs, tables, charts, etc. How holistically, from a financial perspective, will your conclusion affect the City.

Finally, have fun pulling this all together and presenting what is sure to be a comprehensive analysis of your objective, complete with a clearly justified recommendation.



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Fire Hall 32 - Facility Replacement		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Facilities		x	
		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>8,000,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 In 2012, a fire hall study and facility assessment was completed on Fire Hall 32 in Lakeview Heights. The study recommends that this fire hall be replaced.  
 A concept plan and cost estimate has been created for the project. Estimated cost to complete the project is \$10M - \$12M.  
 The concept plan includes a 4 bay fire hall with living quarters, indoor community space, and outdoor park improvements (pending final decision on facility location) for the citizens of West Kelowna in the Lakeview Heights neighbourhood.  
 Currently, the 10 Yr. Capital Plan includes borrowing up to \$8M to complete the project.  
 To meet the estimated project budget, the City could reduce the scope of work, secure additional funding by way of 3rd party contributions, grant opportunities, or seek public approval to increase the borrowing amount needed to complete the project.

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:	x	In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	EG	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-34</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Fire Hall 33 - Decontamination Gear Room Addition		Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Facilities Department		Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>500,000</b>

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

During 2022 Capital budget deliberations, Council approved that a concept plan and cost estimate be completed for a facility expansion at Fire Hall 33 (Rose valley) for the purpose of accommodating the space needs associated with proper fire department decontamination gear and equipment storage. (see attached 2022 business case)

Staff is requesting a budget of \$500,000 to complete the project.

Project would include a 1000 sf expansion to complete a locker room area for 35 paid on call fire fighters, decontamination laundry and shower area, mechanical heating and ventilation, and safety corridors separating contaminated gear room area to clean living quarters area.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	<input type="text" value="Q2 - 2023"/>	Completion Date:	<input type="text" value="Q4 - 2023 or Q1 2024"/>
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	<input type="text"/>	Funding Source if Known:	<input type="text"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-35"/>



# City of West Kelowna

## Business Case – Fire Department

### Fire Hall 33 Facility Expansion

#### General Overview

West Kelowna Fire Rescue Station 33 is quartered in a legacy building that has surpassed its capacity and is in need of an addition to better support staff, personal protective equipment (PPE) storage, and space for current and future apparatus. Built as an unmanned, paid-on-call fire hall, the station contains two suppression apparatus (Engine 33 and Squad 33) and additional storage sea cans on site. In the current arrangement, there is not enough space for POC firefighters to store their PPE out of the way of the apparatus corridors.



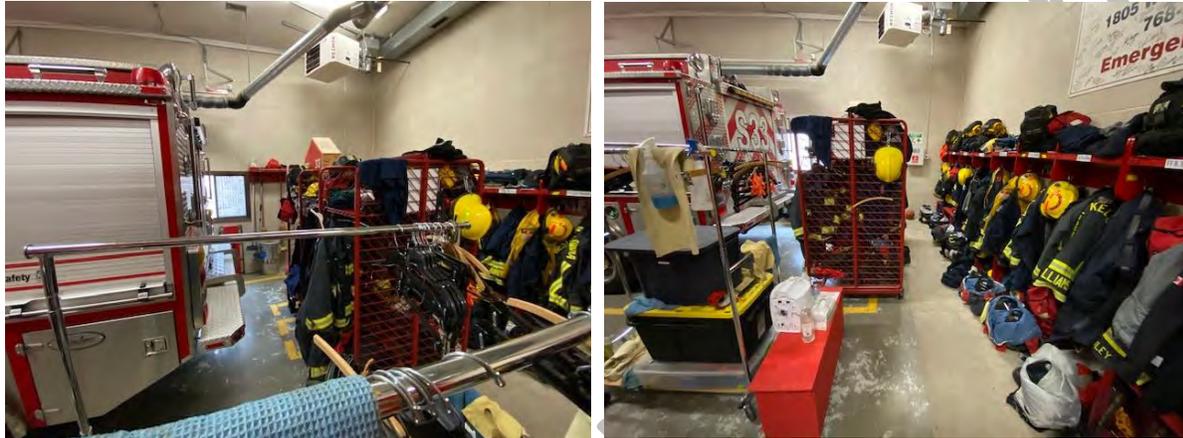
#### Background

The fire service of today is facing challenges of fitting new fire apparatus into legacy buildings/legacy bays. The current trend is seeing apparatus becoming larger, heavier, and more complicated as our responses evolve based on our community needs. The standard bay in a new bay construction scenario is 18 feet wide with a minimum 14ft wide door. This new standard is to provide appropriate space for crews to move safely around the apparatus and have places to place equipment during truck checks. Currently the bays are 14 feet wide with 12 foot wide doors. New construction guidelines suggests keeping the apparatus bay clear of all items with the exception of the trucks. Our legacy facilities do not allow us to meet the new industry standard; however, additional space will ensure that PPE, equipment and janitorial supplies are stored in a space separated from the garage area.

A new Type 1 tactical tender has been proposed in the CWK 2019-2029 Capital Plan as part of our strategic apparatus design for our wildland urban interface responses. The tender proposed will be larger than the

current apparatus stationed at fire hall 33, so the size difference will place further pressure on an already limited space.

In sum, the apparatus bay is being used beyond its functional ability. Currently, WKFR stores response ready turnout gear, radios, racks for drying washed turnout gear, and janitorial supplies interspersed between apparatus in the bay. Portable storage containers have been placed on site to accommodate storage that is unavailable within the current structure.



*Current turnout gear storage behind and between apparatus*



*Current travel corridors between and around vehicles in apparatus bay*



*New construction industry best practice apparatus bay layout*

### Financial Breakdown

Budget Cost: \$25,000 CDN

### Staff's Recommendation

*That Council consider to include into the 2022 Capital Plan a concept plan for a facility expansion at Fire Hall 33 to accommodate the space needs for a new gear storage room. A quantity surveyor's report and cost estimate will also be completed and brought forward for Council's consideration to include the project into the City of West Kelowna's Ten Year Capital Plan.*

*Estimated cost: \$25,000 (TBD) Concept Plan QS Report*



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Fire Hall 34 - Emergency Generator	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Facilities	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>100,000</b>

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

To ensure that Fire Hall 34 (Glenrosa) has back up power, in the event of a power outage, it is being recommended that an emergency generator for the building be installed.

The Fire Dept is an essential service for the community and installing an emergency generator will allow these services to continue to operate out of Fire Hall 34, in the event of a power outage.

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

New Infrastructure	<input type="text"/>	Start Date:	<input type="text" value="Jun-23"/>	Completion Date:	<input type="text" value="Sep-23"/>
Renewal Infrastructure:	<input type="text"/>	In Service Date:	<input type="text"/>	Funding Source if Known:	<input type="text"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-36"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Fire Hall 34 - HVAC Replacement		Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
Facilities		Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>40,000</b>

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

Fire Hall 34 (Glenrosa) has a pair of heating systems that are beyond their life expectancy and are in need of replacement. To extend the life of the equipment, many repairs have been completed over the years, however replacement parts are becoming more difficult to find. As a result, it is being requested to replace the equipment.

Equipment to be replaced include a the main hall boiler, air conditioner, and a truck bay unit heater.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Aug-23	Completion Date:	Oct-23
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-37"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Fire Hall - Vehicle Exhaust System Replacement	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>15,000</b>

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

City of West Kelowna has approximately 6 vehicle exhaust systems that have been identified as needing to be replaced. These vehicle exhaust systems are connected to the fire trucks so that the carbon monoxide from the vehicles is safely exhausted from the vehicles when they are started inside the fire truck bays. Estimated cost is approximately \$2000 per unit.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	<input type="text" value="Sep-23"/>	Completion Date:	<input type="text" value="Dec-23"/>
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	<input type="text"/>	Funding Source if Known:	<input type="text"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-38"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
JBMAC - Facility Assessment	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement:
Facilities	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>60,000.00</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 In 2011, the City of West Kelowna completed a facility assessment of the Johnson Bentley Memorial Aquatic Centre (JBMAC). The purpose of the study was to have the facility assessed by architectural, structural, and mechanical consultants to determine the condition of JBMAC, its life expectancy, and the costs associated with upgrading this facility. The consultant reported that the facility was in good condition overall, but recommended work be completed to meet current BC Building Code regulations and other works to help improve the facility. Through the help of these upgrades and a well-planned preventative maintenance program, the consultant indicated that JBMAC can expect to become a more efficiently run facility for the next 40-50 years.

Since 2011, the City has completed approximately one million dollars (\$1,000,000) in renovations

In preparation for future planning of the facility, it is being recommended that an updated facility assessment of the building be completed. Afterwards, the City can better understand the condition of the building, its anticipated life expectancy, and whether further upgrades may need to be completed to keep the facility operating effectively and efficiently for years to come.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Feb-23	Completion Date:	Sep-23
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:		Funding Source if Known:	

Requesting early approval so that the assessment and the recommendations associated with it can be presented in time for 2024 budget deliberations, for considerations to be added to the 10 year capital plan.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-39"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
JLA - Radiant Heater Replacement		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement: x
Facilities		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>35,000</b>

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

The radiant heaters for the Jim Lind Arena bleachers are beyond their life expectancy and are in need of replacement.

To extend the life of the equipment, many repairs have been completed over the years, however replacement parts are becoming more difficult to find.

As a result, it is being requested to replace the equipment.

Early approval is being requested so that equipment can be purchased and ready for arena annual maintenance shutdown scheduled in June.

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

New Infrastructure		Start Date:	Jun-23	Completion Date:	Jul-23
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	EG	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-40



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
RLP - Electrical Study	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Facilities	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>25,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 As part of the Provincial Heat Alert Response System, municipalities are being asked to create a response plan in the event of a heat emergency.  
 One of the recommendations from the province is to identify locations that could be used as cooling centres during a heat event.  
 A proper cooling centre should consider back up power, in the event there is a power outage during the heat emergency.  
 This capital request is for the purpose of completing an electrical study that will identify and provide cost estimates for emergency power options for the Mt Boucherie Complex that may include, but not be limited to Royal LePage Place, Jim Lind Arena, and the Mt Boucherie Community Centre.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Jun-23	Completion Date:	Oct-23
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="checkbox"/> EG	Budgetary Pricing Attached	<input type="checkbox"/> NO
CAO:	<input type="checkbox"/> PG	Business Case/Other Backup Attached	<input type="checkbox"/> Select:
Purchasing:	<input type="checkbox"/>	Project Code (To be assigned by Finance)	<input type="checkbox"/> C2023-41



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
RLP - Hot Water Boiler		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement: x
Facilities Department		Other (Please explain in description)	

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>35,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 Royal LePage Place is designed to have two (2) domestic hot water boilers to ensure there is hot water redundancy, in the event of one boiler failing. Currently there is only one hot water boiler operating to service the building. This boiler is 17 years old and is reaching its end of life expectancy. Staff is requesting that a second boiler be installed to ensure there is hot water in the facility, if the other boiler were to fail.

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

New Infrastructure		Start Date:	Jun-23	Completion Date:	Sep-23
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	EG	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-42



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Mt Boucherie Baseball Concession Roof Replacement		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Facilities		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>20,000.00</b>

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

In 2022, the City of West Kelowna re-opened the baseball concession after two years of it being closed, due to the pandemic. Upon reopening, it was discovered that the roof had received heavy damage due to vandalism. The roof system was repaired to ensure the concession could operate for the season, however, the repairs are only temporary fixes and the roof will need to be replaced.

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

New Infrastructure		Start Date:	Mar-23	Completion Date:	Apr-23
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

Requesting early approval so the work can be completed prior to baseball season.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	EG	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-43



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
Lions Hall - AC Unit Replacement		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement: x
Facilities		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>45,000</b>

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

The cooling system at the Lions Hall is very old technology and past its life expectancy. Many repairs have been completed over the years to extend the life of this equipment. Replacement parts are becoming more difficult to find. The proposed AC unit will also be more energy efficient, than the existing unit.

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

New Infrastructure		Start Date:	Jun-23	Completion Date:	Aug-23
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	EG	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-44



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Operations Yard - Phase 2 Construction		Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement:
		Other (Please explain in description)		
<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$ -
				\$ -
				\$ -
				\$ -
			<b>TOTAL</b>	<b>\$ 2,000,000</b>

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

In 2022, a \$5M budget was established for the initial construction phase for the new City of West Kelowna Operations Yard at the location of Stevens and Bartley Road.

Initial phase was to include an administration building, 5 bay workshop, 3 bay mechanic shop, vehicle storage bay, site development, design, and consultation costs.

Due to construction cost escalation, the workshop and mechanical shop buildings cannot be fully finished and will be constructed as shell only structures under the Phase 1 budget.

Over the past 12 months, construction escalation has seen an increase of 20-40% in some areas.

To complete the unfinished buildings and further site work, an additional budget request is being brought forward.

Anticipated additional budget request:           **\$2 Million**

19,000 sf of infrastructure  
11 acres of site development  
Design and Consultation

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

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

**7. NEW YEARLY OPERATING EXPENSES:**

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	<b>\$ -</b>				

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-45"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

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

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>25,000</b>

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

Requesting early approval so that the concept plan and cost estimates can be completed in time for 2024 budget deliberations and considered to be included into the 10 Year Capital Plan.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Feb-23	Completion Date:	Oct-23
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:		Funding Source if Known:	

The West Kelowna RCMP Detachment was built in 2010. Over the years, the space needs for the building has grown. Workstations and workspaces have been reconfigured to accommodate some of these space needs. Boardrooms have also been transformed into workspaces to ensure RCMP and Policing space needs are being met.

West Kelowna is a fast growing community that will require additional RCMP space needs in the future.

To accommodate these future space needs, it is being requested that a concept plan for a facility expansion be completed for the purpose of future planning, budgeting, and construction of a West Kelowna RCMP Detachment expansion.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="EG"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-46"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
RCMP - Office Construction	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Facilities Department	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>30,000</b>

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

The West Kelowna RCMP Detachment was built in 2010. Over the years, the space needs for the building has grown. Workstations and workspaces have been reconfigured to accommodate some of these space needs. Boardrooms have also been transformed into workspaces to ensure RCMP and Policing space needs are being met.

This capital request is to accommodate the addition of an office space to the existing work area of the RCMP.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Aug-23	Completion Date:	Oct-23
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	<input type="checkbox"/>	Funding Source if Known:	<input type="checkbox"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	EG	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:	<input type="checkbox"/>	Project Code (To be assigned by Finance)	<b>C2023-47</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Prevention/Command Pickup Truck	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
West Kelowna Fire Rescue	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	
<u>F150 Cab and Chassis</u>	1	95,000		\$ 95,000
<u>Canopy/Slider</u>	1	10,000		\$ 10,000
<u>Radios, Opticom, Emergency lights/siren, Decals</u>	1	15,000		\$ 15,000
			TOTAL	\$ 120,000

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

Replacement of a vehicle used in the fire prevention branch with an F150 pickup truck.

Scoresheet attached, indicated need for replacement due to age and mechanical condition.

**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"/>

The current fire fleet is in relatively good condition, however, there is a continual need to actively manage these core fire and community life safety assets to ensure operational reliability and maximize service life. West Kelowna Fire Rescue (WKFR) utilizes a fleet of light use vehicles across the department for emergency response, fire prevention, public and life safety education, and operations support. The goal in WKFR is to continually manage these light use vehicles in relation to the Service Life Guidelines within the CWK 'Vehicle and Equipment Acquisition, Replacement and Disposal Policy' (VEAP&DP). By understanding the trigger points for replacement and managing the response parameters for each vehicle, WKFR is able to maximize the vehicles service life by rotating them through positions of higher demand to lower demand while maintaining overall operational effectiveness and staff safety.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="JB"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	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="C2023-48"/>



# City of West Kelowna

## Business Case – Fire Department

### Replacement Safety Officer/ Inspector Vehicle

#### General Overview

West Kelowna Fire Rescue (WKFR) requires a replacement Safety Officer/ Inspector vehicle to help enhance operational capability as per the Service Life Guidelines within the CWK 'Vehicle and Equipment Acquisition, Replacement and Disposal Policy'.

#### Executive Summary

The current 2019 - 2029 Capital Plan has identified a replacement Safety Officer/Inspector vehicle that is due in the 2023 budget year. While the current fire fleet is in relatively good condition there is a continual need to actively manage these core fire and community life safety assets to ensure operational reliability and maximize service life. West Kelowna Fire Rescue (WKFR) utilizes a fleet of light use vehicles across the department for emergency response, fire prevention, and operations support. The goal in WKFR is to continually manage these light use vehicles in relation to the Service Life Guidelines within the CWK 'Vehicle and Equipment Acquisition, Replacement and Disposal Policy' (VEAR&DP). By understanding the trigger points for replacement and managing the response parameters for each vehicle, WKFR is able to maximize the vehicles' service life by rotating them through positions of higher demand to lower demand while maintaining overall operational effectiveness and staff safety.

#### Background

WKFR currently utilizes ten (10) light use vehicles which respond to incidents, conduct inspections, and deliver life safety education in our community.

WKFR utilizes the CWK mechanic to score vehicles using the Vehicle Replacement Guideline Scoring sheet from the VEAPR&DP to ensure replacements are identified ensuring reliability, functionality, and safety of our fire fleet. As identified by the scoring parameters the 2007 Volkswagen Rabbit has been identified as "Condition 4 "(31 to 35 points – consider replacement). This vehicle no longer meets the needs of WKFR. With no functional storage area nor the ability for our inspector to have separation between clean and dirty space we recommend the replacement of this vehicle with a light use pick-up truck.





**District of West Kelowna**

**VEHICLE REPLACEMENT GUIDELINE SCORING SHEET**

DATE OF INSPECTION: (yy/mm/dd) 2021 AUG 30 INSPECTOR: C MARTIN

UNIT NUMBER: 29143 VIN: WVWDR71K77W001170

VEHICLE DESCRIPTION: 2007 VW RABBIT

IN-SERVICE DATE: \_\_\_\_\_ DEPT. ASSIGNED TO: FIRE INSPECTOR

ODOMETER READING: 100000 (kms.) Hour Meter: \_\_\_\_\_ (hours)

Primary Vehicle (Vital for DWK Operations)  REPLACEMENT TIMELINE   
 Secondary Vehicle (Pool Vehicles)

FACTOR	DESCRIPTION	POINTS
Age	One point for every year of service from "in-service" date	14
Miles/Hours	One point for every 20,000 km or 2,000 hours of use	5
Type of Service	1 to 5 points based on type of service. Constant Heavy Use (eg. Utilities) <span style="float:right">5 Points</span> Occasional Heavy use (eg. Parks) <span style="float:right">4 Points</span> Medium Use (eg. Engineering Inspectors) <span style="float:right">3 Points</span> Light Use (eg. By-Law, Building, Planning) <span style="float:right">2 Points</span> Administrative Use ( eg. Pool Vehicles) <span style="float:right">1 Point</span>	3
Reliability	<b>NOTE: these are in addition to regular PM visits</b> In shop for repairs <span style="float:right">2X per month</span> <span style="float:right">10 Points</span> <span style="float:right">1X per month</span> <span style="float:right">8 Points</span> <span style="float:right">1X per 2 month</span> <span style="float:right">6 Points</span> <span style="float:right">1X per 3 months</span> <span style="float:right">4 Points</span> <span style="float:right">1X per 6 months</span> <span style="float:right">2 Points</span> <span style="float:right">Once per year</span> <span style="float:right">1 Point</span>	6
Condition	1 to 5 points based on body condition, rust, interior condition, accident history, anticipated repairs. 1 point for good condition and up to 5 points for poor condition.  <b>This is a subjective rating</b>	4
Deduction	Deduct 5 points for Secondary Use Vehicles Deduct 5 points if vehicle is still under manufacturer's warranty	
<b>TOTAL</b>		<b>31</b>

Points ratings: Under 20 Condition 1 Excellent  
 20 to 25 Condition 2 Good  
 26 to 30 Condition 3 May need replacement  
 31 to 35 Condition 4 Consider replacement  
 Over 35 Condition 5 Replace

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Tactical Tender Truck	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
West Kelowna Fire Rescue	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$ 800,000.00
				\$ -
				\$ -
				\$ -
			<b>TOTAL</b>	\$ 800,000.00

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

Water tenders haul water that is used for firefighting where fire hydrants are inadequate or unavailable in our community.

The current WKFR 2023 to 2032 Capital Plan has identified a replacement tactical tender that is due in the 2023 budget year. While the current fire fleet is in relatively good condition there is a continual need to actively manage these core fire and community life safety assets to ensure operational reliability, maximize service life and comply with industry standards. Over the past decade there has been a constant increase in workload placed on the West Kelowna Fire Rescue (WKFR) fleet and this replacement tender will help mitigate some of this pressure.

This tactical tender will be replacing a 1998 tender that has timed out based on Fire Underwriters 20 year service life for insurance grading purposes. By the time WKFR is in receipt of this new tactical tender, replacement will be 5 years over due.

**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"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="JB"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="NO"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-49"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Hoses and Nozzles	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
West Kelowna Fire Rescue	Other (Please explain in description)		

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:
50' (1 3/4") Angus Hi-Combat II (green and	60	568	\$ 34,080.00
100' (1 1/2") Angus bushmaster QC	50	298	\$ 14,900.00
100' (3/4") econo line mop up hose	40	60	\$ 2,400.00
50' (2 1/2") Angus Hi-Combat II (green and	20	647	\$ 12,940.00
100' (4") Large Diameter Supply line	10	610	\$ 6,100.00
Rice Hose Tester	3	5957	\$ 17,871.00
Redi Rack mobile hose storage racks	2	4688	\$ 9,376.00
Contingency			\$ 2,333.00
			<b>TOTAL</b>
			\$ 100,000.00

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

West Kelowna Fire Rescue's (WKFR) Fire Hose, Nozzles, and Appliances are reaching the end of service life and there are limited spares to replace failed equipment. With the purchase of this new equipment WKFR will be able to build a tactical reserve of spare equipment and extend the service life of existing equipment with a manufacturer and industry best practices care and maintenance program.

Industry best practice suggests a department should have three full compliments for each hosebed (one on the truck, one hanging to dry in the rack, and one racked and ready to replace dirty lines post incident. While we should be striving to meet that goal currently that is not financially or spatially viable for WKFR. With the recent conclusion of our pilot program testing the pre-connect hose length it has been determined by WKFR fire ground ops that we will carry 200' pre-connected lines. Saying that, a second 1 3/4" and one 2 1/2" hose needs to be added to every apparatus in the fleet which we cannot do based on zero spare 1 3/4" hose in stock. Additionally we need the ability to replace wet/dirty/damaged hose post incident with replacement stock at each fire hall.

With the increase in wildland fires we have seen our stock diminish over the past 5 years to a point where we are in need, post service pressure testing, to replace a large number of burst lengths to maintain a stock of hose using the same rationale as above for structure lines.

With limited space and difficulty in testing our hose annually based on logistics, hose storage racking and a hose testing machine is required at each hall to ensure the standard is met each year.

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

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

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	JB	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	NO
Purchasing:	<input type="checkbox"/>	Project Code (To be assigned by Finance)	C2023-50



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Personal Protective Equipment (PPE)	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
West Kelowna Fire Rescue	Other (Please explain in description)		

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	
Turnout Gear	14	5000		\$ -
Balaclava Hoods	55	200		\$ 70,000.00
				\$ 11,000.00
				\$ -
			TOTAL	\$ 81,000.00

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

West Kelowna Fire Rescue (WKFR) is obligated to protect its workers under Work Safe BC Regulations. WKFR must provide its firefighters personal protective equipment (PPE) that is able to meet the complex threats faced while training and responding to emergencies.

This request is for \$90,000 to purchase and replace structural firefighting turnout gear and balaclava hoods (to protect from heat exposure during interior firefighting).

This gear must be replaced when worn out. A professional 3rd party inspection ensures that gear is certified for use and we are replacing only when needed to meet performance and safety standards.

**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"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="JB"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="NO"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-51"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Rescue Equipment	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input checked="" type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
West Kelowna Fire Rescue	Other (Please explain in description)		

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:
<u>Soft Goods (Ferno Quote)</u>	1	61000	\$ 61,000.00
<u>Swiftwater Rescue Suits</u>	1	26000	\$ 26,000.00
<u>Rescue Blankets</u>	1	2500	\$ 2,500.00
<u>Scene Lighting</u>	1	5000	\$ 5,000.00
<u>AutoEx Batteries</u>	1	5400	\$ 5,500.00
		<b>TOTAL</b>	\$ 100,000.00

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

West Kelowna Fire Rescue (WKFR) continually strives to meet National Standards and Industry Best Practices in all aspects of service delivery. The National Fire Protection Association (NFPA) has developed Standard 1983- Standard on Life Safety Rope and Equipment for Emergency. WorkSafe BC Part 32 Evacuation and Rescue speaks to the construction and replacement intervals. While Worksafe BC is focussed on rope replacement, Industry Best Practice considers all "software" equipment fall under this same replacement schedule. Such items include harnesses, webbings, prusiks, and anchor strapping used to build rescue lowering and retrieval systems. Manufacturers Recommendation also states that rescue equipment considered software has a mandatory replacement cycle of every five (5) years. The rationale behind this replacement schedule is unlike rescue hardware (ie; carabineers, pulleys, basket stretchers, etc), rescue software suffers the effects of abrasion, UV degradation, and unknown internal stresses through emergency responses and training.

**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"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="JB"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="NO"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-52"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
2023 Client Hardware Replacements\New Hardware	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:
Information Services	Other (Please explain in description)		X

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	
	Replacements	No. of Units	Cost per Unit	Total cost
	High Performance Desktops	3	\$ 2,800	\$ 8,400
	Standard Desktops	8	1,400	11,200
	iPads	6	800	4,800
	Standard Laptops	27	2,100	56,700
	Smart Phones	4	350	1,400
	GIS Laptop	1	3,900	3,900
	Docking Stations	13	450	5,850
	Ruggedized Laptops	1	4,650	4,650
	<b>New Purchases</b>			-
	Standard Laptops	1	2,100	2,100
	Standard Desktops	1	1,400	1,400
	Ruggedized Laptops	1	4,650	4,650
	Microsoft Surface	4	2,450	9,800
	Docking Stations	2	450	900
	Custom Laptop	1	2,200	2,200
	Android Tablets	1	950	950
	<b>TOTAL</b>			<b>\$ 118,900</b>

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

To be replaced\purchased in 2023: 9 standard desktop computers, 3 high performance desktop computers, 28 standard laptops, 1 GIS Laptop, 1 Custom Laptop, 2 ruggedized laptops, 4 Microsoft Surface tablets, 6 iPads, 1 Android tablet, 4 smart phones and the required peripherals for the devices.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	May-23	Completion Date:	Sep-23
Renewal Infrastructure:	X	In Service Date:	Sep-23	Funding Source if Known:	

IT endpoint equipment such as workstations, laptops, tablets, phones, etc are replaced on a cycle, which in many cases coincides with the device's warranty period, though in some cases devices are kept beyond their warranty period if the risk of hardware failure or performance degradation is low. This request is to replace all endpoint hardware that has reached end-of-life as per the IT equipment hardware lifecycle. Laptops\desktops - 4 years, tablets(iPads) 4 years. When the life expectancy is exceeded, however equipment is kept in service, the number of repairs and overall maintenance of the equipment increases. In addition to the added costs\overhead of maintaining the equipment, devices are out of warranty, which means in certain cases spare parts may need to be stocked in order to repair devices quickly as to limit disruption to staff work, which further increases cost.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	TC	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-53



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Phone Server Upgrade	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
Information Services	Other (Please explain in description)		

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	
Hardware	1	\$12,000		\$ 12,000
				\$ -
				\$ -
			<b>TOTAL</b>	\$ 12,000

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

Cisco Business Edition 6000M - Phone Server

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

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

The current phone servers are due for replacement in 2023 and have reached end of support. The City is exploring the option of moving away from the current Cisco phone system, however the transition will take some time to complete. In the interim it is recommended to upgrade the primary phone server hardware in order to keep both the hardware and software under support from the manufacturer. The secondary server will not be replaced and will have hardware support extended in the event of a hardware failure, once the phone system is migrated to a new environment, both servers can be retired or reallocated. This request is to fund the purchase of one new Cisco Business Edition 6000M phone server.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	TC	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-54



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Wireless Backhaul Equipment	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
Information Services	Other (Please explain in description)		

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	\$	-
Hardware	2	2,500		\$	5,000
Installation	1	3,000		\$	3,000
				\$	-
			TOTAL	\$	8,000

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

Replacement of 1 Wireless Backhaul Pair

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Summer 2023	Completion Date:	Summer 2023
Renewal Infrastructure:	X	In Service Date:	Summer 2023	Funding Source if Known:	

There are multiple City of West Kelowna sites connected via wireless connections. Some connections will be eliminated with the installation of a fiber optic network, however there are several connections that will remain as a backup solution is required in the event that the fiber network is inoperable. This request is for the replacement of the wireless connection to FireHall 31.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	TC	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-55



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
<b>Backup Media</b>	Strategic Priority:	<input type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
<b>Information Services</b>	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$
LTO8 Backup Tapes	50	\$100		-
				5,000
				-
				-
			<b>TOTAL</b>	<b>5,000</b>

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

LTO8 Tape Media x 50

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

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

Backup tapes are written to and overwritten frequently. Tape media can eventually fail due to usage. Additionally tape media technology improves and newer, higher capacity tapes come available. The Information Services department recently upgraded the tape library, which will now support newer tape media formats. This request is to replace 50% of the existing LTO7 tape media with a newer LTO8 format both to increase storage capacity and to remediate the risk of failed tape media. Reliable tape media is essential to ensure critical City data is backed up and can be restored reliably.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="TC"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-56"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
CWK ERP Financial System and HRIS	Strategic Priority:	<input checked="" type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:		Equipment Replacement:
Finance, HR and IS	Other (Please explain in description)		<input checked="" type="checkbox"/>

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
	ERP			\$	1,500,000
	HRIS			\$	500,000
				\$	-
			<b>TOTAL</b>	\$	<b>2,000,000</b>

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

*Funding for a new Enterprise Resource Planning core software solution to replace the City's aging Vadim system*

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

<b>New Infrastructure</b>	<input type="checkbox"/>	<b>Start Date:</b>	<input type="checkbox"/>	<b>Completion Date:</b>	<input type="checkbox"/>
<b>Renewal Infrastructure:</b>	Yes	<b>In Service Date:</b>	<input type="checkbox"/>	<b>Funding Source if Known:</b>	Capital Reserve/ COVID/Vendor

Strategically the ERP project supports all of Council's strategic initiatives as the system serves as the backbone to the budget, capital project funding, reserve tracking and operating cost performance. Financial Summary of the Business Case follows:

- RFP Consultant \$50-75,000
- Core system estimate including modules for PT, UB and Budget - \$1 million to \$1.5 million
  - Human Resources Information System (HRIS) \$300,000 to \$500,000
  - Yearly subscription and maintenance fees \$175,000
- Currently CWK is putting \$250,000 per year in reserve to contribute to the system. 2023 will be the second year of contribution. Staff anticipate that the winning proponent would be amenable to financing the project through the implementation phase allowing the City to continue to build reserves and preserve cash-flow
- Staff have also identified that the last of the COVID grant equalling \$500,000 could be put toward the project further bolstering reserves

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:	175,000	175,000	175,000	175,000	175,000
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	<input type="text" value="WE"/>	Budgetary Pricing Attached	<input type="text" value="YES"/>
<b>CAO:</b>	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="YES"/>
<b>Purchasing:</b>	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-57"/>



# City of West Kelowna Business Case



## Finance and Information Services Main Enterprise Resource Planning Software Platform (ERP) 2023

### Executive Summary

The City has been using the current financial software system (Vadim iCity) since its inception and with its current growth requires a new solution to meet the ever-expanding needs of the organization. The system met the needs of the City for many years before add-ons and extended capabilities were needed.

Since 2020 Finance shifted philosophy on budgeting from spreadsheet-based to system-based budgeting and has utilized all the budget capabilities of the Vadim system. That shift has been providing safe storage and accurate balancing of the budget as well as tailored departmental reporting since implementation. During the 2021 budget season Finance identified the need for a budget module to enhance the capabilities of the Vadim system. At that point it was recognized that the system would require other enhancements such as an HR management module, which would put a strain on IT resources to manage and maintain the growing collection of systems. Finance and IS then rationalized the approach into a strategy to replace the intricate network of core and support systems with a more holistic solution. One that would allow for growth in volume of users, be robust enough in its reporting and budgeting and be cloud based to reduce the need to purchase, manage and maintain expensive servers.

Anticipated costs are \$1.5 to 2 million with annual subscription and maintenance fees in the \$175,000 range

### Background

The Vadim iCity system is an on-site server-based enterprise system that is nearing end of life. It is also a system that was designed for smaller cities and fit the needs of West Kelowna when the City was first incorporated. Since then, West Kelowna has grown from 27,000 residents to almost 39,000. Transactions in the system have grown exponentially and have become much more complex since inception. As a mid-sized city, West Kelowna requires a system that caters more to the complexities of its size.

### Goals and Objectives

- Complete research and start path to a new core Enterprise Resource Planning (ERP) system

- Utilized pre-work and research to identify key modules and capabilities that meet the needs of the City
- Start Request for Proposals (RFP) process – strike internal committee, plan timelines
- Internally develop and publish EOI (Expressions of Interest)
- Identify collection of interested proponents to invite to RFP process
- Hire RFP consultant to assist with the writing of the RFP
- Split RFP into ERP and HRIS components
- Tailor RFP to encourage financing options through multi-period installation
- Select winning bid, select implementation team and begin implementation

## Key Stakeholders

- Council and the Public for transparency and efficiency of data
- CAO and SMT for daily dashboard information critical for decision making
- Finance Department for effective and efficient sub-systems as well as record keeping, statement preparation and analysis
- Information Services Department with leveraging the power of the cloud, increased access to the system, reduced risk and reduced pressure on scarce resources
- Human Resources Department and employees for efficient, effective and timely employee information, resources
- All other City departments for key information and daily business transactions

## Policies

- To incorporate and automate Council and Operating policies into the ERP system
- To create workflows and controls that meet the Purchasing Policy requirements
- To safeguard data and have sufficient controls to minimize risk in the organization

## Key Assumptions

### Platform Choice and Implementation

- That the City will acquire the best system and associated modules for the best price
- That the project will be completed in a realistic timely manner and no portion of the project will be left unimplemented. Estimated timeline is between 18 and 36 months
- That no one-system can possibly meet all needs of the City. There will be a combination of platform and associated modules selected to cover all needs

- That only cloud-based systems will be considered
- Only qualified proponents will be selected from an Expressions of Interest (EOI) process to participate in the RFP process
- That an internal implementation team will be selected incorporating five or six members
- That stakeholders will engage in training and learn to embrace and effectively utilize the capabilities of the system

## List Alternatives/Options

### Options Considered:

- Continuing with Vadim considering a cloud-based option is being developed.
- Patching Vadim with new budgeting software, development software and outside HR system provider. Considering that internal resources are not equipped for management of such a compiled, disjointed system
- Consider continued use of Vadim for key functions – taxation and utility billing, since most systems in research could not fulfil these requirements

## Financial Summary

- RFP process \$50-75,000 funded from the budget system capital project of 2021
- Core system estimate including modules for PT, UB and Budget - \$1 million to \$1.5 million
- Human Resources Information System (HRIS) \$350,000 to \$500,000
- Yearly subscription and maintenance fees \$175,000
- Currently CWK is transferring \$250,000 per year to reserve to contribute to the system. 2023 will be the second year of contribution. Staff anticipate that the winning proponent should be amenable to financing the project through the implementation phase allowing the City to continue to build reserves and preserve cash-flow. Such wording would be built into the RFP
- Staff have also identified that a portion of the remaining COVID grant equalling \$500,000 could be put toward the project further bolstering funding with the remaining \$500,000 coming from the general equipment reserve

Capital Timeline:

Description	2023	2024	2025	Total
ERP Core Financial System and Add-ons	500,000	500,000	500,000	1.5 million
HRIS system for Human Resources management	0	250,000	250,000	500,000

Reserve Sources:

Description	2022	2023	2024	2025	Total
ERP Reserve	250,000	250,000	250,000	250,000	1 million
Equip Reserve	0	0	250,000	250,000	500,000
COVID grant	0	250,000	250,000	0	500,000

Ongoing transfers to reserve of \$250,000 beyond the software platform purchase could continue flowing into reserves for replenishment of the equipment reserve and then back into the ERP reserve help fund future modules and upgrades. Good asset management practice advises to set aside funds at the point of commissioning a new system in order to build replacement funds as the asset depreciates.



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
2023 Aerial Photography, Orthophotography and Photogrammetric Product Update		Strategic Priority:	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Equipment Replacement:
Information Services		Other (Please explain in description)	

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$40,000
				\$ -
				\$ -
				\$ -
			TOTAL	\$ 40,000

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

2023 Aerial Photography, Orthophotography and Photogrammetric Product Update (GIS). This includes new imagery for the entire City of West Kelowna and WFN, updates to our DEM (Digital Elevation Model), and derived topographic contour data and building outline update.

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

In 2021, the City of West Kelowna (CWK) acquired an update to their Aerial Photography, Orthophotography and Photogrammetric products. This included orthorectified aerial imagery of the entire CWK and WFN at a 10cm resolution, as well as updates to our DEM (Digital Elevation Model), derived topographic contours and building outlines. As primary components of the foundation of the GIS at the CWK, these spatial products are valuable for both the public use and internal decision makers. CWK GIS datasets are tied into these products, and the currency of much of our GIS is dependant upon the currency of this information. Out of date orthophotos require additional ground truthing by staff which results in reduced application processing efficiencies. 2023 has been scheduled for updating these products based on the 2-year update cycle approved in 2017.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	TC	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-58



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>	
CityView Business Licencing Module		Strategic Priority:	<input checked="" type="checkbox"/> X
<b>DEPARTMENT</b>		Health & Safety:	<input type="checkbox"/>
Business Licence		Master Plan:	<input type="checkbox"/>
		Equipment Replacement:	<input type="checkbox"/>
		Other (Please explain in description)	
<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:
			125,000
	Total Cost:		\$ 125,000
			\$ -
	TOTAL		\$ 125,000

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

The Business Licencing Department is requesting to upgrade/replace our current licensing software. The existing software is outdated and does not allow us to take steps to be more proactive with our service to the public. New software will allow us to provide faster, more accurate service to external and internal customers and link seamlessly with other internal software.

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

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

**Strategic Plan Objective:**  
Economic Growth and Prosperity We will work with our partners on the Westside and throughout the region to advocate for and support effort aimed at helping West Kelowna businesses prosper.

**Justification:**  
The current business licensing software is not meeting the expectations / needs of the department in its ability to integrate records with the Building and Planning teams, track application progress, provide automated and/or digital tasks (paperless). New software will ensure the following:

1. Provide faster more accurate service to customers
  - a. The current system is cumbersome and inefficient. Newer systems allow for better automation which will reduce staff time when turning around applications.
  - b. Currently multiple systems are used when reviewing business licence applications. Better aligning our systems will reduce staff time and allow for faster processing of applications.
2. Create better accountability for staff and licence applicants
  - a. Automated email/letters allow for regular follow up with applicants to keep applications moving forward.
  - b. Newer software will allow for better tracking of the application processes which will help to streamline applications.
3. Move the business licence department towards being paperless.
  - a. Online portal systems will allow us to move away from paper applications and allow applicant to apply online.
4. Enhance communication between departments and help to reduce errors between systems.
  - a. Aligning the business licence module will enhance communication between business licensing, building, and planning. Additionally, there is potential to better align with bylaws this added communication that is currently missing.
5. Create better records
  - a. The current system is not user friendly and currently does not share information between departments.

Note that this request is intended for the 2023 buget cycle however, completion of the project will be subject to the availability of staff.

**Consequences of not funding:**  
Inefficient use of staff time related looking up information, tracking applications, follow up with clients and internal/external communications. Additionally, continued errors because of lack of continuity between systems and extra time spent processing applications will continue to occur.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:		9,300	9,300	9,300	9,300
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,300

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="BM"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-59"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Passwordless Authentication Proof-of-Concept		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
	Professional Services	1	8,500	\$	10,000
	Hardware	30	60	\$	1,800
				\$	-
			<b>TOTAL</b>	\$	<b>11,800</b>

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

Passwordless Authentication Proof-of-Concept

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Fall 2023	Completion Date:	Fall 2023
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	Fall 2023	Funding Source if Known:	

Traditional password-based authentication is not a secure solution to protect user accounts and are inconvenient for users. Passwords are typically easy for an attacker to guess or "phish", which puts the organization at risk as 81% of all data breaches originate from a weak or stolen password. Passwords are also time consuming for Information Services staff as on average 20-50% of support tickets in most organizations are related to password resets, which is also not efficient for staff who are not able to log in while waiting on a password reset. Passwordless authentication does not require a staff member to remember a password to log in as it uses another method such as a hardware token, smart card/PIN, biometric or other means to prove the staff member's identity and would not require the staff member to change it on an interval, which often times results in staff member changing their passwords to something easy to guess in order for them to remember their password. In certain instances staff share passwords, write them down and leave them in easy to find areas (such as under their keyboard or on a sticky note), with a physical device or method such as a biometric authentication in place of a password, it is much more difficult to compromise a password and it is more difficult or impossible to share a password depending on the method of passwordless authentication implemented. This request is to fund a proof-of-concept to explore passwordless authentication methods and to conduct an implementation in a pilot group of staff in order to test the technology.

This request is for a portion of the professional services fees and for the hardware cost for 30 staff. The remainder of the project cost will be covered out of existing budget. It should also be noted that Information Services already utilizes the hardware quoted in this request, so it would be feasible to have a pilot group of at least 42 staff for this project.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="TC"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	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="C2023-60"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Network Attached Storage(NAS) Hardware Replacement	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
Information Services	Other (Please explain in description)		

CAPITAL COST	Quantity:	Units	Unit Costs	
NAS Hardware /w 10 hard disks		1	30,000	30,000
6 additional hard disks		6	540	3,239
				-
			<b>TOTAL</b>	<b>33,239</b>

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

Network Attached Storage(NAS) Hardware Replacement

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

New Infrastructure	<input type="checkbox"/>	Start Date:	May-23	Completion Date:	Jun-23
Renewal Infrastructure:	<input checked="" type="checkbox"/>	In Service Date:	Jun-23	Funding Source if Known:	

The existing network attached storage(NAS) is used to house backup data as well as important data such as satellite imagery, photos, videos and other non-critical data. The existing hardware is aging and from a manufacturer that has been more difficult to procure equipment from in recent years. It is recommended to replace this hardware in order to have current, reliable hardware as well as a to have parts readily available.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="TC"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-61"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
CityView Code enforcement module		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>		Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
Bylaw Services		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	125,000	Total Cost:
					\$ 125,000
					\$ -
					\$ -
				<b>TOTAL</b>	\$ 125,000

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

CityView Code Enforcement/Ticketing Software Modules

**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"/>

In brief: The City has had licensed CityView software since 2014, with the current installation upgraded in 2022 (to the new WorkSpace interface). This funding request is to add an additional CityView licensed product, the Code Enforcement and ticketing module, to the existing CityView system. This new module would replace the existing complaint tracking software (Tempest Calls for Service) which the Bylaw Department has been using since 2011. The Tempest Calls for Service module was never designed to be utilized as a Bylaw Enforcement investigational software, it is a work order program. Upgrading from Tempest to CityView would significantly improve on investigation functionality by taking full advantage of the existing CityView infrastructure to help automate daily Bylaw-related business processes and improve operational efficiencies. In addition to expanded functionality, the City would be able to provide access to citizens on-line to submit cases and check the status of their complaints - providing a self-service environment. Having mobile access while in the field will allow Officers to perform inspections and access property information contained the existing CityView software.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:	\$ 18,506.00	\$ 18,506.00	\$ 18,506.00	\$ 18,506.00	\$ 18,506.00
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	<b>\$ 18,506.00</b>				

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="MC"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-62"/>

The following software elements will be added to the City's current licensing:

No.	Description	Comments
<b>Client tools</b>		
1	5 additional concurrent CityView user licenses	This will bring the total number of concurrent users up to 26
2	5 licenses of CityView Mobile	5 for Bylaw & inspections
3	Portal for 1 additional business processes	Permitting & Inspections and Planning are already licensed
<b>Applications</b>		
4	Bylaw Enforcement	Server license

CityView offers both on-site and hosted solutions. Any hosted option will reside exclusively in Canada and will comply with the Provincial FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. All data will reside in Canada and all work will be performed in Canada throughout the project.

The evaluation criteria and general business requirements are all addressed in the following table.

City's stated criteria Table 1	CityView's response
Compliance with Legislative Requirements (i.e.: FOIPPA)	CityView offers FOIPPA-compliant tools for Canadian customers. Whether the City elects for an in-house deployment or cloud hosted solution, we can assure the City that all is well. Our support staff are all Canadian and all resident in Canada.
Company experience on similar projects	CityView has been deploying this solution for 37 years. We have numerous installations in Western Canada and across North America. Further details are provided in the body of this document.
Bylaw Enforcement and Investigative functions and features	The Bylaw Enforcement product supports the bylaw enforcement process, regardless of whether we're talking about graffiti infractions, animal control, noise, noxious weeds, or derelict vehicles. This solution manages everything about the bylaw enforcement process, including workflow for tracking complaints, following up inspections, generating notifications, tracking hearings, and calculating fees and penalties.
Integrations	The existing CityView system is already integrated with the City's GIS, Document Management and financial systems.
References	City of Langford, BC Regional District of Nanaimo, BC Columbia Shuswap Regional District, BC

City's stated criteria Table 2	CityView's response
Case Creation	Cases may be created by the public via the public Portal. This can be accessed on any computer or modern mobile device as long as it has a modern browser. CityView also offers IVR integration, should case calls be initiated by phone. City staff would access the "Desktop" user interface to enter a case manually inside City Hall. Field inspectors may create a case via the Mobile tools. Cases typically need a location and may be initiated by entering an address or by identifying the location on a map. This is facilitated by the existing GIS integration.
Case Management	The built-in best practice workflows guide the users through the business process. Cases are received, reviewed and assigned to an inspector. Depending on the nature of the case, inspectors may gather photos in the field and attached them directly to the case via their mobile device, they may issue abatement notices, inspection dates and if necessary, fines. Work-flows are specific to the case type but all are available in the standard configuration. All evidence is stored against the specific case.
Device access i.e.: (mobile, PC, Smartphone)	Access can be gained from any device with a modern browser.
Reporting	The module include 12 standard, preconfigured reports that are specific to Bylaw. In addition, users may easily configure their own reports which can all be exported to MS Excel. The system also includes a strong search capability that quickly retrieves records with specific words/text strings.
Added value	By electing to add CityView's Bylaw module, the city will maximize the benefits of the existing installation. The GIS, Finance and EDMS integrations and the MS Word and Outlook add-ins will be reused and need not be licensed again. Further, the City staff that currently support the system will not need to learn a new system. The additional work for IT will be minimal.
Resource Management	User groups will be defined and new cases will be assigned by the group lead to suitable inspectors, based on the nature of the case and the inspector's abilities. The system allows visibility into the individuals' calendars to avoid scheduling conflicts. Case duration and many other metrics are tracked. The Mobile product even allows users to define start and end times of each inspection.
Ease of Implementation	The implementation will be done remotely and at a very reasonable cost. Further, we will migrate data from the City's existing system(s) and populate it into CityView. The work will include the configuration of up to 15 standard letters using the MS Word add-in. CityView will visit the City only to deliver end-user training. Lastly, the existing Application Builder will be used to configure and modify all aspects of the Bylaw module.

City's General Solution requirements (EOI para 3)	CityView's response
Workflows	Standard best-practice workflows are included and ensure that the business process is followed in every case. These can be modified using the CityView Graphical Workflow Builder. The whole CityView system is workflow-centric and notifications appear on a user's to-do list whenever he/she is responsible for the next step in the automated workflow.
Role based Access Permissions	User groups, with defined permissions, will be configured. This can be very specific and ensures that inspectors are assigned to only those cases for which they are qualified.
Evidence	Evidence such as photos and movies can be attached – by either an inspector or a member of the public. All evidence is stored against a particular case or complaint. This function is integrated with the camera of mobile devices or by browsing to a file on a desktop PC. Further, inspectors may record comments orally using their mobile devices – this is a function of the mobile device.
Notification	Notifications can take many forms but the preferred channel for the public is normally via email. Template letters will be configured and delivered in PDF format for formal notices to members of the public. CityView users are notified of changes to the workflows by to-do items in their calendar.
Escalation	This is achieved in the automated workflows.
Enforcement	Various types of notification are possible and include issuing abatement notices, tickets and more.
Dashboard	When the City upgrades the current system to the new browser-based UI, a dashboard, within the Workspace user interface, is available and is highly configurable by each user. They may position whichever "widgets" they choose on their own screen.
Search	Searches can be made on any criteria and various filters can be applied to provide focus. With the integration to ArcGIS, our intelligent search function provides a very fast list of likely addresses and other parcel-related data. By selecting the right suggestion, we save time and eliminate typing errors and duplicate entries.
Integration	CityView offers proven integrations to all the systems noted and all necessary licensing is already in place.
Access	In-house City Users will use the Bylaw tool via the Desktop application. This may be upgraded to the browser-based Workspace, if chosen. Inspectors access it from the field via the Mobile solution and the citizens and any contractors have access via the Portal.

Referrals	Users in external agencies may be added to cases as “additional users”. By doing so, they will have access to the system via the Portal and can also add comments. That said, we also provide access by external agencies in the Permitting & Inspections and Planning modules. This functionality could be replicated in Bylaw.
File Retention	File size and type will be defined at the start of the project. Notifications can also be established on the age of attachments – which can also be archived to an EDMS.
Solution Type	IT needs are defined in the body of this submission but suitable infrastructure is already in place in West Kelowna.
Reporting (canned and ad-hoc)	Numerous canned reports are provided as standard offering for every CityView module. Further, an intuitive query builder is included. CityView uses Microsoft - SQL Server Reporting Services (SSRS) so there is no need for Chrystal Reports or other hard-to-support tools
Business Intelligence	In addition to the reporting tools above, CityView can offer guidance on report configuration, once detailed needs are understood.
Audit	The system allows full auditability. It records all users’ actions and who created, commented and approved each step of a case.

## Benefits

The benefits available from redeploying CityView are large and varied – depending on how you currently measure your business performance.

Users of the latest version of CityView are able to process significantly more permits than with legacy systems, without increasing staff. Customers note a much faster turnaround cycle thanks to the process automation. This is partially due to eliminating wasted time and duplicate data entry. The public themselves, now enter the data for each application. The need to receive and scan paper forms is eliminated. Similarly, you will have no further need for paper archives. In fact, some customers elect to digitize all of their archives and eliminate such storage needs completely.

Inspectors become more efficient as they can complete their work while on site. They take relevant materials with them on their mobile device and can finish inspections without having to return to their office to enter data. The Mobile feature also helps them plan an optimized route and in most cases, this saves fuel costs. Mobile is developed by CityView whereas other solutions rely on third-party technologies for this. We are proud to have a totally integrated solution, all within our own suite of products. This ensures that customers have only one point of contact for all support needs.

Citizens and contractors love how CityView Portal eliminates the need for them to routinely visit the City’s offices – this saves them time and money. City staff only enter data for cases that are delivered by walk-in customers or over the phone. Further, with the integration to ArcGIS, our intelligent search function provides a very fast list of likely addresses and other parcel-related data. By selecting the right suggestion, we save time and can eliminate typing errors. Citizens can also request inspections via the Portal.

The City already has add-ins for MS Word and Outlook and all reports are readily exported to MS Excel for deeper analysis. There is no dependency on technologies like Silverlight, Crystal Reports or other hard-to-use tools. The Word add-in is used to auto-generate forms and letters and allows users to edit the generated

document before sending, if needed. We will accommodate the configuration of certain letters in our ultimate proposal. Our add-ins ensure that users are provided familiar tools to do their work and do not need IT to perform basic tasks – such as creating a new report.

The CityView Configuration Console will be used by our own staff to configure the system specifically for West Kelowna. This may later be used by the City and is the tool used for defining case types, numbering systems, configuring and adjusting workflows, configuring fee calculations, defining and editing user groups. Having access to this tool allows the City to work autonomously but CityView will always be available to provide support and additional services, if required.

From an IT perspective, CityView is easy to maintain. We take customer feedback seriously and build in product enhancements to the core software. We include up to two (2) upgrades to your system per year as part of the regular maintenance, so you will remain current on all technologies.

CityView offers unparalleled stability as a vendor. We have been producing our Community Development suite for well over 30 years and we have been a part of the Harris corporate family since 2006. Harris in turn, is one of six groups within Constellation Software - Canada's largest software company. CityView will not be divested or wound-down as we offer Harris' flagship solution for Community Development. Our technologies are current and our products continuously evolve to meet market demands.

In-depth details of each software module are presented later in this proposal. We look forward to the opportunity to demonstrate the new CityView solutions.



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
CRM(Customer Relationship Management) Implementation	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input type="checkbox"/>
Information Services	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
	Professional Services			\$	15,000
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>15,000</b>

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

CRM(Customer Relationship Management) Implementation

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Q1 2023	Completion Date:	Q2 2023
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	Q2 2023	Funding Source if Known:	

This request is for professional services funding and ongoing licensing fees for the development of a customer database and a public-facing portal to be used by citizens to interact with the City of West Kelowna. The customer database will contain information about members of the public who access the portal site and/or other City services. The portal will be used to collect information from the public regarding issues or other requests that will be routed to the appropriate department for follow up. This is the first step at implementing some of the basic functions of CRM(Customer Relationship Management) software until such time that the City has resources to implement a more comprehensive solution.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Microsoft License Fees:	1,500	1,500	1,500	1,500	1,500
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	<b>\$ 1,500</b>				

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="TC"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-63"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>
Operations Yard IT Equipment	Strategic Priority: <input type="checkbox"/> Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan: <input type="checkbox"/> Equipment Replacement: <input type="checkbox"/>
Information Services	Other (Please explain in description): <input type="checkbox"/> Operations Yard Project

CAPITAL COST	Model	Unit Cost:	Total Cost:
	Standard Desktops	6 \$ 1,400	\$ 8,400
	24 inch Monitors /w webcam	4 400	1,600
	Desk Phones	2 370	740
	55 inch Interactive Displays	2 2,650	5,300
	55 inch display	1 1,500	1,500
	MS Teams Room Hardware	1 7,500	7,500
	Wireless Access Points	2 700	1,400
	Network Racks	2 1,150	2,300
	Patch Panels, UPS, cable management, etc.	2 2,800	5,600
	8 Port Access Switch	1 1,150	1,150
	24 Port Access Switch	1 3,600	3,600
	Professional Services	1 5,000	5,000
<b>TOTAL</b>			<b>\$ 44,090</b>

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

5 x standard workstations - 3 for meeting rooms, 1 for Parks workshop and 2 for new workstations  
 4 x 24 inch monitors, 2 /w integrated webcams for new workstations  
 2 x standard desk phones for new workstations  
 2 x 55 inch interactive displays for small meeting rooms  
 1 x 55 inch display for the Parks workshop  
 1 x MS Teams Room hardware for large meeting room (includes conference phone functionality)  
 2 x wireless access points - for workshops and mechanics shop  
 2 x Dust proof network racks - for workshops and mechanics shop  
 2 x patch panels, UPS's, cable management and other peripherals for network racks - for workshops and mechanics shop  
 1 x 8 port access switch - for workshops  
 1 x 24 port access switch - for mechanics shop  
 \$5000 allowed for professional services to assist as required for network wiring terminations, testing and any other required labor that cannot be addressed in-house

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

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

The existing IT equipment (laptops, desktop computers, displays, printers, etc) will be moved from the Elliott Road and Bartley Road sites and deployed, however additional equipment is required for the new facilities. This request is for the additional technology related equipment required for the new Operations Yard site, which includes equipment for three meeting rooms, two additional workstations and the workshops/mechanics shop. In addition to purchasing new hardware, Information Services will be assisting with the termination and testing of network data drops and other technical work, \$5000 has been included to assist with this work as required.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Wireless Access Point Annual Operating Cost	\$400	\$400	\$400	\$400	400
Access Switche Annual Operating Cost	\$160	\$160	\$160	\$160	160
<b>Total Additional Operating Costs:</b>	<b>\$ 560.00</b>				

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="TC"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-64"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

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

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	17,405.00	Total Cost:	\$ 17,405.00
					\$ -
					\$ -
					\$ -
				<b>TOTAL</b>	<b>\$ 17,405.00</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
 The GIS Investigation Section is expanding and requires 3 additional workstation. 1 member will be staffed by January 2023 and the other 2 workstations are for future expansion by the end of the year. The quotation is provided by Heritage Office Systems. Blueprints and quote attached.

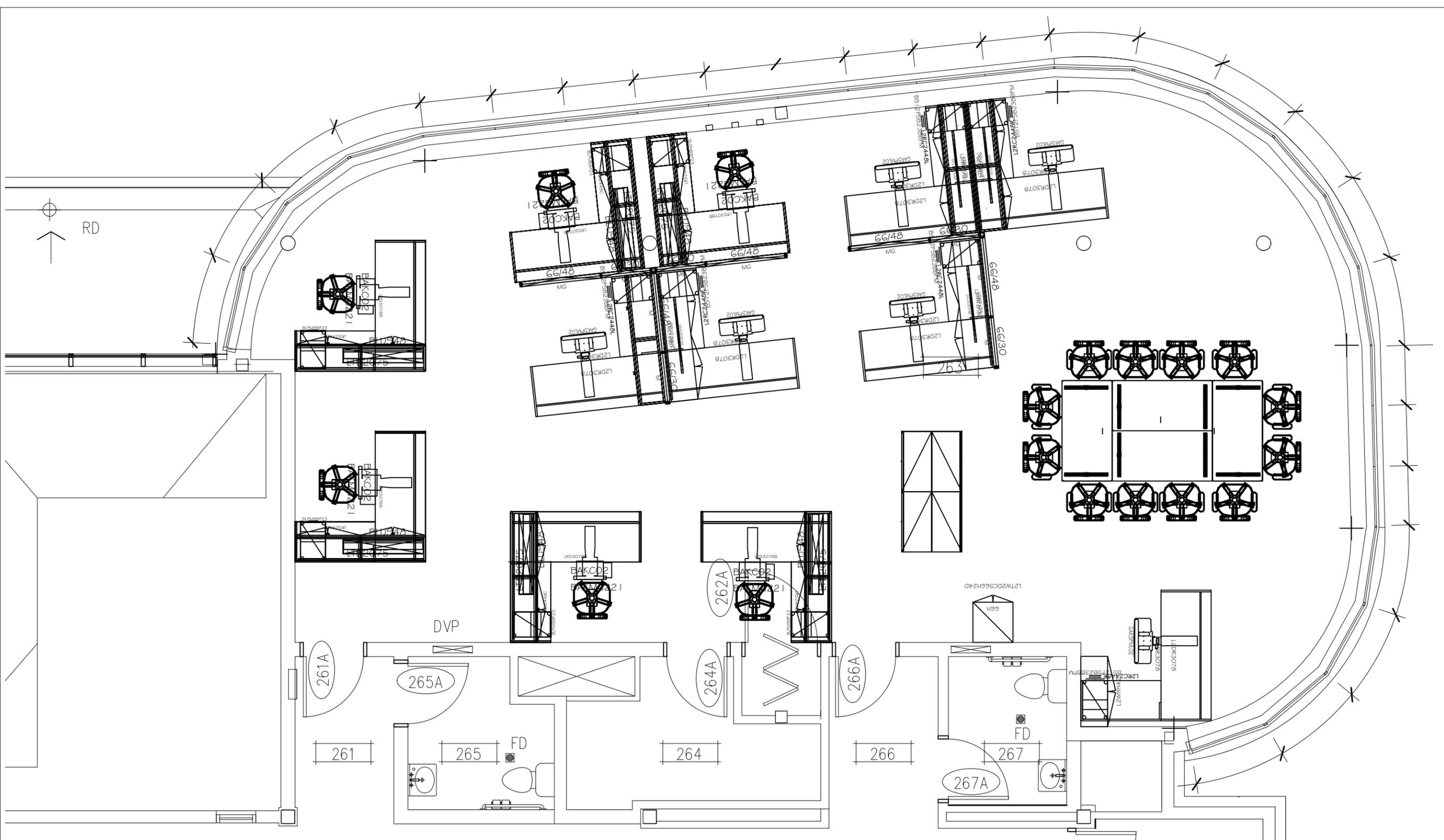
**6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)**

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"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	<b>\$ -</b>				

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="SW"/>	Budgetary Pricing Attached	<input type="text" value="Select:"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="Select:"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-65"/>



Layout



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Project Title:  
 RCMP Dist. of West Kelowna 2nd floor

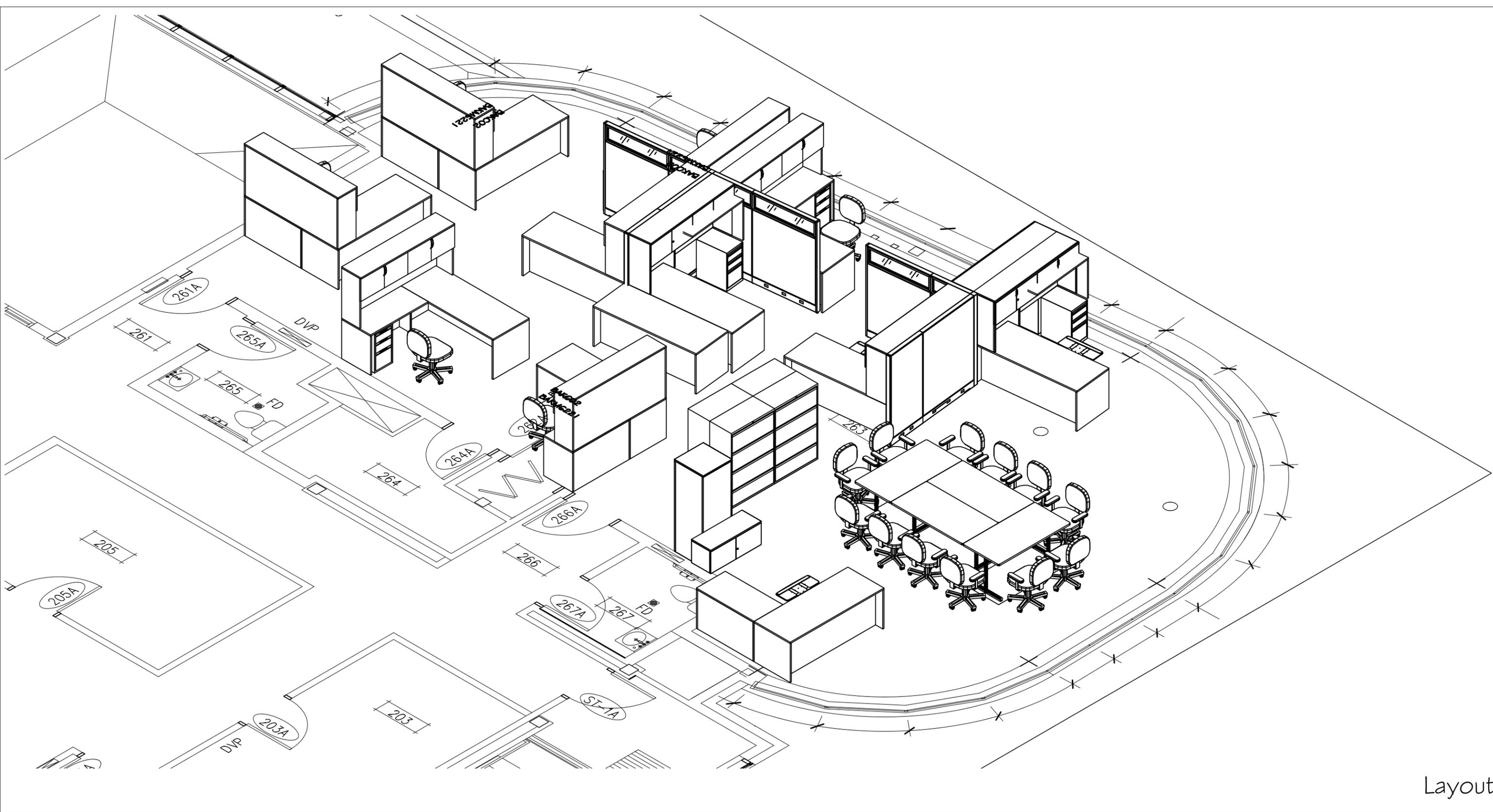
Project #:  
 GCAD-8170

Drawn By:  
 G.S.

Date:  
 01/09/2022

Revision #:  
 00

Global Sales Rep.:  
 J.S.



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Project Title:  
 RCMP Dist. of West Kelowna 2nd floor

Project #:  
 GCAD-8170

Drawn By:  
 G.S.

Date:  
 01/09/2022

Revision #:  
 00

Global Sales Rep.:  
 J.S.



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>			
Policing Building - Offices x 3	Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
	Other (Please explain in description)			

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	26,500.00	Total Cost:	\$ 26,500.00
						\$ -
						\$ -
					TOTAL	\$ 26,500.00

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

This capital request is for the creation of 3 new offices. These offices are for the S/Sgt, GIS Sgt and PS Supervisor.

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

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

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	SW	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:	<input type="checkbox"/>	Project Code (To be assigned by Finance)	C2023-66



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

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

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	<b>733,000</b>
				\$	-
				\$	-
				\$	-
			TOTAL	\$	<b>733,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
Replacement of legacy SCADA communications equipment inherited from WID, LID, and the RDCO.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Q1 2023	Completion Date:	Q4 2023
Renewal Infrastructure:	Yes	In Service Date:		Funding Source if Known:	

The SCADA communications (water and sewer utility network) wireless radio hardware is aging and beyond the end of its recommended lifespan. In the interests of having a reliable, well performing SCADA communications network, it is recommended to begin to replace this hardware in 2023. The SCADA communications network is critical to the operation of City of West Kelowna water and sewer infrastructure such as booster pumps, lift stations, reservoirs, etc. It is critical to ensure network communications with this infrastructure is reliable and secure in order to provide reliable utility services to residents of the City of West Kelowna. If this infrastructure is not replaced, the City risks communication issues with this critical infrastructure which could impact the City's ability to distribute drinking water to the residents effectively and impact the ability for the Utilities to respond quickly to afterhours issues with water and sewer infrastructure.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-67</b>

# City of West Kelowna

## Water Distribution and Wastewater Collection

### SCADA System Evaluation Report

#### 8.0 Summary

- 8.1 The existing City of West Kelowna Water Distribution and Wastewater Collection SCADA system relies on a heterogeneous mixture of communication technologies to gather data from most of the cities water and wastewater sites. Some of the technologies are obsolete and some of the sites not currently monitored should be added to the SCADA system.
- 8.2 There is a risk that as obsolete technology ages it will become more expensive and eventually impossible to repair or replace in kind leading to site down time.
- 8.3 An upgraded SCADA system is proposed that includes a routed IP network using modern radios. The network will include a high-speed backbone. Sites using obsolete or non-standard PLC hardware will be upgraded to modern, standard controllers.
- 8.4 The radios in this system operate over a frequency range that includes licensed spectrum if the City wants control over the backbone frequency.
- 8.5 There is an opportunity that other municipal radio systems (e.g. 911) will be able to mount antennas on the proposed 140' CSA tower at the Rosewood Reservoir.
- 8.6 The total estimated optional costs for the project, including a 20% contingency, is \$160,602.
- 8.7 The total estimated cost for the project, including a 20% contingency, spread over five years, is \$1,787,058.

City of West Kelowna  
Proposed SCADA Radio  
Network  
Rev 8 – June 2022

Notes:  
All networks /24 unless otherwise noted

Stevens Lift: Signal shown from remote pole beside Dry Marina

Falkner Lift: Signal may improve once Rosewood tower is installed

Horizon Village Lift: Signal may improve once Rosewood tower is installed

Red signal: Poor path for 900 Unlicensed, OK 900 Licenced

Orange signal: Marginal path for 900 Unlicensed, OK 900 Licenced

Fiber pinched loop to Powers WTP backed up via CAT3 VDSL2

Fiber pinched loop to City Hall backed up via 4.9 GHz Radios

Core CAT6

Core SMF 1000BASE-BX

Core CAT3 Copper VDSL2

Core 4.9 GHz Link

CAT 6

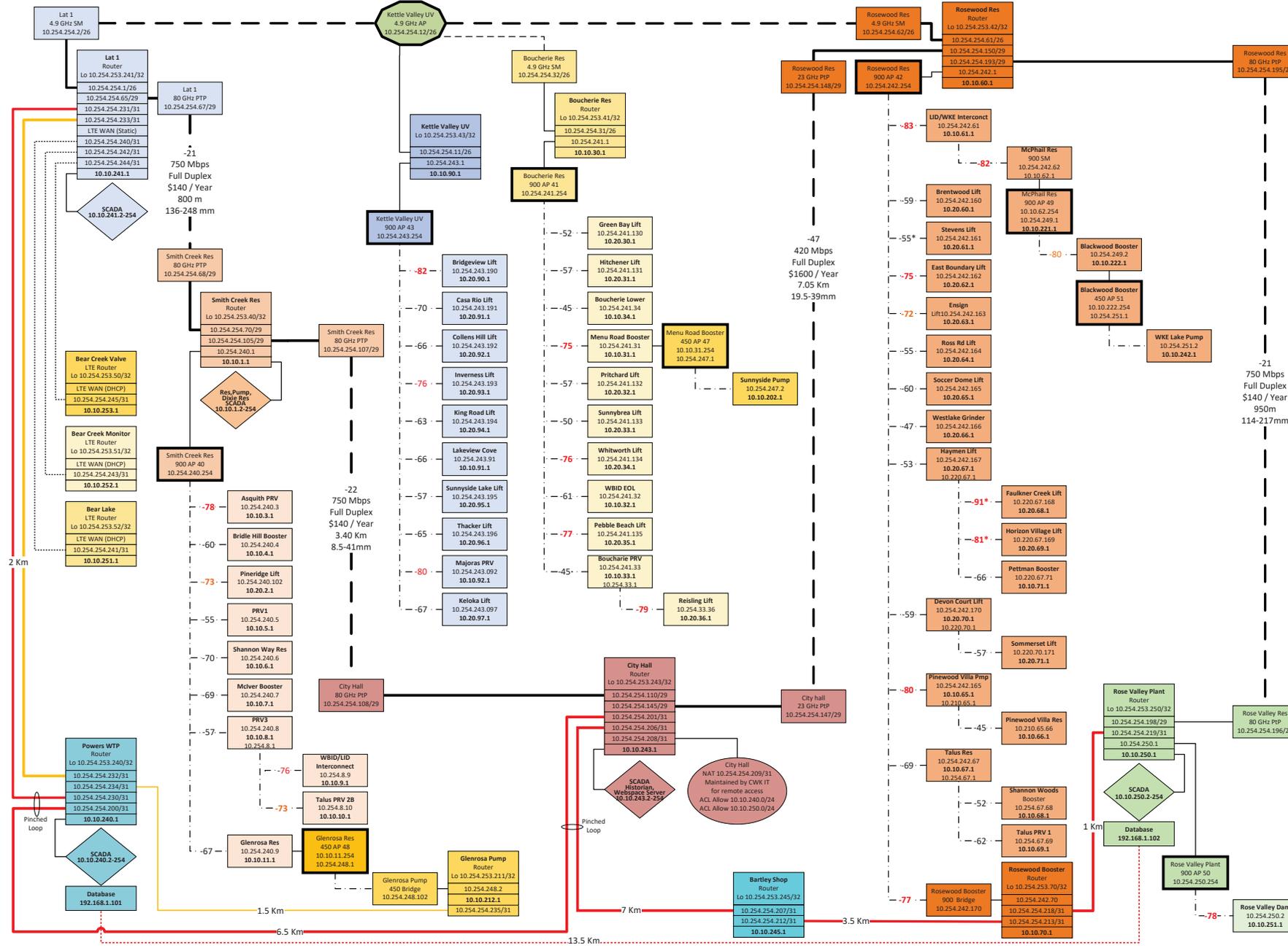
900 or 450 MHz

4.9 GHz Highspeed Link

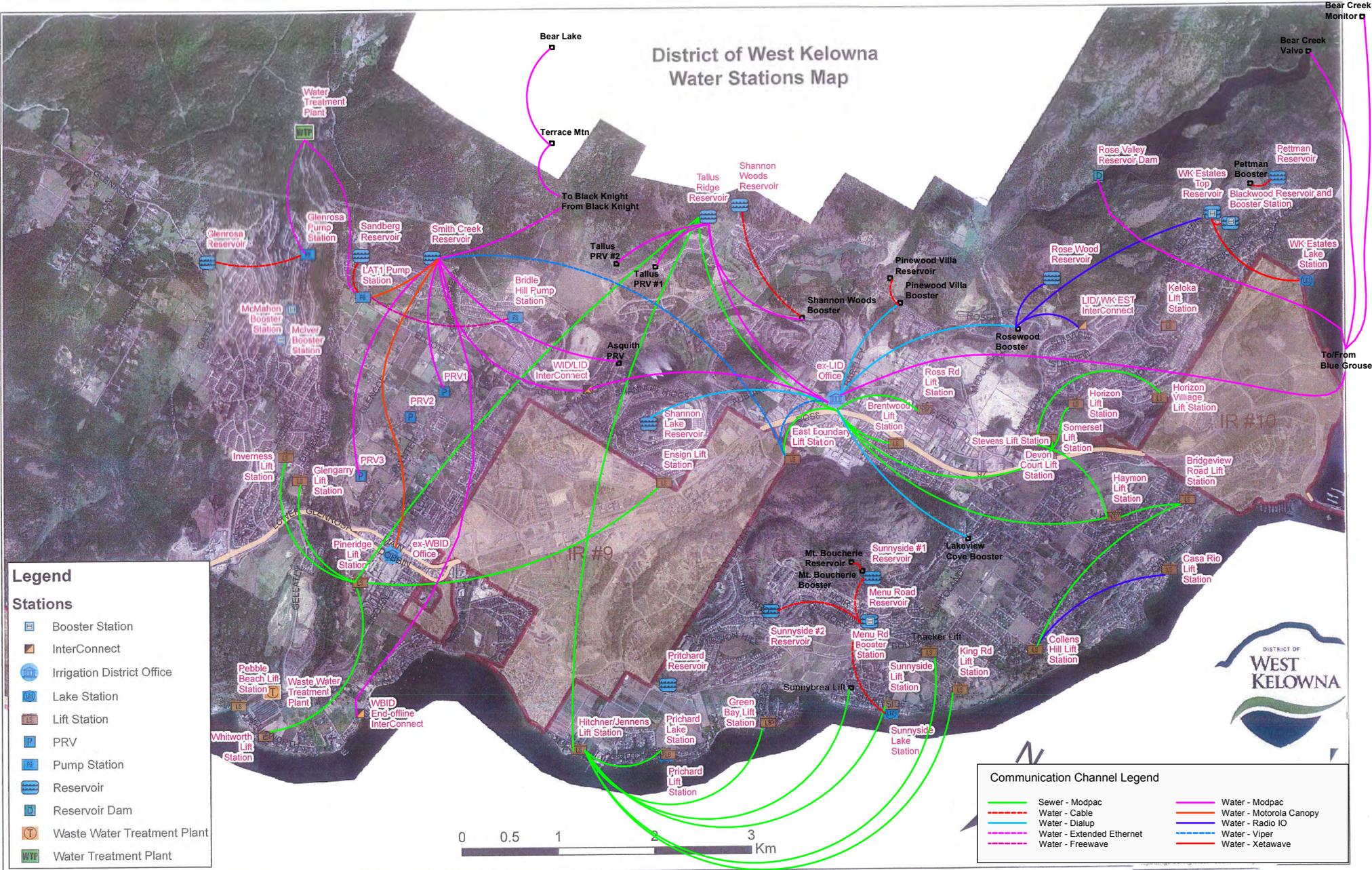
CAT3 Copper VDSL2

LTE Cellular GRE over IPSEC

Dedicated SMF 1000BASE-BX for Database Sharing



# District of West Kelowna Water Stations Map



**Legend**

**Stations**

- Booster Station
- InterConnect
- Irrigation District Office
- Lake Station
- Lift Station
- PRV
- Pump Station
- Reservoir
- Reservoir Dam
- Waste Water Treatment Plant
- Water Treatment Plant

**Communication Channel Legend**

- Sewer - Modpac
- Water - Cable
- Water - Dialup
- Water - Extended Ethernet
- Water - Freewave
- Water - Modpac
- Water - Motorola Canopy
- Water - Radio IO
- Water - Viper
- Water - Xetawave





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>			
Fire Hydrant Coverage 2023	Strategic Priority:	Invest in Infrastructure	Health & Safety:	
<b>DEPARTMENT</b>	Master Plan:	Water	Equipment Replacement:	
	Other (Please explain in description)			

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>75,000</b>

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

Design and install fire hydrants to improve fire coverage in the community.

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

New Infrastructure	Yes	Start Date:	Nov-23	Completion Date:	Nov-23
Renewal Infrastructure:	No	In Service Date:	Nov-23	Funding Source if Known:	

Increasing fire hydrant coverage will improve the fire fighting response times to homes and businesses within the community. Due to topographic restraints and timing of developments, all areas of the community do not have adequate fire hydrant spacing that meets current standards. This project will identify areas in the community that are deficient in hydrant spacing and install additional hydrants to improve coverage.

The project is planned to be completed by winter 2023.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-68</b>





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
Water Master Plan Update	Strategic Priority:	Invest in Infrastructure	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:	Water	Equipment Replacement:
	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>250,000</b>

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

Obtain a consultant to undertake a review of the water distribution network and prioritize required improvements.

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

New Infrastructure		Start Date:		Completion Date:	Summer 2024
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

The Water Master Plan was developed starting in 2011 and was adopted in 2014. With the completion of the Rose Valley Water Treatment Plant, the Rose Valley system will be combining the West Kelowna Estates, Sunnyside and Rose Valley systems. System improvements will be required in order to operate the utility effectively with a new source of water for parts of the service areas. This document will model the network, determine pipe sizes, water storage, Pressure Reducing Valves, and upland storage requirements. the deliverables will be a capital plan that prioritize the improvements needed for the utility in the most cost effective manner.

The project is planned to be started in spring 2023 and be completed in 2024.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-69</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>			
Snow Pillow Monitoring	Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement:	<input checked="" type="checkbox"/>
Public Works - Water Supply & Treatment	Other (Please explain in description)			

<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	30,000.00	Total Cost:	\$	30,000
						\$	-
						\$	-
						\$	-
					TOTAL	\$	30,000

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

Automated Snow Weather Stations (ASWS) are specialized weather stations that are installed and maintained to capture four main parameters: 1. Snow water equivalent 2. Snow depth 3. Cumulative Precipitation and 4. Ambient temperature. Currently the Islaht Lake snow course that the CWK maintains for the Ministry of Environment and Climate Change Strategy is sometimes difficult to access requiring Operators to snowshoe in to take recordings with old and antiquated equipment. Adding a ASWS would align with the Provinces and BC Hydro's snow survey strategy gathering accurate data all year round. In working with the Ministry on this project, they have suggested rough pricing of \$21,000 for the equipment. Staff have estimated \$30,000 due to potential escalation of equipment, possible need for external contractors, and site prep needs.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	<input type="text" value="Q2 2023"/>	Completion Date:	<input type="text" value="Q4 2023"/>
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:	<input type="text"/>	Funding Source if Known:	<input type="text"/>

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="NO"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-70"/>





**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Powers Creek WTP Intake Screen and Hypochlorite Design		Strategic Priority:	Invest in Infrastructure	Health & Safety:
<b>DEPARTMENT</b>		Master Plan:	Water	Equipment Replacement:
		Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>95,000</b>

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

Obtain a consultant to complete the design of the screen and chlorine improvements for the Powers Creek Water Treatment Plant.

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

New Infrastructure	Yes	Start Date:	Jul-23	Completion Date:	Nov-23
Renewal Infrastructure:	Yes	In Service Date:	Nov-23	Funding Source if Known:	

The design of the travelling screens and hypochlorite conversion requires an additional \$95,000 in order to prepare tender ready designs. In 2022 \$130,000 was approved for the design of the works. The City has applied for a grant under the Environment Quality Program. If approved, the grant would cover 73.33 per cent of the construction value, approximately \$1.1 million. The remaining \$1.5 million would be the City's share of the construction costs.

The Powers Creek Water Treatment Plant uses a traveling screening for removal of fines and uses chlorine gas for disinfection. The traveling screens remove large materials which if not removed may result in operational issues that compromise system efficacy and function downstream. Chlorination acts as a final barrier to ensuring the health and safety of consumers is maintained. The traveling screens have remained in operation for over 60 years and are heavily worn. Some parts of the footing sprocket responsible for rotating the screen panels have developed clear holes throughout and adjacent equipment (e.g., screen washdown pumps, access ladder) has corroded.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	<b>C2023-71</b>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>		
Powers Creek WTP Intake Screen and Hypochlorite Construction		Strategic Priority:	Invest in Infrastructure	Health & Safety:
		Master Plan:	Water	Equipment Replacement:
<b>DEPARTMENT</b>		Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
				\$	-
				\$	-
				\$	-
			<b>TOTAL</b>	\$	<b>2,600,000</b>

**5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)**  
Obtain a contractor to complete the screen and chlorine improvements for the Powers Creek Water Treatment Plant.

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

New Infrastructure	Yes	Start Date:	Jul-23	Completion Date:	Nov-23
Renewal Infrastructure:	Yes	In Service Date:	Nov-23	Funding Source if Known:	

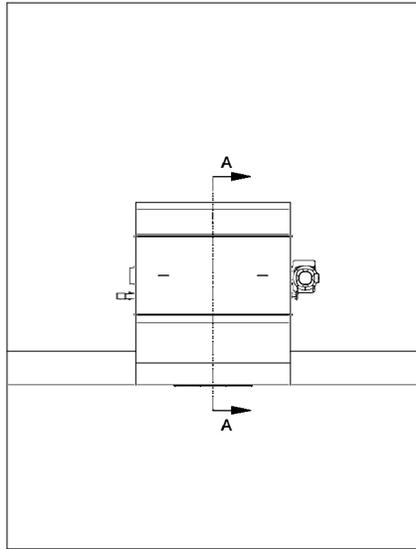
The Powers Creek Water Treatment Plant uses a traveling screening for removal of fines and uses chlorine gas for disinfection. The traveling screens remove large materials which if not removed may result in operational issues that compromise system efficacy and function downstream. Chlorination acts as a final barrier to ensuring the health and safety of consumers is maintained. The traveling screens have remained in operation for over 60 years and are heavily worn. Some parts of the footing sprocket responsible for rotating the screen panels have developed clear holes throughout and adjacent equipment (e.g., screen washdown pumps, access ladder) has corroded.

Chlorination has used chlorine gas storage and feed to produce free chlorine for disinfection purposes. The gas is a highly toxic compound and poses notable risk to the occupational health and safety of operators if leaks are present. By comparison, sodium hypochlorite (NaOCl) is commonly used as an alternative disinfectant, which is a liquid at standard temperature and pressure and is thus a less hazardous chemical.

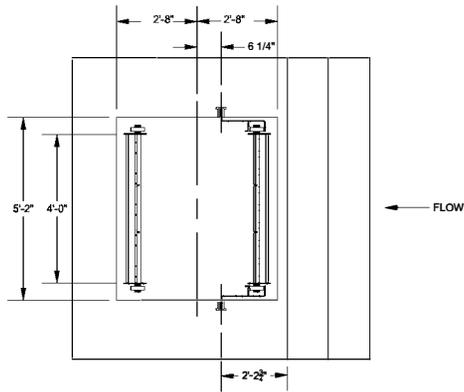
**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

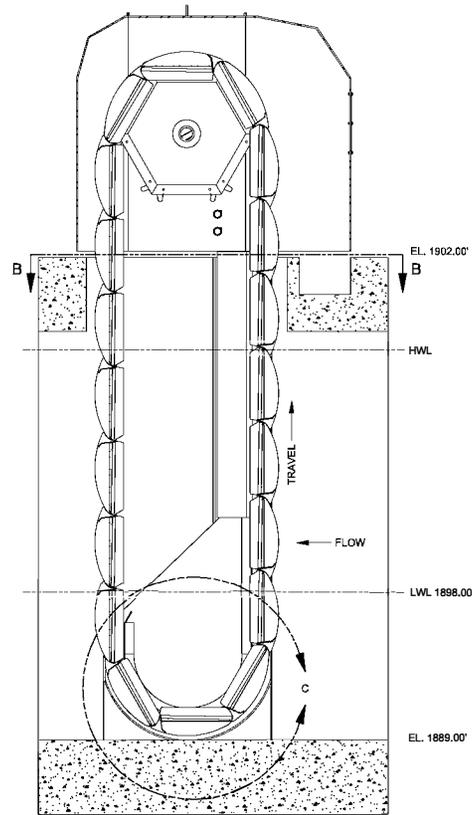
<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-72



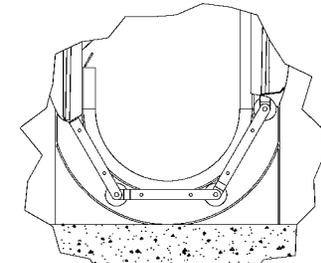
TOP VIEW



SECTION B-B

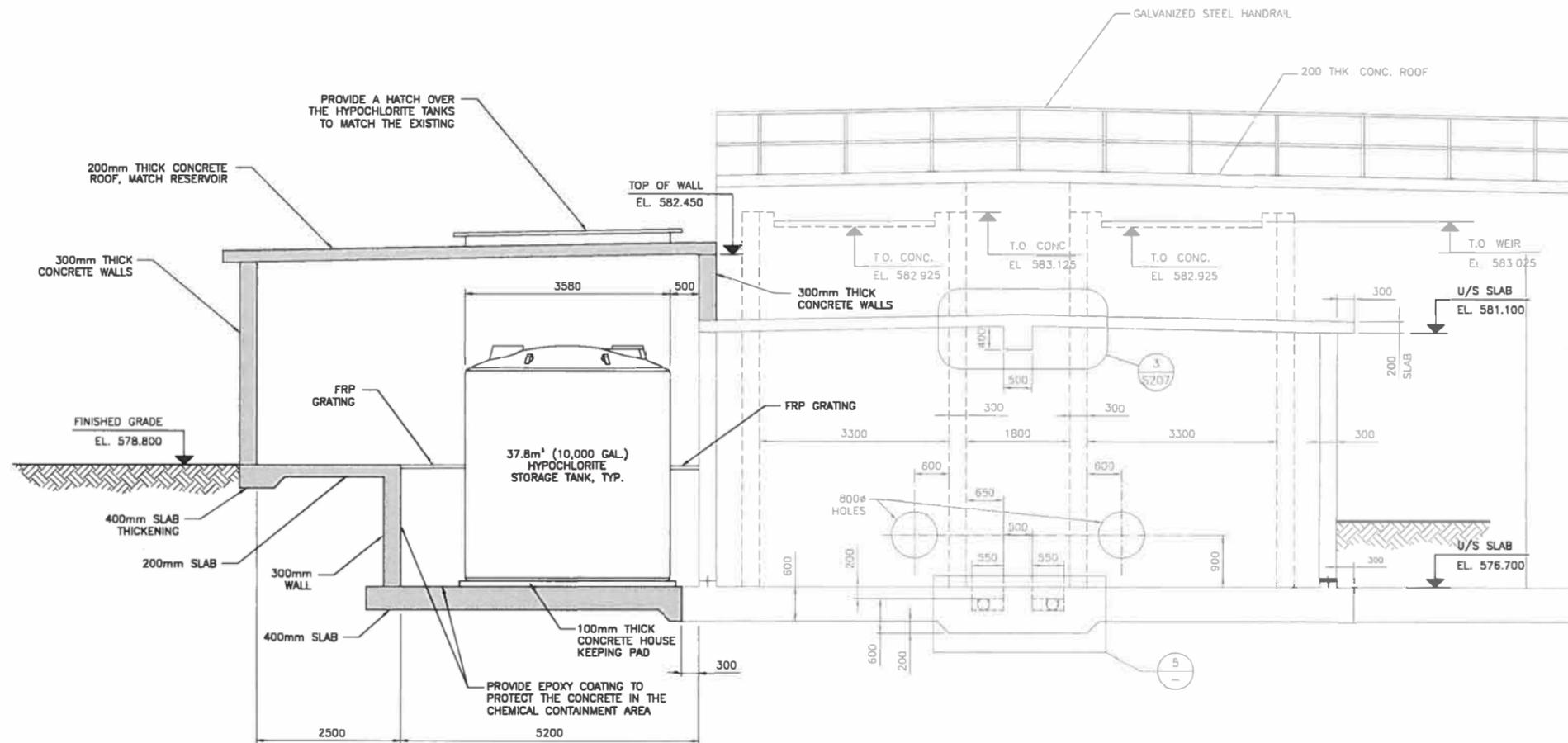


SECTION A-A



DETAIL C  
(PANELS REMOVED FOR CLARITY)

<b>WTR</b> WATER SCREENING SOLUTIONS		<small>THE DESIGN IS PROPERTY OF WATER SCREENING SOLUTIONS, INC. AND IS TRANSMITTED IN CONFIDENCE. NEITHER DESIGN NOR INFORMATION CONTAINED ON THESE DRAWINGS SHALL BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.</small>	
TITLE: <b>POWERS CREEK WTP THRU FLOW SCREEN</b>			
DESIGNER: ABA			
CHECKER: -			
APPROVER: -			
DATE: 3/25/2020			
DOCUMENT NUMBER: <b>P20-422 TF GA</b>		SHEET: <b>2 OF 2</b>	
		REV: <b>A</b>	



**HYPOCHLORITE CONVERSION SECTION A-A**  
SCALE 1:50

DRN BY:	CDF	DES BY:	CHK BY:	APP BY:	REV	DESCRIPTION	DATE (Y/M/D)
					A	DRAFT ISSUE	20200720



**CITY OF WEST KELOWNA  
HYPOCHLORITE CONVERSION**

**PROCESS MECHANICAL**

PROJECT START DATE (M/Y)	06/2020
PROJECT NO.	XXXXX
FILENAME	60338315_M-101.dwg
SHEET NO.	
DRAWING NO.	219-M-101



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
PCWTP SCADA Hardware Upgrade	Strategic Priority:	<input type="checkbox"/>	Health & Safety: <input type="checkbox"/>
<b>DEPARTMENT</b>	Master Plan:	<input type="checkbox"/>	Equipment Replacement: <input checked="" type="checkbox"/>
Public Works - Water Supply & Treatment	Other (Please explain in description)		

<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
	1	65,000	65,000	\$	65,000
				\$	-
				\$	-
			TOTAL	\$	65,000

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

This is the second request that follows the approved funding from 2022 for DeltaV DCS hardware as outlined by our cybersecurity audit completed in 2021. The hardware at the plant is 14 years old and outdated. This request is required to upgrade to the latest hardware and security enhancements to protect the City's water supply from a cyber attack.

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

New Infrastructure	<input type="checkbox"/>	Start Date:	Q1 2023	Completion Date:	Q2 2023
Renewal Infrastructure:	Yes	In Service Date:		Funding Source if Known:	

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	NO
Purchasing:		Project Code (To be assigned by Finance)	C2023-73



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
PCWTP Vibration Monitoring Equipment		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 - Water Supply and Treatment		Other (Please explain in description)	Equipment Protection		
<b>CAPITAL COST</b>	Quantity:	1	Unit Cost:	30,000	Total Cost:
					\$ 30,000
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 30,000

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

Asset Management System (AMS)

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

New Infrastructure	<input type="checkbox"/> YES	Start Date:	Q2 2023	Completion Date:	Q4 2023
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:		Funding Source if Known:	

Vibration equipment is essential for performing predictive maintenance on expensive critical infrastructure. The equipment requested will monitor vibration trends on our 2-125HP and 2-30HP treated water pumps that supply backwash water to the filters and also treated water to the balancing reservoir which supplies water to the distribution system. Knowing if the equipment is going to fail not only allows us to schedule maintenance during non-peak times but also minimizes costly repairs that would be incurred if repairs are left too long. Another benefit is that the system will be directly connected to our DeltaV control system allowing us to benefit from the Asset Management System (AMS) module enabling Operators to check at a glance the condition of the pumps and also monitor critical alarms.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	<input type="text" value="AF"/>	Budgetary Pricing Attached	<input type="text" value="NO"/>
CAO:	<input type="text" value="PG"/>	Business Case/Other Backup Attached	<input type="text" value="NO"/>
Purchasing:	<input type="text"/>	Project Code (To be assigned by Finance)	<input type="text" value="C2023-74"/>



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

PROJECT ITEM		PRIORITY (check one)			
WKW - Water Sample Stations		Strategic Priority:	<input type="checkbox"/>	Health & Safety:	<input checked="" type="checkbox"/>
DEPARTMENT		Master Plan:	<input checked="" type="checkbox"/>	Equipment Replacement:	<input type="checkbox"/>
Public Works - Utilities		Other (Please explain in description)			

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	
<u>Sample Station</u>	10	2,500		\$ -
<u>Appurtenances</u>	10	1,000		\$ 25,000
<u>Contract Services</u>	10	1,500		\$ 10,000
			TOTAL	\$ 15,000
				\$ 50,000

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

Eclipse sampling stations are the industry standard and are supplied by several distributors. Other equivalent options will be considered.

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

New Infrastructure	<input checked="" type="checkbox"/>	Start Date:	Q2 2023	Completion Date:	Q4 2023
Renewal Infrastructure:	<input type="checkbox"/>	In Service Date:		Funding Source if Known:	

Water quality sampling stations are intended to provide dedicated, secure access to water that best represents the water quality in the Pressure Zone.

- There are 44 Pressure Zones within the City of West Kelowna.
- Some sample stations are already in use at various locations throughout the CWK's water distribution system, but the City does not currently have one dedicated sample station in each Pressure Zone.
- This will be a multi-year project to complete installations in all Pressure Zones after the purchases in 2023.
- Sample stations are used as part of the City's compliance with our Drinking Water Quality Monitoring Program, Permit to Operate (issued by IHA), the BC Water Protection Regulations, and the BC Water Protection Act.
- The additional sample stations in each Pressure Zone will allow CWK Utilities to specifically test the water in the zone without having to enter onto any private property.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
Total Additional Operating Costs:	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	NO
Purchasing:		Project Code (To be assigned by Finance)	C2023-75



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>	<b>PRIORITY (check one)</b>		
WKW - Electrical and Instrumentation renewals	Strategic Priority:	<input checked="" type="checkbox"/>	Health & Safety:
<b>DEPARTMENT</b>	Master Plan:		Equipment Replacement: <input checked="" type="checkbox"/>
Public Works - Utilities	Other (Please explain in description)		

CAPITAL COST	Quantity:	Unit Cost:	Total Cost:	\$
MCC upgrades and repairs	8		10,000	\$ 80,000
Level Tx replacements	11		2,272	\$ 25,000
HMI and Panel upgrades	3		5,000	\$ 15,000
Cathodic repairs / maintenance	1		25,000	\$ 25,000
Telemetry and PLC upgrades	1		20,000	\$ 20,000
UPS Battery Swaps	5		400	\$ 2,000
Pump Station Optimization	3		5,000	\$ 15,000
Re-chlorination at reservoirs	4		5,000	\$ 20,000
				\$ -
				\$ -
			TOTAL	\$ 202,000

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

- Upgrading to soft starts or VFD's will prolong the life of the pumps and motors. (i.e.. Yasakawa or Eaton E611)
- Obsolete level transmitters located in several reservoirs require updating for more precise trending and control (i.e.. Vega)
- Several sites have obsolete HMI touch screens or no HMI's, we are looking to bring these up to date.
- The distribution cathodic system is integral to the longevity of the buried piping infrastructure. This system requires yearly specialized maintenance and testing. Ongoing over the next 5 years
- Improving the telemetry throughout the distribution network and maintaining the latest technology, having critical spares on hand. KOYO PLC's,
- The UPS units are located at every site and have a limited life span due to the harsh temperatures and conditions, the batteries in the units require replacement on a 3-year cycle. Generic batteries can be obtained from several distributors.
- Pump station optimization can see cost savings in pump maintenance and power usage. Optimization can be achieved through PLC programming changes, setpoint adjustment and analysing data to see where corrections can be made. Combination of in house programming and Centrix Control Solutions assisting.
- Re-chlorination at the reservoirs helps maintain the water quality in the system. Install pumps and hypo storage on site. DDA pumps have proven to effective at our existing re-chlorination locations.

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

<b>New Infrastructure</b>		<b>Start Date:</b>	Q2 2023	<b>Completion Date:</b>	Q4 2023
<b>Renewal Infrastructure:</b>	YES	<b>In Service Date:</b>		<b>Funding Source if Known:</b>	

- Aging and antiquated pump controllers are a failure point in the distribution system. Upgrading to soft starts or VFD's will prolong the life of the pumps and motors. They also improve the power factor eliminating surcharges from BC Hydro.
- The level transmitters located at some of the reservoir sites are starting to drift and give erroneous readings, with the improved technology found in the today's level transmitters, calibrations can be made without entering confined spaces, aid in more precise trending and control of the reservoirs.
- In 2019 we had a survey performed on the network cathodic system and several deficiencies have been detected. We are in the process of correcting the deficiencies and improving the efficiency of this network protective system over the next 5 years.
- Improving on the telemetry helps find deficiencies in the network and can help predict failures before they happen.
- Servicing and swapping out the internal batteries in the UPS is part of our preventative maintenance program.
- Pump station optimization can see cost savings in pump maintenance and power usage. Optimization can be achieved through PLC programming changes, setpoint adjustment and analysing data to see where corrections can be made.
- Re-chlorination at the reservoirs helps maintain the water quality in the system.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>VERIFIED BY:</b>			
Department Director/Manager	AF	Budgetary Pricing Attached	NO
CAO:	PG	Business Case/Other Backup Attached	NO
Purchasing:		Project Code (To be assigned by Finance)	C2023-76



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Sunnyside Lift Station Critical Improvement		Strategic Priority:	Invest in Infrastructure	Health & Safety:	X
<b>DEPARTMENT</b>		Master Plan:	X	Equipment Replacement:	X
Utilities - Sewer		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
Lift Station Upgrade construction & contingency				\$	150,000
			<b>TOTAL</b>	\$	150,000

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

New FRP top and above ground valve chamber, flow meter including installation  
 Lifting equipment  
 Station Bypassing  
 Disposal of the existing piping, station top, and valves  
 Station must be sterilized and pressure washed prior to install  
 Generator  
 Electrical components and kiosk

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

New Infrastructure		Start Date:		Completion Date:	
Renewal Infrastructure:		In Service Date:		Funding Source if Known:	

On April 13th of 2021, the Utilities Department hired Barski Industries to perform an emergency leak repair of a corrosion hole on the discharge piping of one of two pumps inside the wet well. Fortunately, the other pump line still worked but planning for the temporary repair took several weeks. Special WorkSafe exemptions were required to allow the work and the station was bypassed for most of the day using hydrovacs. While the contractor was in the confined space, technicians also performed an internal inspection of the fiberglass and internal components of the Sunnyside Lift Station and provided a condition report attached to this Capital Request. Conclusions of the inspection were as follows:

The condition of the lift station from an operational perspective is poor. Although the fiberglass structure appears to be in acceptable condition, some of the components will require attention soon. The mild steel piping and pump guide bars in the station have reached the end of their service life. Corrosion of the piping is close to all the way through in some areas and the guide bars are near the point of structural collapse. The possibility of a leak in the near future is very likely. Immediate attention to resolve these issues should be considered. This request is intended to address the noted deficiencies prior to complete failure of the station and to update the check valve to be accessible above ground along with aged electrical components. Given the station does not have emergency back up power, a generator is also proposed to be added.

Due to WorkSafe Regulations and many additional challenges, the improvements will require considerable planning to implement the improvements. Additional confined space entry approvals, an external pumped bypass system will need to be set up, construction crews arranged for the removal and installation of the new custom components. Given the complexity of the specialized and high risk work, Sunnyside Lift Station would likely need to be bypassed for a considerable number of days to perform the work. It will be nearly impossible to avoid an environmental overflow into Okanagan Lake should there be any additional failures at this station before these improvements are completed.

As part of the 2022 Budget Process, funds of \$400k were approved by Council with the following breakdown:

- New Pumps/piping: \$100,000
  - Removal of old components: \$30,000
  - Crane: \$20,000
  - Bypass Pumping System: \$50,000
  - Electrical Kiosk: \$25,000
  - Generator: \$110,000
  - Civil Works: \$25,000
  - Project Management/Engineering: \$40,000
- Total: \$400,000

In 2022, a contract for Design was recently awarded to Align Engineering in the amount of \$85,000, exceeding the initial budget amount of \$40,000. This budget request is to allow for escalations in material, construction and inflation costs, to ensure this important project is completed in 2023 due to the associated high-risk nature.

**7. NEW YEARLY OPERATING EXPENSES:**

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Staffing:					
Maintenance:					
Utility Costs:					
Contracts:					
Annual Licensing Fees:					
Miscellaneous:					
<b>Total Additional Operating Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**VERIFIED BY:**

Department Director/Manager	AF	Budgetary Pricing Attached	Select:
CAO:	PG	Business Case/Other Backup Attached	Select:
Purchasing:		Project Code (To be assigned by Finance)	C2023-77

# SUNNYSIDE LIFT STATION

## Proposal for Consulting Services







FIBERGLASS FABRICATORS

## **INSPECTION REPORT FOR LIFT STATION ON SUNNYSIDE RD W.KELOWNA**

On April 13<sup>th</sup> of 2021 our crew of fiberglass technicians performed an internal inspection of the fiberglass lift station on Sunnyside rd in West Kelowna. This pump station was noted as being installed sometime around 2001 and manufactured by Engineered pumps. This tank was built using the filament wound process for the shell sections and hand/spray-up method for the base and lid. Attachment of the base to shell and shell to lid was achieved with external circumferential butt and strap joints adding additional thicknesses in those areas. Internal joints for those areas normally consist of the replacement of the corrosion liner only.

### **Inspection Methods**

Visual internal inspections were done inside the tank only, looking for surface deterioration along with stress bulges or fractures. In addition, barcol hardness tests were also performed to determine if any chemical breakdown of the corrosion liner was present.

### **Inspection Points**

The areas of the lift station inspected has been broken down as follows:

- Corrosion liner above platform
- Corrosion liner below platform
- Corrosion liner of the base including the lower radius and internal base joint
- Station wall structure
- Base structure
- Internal components including piping, platform, etc.

### **Inspection Observations**

#### **Corrosion liner above platform**

Visual observations of this area did not show any signs of fracturing, surface crazing or delamination. Some staining and pitting were present but normal for a station of this age. Barcol hardness tests were between the 30-35 range (very good).

#### **Corrosion liner below platform**

Visual observations of this area did not show any signs of fracturing, surface crazing or delamination. Some staining and pitting were present. Barcol hardness tests varied between 19-31.

#### **Corrosion liner of the base including the lower radius and internal base joint**

Visual observations of this area did not show signs of surface crazing and delamination. The base and radius were free of defects other than the expected minor staining and pitting.

#### **Station wall structure**

The station wall structure could only be observed from the inside of the station, as the station is buried. Any large structural defects would likely be seen as bulges or significant fractures. None of these were present in the station.

#### **Base Structure**

The inspection of the base structure was limited in this station due to the presence of water in the bottom. Without the ability to visually see leaks or delamination, we are forced to only inspect by "feel". By putting weight in various locations on the bottom we can feel a sponginess to it. Spongy = possible delamination. Firm = likely Barski Industries (1985) Ltd.

2378 Westlake Road  
Kelowna, B.C. Canada  
V1Z-2V2



FIBERGLASS FABRICATORS

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Web: [fiberglasspumpstations.com](http://fiberglasspumpstations.com)

structurally good. No sponginess was felt with this test.

### Conclusions

The **corrosion liner above the platform** of the station is in good condition. This area is free of any leaks and the staining and pitting appears to be only superficial. There are no recommendations for repair of this area.

The **corrosion liner below the platform** appears to be in fair condition. Visual inspection did not show any major defects, however some of the barcol reading were low for a station of this age. This was mostly in the area right above the operating water line. This is likely due to a build-up of H<sub>2</sub>S gas in this area. Better ventilation under the platform is recommended to slow any further degradation of the liner.

The **corrosion liner of the base including the lower radius and internal base joint** is in acceptable condition. No repairs are recommended in this location.

The **station wall structure** appears to be in very good condition. There are no recommendations for repair of this.

The **base structure** appears to be in acceptable condition. However, with limited ability to inspect for leaks or delamination, this conclusion is incomplete. The inspection of this area can only be completed when the station is 100% dry. This is not an unusual situation as we often do inspections just prior to construction when a bypass of the station has been set up.

The **internal components including piping, platform, etc.** are in somewhat poor condition. Although aluminum ladder and platform are in good structural condition, the other components are not. The mild steel piping is in a state of decay especially in the area under the platform above the water line. The pump guide bars are also in poor condition. Again, in the location under the platform, they have corroded all the way through. Repair recommendations are to replace the steel components.

The condition of the lift station from an operational perspective is poor. Although the fiberglass structure appears to be in acceptable condition, some of the components will require attention soon. The mild steel piping and pump guide bars in the station have reached the end of their service life. Corrosion of the piping is close to all the way through in some areas and the guide bars are near the point of structural collapse. The possibility of a leak in the near future is very likely. Immediate attention to resolve these issues should be considered.

Kurt Thiessen  
Barski Industries

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**BELOW PLATFORM**



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Web: [fiberglasspumpstations.com](http://fiberglasspumpstations.com)

FIBERGLASS FABRICATORS

ABOVE PLATFORM



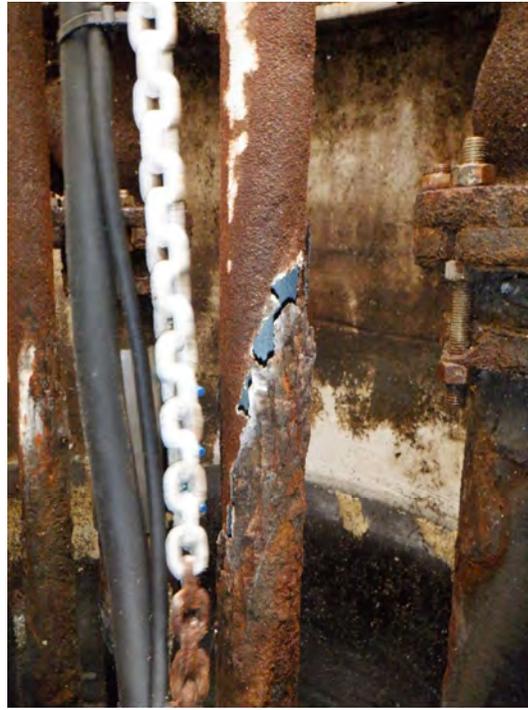
PIPE RISER

2378 Westlake Road  
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FIBERGLASS FABRICATORS

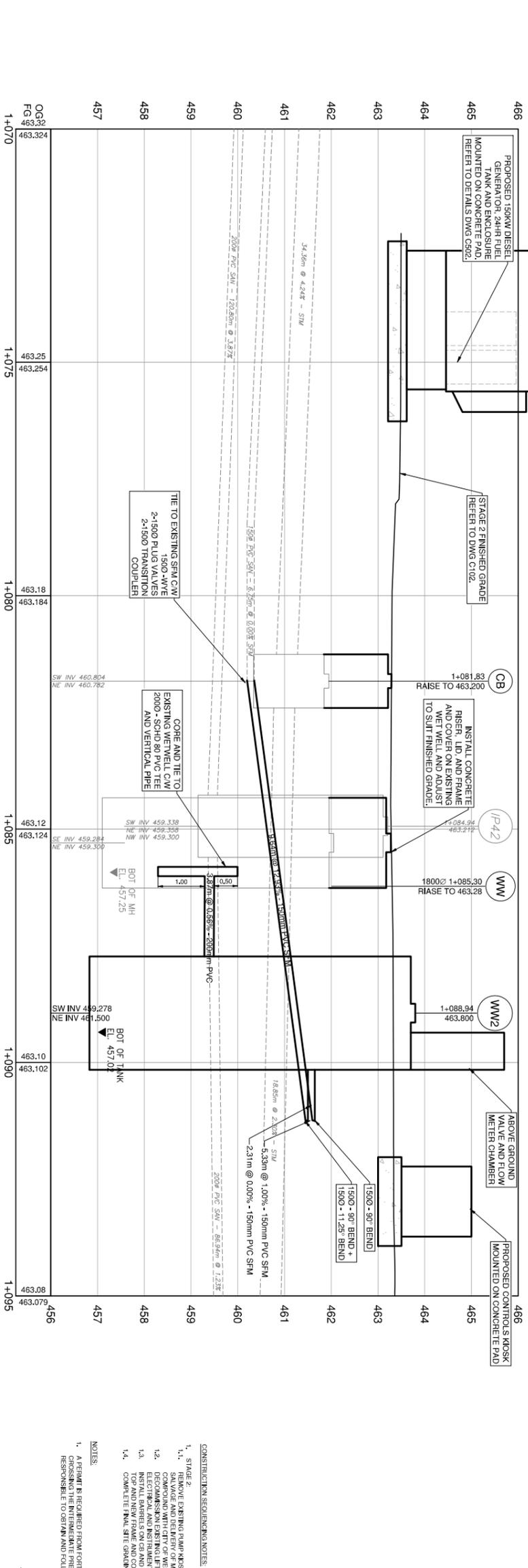
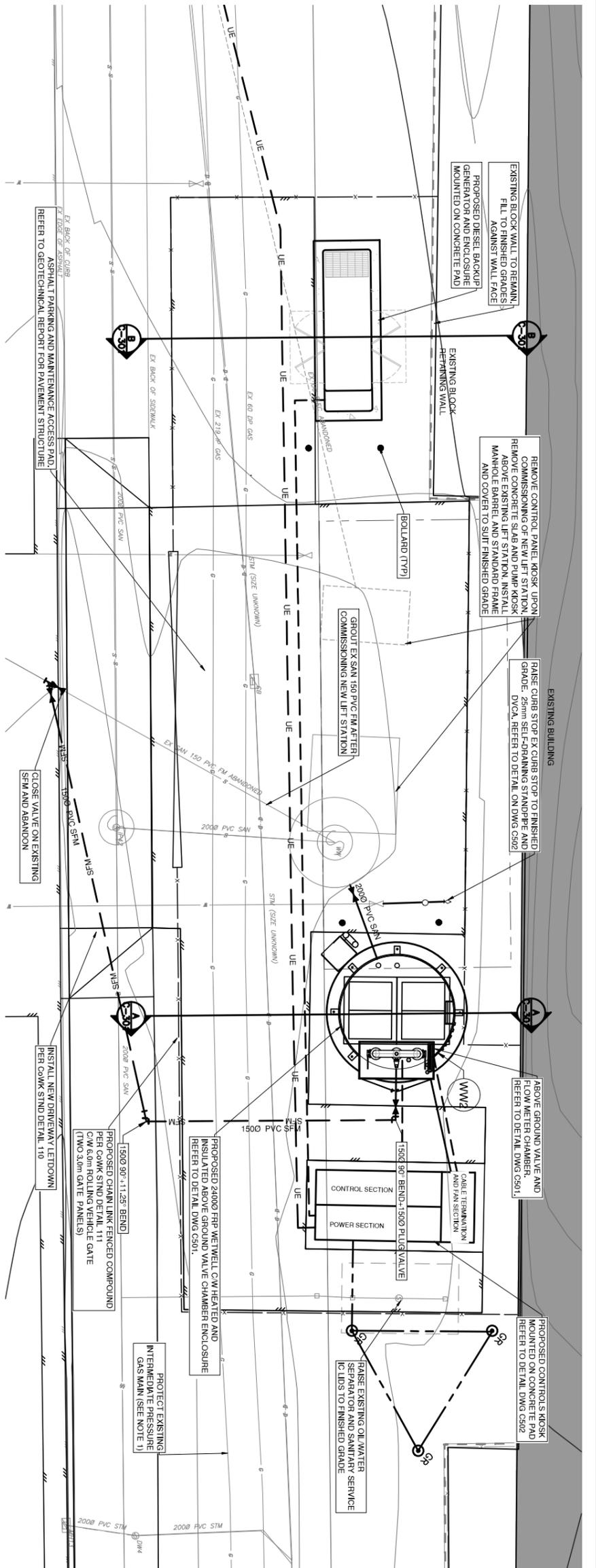


GUIDE BARS



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>				
Stevens Lift Station Replacement		Strategic Priority:	Invest In Infrastructure	Health & Safety:		
<b>DEPARTMENT</b>			Master Plan:		Sanitary	Equipment Replacement:
		Other (Please explain in description)				
<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$ -		
<u>Additional Engineering and Construction Admin.</u>				\$ 150,000.00		
<u>Construction Costs</u>				\$ 872,000.00		
<u>Utilities/ROW Acquisition</u>				\$ 100,000.00		
			TOTAL	\$ 1,122,000.00		
<b>5. DESCRIPTION Desired Manufacturer/Model (attach additional pages/brochure if necessary)</b>						
Stevens Lift Station Replacement						
<b>6. CAPITAL EXPENDITURE RATIONALE AND STRATEGIC IMPORTANCE (attach additional pages as required)</b>						
<b>New Infrastructure</b>		<b>Start Date: In Service Date:</b>		<b>Completion Date:</b>		
<b>Renewal Infrastructure:</b>		<b>Funding Source if Known:</b>				
<p>The Stevens Road lift station has reached the end of its service life and is in need of replacement. The station is not adequately sized to accommodate the inflow of sewer from the stations service area. The station design will include additional emergency storage, larger pumps, new electrical controls, and back up power. The station is operating beyond its capacity and requiring support from public works to ensure sewer effluent is contained within the station. Improving this station will reduce the resources required to maintain service to the neighbourhood.</p> <p>During the construction of the Ross Road sidewalk project staff became aware of concrete manholes that were failing in advance of their expected service life. These manholes were collecting sewer from the industrial area and preliminary investigations are showing a need to determine the extents of the issue. Further investigations will determine the extents of the failures and to develop a plan to lengthen the life or replace the manholes.</p> <p>As part of the 2020 Budget Process, funding of \$100,000 was approved by Council for the design and associated investigations required for the Stevens Lift Station. Subsequently, a contract was approved by Council and awarded to Stantec Consulting in the amount of \$122,000 to complete the design. In addition, as part of the 2022 Budget Process, funding of \$1,150,000 was approved by Council for construction of the Stevens Lift Station upgrades.</p> <p>A tender for works closed on September 23rd with the lowest bid being provided by Chandos Construction in the amount of \$1,839,171.</p> <p>This budget request is for: the overage required for the initial consulting budget, the additional cost for Construction Administration which was listed as optional in the original RFP response, anticipated costs for utility modifications, ROW acquisition, and the additional construction budget required.</p> <p>Breakdown as follows:</p> <ul style="list-style-type: none"> <li>- Additional Engineering &amp; Construction Administration: \$150,000</li> <li>- Utility &amp; ROW of Acquisition: \$100,000</li> <li>- Construction Tender Bid (Chandos): \$1,839,000</li> <li>- Contingency (10%): \$183,000</li> <li>- Original Construction Budget: (\$1,150,000)</li> </ul> <p>Total: \$1,122,000</p> <p>Funding Breakdown as follows: DCC (25%): \$280,500</p>						
<b>7. NEW YEARLY OPERATING EXPENSES:</b>						
		<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>
Staffing:						
Maintenance:						
Utility Costs:						
Contracts:						
Annual Licensing Fees:						
Miscellaneous:						
Total Additional Operating Costs:		\$ -	\$ -	\$ -	\$ -	\$ -
<b>VERIFIED BY:</b>						
<b>Department Director/Manager</b>	AF	Budgetary Pricing Attached		Select:		
<b>CAO:</b>	PG	Business Case/Other Backup Attached		Select:		
<b>Purchasing:</b>		Project Code (To be assigned by Finance)		C2023-78		



**LEGEND**

3	CAP	○ SAN#	SANITARY MH (EXISTING OR FUTURE)
4	CATCH BASIN	○ SAN#	SANITARY MH (PROPOSED)
5	ELECTRICAL BOX	○ STM#	STORM MH (EXISTING OR FUTURE)
6	HYDRANT	○ STM#	STORM MH (PROPOSED)
7	VALVE	□	TRANSFORMER
8	LAMP STANDARD	□	UTILITY JUNCTION BOX

10	1+070	1+075	1+080	1+085	1+090	1+095
OG% FG#	463.324	463.254	463.18	463.184	463.12	463.102

No.	DATE	BY	REVISION
1	2021-05-28	JK	ISSUED FOR PRELIMINARY DESIGN
2	2021-07-13	JK	ISSUED FOR 50% DESIGN
3	2022-01-19	JK	ISSUED FOR 90% DESIGN
4	2022-03-30	JK	ISSUED FOR TENDER

DRWN	JK
DESIGN	JK
APPROVED	JK
DATE	
SCALE	AS SHOWN

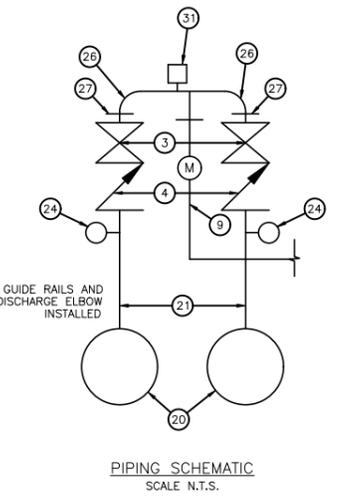
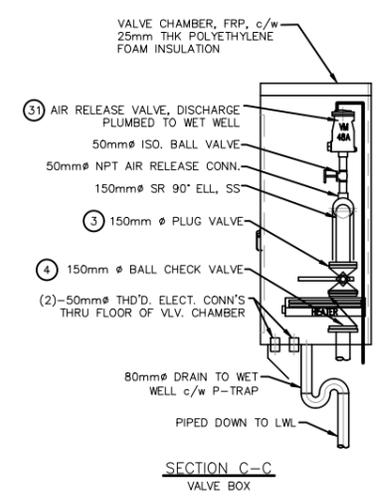
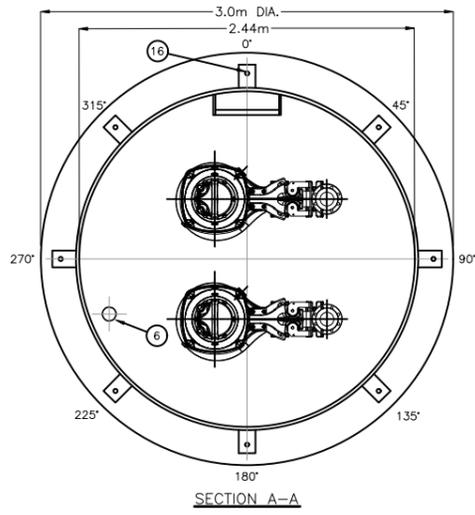
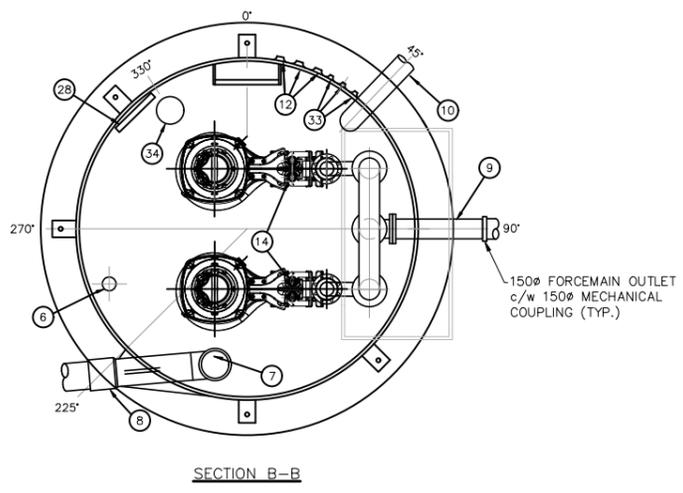
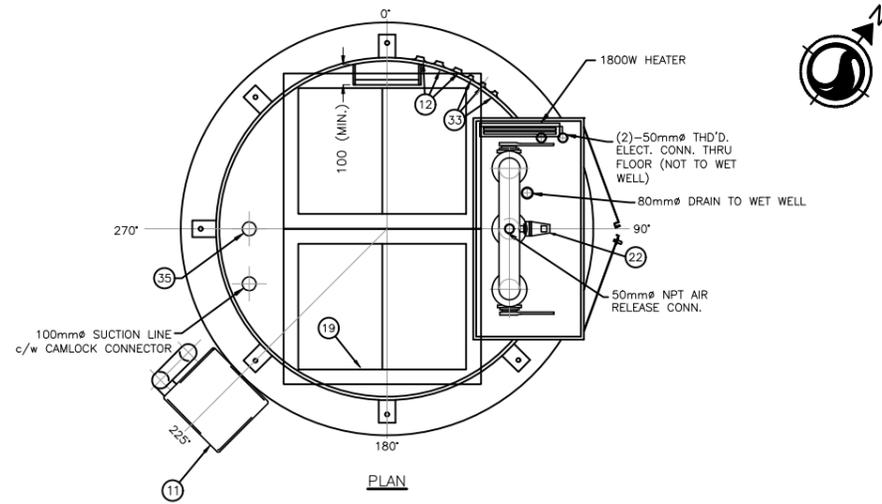
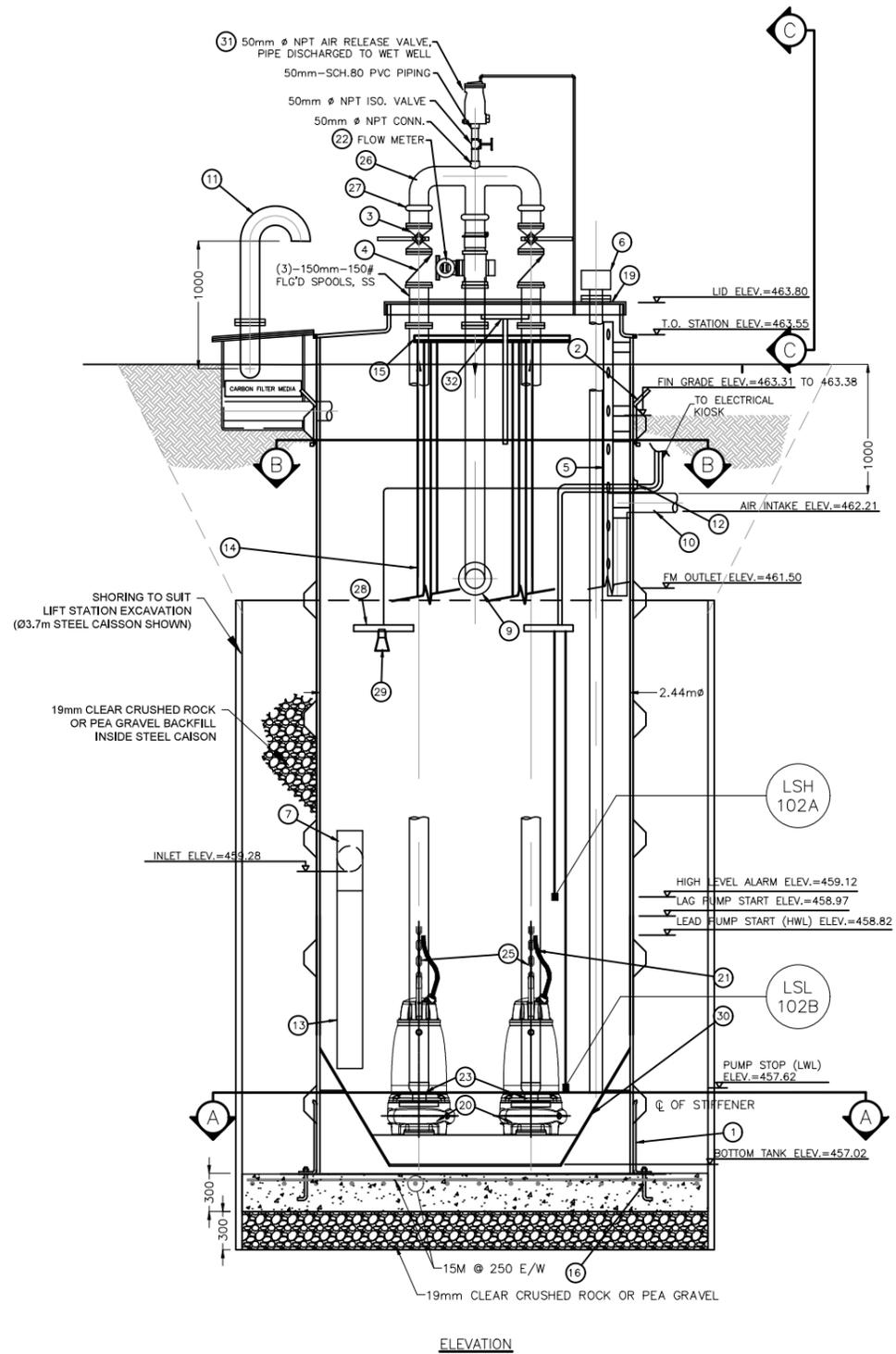
**Stantec** Consulting Ltd.  
 400-1620 Dudson Avenue,  
 Kelowna, B.C. V1Y 9V2  
 Tel: (250) 860-3225  
 Fax: (250) 860-3367

**City of West Kelowna**  
 STEVENS LIFT STATION IMPROVEMENTS  
 STEVENS LIFT STATION PLAN / PROFILE - STAGE 2

REV. NO. 4

- CONSTRUCTION SEQUENCING NOTES**
1. STAGE 2
  - 1.1. REMOVE EXISTING PUMP KIOSK AND PIPES, AND CONTROL S. COORDINATE SALVAGE AND DELIVERY OF MATERIALS TO EAST BOUNDARY LIFT STATION COMPOUND WITH CITY OF WEST KELOWNA OPERATIONS.
  - 1.2. ELECTRICAL AND INSTRUMENTATION AND GROUNDING PENETRATIONS.
  - 1.3. INSTALL BARRELS ON CG AND EXISTING WETWELL. COMPLETE WITH SLAB CONCRETE WALL, 8" IS. SPREADS AND JOISTS.
  - 1.4. COMPLETE WALL, 8" IS. SPREADS AND JOISTS.
- NOTES**
1. A PERMITS REQUIRED FROM FORTS BC FOR ANY WORK WITHIN 20M OR RESPONSIBLE TO OBTAIN AND FOLLOW REQUIREMENTS OF FORTS BC PERMIT.





MATERIAL LIST		
ITEM	QTY.	DESCRIPTION
1	8	HOLD DOWN LUGS (EPOXY COATED STEEL)
2	4	LIFTING LUGS (EPOXY COATED STEEL)
3	2	150mm# VAL-MATIC 5606FN PLUG VALVE, HAND WHEEL OPERATED, FLANGED
4	2	150mm# FLYGT HDL #5087 BALL CHECK VALVE
5	1	ALUMINUM SAFETY LADDER, MARINE GRADE (FULL) PER W.C.B. SPECIFICATIONS
6	1	100mm# SUCTION, c/w DOWNCOMER & CAMLOCK FITTING
7	1	200mm# SCHEDULE 80 PVC TEE AND VERTICAL PIPE
8	1	200mm# FRP INLET MACHINED TO SDR-35
9	1	150mm# STAINLESS STEEL DISCHARGE PIPE
10	1	150mm# AIR INTAKE STUB c/w DOWNCOMER, CONNECT TO FAN IN KIOSK
11	1	150mm# VENT EXHAUST TO CARBON FILTER, FRP CARBON FILTER ABSORBER ENCLOSURE, GOOSENECK VENT PAINTED TO CITY REQUIREMENTS C/W BIRDSCREEN, FRP DUCTING FLANGES
12	3	50mm# NPT CONN., ELECTRICAL/COMMUNICATION
13	1	200mm# PVC SPOOL PIECE - LENGTH TO SUIT
14	4	316 STAINLESS STEEL GUIDE BARS (50mm#)
15	2	316 STAINLESS STEEL GUIDE BAR SUPPORTS (UPPER)
16	8	22mm# S.S. ANCHOR BOLTS
17	-	NOT USED
18	-	NOT USED
19	2	EJ H36481601 ALUMINUM ACCESS HATCHES c/w DRAIN CHANNEL, GAS ASSISTED SPRING, AND SAFE HATCH SAFETY GRATING, FITTED WITH FLUSH MOUNTING PADLOCK MECHANISM, SEALED AIR-TIGHT
20	2	N3202HT 466 FLYGT PUMPS c/w 20m OF POWER SUPPLY CABLE, 70hp 1775rpm, 100mm#, 600V, 60hz, 41.8 L/s @ 53.9m TDH.
21	-	150mm# STAINLESS STEEL SCHD 10 PIPE
22	1	150mm# FLOW METER, SEIMENS OR ABB
23	2	100mm# x 150mm# STAINLESS STEEL SCHD 10 REDUCER
24	2	PRESSURE GAUGE c/w STOP COCK, S.S. SADDLE
25	2	S.S. OR GALVANIZED LIFTING CHAIN FASTENED TO PUMP AND SUPPORTED BY A HOOK ADJACENT TO GUIDE RAIL HOLDER AT THE TOP OF THE CHAMBER.
26	1	150mm# 90° ELBOW, FLANGED ONE END
27	3	VICTAULIC COUPLING
28	1	LEVEL TRANSMITTER S.S. MOUNTING BRACKET
29	2	RADAR LEVEL TRANSMITTER, VEGAPLUS C21 FOR HIGH AND LOW LEVELS
30	1	FRP BASE
31	1	ARI D025TST02 AIR RELEASE VALVE
32	1	SAFETY T-HANDLE
33	3	25# NPT CONN., ELECTRICAL/COMMUNICATION
34	1	200mm# STILLING WELL, FRP c/w REMOVABLE CAP
35	1	SOCKET FOR DAVIT ARM

FILE LOCATION: N:\01117\05\11171005\_C501.dwg  
 PLOTTED: 3/20/2022 11:15 AM ORIGINAL SHEET SIZE: 22"x34"

LEGEND	
—	CAP
—	CATCH BASIN
—	ELECTRICAL BOX
—	HYDRANT
—	VALVE
—	LAMP STANDARD
○ <sub>SAN</sub>	SANITARY MH (EXISTING OR FUTURE)
● <sub>SAN</sub>	SANITARY MH (PROPOSED)
○ <sub>STM</sub>	STORM MH (EXISTING OR FUTURE)
● <sub>STM</sub>	STORM MH (PROPOSED)
—	TRANSFORMER
—	UTILITY JUNCTION BOX

No.	DATE	BY	REVISION	Chk'd	No.	DATE	BY	REVISION	Chk'd
10					5				
9					4	2022-03-30	CK	ISSUED FOR TENDER	JTK
8					3	2022-01-19	CK	ISSUED FOR 90% DESIGN	JTK
7					2	2021-07-15	CK	ISSUED FOR 50% DESIGN	JTK
6					1	2021-05-28	CK	ISSUED FOR PRELIMINARY DESIGN	JTK

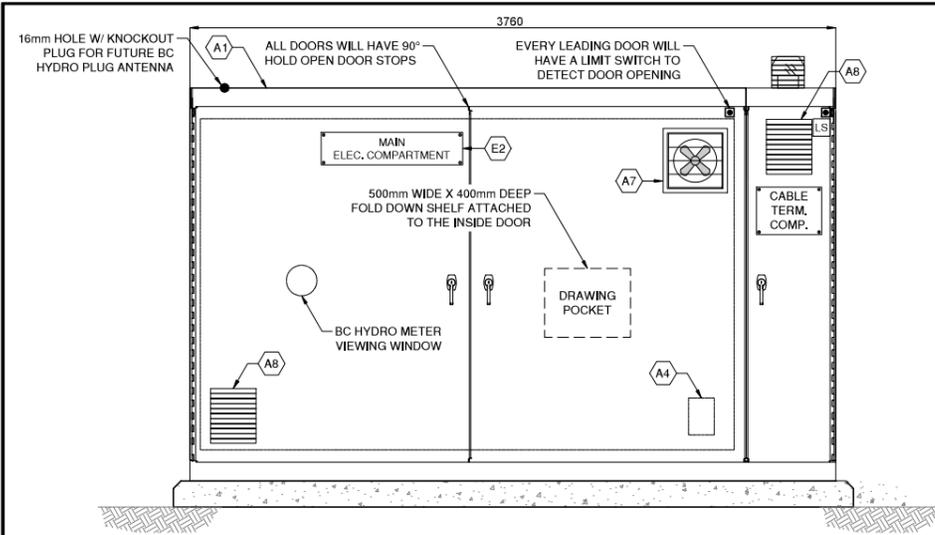


P.DWG.	
DESIGN	CK
DESIGN	JTK
APPROVED	JTK
DATE	
SCALE	
HORZ. 1:250 VERT. 1:50	

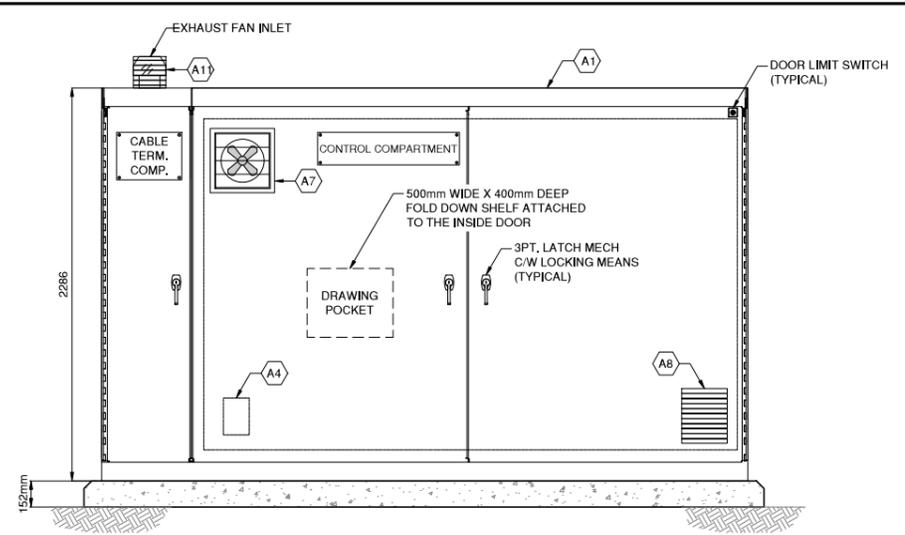
**Stantec** Stantec Consulting Ltd.  
 400-1620 Dickson Avenue,  
 Kelowna, B.C. V1Y 9Y2  
 Tel. (250) 860-3225  
 Fax. (250) 860-3387

**CITY OF WEST KELOWNA**  
**STEVENS LIFT STATION IMPROVEMENTS**  
**LIFT STATION DETAILS**

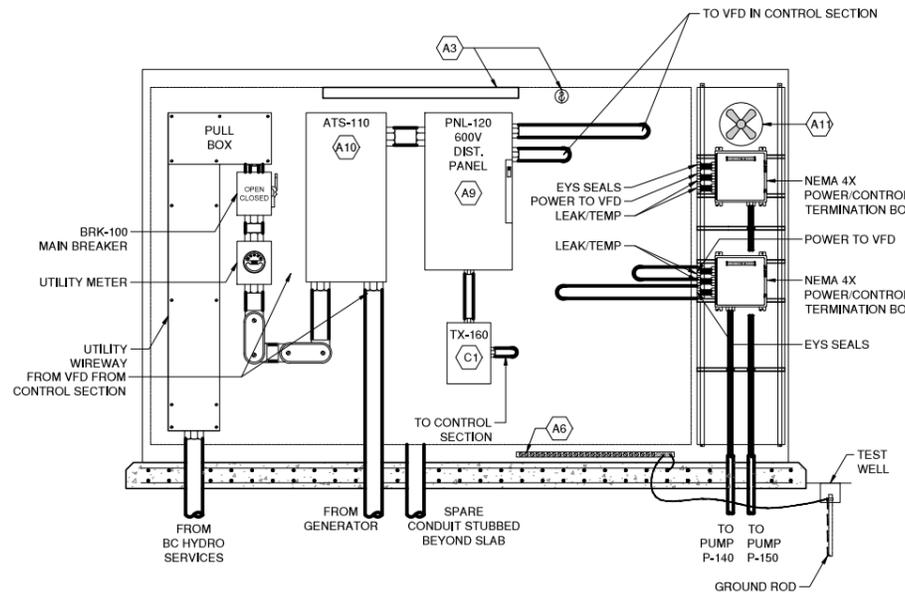
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<b>C501</b>
REV. NO.
4



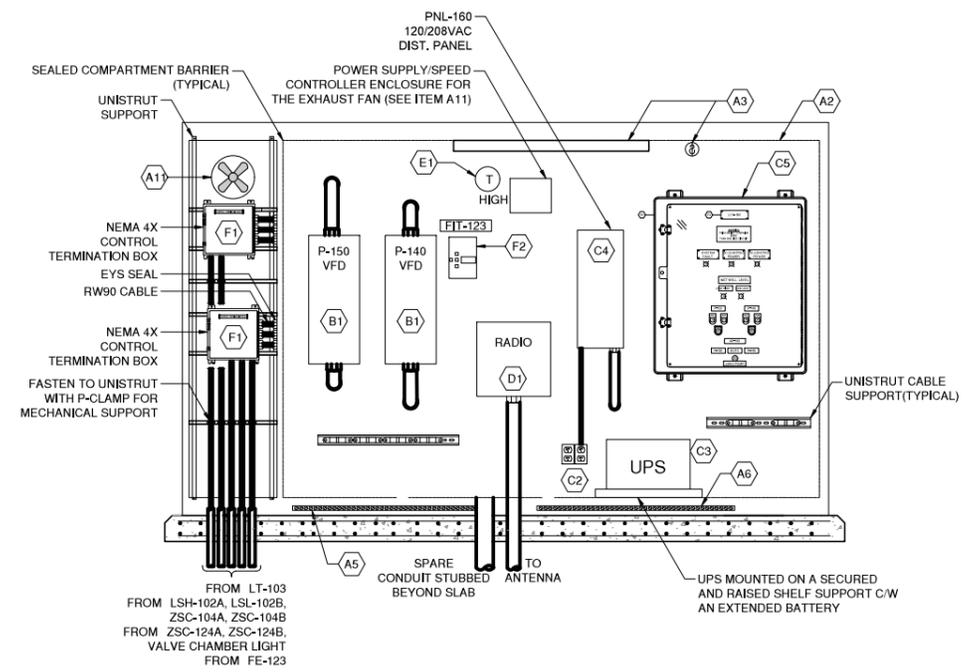
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SCALE: 1:20



**CONTROL SECTION EXTERIOR**  
SCALE: 1:20



**POWER SECTION INTERIOR LAYOUT**  
SCALE: 1:20



**CONTROL SECTION INTERIOR LAYOUT**  
SCALE: 1:20

**NOTES:**

1. THE METER CENTER LINE SHALL BE 915mm TO 1800mm ABOVE FINISHED GRADE.
2. THE CLEARANCE OF 254-305mm SHALL BE PROVIDED BETWEEN THE INSIDE OF THE CLOSED ENCLOSURE DOOR AND THE METER SOCKET COVER.
3. THE ENCLOSURE SHALL HAVE A 152-178mm ROUND OR SQUARE LEXAN OR EQUIVALENT POLYCARBONATE VIEWING WINDOW INSTALLED ON THE ENCLOSURE DOOR DIRECTLY IN-LINE OF THE FRONT OF THE METER.
4. THE LOCKING MECHANISM MUST BE DUAL HASP LOCKS.

**GENERAL NOTES:**

1. REFER TO DWG. EI-601 FOR LCP-180 BILL OF MATERIALS.
2. "ITEM No." SYMBOLS ARE SHOWN ONCE ON PANEL LAYOUTS; HOWEVER THEY APPLY TO ALL INSTANCES OF THE IDENTIFIED ITEMS.
3. ONLY MAJOR COMPONENTS ARE INDICATED. ALL OTHER ITEMS OBVIOUSLY REQUIRED OR IMPLIED BY THE LAYOUT NECESSARY FOR A COMPLETE AND FUNCTIONING SYSTEM SHALL BE PROVIDED.
4. CABLE TERMINATION COMPARTMENT IS RATED ZONE 1. AREA TO BE FULLY SEPARATED FROM ELECTRICAL AND CONTROL COMPARTMENTS OF KIOSK.
5. CONTRACTOR TO PROVIDE CAUTION LABEL TO IDENTIFY 600V EQUIPMENT IN THE CONTROL SECTION.
6. PERSONNEL ENTERING IN THE KIOSK CONTROL SECTION SHOULD ABIDE BY BEST PRACTICES BECAUSE OF THE PRESENCE OF 600V EQUIPMENT.
7. CONTRACTOR SHALL PROVIDE A SUFFICIENT AMOUNT OF THE ITEM AS REQUIRED TO SATISFY THE DESIGNED INTENT.
8. DRAWING DEPICTS CONCEPTUAL LAYOUT. ACTUAL DIMENSIONS WILL BE DETERMINED BY THE CONTRACTOR BASED ON DIMENSIONS OF SUPPLIED EQUIPMENT.

BILL OF MATERIALS (LCP-200)				
ITEM NO.	DESCRIPTION	MANUFACTURER	MODEL	QTY.
<b>A ENCLOSURE</b>				
A1	ENCLOSURE - 2 COMPARTMENT BACK TO BACK, DOUBLE DOOR, INSULATED, NEMA 3R RATED, LOCKABLE INDUSTRIAL ELECTRICAL EQUIPMENT ENCLOSURE; 12 GAUGE STEEL, WITH EPOXY FINISH; INCLUDE DRAWING POCKET PER SIDE	-	-	1
A2	EQUIPMENT MOUNTING PANS SHALL BE 11 GAUGE STEEL	-	-	1
A3	120VAC LED LIGHT STRIP C/W 2 LIGHT SWITCHES WIRED AS A THREE-WAY CIRCUIT	-	-	2
A4	120VAC, 1500W CERAMIC HEATER W/ INTEGRAL THERMOSTAT CONTROL	-	-	2
A5	ISOLATED INSTRUMENTATION GROUND BUS: 1/4" BARE COPPER BUSS BAR; 6"(L)X1 1/2"(W)	-	-	1
A6	NON-ISOLATED GROUND BUS: 1/4" BARE COPPER BUSS BAR; 6"(L)X1 1/2"(W)	-	-	2
A7	120VAC VENTILATION FAN c/w FINGER GUARD FAN DISCHARGE LOUVER ASSEMBLY	-	-	2
A8	LOUVER c/w FILTER	-	-	2
A9	18 CCT, 3W, 30, 600V, 100A, 25KA, ELECT DISTRIBUTION PANEL NEMA 12 C/W SPD	-	-	1
A10	AUTO TRANSFER SWITCH (225A, 3P)	-	-	1
A11	EXHAUST FAN, RATED FOR ZONE 1 ENVIRONMENTS	DEXON CANADA AIR SYSTEM INC.	SMDV2	1
<b>B VFD CONTROLLER</b>				
B1	VFD CONTROL PANEL; INCLUDES 70HP, 575VAC, 3 PHASE, VFD, RELAYS, NEMA 12 RATED POLYESTER CABINET, MINICAS II, KEYPAD FOR PROGRAMMING; PUMP DISCONNECTS, RUN-TIME METERS	-	-	2
<b>C 120VAC POWER DISTRIBUTION</b>				
C1	9kVA, 3 PHASE, 600:120/208VAC TRANSFORMER	-	-	1
C2	120VAC GFI QUADRUPEX RECEPTACLE, 15A, NEMA 4x	-	-	2
C3	UPS, 120VAC, 2HRS, UPTIME AT FULL LOAD WITH EXTENDED BATTERY	EATON, POWERWARE	PW9125-700 C/W PW9125-24EBM	1
C4	24 CCT, 4W, 30, 120/208V, 100A, 10KA, ELECT PANEL NEMA 12	-	-	1
C5	CONTROL PANEL INCLUDES: PLC, CONTROL INDICATOR PANEL, AND ALL OTHER CONTROL EQUIPMENT	-	-	1
<b>D NETWORK EQUIPMENT</b>				
D1	THE EXISTING MODPAC RADIO WILL BE TRANSFERRED FROM THE EXISTING STATION	TBD	TBD	1
<b>E MISCELLANEOUS</b>				
E1	THERMOSTAT EXHAUST FAN CONTROL	-	-	2
E2	LABEL - LAMACOID NAMEPLATE	-	-	LOT <sup>2</sup>
<b>F INSTRUMENT</b>				
F1	SEALED NEMA 4X CONTROL TERMINATION BOX C/W METALLIC BARRIER SEPARATING CONTROL SIGNALS FROM POWER TERMINALS	-	-	4
F2	MAG MASTER FLOW METER C/W REMOTE TRANSMITTER WITH 3 LINE DISPLAY & KEYPAD, AND 4-20mA INTERFACE FOR CONNECTION TO THE PLC	-	-	1

FILE LOCATION: N:\2011\11710105\_Enhancements\11710105\_Enhancements\11710105\_Electrical\11710105\_E602.dwg  
 PLOTTED: 3/20/2022 8:31 AM ORIGINAL SHEET SIZE: 24" X 36"

No.	DATE	BY	REVISION	Chk'd	No.	DATE	BY	REVISION	Chk'd
10					8				
9					4				
8					3	2022-03-30	IB	ISSUED FOR TENDER	SAL
7					2	2022-01-10	IB	ISSUED FOR OUR DETAILED DESIGN	SAL
6					1	2021-07-16	IB	ISSUED FOR OUR DETAILED DESIGN	SAL

	P.ENG. DRAWN RPH DESIGN IB APPROVED SAL DATE MAY, 2021 SCALE HORZ. - VERT. -	Stantec Consulting Ltd. 400-1620 Dickson Avenue, Kelowna, B.C. V1Y 9Y2 Tel. (250) 860-3225 Fax. (250) 860-3387	DRAWING NO. <b>E602</b> REV. NO. <b>3</b>
	<b>CITY OF WEST KELOWNA</b> <b>STEVENS LIFT STATION IMPROVEMENTS</b> <b>KIOSK PANEL LAYOUT</b>		
	City of West Kelowna logo and name		
	Project title and drawing information		



**CITY OF WEST KELOWNA  
2023 CAPITAL FUNDING REQUEST**

<b>PROJECT ITEM</b>		<b>PRIORITY (check one)</b>			
Sewer Utility - Electrical and Instrumentation Renewal		Strategic Priority:	X	Health & Safety:	
<b>DEPARTMENT</b>		Master Plan:		Equipment Replacement:	X
Public Works - Utilities - Sewer		Other (Please explain in description)			
<b>CAPITAL COST</b>	Quantity:	Unit Cost:	Total Cost:	\$	-
<b>UPS REPLACEMENTS</b>	5	400	2,000	\$	2,000
<b>VFD REPLACEMENTS</b>	3	8,300	24,900	\$	24,900
<b>GENERATOR AND BACKUP POWER FLOW METER</b>	5	24,000	120,000	\$	120,000
<b>REPLACEMENT / HMI, PLC, UPGRADES.</b>	5	8,000	40,000	\$	40,000
	4	12,500	50,000	\$	50,000
			TOTAL	\$	236,900

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

- UPS battery maintenance and replacement can be performed in house. The generic batteries can be purchased from any battery wholesaler.
- Installation of the temporary generator power connections at Pineridge LS, Hayman LS, Casa Rio LS, Brentwood LS, and the Grinder location.
- Purchasing VFD critical spares and replacing the cooling systems on the existing units at various lift station locations. Several VFD's are interchangeable between sites cutting the cost of having multiple critical spares.
- PLC upgrades will require PLC's, HMI's, Flygt bulbs, level transmitters and possibly cabinets depending on the condition of the existing kiosks. Prime sites slated for upgrade are those located along the lake shore such as Pritchard, Green bay, Whitworth and Hitchner.
- Flow meter installs at Green bay, Pritchard, and Hitchner to monitor inflow and infiltration.

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

<b>New Infrastructure</b>		<b>Start Date:</b>	Q2 2023	<b>Completion Date:</b>	Q4 2023
<b>Renewal Infrastructure:</b>	Yes	<b>In Service Date:</b>		<b>Funding Source if Known:</b>	

- The remote kiosk batteries are on a 3-year replacement schedule and require the units to be stripped down and replace the batteries. Some units are having hardware failures due to the extreme conditions they are exposed too. Those units will need to be replaced.
- VFD's control the critical pumps at the sanitary lift stations. Due to the current industry wide issues with supply chains, it's difficult to find spares in a timely manner. We are proposing to purchase critical spares to have on hand at all times. Several sites have interchangeable VFD's cutting the number of critical spares required.
- Generator receptacle connections are beneficial for keeping the system operating during power loss, minimizing the risk of spills and environmental damage.
- The lake side sanitary lift stations will benefit from the addition of flow meters, allowing operations to monitor inflow and infiltration of lake water into the sanitary system.
- We are creating a priority list of our older lift station sites and making improvements to the kiosks, PLC's, PLC cabinets, HMI's, level sensors and soft starts.

<b>VERIFIED BY:</b>			
<b>Department Director/Manager</b>	AF	Budgetary Pricing Attached	Select:
<b>CAO:</b>	PG	Business Case/Other Backup Attached	Select:
<b>Purchasing:</b>		Project Code (To be assigned by Finance)	C2023-79

DCC/Reserve Summary	2022 DCC / Reserve Summary (Including Prior Years Carry Forwards)				2023 DCC / Reserve Summary			
	Audited	Transfers	Transfers	Dec 31/22	Jan 01/23	Transfers	Transfers	Dec 31/23
	Balance	Out	In	Projected	Opening	Out	In	Projected
Reserve Name	Jan 01/22	Total	Total	Balance	Balance	Total	Total	Balance
Reserve - Equipment replacement	\$ 3,034,961	\$ (1,937,091)	\$ 955,257	\$ 2,053,127	\$ 2,053,127	\$ (2,499,313)	\$ 1,069,937	\$ 623,752
Reserve - Main City Software Platform	-	-	255,000	255,000	255,000	(1,000,000)	240,100	(504,900)
Reserve - Community Hall	663,568	-	13,271	676,839	676,839	(150,000)	10,537	537,376
Reserve - Capital	6,378,203	(9,637,251)	4,341,428	1,082,380	1,082,380	(6,080,842)	4,322,710	(675,752)
Reserve - 1% Infrastructure Levy	365,000	-	730,592	1,095,592	1,095,592	(365,000)	730,592	1,461,184
Reserve - Capital Renewal	-	(190,000)	(3,800)	(193,800)	(193,800)	-	(3,876)	(197,676)
Reserve - Policing	714,875	(427,568)	327,117	614,424	614,424	(98,905)	331,681	847,200
Reserve - Lakeview Height Comm Cntr P&R	29,781	-	596	30,377	30,377	-	608	30,985
Reserve - Future Expenditure	1,830,727	(1,689,349)	497,528	638,906	638,906	(278,000)	501,918	862,824
Reserve - Gas Tax	5,058,819	(5,303,662)	1,437,846	1,193,003	1,193,003	(2,100,000)	1,424,603	517,606
Reserve - Fire Department Eqpt	337,094	(905,000)	600,642	32,736	32,736	(706,000)	702,575	29,310
Reserve - Snow	201,192	-	4,024	205,216	205,216	-	4,104	209,320
Reserve - Road Maintenance	615,551	-	12,311	627,862	627,862	-	12,557	640,419
Reserve - Land Acquisition	482,115	(4,807,957)	4,401,483	75,641	75,641	-	1,513	77,154
Reserve - New City Hall	6,056,078	(6,822,574)	698,670	(67,826)	(67,826)	-	712,643	644,818
Reserve - Municipal Yards	342,777	(342,043)	15	748	748	-	15	763
Reserve - Facilities (Fire Hall)	-	-	510,000	510,000	510,000	-	520,200	1,030,200
Reserve - Recreation	370,417	(100,000)	114,667	385,084	385,084	-	116,960	502,044
Reserve - Wildfire / Emergency	251,663	-	5,033	256,696	256,696	-	5,134	261,830
Other Reserves - subtotal	18,966,263	(2,203,000)	432,419	17,447,344	17,447,344	(3,529,017)	382,742	14,301,069
Reserve - WKW (Rose Valley)	6,657,624	(2,406,393)	2,051,688	6,302,919	6,302,919	(758,341)	2,195,563	7,740,140
Reserve - WKW (Powers Creek)	1,083,279	(1,907,042)	793,788	(29,975)	(29,975)	(846,436)	841,498	(34,912)
Reserve - Sewer	1,030,370	(927,416)	538,930	641,884	641,884	(663,662)	662,185	640,408
Reserve - Storm Drainage	139,595	-	2,792	142,387	142,387	-	2,848	145,235
<b>Reserves - Subtotal</b>	<b>54,609,952</b>	<b>(39,606,346)</b>	<b>18,716,263</b>	<b>33,719,869</b>	<b>33,719,869</b>	<b>(19,075,515)</b>	<b>14,784,213</b>	<b>29,428,566</b>

DCC/Reserve Summary	2022 DCC / Reserve Summary (Including Prior Years Carry Forwards)				2023 DCC / Reserve Summary			
	Audited	Transfers	Transfers	Dec 31/22	Jan 01/23	Transfers	Transfers	Dec 31/23
	Balance	Out	In	Projected	Opening	Out	In	Projected
Reserve Name	Jan 01/22	Total	Total	Balance	Balance	Total	Total	Balance
<b>DCC Name</b>		-					-	
DCC - Roads (new 2016 DCC Bylaw)	8,060,454	(8,008,812)	2,072,541	2,124,182	2,124,182	(3,511,500)	2,064,365	677,048
DCC - Park (new 2016 DCC Bylaw)	2,769,865	(67,000)	878,217	3,581,082	3,581,082	-	904,023	4,485,105
CAC - Reserve - Roads	571,476	-	11,430	582,906	582,906	-	11,658	594,564
CAC - Reserve - Parks	223,306	-	4,466	227,772	227,772	-	4,555	232,328
DCC - WKW	3,910,493	(11,145,425)	679,461	(6,555,470)	(6,555,470)	(7,352)	701,145	(5,861,677)
CEC - WKW (Rose Valley)	3,819,651	-	76,393	3,896,044	3,896,044	-	77,921	3,973,965
CEC - WKW (Powers Creek)	493,977	-	9,880	503,857	503,857	-	10,077	513,934
DCC - Sewer	95,809	-	28,289	124,098	124,098	(568,000)	17,759	(426,143)
DCC - Storm	44,429	(327,500)	60,271	(222,800)	(222,800)	(182,500)	58,486	(346,814)
<b>DCC - Subtotal</b>	<b>19,989,460</b>	<b>(19,548,737)</b>	<b>3,820,948</b>	<b>4,261,671</b>	<b>4,261,671</b>	<b>(4,269,352)</b>	<b>3,849,990</b>	<b>3,842,310</b>
<b>Debt / Grants / Other</b>							-	
Donations (Cash-in-lieu)	-	-	-	-	-	(75,000)	75,000	-
Grants-General	-	(1,440,738)	1,440,738	-	-	-	-	-
Grants-Water	-	(41,002,000)	41,002,000	-	-	-	-	-
Debt-General	-	(11,177,426)	11,177,426	-	-	(8,000,000)	8,000,000	-
Debt-Water	-	(24,604,818)	24,604,818	-	-	-	-	-
Debt ST - Powers Creek	-	(1,425,996)	1,425,996	-	-	-	-	-
Debt LT - Powers Creek	-	-	-	-	-	-	-	-
Debt ST - Sewer	-	(1,864,600)	1,864,600	-	-	-	-	-
Debt-MFA Equipment Financing	-	(1,413,626)	1,413,626	-	-	(4,055,000)	4,055,000	-
Transfer from Operating-Water	-	-	-	-	-	-	-	-
Recoverable	-	(9,685,450)	9,685,450	-	-	-	-	-
Transfer to Operating-Water	-	18,766	(18,766)	-	-	-	-	-
Grant - RV WTP - Provincial Portion	-	-	-	-	-	-	-	-
<b>Debt / Grants / Other - Subtotal</b>	<b>-</b>	<b>(92,595,888)</b>	<b>92,595,888</b>	<b>-</b>	<b>-</b>	<b>(12,130,000)</b>	<b>12,130,000</b>	<b>-</b>
<b>Grand Total</b>	<b>\$ 74,599,412</b>	<b>\$ (151,750,971)</b>	<b>\$ 115,133,099</b>	<b>\$ 37,981,540</b>	<b>\$ 37,981,540</b>	<b>\$ (35,474,867)</b>	<b>\$ 30,764,203</b>	<b>\$ 33,270,876</b>