

CITY OF WEST KELOWNA

BYLAW NO. 0323

A BYLAW TO ADOPT THE 2025-2029 FINANCIAL PLAN

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

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

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

1. Title

This Bylaw may be cited as the “CITY OF WEST KELOWNA FINANCIAL PLAN BYLAW NO. 0323, 2024”.

2. Schedule “A” attached hereto and forming part of this Bylaw shall be the Financial Plan of the City of West Kelowna for the period January 1, 2025 to December 31, 2029.

READ A FIRST TIME THIS 19TH DAY OF DECEMBER, 2024

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

MAYOR

CORPORATE OFFICER

**City of West Kelowna
Schedule "A1"**

Consolidated Totals Revenue

	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2024	2025	2026	2027	2028	2029
Property Taxes	\$ 45,034,242	\$ 49,078,317	\$ 52,268,409	\$ 55,665,855	\$ 59,284,136	\$ 62,544,764
Property Tax Exemption	218,976	237,304	249,170	261,628	274,709	285,698
Utility Companies	649,737	679,740	700,132	721,136	742,770	765,053
Parcel Tax	585,535	576,597	593,895	611,712	630,063	648,965
Sales of Service and Recoveries	44,950,519	49,657,778	50,616,764	52,062,387	53,440,608	55,046,746
Other Revenue	1,781,890	2,346,123	2,416,507	2,489,002	2,563,672	2,640,582
Government Grants and Operating Reserves	1,750,117	1,420,117	1,462,721	1,506,602	1,551,800	1,598,354
Capital Funding Sources	25,808,137	19,170,557	37,470,211	28,595,379	25,916,328	36,539,816
Sub-total	\$ 120,779,153	\$ 123,166,533	\$ 145,777,807	\$ 141,913,701	\$ 144,404,086	\$ 160,069,977
Collections for Other Governments	25,962,248	28,442,748	29,296,030	30,174,911	31,080,159	32,012,563
TOTAL REVENUES	\$ 146,741,401	\$ 151,609,281	\$ 175,073,838	\$ 172,088,612	\$ 175,484,245	\$ 192,082,541

**City of West Kelowna
Schedule "A2"**

Consolidated Totals Expenditure

Description	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2024	2025	2026	2027	2028	2029
Operating Expenditures						
General Government Services	\$ 10,728,681	\$ 12,042,007	\$ 12,466,268	\$ 12,782,575	\$ 13,166,054	\$ 13,561,033
Protective Services	21,774,680	23,670,212	24,415,829	25,148,304	25,902,753	26,679,835
Engineering and Transportation Services	9,206,331	10,111,048	10,419,378	10,736,961	11,064,069	11,395,992
Water, Sewer, Solid Waste & Recycling	18,584,887	21,851,490	22,476,136	23,150,419	23,844,932	24,560,279
Storm Sewer Utility	521,873	490,408	505,120	520,274	535,882	551,959
Cemetery	170,769	423,365	436,066	449,148	462,622	476,501
Development Services	5,233,477	5,987,117	6,167,745	6,353,845	6,545,578	6,756,237
Recreation & Cultural Services	10,247,166	11,391,656	11,600,056	11,948,055	12,306,497	12,675,691
Property Tax Exemption Offset	218,976	237,304	249,170	261,628	274,709	285,698
Interest & Principal - Municipal Debt	1,693,792	2,606,103	2,684,286	2,764,815	2,847,759	2,933,192
Transfer to Reserves:						
General Capital	11,932,361	12,747,856	13,130,292	13,524,201	13,929,926	14,347,824
Sewer Capital	656,068	755,909	778,586	801,944	826,002	850,782
Water Capital	3,055,783	3,239,130	3,336,304	3,436,393	3,539,485	3,645,669
Available for Supplemental Requests 2025 to 2029	1,114,383	51,331	1,299,591	3,146,709	4,999,644	6,620,369
Total Operating Expenditures	\$ 95,139,227	\$ 105,604,937	\$ 109,964,827	\$ 115,025,270	\$ 120,245,913	\$ 125,341,062
Capital Expenditures						
Total Capital Expenditures	25,647,426	17,561,595	35,812,980	26,888,431	24,158,172	34,728,915
Transfers to Other Governments	25,962,248	28,442,748	29,296,030	30,174,911	31,080,159	32,012,563
TOTAL EXPENDITURES	\$ 146,748,901	\$ 151,609,281	\$ 175,073,838	\$ 172,088,612	\$ 175,484,245	\$ 192,082,541

Schedule "A"

Taxation is a major revenue source for the General Fund and accounts for 46% of the 2025 total revenue estimated at \$107,259,010, including collection for other governments but excluding transfers from reserves. The balance of revenue comes from user fees, grants and miscellaneous revenues. Over the five-year period of the financial plan, the taxation requirement is estimated to increase annually by a growth factor of 1.55% in 2025 and 1.5% through 2026 to 2029 as well as by an infrastructure allocation of 1% in each of the years 2026 to 2028. This will complete the five-year commitment started in 2021 (paused in 2024) to collect the levy and makes no assumptions regarding renewal. Inflationary factors and transfers to reserves are also included in the estimated 7.43% increase for 2025 with subsequent increases at 5% for 2026/2027/2028 and 4% for 2029.

The current financial plan provides for \$49,078,317 to be generated from City of West Kelowna property tax base for General Government purposes.

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

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

Revenue Policy

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

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

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

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

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

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

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

Schedule “A”

Reserve Fund Policy

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

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

Grant in Aid Policy

Each year, as part of its annual budget process Council determines the amount of funding to be provided for the municipal Grants in Aid Program. Council retains the right to make final decisions on both the overall grant allocation and the individual grants awarded. All applications for grants in aid will be considered in accordance with the Grant in Aid Policy.

Permissive Tax Exemption Policy

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

Development Cost Charge Policy

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

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

Surplus Funds

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

Schedule "A"

Use of Surplus Funds

- a. To ensure the Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline (guideline contained in the Reserve Fund Policy)
- b. Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.
- c. Allocation of accumulated surplus over the guideline shall be done in compliance with the Reserve Fund Policy

Debt Policy

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

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

Proportion of Taxes Allocated to Classes

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