



COUNCIL REPORT

To: Mayor and Council

Date: October 21, 2025

From: Ron Bowles, Chief Administrative Officer

Subject: **UBCM Strategic Priorities Fund Grant Application Update**

Prepared by: Jason Luciw, Senior Advisor – Corporate Communications

Reviewed by: Brent Magnan, General Manager of Community Development

RECOMMENDATION:

THAT Council supports the grant application to the Union of B.C. Municipalities Strategic Priorities Fund Capacity Building Stream, requesting 100 per cent funding for the Asset Management Plan Implementation, and the proposed activities outlined in the application;

AND THAT the 2026 to 2030 Financial Plan be amended to reflect any grant funding;

AND THAT should any cost overruns of the Asset Management Plan Implementation project occur, over and above the requested grant funding, that Council provide funding support, as may be needed, in keeping with the adopted 10-Year Capital Plan;

AND THAT existing resources be assigned to support overall grant management;

AND FURTHER THAT Council authorizes the Mayor and Corporate Officer to execute the necessary contribution agreement for a successful application.

STRATEGIC AREA(S) OF FOCUS

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

BACKGROUND

On Sept. 9, 2025, Council unanimously approved a resolution supporting the City of West Kelowna's application to the Strategic Priorities Fund Capacity Building Stream, seeking 100 per cent funding for Asset Management Plan Implementation.

The resolution that staff provided for consideration aligned closely with the City of West Kelowna's past resolutions for other grant applications and was written to provide consistency in staff's grant reporting to Council. However, for the purposes of this grant, the Union of B.C. Municipalities is requesting specific wording which:

- Shows willingness to provide overall grant management.
- Indicates support for any cost overruns.
- Indicates support for the proposed activities.

Staff seeks Council's support of the updated resolution to meet UBCM's specific requests.

DISCUSSION

Under the Capacity Building Stream, the Strategic Priorities Fund seeks to fund asset management projects and other future-proofing local government planning exercises. The City of West Kelowna has been successful twice before in receiving funding under this grant program to advance its asset management plan and program.

Given the specific requests of UBCM, staff can confirm that the City can dedicate existing resources to providing overall grant management.

Staff can also confirm that the adopted 10-Year Capital Plan contains funding in 2026, from Future Expenditure Reserves, that could fund any cost overruns, should they occur, over and above the requested grant funding. Staff confirmed a \$100,000 budget with a qualified consultant as part of the grant application process and would work diligently to contain the budget to the amount requested under the grant. However, grant applications commonly ask local governments to outline alternative funding sources should unforeseen circumstances occur and/or provide confirmation of available additional funds, if needed. For example, some applications require proof of funding statements that Chief Financial Officers must sign. However, for the purposes of this application, UBCM is requesting a Council resolution to confirm support.

Staff would also like to provide Council with a summary of the project activities that are outlined in the application:

- Phase 1: Level of Service (LOS) Framework Development
 - Document review.
 - Workshop with staff to review service objectives and current business processes.
 - Evaluate current metrics and develop draft LOS Framework.
 - Engage with Council, stakeholders and public to identify target LOS metrics.
- Phase 2: Comprehensive Asset Management Plan (AMP)
 - Document review.
 - Inventory and analyses and State of the Infrastructure (SOTI) Report.

- Review components of the Asset Management strategy completed in previous phases (e.g. Risk Framework, Lifecycle Framework, LOS Framework).
- Financial strategy review to determine current funding levels and model target funding scenarios.
- Draft Asset Management Plan review process.

FINANCIAL IMPLICATIONS

If approved, it is anticipated that the \$100,000 grant would cover 100 per cent of the work required to complete the proposed tasks. It should be noted that the Sept. 9 Report to Council indicated that the application would seek \$125,000 for the project. However, in confirming costs with a qualified consultant, prior to final submission, the budget was revised to \$100,000. The City would also be able to dedicate the time of existing staff resources in Engineering to support the project and from Communications and Finance for overall grant administration. A total of \$150,000 is allocated for this project in the 10-year Capital Plan, scheduled for 2026, from Future Expenditures. If the grant is approved, these funds will remain in reserves. If any overruns occur, funds could be allocated from Future Expenditures per the 10-Year Capital Plan.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
Sept. 9, 2025	<p>THAT Council direct staff to apply to the Strategic Priorities Fund Capacity Building Stream seeking 100 per cent funding for Asset Management Plan Implementation;</p> <p>AND THAT Council adjust the 2026 to 2030 Financial Plan as may be necessary to reflect grant funding;</p> <p>AND FURTHER THAT Council authorize the Mayor and Corporate Officer to execute the necessary contribution agreement for a successful application.</p> <p><u>CARRIED UNANIMOUSLY</u></p>	C199/25

CONCLUSION

The Union of B.C. Municipalities requires specific wording in a Council resolution in support of the City of West Kelowna's grant application under the Strategic Priorities Fund Capacity Building Stream. A more specific Council resolution does not guarantee grant funding under the program but improves the City's chances of success. It is unlikely that the application would advance to the next stage of review without the amended resolution.

Alternate Recommendation:

THAT the City of West Kelowna withdraws the application to the Strategic Priorities Fund Capacity Building Stream for Asset Management Plan Implementation.

PowerPoint: Yes No