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LAKE COUNTRY

Life. The Okanagan Way.

2020 FINANCIAL PLAN

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Chief Financial Officer's Executive Summary

This 2020 – 2024 Financial Plan is being presented in accordance with sections 165 and 197 of the *Community Charter*. In accordance with the legislation, the Annual Financial Plan, an Annual Revenue Policy and Annual Tax Rate Bylaw must be adopted by May 15th of each calendar year.

The 2020 Financial Plan contains the recommendations of staff, cumulative influence of Council requests and resolutions and supports the Council Strategic Priorities Plan.

Non market growth is the term applied to increases in the value of property due to activities such as new construction. In 2020, non-market growth value changes are forecast to bring in new revenues of \$392,896. Growth comes with added burden on the municipality in the form of infrastructure and demand on services. It is important to ensure that the growth taxes are used to support the additional burden created.

The draft plan includes a general increase of 2.5%. In addition, Council passed a resolution to add five additional RCMP members in 2020. Based on timing, half of the cost will be added in 2020 and half in 2021. After applying some of the growth taxes, the additional cost of that is 1.82%. There are additional requests totaling 3.25% that Council can consider adding to the base increase of 4.32% (2.5 + 1.82).

Building the 2020 – 2024 Financial Plan

The financial plan presented was compiled from prior year information, input from each of the Directors and changes such as the wage and other contractual increases. The 2020 Financial Plan was reviewed in detail by the Chief Administrative Officer, Chief Financial Officer and the Directors.

A five year Capital Plan has been prepared for review by Council. The Capital Plan incorporates the various long term master plans completed by the District as well as Council Strategic Priorities and other projects necessary for ongoing operation of the District. It is proposed that all the recommended capital projects be funded from various reserve funding sources. Both the operating and capital plans come together in an integrated document that ties not only master plans and priorities but also policies and operation necessities.

The review of the Financial Plan by Council in a public meeting will begin with an overview presentation of the budget and challenges in building the 2020 – 2024 Financial Plan, in December 2019. There will be opportunities for public input during that meeting but there will be other opportunities for the public to provide comment both in person and on line.

It is expected that the adoption of the 2020 – 2024 Financial Plan will be complete in March 2020.

Tanya Garost, CPA,CA
Chief Financial Officer

Changes from 2019 to 2020 in General Taxation

(a)	Increased net tax requirement for 2019	\$ 339,165
	Increase to support RCMP	\$ 320,824
(b)	Additional Requests - staffing	\$ 164,377
(c)	Additional funding required for services	\$ 65,816
(d)	Additional funding required to support staffing increases in 2019	<u>\$ 89,165</u>
	Total	\$ 979,347

Proposed funding for increases:

4.32% Property tax increase	\$ 586,451
3.00% Taxes from Assessment Growth	<u>\$ 392,896</u>
Total	\$ 979,347

- (a) This is the net amount added to the base budget to continue providing the same level of service as was provided in 2019.
- (b) This is the total amount of supplemental staffing and operational increases requested that is to be funded by taxation.
- (c) This is the amount required to fund additional services either approved by Council or otherwise required including maintenance of new parks (Rail Trail, Pelmeash Parkway, Benchlands, Shoreline) and new sidewalks in the roads maintenance contract.
- (d) This is required to add the full cost of positions approved for 2019.

2020 Additional Requests – Funded from Growth Taxation

Department	Explanation	One Time Funding	OnGoing Funding	2020
2020 Operating Supplementals				
HR	Employee Engagement Survey	6,833		6,833
Water	Service Line Replacement		50,000	50,000
Fire	POC Wage Increase		11,000	11,000
Total				67,833
2020 Staff Supplementals				
IT	Support Analyst		82,696	82,696
Transportation	Fleet & Equipment Technician <i>Partially funded by existing contractual services budgets - \$70,000</i>		105,326	105,326
Parks	Parks & Facilities Operator <i>Partially funded by existing contractual services budgets - \$38,500</i> <i>1st year savings of 25% - estimated due to hiring after March 31, 2019</i>		89,362	67,022
Water/Sewer	Utilities Manager Funded 50% from Water Operations and 50% from Sewer Operations		131,699	131,699
Sewer	Wastewater Student		18,000	18,000
Total				404,743
	Operating Supplementals			67,833
	Staff Supplementals			404,743
	TOTAL			472,576
	Funded by General Fund			272,877
	Funded by Water Fund			115,849
	Funded by Sewer Fund			83,849
				472,576
	Funded by General			272,877
	(1) Less: Funded by reallocation of existing budgets and transfers			(108,500)
	Total to be funded by Growth			164,377
	Growth			392,896
	Less: Other Items to be funded from Growth:			
	RCMP		320,824	
	Prior year savings on salaries to be funded in 2020		89,165	
	New park maintenance		50,000	
	New sidewalk maintenance		15,816	
				475,805
	Less: Staff & operational Increases from above			164,377
	Remaining after growth - 1.82% tax increase required			(247,286)

2020 Additional Requests – Optional

For 2020 requests to enhance services in the community or increase spending on grants provided community groups have been provided separately to Council for consideration. These requests have not been included in the base funding requests. All requests are for on-going funding and would require a funding source such as taxation to support them.

The list of requests are as follows:

- **Transportation for Tomorrow:**
 - 1.25% or \$169,691 to supplement the Transportation for Tomorrow program and the escalating costs of project delivery. This program is currently funded through both an allocation of property taxes and parcel taxes. This increase could also be delivered through an increase in the parcel tax. To raise approximately the same amount of money, an increase of \$25 per parcel would be required. No detail sheet has been included.
- **Parks and Recreation Master Plan:**
 - 1.25% or \$169,691 to begin to fund the Parks and Recreation Master Plan and the identified funding shortfall in that plan. Council has reviewed the plan recently and no detail sheet has been included.
- **Art Gallery:**
 - 0.12% or \$16,000 to increase the annual operating grant for the Art Gallery. Representatives will provide a presentation to Council and a detail sheet has been included below (2020 – A).
- **Lake Country Heritage and Cultural Society:**
 - 0.14% or \$18,000 to increase the annual operating grant for the operation of the Museum. Representatives will provide a presentation to Council and a detail sheet has been included below (2020 - B).
- **Lake Country Health Planning Society:**
 - 0.19% or \$25,000 to increase the annual operating grant. Representatives will provide a presentation to Council and a detail sheet has been included below (2020 – C).
- **Community Engagement Grant:**
 - 0.11% or \$15,000 to fund a new grant program for community projects. This would be available to community groups on an application basis. A detail sheet has been included below (2020 – D).
- **Additional contracted services budget for the Theatre:**
 - 0.19% or \$25,000 to fund existing levels of service and number of cultural events presented by the District. A detail sheet has been included below (2020 – E).
- **Traffic Calming & Road Safety**
 - 0.15% or \$20,000 to fund a budget to deal with requests for traffic calming and road safety as presented in the new policy approved by Council. A detail sheet has been included below (2020 – F).

REQUEST

Request Title: Operating Grant Increase - Art Gallery
 Department: Culture

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other: Operating Grant Request

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	16,000	16,320	16,646	16,979	17,319
Materials & Supplies					
Total	\$ 16,000	\$ 16,320	\$ 16,646	\$ 16,979	\$ 17,319

BACKGROUND & JUSTIFICATION

The Art Gallery receives an annual Operating Grant of \$49,000. On June 4, 2019 they presented an annual report to Council. The Gallery is requesting an increase of \$16,000 to their annual funding for a total of \$65,000. Major expenses and issues as outlined by the Art Gallery include:

- Lease fee increase of 20% in 2019, 10% increase in 2020 plus responsibility for all landscaping and building maintenance. Gallery floor replacement which is beyond a safe or attractive state approximately \$10,000
- Increase Curator position from ¼ to ½ to cover hours worked and accurately reflect demands of the position. Working towards Canada Council for the Arts funding. Increase in minimum wage and a salary review.
- Increased outreach programming targeting groups within Lake Country including schools, teen programs and professional classes.

The Art Gallery continually seeks funding through a variety of sources to address cost increases and meet financial responsibilities. The increase maintains 30% funding of the gallery’s annual budget assisting with increased costs and continued development.

IMPACT IF NOT APPROVED

Funding would have to be sought from other sources and potential relocation.

REQUEST

Request Title: Operating Grant Increase - Museum
 Department: Culture

PRIORITY

- Council Strategic Priority
 Council Direction or Resolution
 Other: Operating Grant Request
- Required to maintain current service level
 Service Level Enhancement

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	18,000	18,360	18,727	19,102	19,484
Materials & Supplies					
Total	\$ 18,000	\$ 18,360	\$ 18,727	\$ 19,102	\$ 19,484

BACKGROUND & JUSTIFICATION

The Lake Country Heritage and Cultural Society (Museum) receives an annual Operating Grant of \$37,500. On May 21, 2019 they presented an annual report to Council. The Museum is requesting an increase of \$18,000 to their annual funding for a total of \$55,500. The increased funding is required to employ a full time Executive Director position for the administration of the organization. The increased funding will ensure the Museum's does not have to use financial reserves to cover the operating deficit. Financial reserves were provided by Lake Country donors, specifically the Arnold Family. The Museum's presentation to Council in May 2019 set out that similar sized municipalities provide on average \$75,000 in operating grants to local museums. Funds are required to fully administer the Museum's mandate and operate at the optimum. The Museum is currently developing a 5-year operating budget supported by a strategic plan.

IMPACT IF NOT APPROVED

Funding would have to be sought from other sources and the full time position may not be funded.

REQUEST

Request Title: Operating Grant Increase - Lake Country Health Planning Society
 Department: Planning & Development

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	25,000	25,000	25,000	25,000	25,000
Materials & Supplies	-	-	-	-	-
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

BACKGROUND & JUSTIFICATION


LCHPS currently receives \$25,000 for operational costs. We are requesting additional ongoing funding of \$25,000 to help meet increased service demands on staff for a total of \$50,000 annually. LCHPS has been faced with an average of 25% service increase - centre visits, phone calls etc. and an 85% service increase in outreach.

On top of the 25% growth in 2018-2019 - this fiscal year the resource centre already seen at least a 20% increase in inquiries for services such as - Mental health, Family support for youth at risk, Addictions, Housing & Youth Services.

Hours at centre will be expanded to allow staff to be available to provide services to students after school. The additional funding would provide greater stability and security for staff.

IMPACT IF NOT APPROVED

- It would put unnecessary stress on staff to continue providing LC Citizens with the level and quality of service they are currently being provided
- Stress on staff and resources will increase - Citizens will face increased wait times

- Goal to provide accessible, equitable and expanded support and referral services will not be met
 - Services provided by the outreach worker position will not be available
 - Expanded service hours to support youth in our community will not become a reality
- 

REQUEST

Request Title: Community Engagement Grant
 Department: Corporate Services

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	15,000	15,000	15,000	15,000	15,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

BACKGROUND & JUSTIFICATION

During the 2019 budget deliberations Council discussed offering an additional funding mechanism for community groups that wish to undertake community projects by providing in-kind services but require funding. Community Engagement Grant funds would be available first come first serve to registered organizations (BC Corporate Registry) or to community groups working with a registered organization. Applicants would provide some budgetary contribution to the project whether financial or in-kind. Priority of application would be determined based on need, funding sources and projects that align with District plans, strategic priorities or policies. Funds would be only be applicable for capital projects. This grant would replace the Neighbourhood Park Development Policy 10.113 that has never been used. There is currently no budget for the proposed Community Engagement Grants although the Grant is already set out in the draft Grant in Aid Policy. Once budget is approved for the Grant, applications may be received in 2020.

IMPACT IF NOT APPROVED

Community groups may apply for funding through the Grant in Aid policy although funds are not provided for capital projects.

REQUEST

Request Title: Creekside Theatre Service Levels
 Department: Theatre

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	25,000	25,500	26,010	26,530	27,061
Materials & Supplies					
Total	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061

BACKGROUND & JUSTIFICATION

Impacts of bringing Creekside Theatre operations internal are being realized. The previous theatre manager provided all equipment maintenance and operations. Ownership of the equipment along with an increase in the variety, complexity and frequency of programming has unequivocally determined the need for a qualified technician to operate each event and provide on-going maintenance. Most similar sized theatres operate with full-time theatre technicians on staff. The District’s Occupational Health & Safety Specialist has also recommended increased health and safety requirements for the theatre technician requiring additional time on-site for safety procedures. LEVEL OF SERVICE: The level of service provided at the theatre has increased including additional programming (Children’s Festival etc.), concession sales, beer and wine services and volunteer management. Support staff and volunteer management are required to ensure the continued level of customer service, programming and administration operations for the theatre.

IMPACT IF NOT APPROVED

Lower level of service provided to community including advertising, concession and beer and wine events. Fewer events to ensure the theatre technician costs stay within the contracted services budget. Fewer events such as the Children’s Festival.

REQUEST

Request Title: Traffic Calming and Road Safety Budget Establishment
 Department: Engineering

PRIORITY

- Council Strategic Priority
- Council Direction or Resolution
- Other:
- Required to maintain current service level
- Service Level Enhancement

COSTS

- One-time Cost
- Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	10,000	10,200	10,404	10,612	10,824
Materials & Supplies	10,000	10,200	10,404	10,612	10,824
Total	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	\$ 21,649

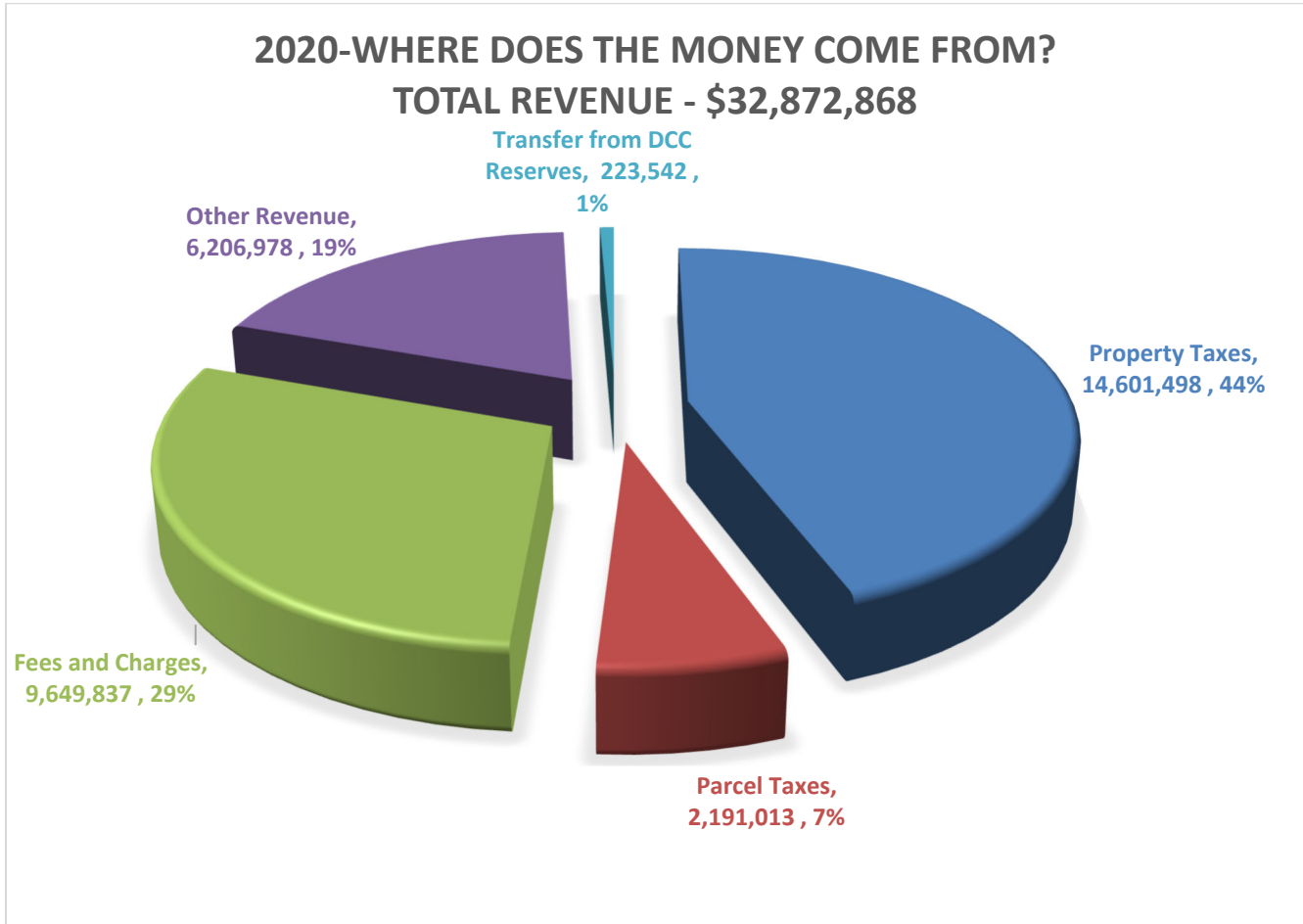
BACKGROUND & JUSTIFICATION

On 20th August 2019 Council adopted the new Traffic Calming and Road Safety Policy which provides a process for dealing with traffic calming and road safety related requests from the public. As this is the first year that this new policy will be in effect, the volume of requests that will be received and the additional workload generated is unknown. This supplemental request is to establish an initial budget for the tasks associated with processing requests.

IMPACT IF NOT APPROVED

Costs associated with processing traffic calming and road safety related requests will have to be borne by another established budget which may impact the level of service for that service deliverable.

General Revenue



General Revenue includes all non-departmental operating revenues including property taxes, 1% utility grants, unconditional provincial grants, return on investments, business licenses, administration fees and other miscellaneous revenues.

Significant Increases

Property Taxes

2019 Property Taxes		\$13,607,727
Proposed General Municipal Tax Increase:	2.50%	\$ 339,381
Proposed Increase for RCMP	1.82%	\$ 247,286
Estimated new taxes from growth	3.00%	\$ 392,896
Increase in Grant in Lieu Taxes		<u>\$ 13,229</u>
Total 2020 Property Taxes		\$14,600,519

The 3.00% is an estimate of staff based on early indications from BC Assessment on non-market change. BC Assessment has estimated 3.34% however this will likely change before the completed roll on January 1, 2020 and after all the appeals are included on the revised roll of March 31, 2020.

Historical Tax Increases:

- 2019 – 8.7% (included increase for a new fire hall)
- 2018 – 3.5%
- 2017 – 3.23%
- 2016 – 0%
- 2015 – 3.13%
- 2014 – 3.5%
- 2013 – 3.0%

1% Utility Grants

1% utility grants are received from the utility companies in the community and are based on 1% of the sales two years prior. The amount received in 2020 will be based on sales in 2018.

This has increased \$8,018 due to increases from utilities including BC Hydro, Fortis Gas and Fortis Electricity. There have been decreases in both Telus and Shaw Cable totaling \$3,353 that have offset the increase.

Parcel Taxes

The parcel tax amounts per household have remained the same, however the number of households in the community continues to grow so the District has seen increases in the revenue from parcel taxes of \$38,550. The average household pays the following parcel taxes:

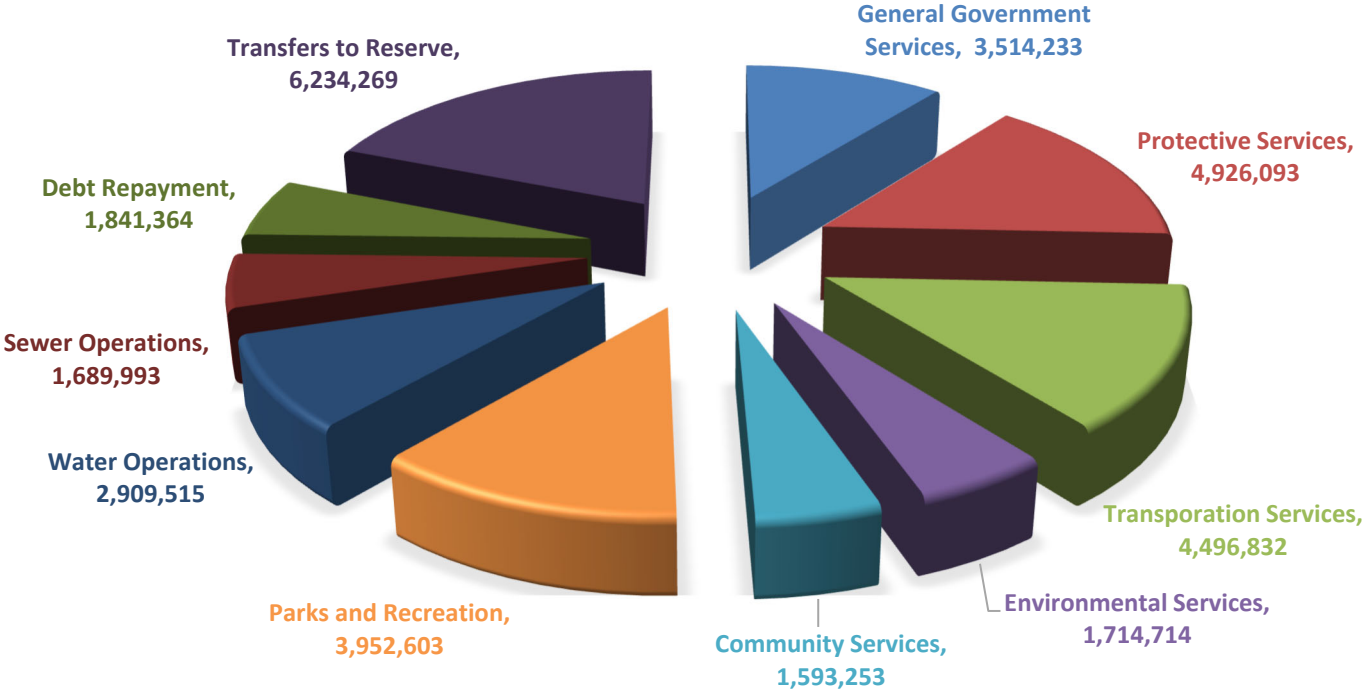
Transportation for Tomorrow	\$125
Environmental Levy	\$ 75
Sewer User	\$275 (for those connected to sewer only)

Expenses, Debt and Transfers

2020-WHERE DOES THE MONEY GO?

TOTAL EXPENSES - \$32,872,868

EXCLUDES AMORTIZATION



General Government

General Government is the administration of the organization and includes the departments of administration, corporate services, communications, customer service, information technology (IT), finance, and human resources. The cost of the administration is recovered from each of the other departments by using an internal “administration charge” which allocates the costs based on expenses of each of the departments.

	Full Time Equivalents (FTE)
Administration	2
Corporate Services	2
Communications	3
Customer Service Centre	2
IT	1
Finance	7
HR	3
Total	20

GENERAL GOVERNMENT		2019	2020	2021	2022	2023	2024
REVENUE		124,000	241,766	246,598	81,579	67,907	69,262
EXPENDITURES		2,974,167	3,519,233	3,579,496	3,483,997	3,536,294	3,604,943
NET OPERATING EXPENDITURES		2,850,167	3,277,467	3,332,898	3,402,418	3,468,387	3,535,681
	\$ Change 2019 - 2020	427,299					
	% Change 2019 - 2020	15.0%					

Significant changes:

Transfer from reserve to support staffing changes ¹	\$(177,766)
Council - salaries, benefits	\$ 9,920
Administration - salaries, wages, benefits ¹	\$ 308,107
IT – salaries, wages, benefits ²	\$ 161,245
IT – software maintenance, licenses etc.	\$ 31,000
Additional Requests (see below)	\$ 89,529
Other miscellaneous	<u>\$ 5,264</u>
	\$ 427,299

¹ Some organizational structure changes in 2019 resulted in a staff moving to administration with funding from reserves. There was an increase for benefit and allowances for the four staff added in 2019 to administration.

2 Some organizational structure changes in 2019 resulted in an engineering technician and student being moved from Infrastructure to IT to support GIS for the whole organization including wages, training budgets, allowances, etc.

2020 Additional Requests

2020 Operating Supplementals						
<i>Department</i>	<i>Explanation</i>	<i>One Time Funding</i>	<i>OnGoing Funding</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
HR	Employee Engagement Survey	6,833		6,833		
Total				6,833	-	-
2020 Staff Supplementals						
IT	Support Analyst		82,696	82,696	84,350	86,037
				82,696	84,350	86,037
	Operating Supplementals			6,833	-	-
	Staff Supplementals			82,696	84,350	86,037
	TOTAL			89,529	84,350	86,037

REQUEST

Request Title: Employee Engagement Survey
 Department: Human Resources and Safety

PRIORITY

- Council Strategic Priority
- Council Direction or Resolution
- Other: Organizational Strategic Priority
- Required to maintain current service level
- Service Level Enhancement

COSTS

- One-time Cost
- Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services	6,833		-	-	-
Materials & Supplies			-	-	-
Total	\$ 6,833	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

It is important as an organization to measure the engagement levels of employees. This not only provides insight as to whether our employees are engaged or not engaged but it also gives employees a voice, increases engagement by creating an org wide plan, provides information to benchmark results and gives valuable actionable data that you can implement for organizational growth. This is the second time that we are completing this survey, the last completed in 2018. This will provide us with a benchmark from our previous survey as well as a benchmark comparison of other municipalities and organizations. The total cost of this Online Engagement Survey is \$6,833. This is an organizational priority in 2020.

IMPACT IF NOT APPROVED

In order to maintain a culture of high engagement, it is imperative that we seek feedback from all our staff to continue to strive to have a positive culture, lower absenteeism and lower turnover. An employee engagement survey provides us with a look at our overall organization. Without doing so, it could impact our ability to maintain or improve that level of engagement.

REQUEST

Request Title: Support Analyst
Department: IT

PRIORITY

- Council Strategic Priority
 Required to maintain current service level
 Council Direction or Resolution
 Service Level Enhancement
 Other:

COSTS

- One-time Cost
 Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour	82,696	84,350	86,037	87,758	89,513
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 82,696	\$ 84,350	\$ 86,037	\$ 87,758	\$ 89,513

BACKGROUND & JUSTIFICATION

With the District of Lake Country being one of the provinces fastest growing communities and our commitment to working smarter and more efficiently through use of technology, there is an undeniable need to ensure we have capacity to support staff with technology and enhanced business processes.

The District has been slowly building their IT department since incorporation to support the organization. This began with utilizing contracted resources to build out and support a technology infrastructure and desktop applications. More recently the District added an Information Manager to guide technology decisions and ensure staff have the appropriate level of desktop, network and business support.

In our present situation the District has network and helpdesk support coverage of one contract resource four hours a day, four days a week. This level of resourcing is proving not enough to provide the District with timely, quality end user support or support of lower level network management tasks. Our contracted resources do prioritize staff requests however with their limited availability staff often wait days to have their issues addressed. The current situation also makes it nearly impossible to deal quickly and effectively with any technology ‘emergency’ that could impact the District.

As we move towards more integrated technology systems the need for dedicated IT support will continue to grow as well. Our current Information Manager is laying the groundwork for future growth and is firmly committed to ensuring that the District provide consistent, high quality IT Services to staff.

The addition of a full time IT Support Analyst will provide the capacity to meet the immediate need of end users and assist in supporting the continued growth of technology use by the District. With this position the district is playing catch up with municipalities of a similar size in provision of IT services.

IMPACT IF NOT APPROVED

The service will continue to be contracted out on a part time basis. If this position is not approved, a request for additional funding for contract services will be provided at 2nd and 3rd reading to supplement the current part time contractual service.

Planned technology initiatives will be delayed until the department can be suitably resourced.

Protective Services

Protective Services includes the RCMP, Fire and Bylaw Services functions. Currently the District pays 70% of the total RCMP costs as the population was under 15,000 at the last census. The District provides fire services to the City of Kelowna for areas that border on the District including the industrial park and Shanks Road. The City of Kelowna contributes to fire service based on the assessed value in those areas.

	Full Time Equivalents (FTE)
RCMP	2.5
Fire	7
Bylaw Services	1
Total	10.5

PROTECTIVE SERVICES		2019	2020	2021	2022	2023	2024
REVENUE		3,018,354	3,177,426	3,000,789	2,812,876	2,875,894	2,919,868
EXPENDITURES							
	RCMP	2,415,709	2,792,695	3,254,045	3,379,297	3,471,335	3,565,963
	FIRE	2,772,854	2,831,926	2,654,979	2,716,750	2,779,446	2,823,090
	BYLAW	137,612	172,972	176,431	179,960	183,559	187,230
NET OPERATING EXPENDITURES		2,307,821	2,620,167	3,084,666	3,463,131	3,558,446	3,656,416
	\$ Change 2019 - 2020	312,346					
	% Change 2019 - 2020	13.5%					

Significant changes:

Fire Protection Levy increase - revenue	\$ (74,836)
Kelowna Fire Levy increase – revenue	\$ (8,796)
Salaries, wages, benefits	\$ 73,066
Supplemental Request – Paid on Call Wages	\$ 11,000
Increase in Fire Vehicle Maintenance & Fuel	\$ 18,000
RCMP Contract	\$ 320,824
Administration Charge	\$ 151,858
Decrease in Transfers to reserve	\$ (182,000)
Other miscellaneous	<u>\$ 3,230</u>
	\$ 312,346

2020 Operating Supplementals

<i>Department</i>	<i>Explanation</i>	<i>One Time Funding</i>	<i>OnGoing Funding</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Fire	POC Wage Increase		11,000	11,000	16,000	16,320
Total				11,000	16,000	16,320

REQUEST

Request Title: Paid-On-Call Wage
 Department: Protective Services - Fire

PRIORITY

- Council Strategic Priority
- Council Direction or Resolution
- Other:
- Required to maintain current service level
- Service Level Enhancement

COSTS

- One-time Cost
- Ongoing Cost

ANNUAL COST

Annualized costs

	2020	2021	2022	2023	2024
Labour	11,000	16,000	16,320	16,646	16,979
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 11,000	\$ 16,000	\$ 16,320	\$ 16,646	\$ 16,979

BACKGROUND & JUSTIFICATION

Paid on Call firefighting’s require much higher levels of training and certification to meet WCB and the new Provincial play book legislation. One way of attracting Paid on Call firefighters is to pay a complete rate for emergency calls and training. The proposed wage increase of \$1.00 per hour each of the next two years will keep us in line with other fire departments in the valley.

IMPACT IF NOT APPROVED

By not maintaining a competitive wages for our Paid on Call firefighters, there is reduced incentive for them to take time off work for emergencies and other departmental responses.

Transportation Services

Transportation services include the roads, sidewalk and bike path maintenance and transit functions. Half of the maintenance is currently under contract to a Roads Maintenance Contractor. That contract was awarded under a competitive process to the previous Contractor.

	Full Time Equivalents (FTE)
Transportation Services	6.5

TRANSPORTATION SERVICES	2019	2020	2021	2022	2023	2024
REVENUE	425,100	436,000	441,730	447,575	453,536	459,617
EXPENDITURES	4,676,787	4,788,906	4,885,804	4,972,311	5,075,972	5,181,833
NET OPERATING EXPENDITURES	4,251,687	4,352,906	4,444,074	4,524,737	4,622,436	4,722,217
\$ Change 2019 - 2020	101,219					
% Change 2019 - 2020	2.38%					

Significant changes:

Salaries, wages, benefits ¹	\$ (35,085)
Road Maintenance Contract	\$ 44,930
Administration Charge	\$ 77,281
Decrease vehicles expenses ²	\$ (40,000)
Increase in fleet cost recovery ³	\$ (99,000)
Increase in transfer to reserve ³	\$ 10,500
Transit	\$ 20,650
Supplementals Requested - (see below)	\$105,326
Other miscellaneous	<u>\$ 16,617</u>
	\$ 99,064

¹ There was a decrease in salaries due to the engineering technician being moved to IT to support GIS

² This is a decrease in maintenance costs of \$70,000 offset by increases for insurance and fuel. The decrease is an offset for the position requested.

³ Each department pays a monthly charge for the use of vehicles, the charges go back to the transportation department to pay for the maintenance, fuel and renewal of the vehicles. The monthly charge and number of vehicles has increased,

resulting in more recovery. As well, additional vehicles mean an increase in the transfer to vehicle and equipment reserve to capture the need for renewal.

2020 Staff Requests

<i>Department</i>	<i>Explanation</i>	<i>One Time Funding</i>	<i>OnGoing Funding</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
2020 Staff Supplementals						
Transportation	Fleet & Equipment Technician		105,326	105,326	107,433	109,581
	<i>Partially funded by existing contractual services budgets - \$70,000</i>					
				105,326	107,433	109,581

REQUEST

Request Title: New Position: Fleet & Equipment Technician
 Department: Engineering & Environmental Services

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour	105,326	107,433	109,581	111,773	114,008
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 105,326	\$ 107,433	\$ 109,581	\$ 111,773	\$ 114,008

BACKGROUND & JUSTIFICATION

Since 2013, the number of fleet & equipment units owned and operated by the District has more than doubled. The District now operates 30 vehicles, 14 trailers, 12 pieces of turf equipment, 18 pieces of heavy equipment, and numerous pieces of small equipment. Each of which requires continuous oversight and management.

It is now evident that the District requires the full-time effort of a dedicated position to oversee the fleet and equipment, as it is more cost effective to assure proper preventative maintenance and oversight occurs.

The Fleet & Equipment Technician position will involve a range of functions, including basic vehicle maintenance and repairs, equipment upfitting, asset management assessment, fuel card-lock administration, insurance management, WorkSafeBC safety program administration, annual budgeting, procurement of new equipment, liquidation of assets, and general management of the Camp Road Public Works Yard and Shop.

IMPACT IF NOT APPROVED

The efforts required to manage fleet and equipment will continue to be spread out among departments.

Environmental Services

Environmental services include development engineering, garbage and recycling and the hydroelectric plant functions.

It is important to note that both Garbage & Recycling and Hydro-electric are completely self-funding, meaning the net operating expenditures from both are zero. The revenues from each completely cover the expenses of the service, including administration charges. Any surplus is transferred to the respective reserve. For Hydro-electric, the budgeted transfer to reserve for 2020 is \$141,568.

	Full Time Equivalents (FTE)
Environmental Services	3.5

ENVIRONMENTAL SERVICES	2019	2020	2021	2022	2023	2024
REVENUE	1,517,000	1,557,500	1,596,410	1,636,392	1,677,477	1,719,698
EXPENDITURES						
DEVELOPMENT ENGINEERING	563,918	602,461	614,511	626,801	639,337	652,124
GARBAGE & RECYCLING	1,088,919	1,082,000	1,114,400	1,147,772	1,182,145	1,217,550
HYDROELECTRIC	345,000	300,000	303,000	306,030	309,090	312,181
NET OPERATING EXPENDITURES	480,837	426,961	435,501	444,211	453,095	462,157
\$ Change 2019 - 2020	(53,875)					
% Change 2019 - 2020	-11.2%					

Significant Changes:

Development Engineering fees increase – revenue ¹	\$ (40,000)
Garbage & Recycling User fee increase – revenue ²	\$ (45,000)
Decrease in Hydro revenue ³	\$ 45,000
Salaries, wages, benefits	\$ 20,914
Garbage & Recycling Contract ⁴	\$ (83,814)
Administration Charge	\$ 18,312
Tipping Fees expense increase	\$ 12,591
Net transfer changes	\$ 39,843
Decrease in debt payments ⁵	\$ (25,720)
Other miscellaneous	<u>\$ 3,999</u>
	\$ (53,875)

¹ this increase is to offset the cost of adding a staff member to development engineering in the prior year

² this increase is related to the number of new households in the District

³to manage the risk of flooding in the spring, the amount of water diverted through the hydro electric plant has been decreased resulting in less revenue

⁴ The new garbage and recycling contract is expected to result in a net decrease in costs in 2020. No change in user fees is recommended to ensure adequate funds are moved to reserve to cover the cost of new carts.

⁵ One of the debts incurred to build the Hydro electric plant is expiring in 2020.

Community Development

Community development includes planning and building inspection functions. The Building Inspection function is budgeted to be self-funding and requiring no general tax support. Despite the significantly high amount of growth and related building permit revenue, the District continues to budget the function to be a net zero tax impact. Any net revenues recognized at year end are transferred to reserves under Reserve Fund Policy, 2017 as approved by Council.

	Full Time Equivalents (FTE)
Planning & Development	7
Building Services	4
Total	11

COMMUNITY SERVICES		2019	2020	2021	2022	2023	2024
REVENUE		698,600	727,100	741,640	756,471	771,598	787,029
EXPENDITURES							
	PLANNING & DEVELOPMENT	622,629	651,916	664,954	678,253	691,818	705,655
	ECONOMIC DEVELOPMENT	284,529	302,105	307,647	313,300	319,066	324,947
	BUILDING SERVICES	607,007	639,233	652,017	665,057	678,359	691,926
NET OPERATING EXPENDITURES		815,565	866,153	882,978	900,140	917,644	935,498
	\$ Change 2019 - 2020	50,588					
	% Change 2019 - 2020	6.20%					

Significant changes:

Additional Building Revenue	\$ (28,500)
Salaries, wages, benefits	\$ 41,983
Administration Charge	\$ 37,706
Other miscellaneous	<u>\$ (601)</u>
	\$ 50,588

Parks & Recreation

Parks and recreation includes the maintenance and operation of the District’s parks, facilities and arena.

	Full Time Equivalentents (FTE)
Parks, Arenas & Facilities	12.3
Recreation, Culture & Theatre	2
Total	14.3

PARKS & RECREATION		2019	2020	2021	2022	2023	2024
REVENUE		796,324	791,402	770,875	778,934	795,401	807,290
EXPENDITURES							
	RECREATION, CULTURE & THEATRE	872,423	962,191	988,945	998,036	1,015,470	1,033,252
	PARKS	1,481,681	1,851,123	1,896,743	1,935,875	1,975,881	2,016,782
	ARENAS	753,549	813,900	834,058	854,810	876,178	898,184
	FACILITIES	429,069	440,889	450,609	460,646	471,012	481,718
NET OPERATING EXPENDITURES		2,740,397	3,276,700	3,399,480	3,470,433	3,543,139	3,622,647
	\$ Change 2019 - 2020	536,303					
	% Change 2019 - 2020	19.57%					

Significant changes:

Facilities – Loss of fire hall site lease and Hill Rd. parking lot	\$ 24,600
Salaries, wages, benefits ¹	\$ 152,228
Administration Charge	\$ 135,553
Additional Request (see below)	\$ 67,022
Vehicle Chargeouts	\$ 56,400
New parks	\$ 50,000
Increase in hydro/water/portable washroom rentals	\$ 27,000
Increase in SD#23 Joint Use Agreement	\$ 22,000
Other miscellaneous	<u>\$ 1,500</u>
Total	\$ 536,303

¹ Full cost of position added in prior year and reallocation of engineering technicians. Moved recreation coordinator to full time recreation and decreased from customer service (previously .2 of FTE).

2020 Additional Requests

Department	Explanation	One Time Funding	OnGoing Funding	2020	2021	2022
2020 Staff Supplementals						
Parks	Parks & Facilities Operator		89,362	67,022	91,149	92,972
	<i>Partially funded by existing contractual services budgets - \$38,500</i>					
	<i>1st year savings of 25% - estimated due to hiring after March 31, 2019</i>					
				67,022	91,149	92,972

REQUEST

Request Title: Parks & Facilities Operator Position
 Department: Infrastructure Services – Parks & Facilities

PRIORITY

- Council Strategic Priority. Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2019	2020	2021	2022	2023
Labour	67,022	91,149	109,379	131,255	157,505
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 67,022	\$ 91,149	\$ 109,379	\$ 131,255	\$ 157,505

Pending HR review

BACKGROUND & JUSTIFICATION

In 2011 the District moved from a high degree of contracted maintenance services for parks and facilities to an in-house model. It was a clear success and the levels of public safety, customer service and quality control have all improved. The Parks and Facilities Operations Team utilizes a team based approach, sharing resources between the arena, facilities and parks in order to deliver efficient service to the community.

The Team looks after many of our community’s most important public places, including parks, trails, playing fields, gardens, natural areas, shorelines and roadside boulevards, as well as the arena and our other public facing facilities such as the municipal office, RCMP and museum buildings. Our total Parks and Recreation Operations Team compliment is ten, including seven full time Parks and Facilities Operators, one Parks & Facilities Superintendent, one Chief Operating Engineer and one Gardener.

The need for an additional full time Parks & Facilities Operator is important to continue to meet existing service levels. The District of Lake Country is growing quickly and along with this population growth is the demand for more parks and recreation facilities. Since 2018, over \$120,000 of annualized maintenance costs have been added as a result of newly constructed parks & recreation infrastructure, both internally and through private development. These additions include

some of Lake Country's most popular new destinations, including Pelmeash Parkway, the Okanagan Rail Trail, and Benchlands Park in Lakestone. It is estimated that a further \$137,500 of annualized maintenance costs will be added over the next 5 years, based on the District's 5 year capital plan and anticipated private development. In total, it is expected that over \$250,000 in annualized maintenance costs will result from newly constructed parks and recreation infrastructure by 2025.

IMPACT IF NOT APPROVED

The current level of service will become increasingly difficult to sustain. The Team's ability to react to customer complaints and public safety concerns will be compromised. Employees are at risk of burn out as they are working extremely long hours to accommodate the increased workload.

Water Operations

The District operates three (3) water systems: the Lake Country Water System, the Coral Beach Water System, and Lake Pine Water System. Water is designed to be a self-funding utility with users paying all the expenses and transfers to reserves required. This is why the net operating expenditures are zero. The water system budget includes the operations and maintenance of the pump stations, dams, reservoirs, distribution system, pressure reducing stations, and hydrants. Principal and interest payments on water system debt are also included as well as transfers to reserves to fund capital projects.

	Full Time Equivalents (FTE)
Water Operations	10.4

WATER OPERATIONS	2019	2020	2021	2022	2023	2024
REVENUE	5,511,469	5,571,488	5,818,427	6,024,423	6,240,767	6,468,081
EXPENDITURES						
LAKE COUNTRY	5,363,655	5,431,920	5,676,399	5,879,881	6,093,653	6,318,338
CORAL BEACH	51,632	42,979	43,959	44,964	45,995	47,054
LAKEPINE	96,182	96,589	98,069	99,578	101,119	102,689
NET OPERATING EXPENDITURES	(0)	0	(0)	0	0	(0)
\$ Change 2019 - 2020 REVENUE	60,019					
\$ Change 2019 - 2020 EXPENDITURES						
LAKE COUNTRY	68,265					
CORAL BEACH	(8,653)					
LAKEPINE	407					

Changes in revenues:

Coral Beach Parcel Tax - complete	\$ (9,328)
Changes in transfers from reserves	\$ 58,693
Other miscellaneous	<u>\$ 10,654</u>
Total	\$ 60,019

Changes in Expenditures:

Salaries, wages & benefits	\$ 52,904
Increase in Administration	\$ 83,294
Supplemental requests (see below)	\$ 50,000
Supplemental request (see below)	\$ 65,849
Decrease in Transfers to reserve	\$(195,912)
Other miscellaneous	<u>\$ (3,884)</u>

Total

\$ 60,019

2020 Additional Requests

2020 Operating Supplementals							
<i>Department</i>	<i>Explanation</i>	<i>One Time Funding</i>	<i>OnGoing Funding</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	
Water	Service Line Replacement	50,000		50,000	51,000	52,020	
Total				50,000	51,000	52,020	
2020 Staff Supplementals							
Water/Sewer	Utilities Manager		131,699	65,849	67,166	68,510	
	Funded 50% from Water Operations and 50% from Sewer Operations						
				65,849	67,166	68,510	

REQUEST

Request Title: Service Line Replacement & Hydrant Materials Increase
 Department: Water

PRIORITY

- Council Strategic Priority
 Required to maintain current service level
 Council Direction or Resolution
 Service Level Enhancement
 Other:

COSTS

- One-time Cost
 Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour		-	-	-	-
Contracted Services		-	-	-	-
Materials & Supplies	50,000	51,000	52,020	53,060	54,122
Total	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060	\$ 54,122

BACKGROUND & JUSTIFICATION

District staff undertake numerous small watermain replacement projects over the course of the year. Projects are often times triggered due to unforeseen events involving leaks or breakages. As the water distribution system continues to age we are experiencing an increasing need to address aging infrastructure issues. There are also a number of aging hydrants that need replacement.

IMPACT IF NOT APPROVED

Staff will continue to work within budgets allocated focusing on repairs vs replacement. This can result in longer and more frequent events and more expensive repairs as the infrastructure continues to age.

REQUEST

Request Title: New Position: Utilities Manager
 Department: Water & Wastewater Services

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour	65,849	67,166	68,509	69,879	71,277
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 65,849	\$ 67,166	\$ 68,509	\$ 69,879	\$ 71,277

BACKGROUND & JUSTIFICATION

In 2018 when it was determined that the waste water function would no longer be contracted out but instead be performed by District staff, a public works manager position was created. The public works manager oversaw water, waste water and roads functions. Recently, a change to organizational structure saw the roads function split out from under Infrastructure and added to Engineering & Environmental services. When this change happened, the public works manager moved with it to assist the new Director of Engineering and Environmental Services. This left a management gap in the water and waste water departments.

This request is to create a management position to oversee these departments under the Director of Infrastructure. As the organization and staffing needs continue to grow, additional positions are needed to support a structure where there are adequate staff and management. The utilities manager will be responsible for budgeting, prioritizing and scheduling work, project and contract management and overseeing day to day operations.

The total cost of the position is \$131,699 with overhead costs of 25%. This position is funded equally by both Water and Waste Water services.

IMPACT IF NOT APPROVED

The staff will continue to report to the Director of Infrastructure. The Director will have less time to pursue strategic priorities and the timing of capital project delivery may be impacted.



Sewer Operations

The sewer system budget includes the operations and maintenance of the wastewater treatment plant (WWTP), Oyama treatment plant, Carr’s Landing sewer systems, lift stations, collection system, and regional septage facility. In 2017 Council approved undertaking sewer treatment plant operations by District Staff. Sewer operations, like the water operations, is self-funded and therefore has net zero operating expenditures.

Principal and interest payments on sewer system debt are also included in the total expenditures.

	Full Time Equivalents (FTE)
Sewer Operations	6.2

SEWER OPERATIONS	2019	2020	2021	2022	2023	2024
REVENUE	3,581,285	3,648,790	3,615,608	3,690,783	3,767,969	3,847,220
EXPENDITURES	3,581,285	3,648,790	3,615,608	3,690,784	3,767,969	3,847,220
NET OPERATING EXPENDITURES	(0)	(0)	0	0	0	0
\$ Change 2019 - 2020 REVENUE	67,505					
\$ Change 2019 - 2020 EXPENDITURES	67,505					

Changes in revenues:

Additional parcel tax due to more parcels of land	\$ 32,550
Increase in sewer user fees	\$ 24,000
Other miscellaneous	<u>\$ 10,955</u>
Total	\$ 67,505

Changes in Expenditures:

Salaries, wages & benefits	\$ 15,647
Additional Request (see below)	\$ 83,849
Increase in administration fee	\$ 44,780
Decrease in transfer to reserve	\$ (76,000)
Other miscellaneous	<u>\$ 771</u>
Total	\$ 67,705

2020 Additional Requests

<i>Department</i>	<i>Explanation</i>	<i>One Time Funding</i>	<i>OnGoing Funding</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
2020 Staff Supplementals						
Water/Sewer	Utilities Manager		131,699	65,849	67,166	68,510
	Funded 50% from Water Operations and 50% from Sewer Operations					
Sewer	Wastewater Student		18,000	18,000	18,360	18,727
				83,849	85,526	87,237

REQUEST

Request Title: Student or Casual Labour
 Department: Sewer

PRIORITY

- Council Strategic Priority
- Council Direction or Resolution
- Other:
- Required to maintain current service level
- Service Level Enhancement

COSTS

- One-time Cost
- Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour	18,000	18,360	18,727	19,102	19,484
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 18,000	\$ 18,360	\$ 18,727	\$ 19,102	\$ 19,484

BACKGROUND & JUSTIFICATION

The District tries to offer an onsite learning and work experience to qualified students. Hiring students can be a labour source for specific projects and is an asset for future talent recruitment.

2018 & 2019 were the first years where a student was not hired to help at the Waste Water Treatment Plant. As the work load at the plant and collection system continues to expand, seasonal assistance greatly helps to reduce the work load places up the operations staff, particularly in summer vacation months.

IMPACT IF NOT APPROVED

Staff will continue to operate with the existing resources available. It may result in greater costs due to increased overtime and contracted services to ensure all required work is completed.

REQUEST

Request Title: New Position: Utilities Manager
 Department: Water & Wastewater Services

PRIORITY

- Council Strategic Priority Required to maintain current service level
 Council Direction or Resolution Service Level Enhancement
 Other:

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2020	2021	2022	2023	2024
Labour	65,849	67,166	68,509	69,879	71,277
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 65,849	\$ 67,166	\$ 68,509	\$ 69,879	\$ 71,277

BACKGROUND & JUSTIFICATION


In 2018 when it was determined that the waste water function would no longer be contracted out but instead be performed by District staff, a public works manager position was created. The public works manager oversaw water, waste water and roads functions. Recently, a change to organizational structure saw the roads function split out from under Infrastructure and added to Engineering & Environmental services. When this change happened, the public works manager moved with it to assist the new Director of Engineering and Environmental Services. This left a management gap in the water and waste water departments.

This request is to create a management position to oversee these departments under the Director of Infrastructure. As the organization and staffing needs continue to grow, additional positions are needed to support a structure where there are adequate staff and management. The utilities manager will be responsible for budgeting, prioritizing and scheduling work, project and contract management and overseeing day to day operations.

The total cost of the position is \$131,699 with overhead costs of 25%. This position is funded equally by both Water and Waste Water services.

IMPACT IF NOT APPROVED

The staff will continue to report to the Director of Infrastructure. The Director will have less time to pursue strategic priorities and the timing of capital project delivery may be impacted.



Debt Repayment

Fiscal services include the principal and interest payments on municipal debt, excluding the water and sewer systems and the hydroelectric station. Also included in the function is interest paid on prepaid property taxes and miscellaneous interest charges.

Long term debt outstanding within the function is funded through taxation. The debt which is included in this function is for assistance in the purchase of the Canada Lands site in Oyama and the construction of Main Street at Coopers village (repaid through a local service area tax).

FISCAL & DEBT		2019	2020	2021	2022	2022	2023
REVENUE		50,365	50,365	50,365	50,365	-	-
EXPENDITURES:							
	Principal Repayments	100,001	73,481	73,481	73,481	56,317	56,317
	Interest Repayments	173,827	131,567	132,567	133,667	101,676	103,007
TOTAL EXPENDITURES		273,828	205,048	206,048	207,148	157,993	159,324
NET OPERATING EXPENDITURES		223,463	154,683	155,683	156,783	157,993	159,324
	\$ Change 2019 - 2020	(68,780)					
	% Change 2019 - 2020	-30.8%					

In 2020 the debt related to the Community Complex was retired. The net reduction has been used to increase the transfer to the Capital Works Reserve to ensure ongoing funding for the District's capital programs. Main Street debt will retire in 2022 and the Canada Lands site debt will expire in 2028.

Transfers

The Transfers section includes the budget for the transfer to the Capital Works Reserve, transfer of interest earnings to reserves and transfers between operating funds.

TRANSFERS		2019	2020	2021	2022	2023	2024
REVENUE		10,781,036	11,303,689	11,833,162	12,389,108	12,972,852	13,585,785
EXPENDITURES		13,304,003	14,052,219	14,663,256	15,618,652	16,685,376	17,830,714
NET OPERATING EXPENDITURES		2,522,967	2,748,530	2,830,094	3,229,544	3,712,524	4,244,929
	\$ Change 2019 - 2020	225,563					
	% Change 2019 - 2020	8.94%					

Significant changes:

Increase in transfer to Road Reserve	\$ 21,651
Increase in transfer to financial stabilization	\$ 70,000
Increase in transfer to IT Reserve	\$ 20,000
Increase in transfer to Capital Works Reserve	\$ 88,967
Increases in interest transfers ¹	<u>\$ 24,945</u>
	\$ 225,563

¹ An increase in the rate of return on investments has resulted in greater transfers of interest to the various reserve funds.

Capital Requests – Details

The 5 Year Capital Plan has been included for reference. The detail sheets have been included for each project for 2020. The remaining 4 years of the Capital Plan are staff’s best projections on the needs of the community, development, maintenance and renewal requirements and incorporation of the various master plans.

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	Community Services									
2020-01	Zoning Bylaw	P & D	Operation	75,000	Financial Stabilization	75,000				
	Public Land Strategy	P & D	Operation	40,000	Financial Stabilization		40,000			
	DCC Update	P & D	Operation	40,000	Financial Stabilization		40,000			
	Parking Strategy	P & D	Operation	18,000	Financial Stabilization			18,000		
	Heritage Strategy	P & D	Operation	15,000	Financial Stabilization			20,000		
	Other Strategy Updates	P & D	Operation	35,000	Financial Stabilization				35,000	
	OCP Update	P & D	Operation	75,000	Financial Stabilization				75,000	
	Engineering									
2020-02	Solid Waste Carts	Solid Waste	Furn & Equip	40,000	Solid Waste Reserve	40,000	40,000	40,000	40,000	40,000
	Hydro Generation Equipment	Hydro Electric	Eng Structure -other	50,000	Climate Action Reserve		50,000		50,000	
	General Government									
2020-03	Office Furniture Upgrades	Admin	Furn & Equip	15,000	Facility Reserve	15,000	10,000			
2020-04	Computer Hardware	Admin	IT Infrastructure	130,000	IT Reserve	130,000	235,000	170,000	83,000	63,000
	Social Plan	Admin	Operation	50,000	Financial Stabilization		50,000			
	Electronic Document Records Management	Admin	IT Infrastructure	150,000	IT Reserve				150,000	
	Community Development	Admin	IT Infrastructure	200,000	IT Reserve			230,000		
	Infrastructure									
	Facilities									
	Arena Roof Replacement	Arena	Building	350,000	Gas Tax				200,000	

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	Municipal Hall Renos - Design	Facilities	Building	75,000	Capital Works Reserve		75,000			
	Municipal Hall Renos - Construction	Facilities	Building	750,000	Capital Works Reserve			750,000		
	Beasley Park Community Centre - Construction	Parks	Building	60,000	Capital Works Reserve				60,000	
	Jack Seaton Caretaker Home & Concession - Construction	Parks	Building	60,000	Capital Works Reserve					60,000
2020-05	Theatre Lighting	Recreation & Culture	Furn & Equip	30,000	Facility Reserve	36,000	34,000			
	<i>Parks</i>									
2020-06	Major Sport and Recreation Needs Assessment	Parks	Land Improv	100,000	Capital Works Reserve	100,000				
2020-07	Woodsdale Waterfront Park Site & Cultural Centre - Design	Parks	Land Improv	400,000	Capital Works Reserve	106,700				
	Woodsdale Waterfront Park Site & Cultural Centre - Design	Parks	Land Improv		Grant Funding	293,300				
2020-08	Coral Beach Playground Replacement - Construction	Parks	Land Improv	55,000	Capital Works Reserve	55,000				
2020-09	Maki Road to Coral Beach Road Connector Trail - Design & Construction	Parks	Land Improv	15,000	Capital Works Reserve	15,000				
2020-10	Okanagan Centre Shoreline Dock - Design & Construction	Parks	Land Improv	45,000	Capital Works Reserve	45,000				
2020-11	Okanagan Centre Park Improvements - Design	Parks	Land Improv	25,000	Capital Works Reserve	13,500				
	Okanagan Centre Park Improvements - Design	Parks	Land Improv		Parks Dev DCC	11,500				
2020-12	Pelmewash Fishing Pier & Kayak Launch - Design	Parks	Land Improv	25,000	Capital Works Reserve	25,000				
2020-13	Pretty Road to Newene Road Connector Trail - Design & Construction	Parks	Land Improv	45,000	Capital Works Reserve	30,000				
	Pretty Road to Newene Road Connector Trail - Design & Construction	Parks	Land Improv		Community Funding - WALC/Rotary	15,000				
2020-14	Shoreline Park Landscape Buffer Improvements - Design & Construction	Parks	Land Improv	25,000	Capital Works Reserve	25,000				
	Trail Signage - Construction	Parks	Land Improv	50,000	Capital Works Reserve		50,000			
	Okanagan Centre Park - Construction	Parks	Land Improv	175,000	Capital Works Reserve		94,500			
	Okanagan Centre Park - Construction	Parks	Land Improv		Parks Dev DCC		80,500			
	Pelmewash Fishing Pier & Kayak Launch - Construction	Parks	Land Improv	75,000	Capital Works Reserve		25,000			
	Pelmewash Fishing Pier & Kayak Launch - Construction	Parks	Land Improv		Community Funding - Rotary		50,000			
	Paddle Trail - Design & Construction	Parks	Land Improv	45,000	Capital Works Reserve		45,000			
	Swalwell Park & Vernon Creek Trail - Design	Parks	Land Improv	20,000	Capital Works Reserve		10,800			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	Swalwell Park & Vernon Creek Trail - Design	Parks	Land Improv		Parks Dev DCC		9,200			
	Woodsdale Waterfront Park Site & Cultural Centre - Design & Construction	Parks	Land Improv	3,600,000	Capital Works Reserve			776,100		
	Woodsdale Waterfront Park Site & Cultural Centre - Design & Construction	Parks	Land Improv		Unfunded			2,639,900		
	Woodsdale Waterfront Park Site & Cultural Centre - Design & Construction	Parks	Land Improv		Parks Dev DCC			184,000		
	Swalwell Park Playground Addition - Construction	Parks	Land Improv	90,000	Capital Works Reserve			48,600		
	Swalwell Park Playground Addition - Construction	Parks	Land Improv					41,400		
	Pelmewash Parks - Design	Parks	Land Improv	20,000	Capital Works Reserve			20,000		
	Whiskey Cove Park - Design & Construction	Parks	Land Improv	10,000	Capital Works Reserve			10,000		
	Neighbourhood Park - Design	Parks	Land Improv	10,000	Capital Works Reserve			10,000		
	Vernon Creek Trail (BWL Rd - Jensen Rd) - Construction	Parks	Land Improv	90,000	Capital Works Reserve			48,600		
	Vernon Creek Trail (BWL Rd - Jensen Rd) - Construction	Parks	Land Improv		Parks Dev DCC			41,400		
	Pelmewash Parks - Construction	Parks	Land Improv	130,000	Capital Works Reserve				130,000	
	Jack Seaton Park Plan - Design	Parks	Land Improv	25,000	Capital Works Reserve				25,000	
	Beasley Park Field Improvements - Construction	Parks	Land Improv	50,000	Capital Works Reserve				50,000	
	Neighbourhood Park - Construction	Parks	Land Improv	90,000	Capital Works Reserve				90,000	
	Jack Seaton Park Plan - Construction	Parks	Land Improv	300,000	Capital Works Reserve					300,000
	Neighbourhood Park - Design	Parks	Land Improv	10,000	Capital Works Reserve					10,000
	Transportation									
2020-15	Bottom Wood Lake Rd Beaver to Berry - Construction	Transportation	Engineering Structures	3,700,000	Road Reserve	848,000				
	Bottom Wood Lake Rd Beaver to Berry - Construction	Transportation	Engineering Structures		Capital Works Reserve	800,000				
	Bottom Wood Lake Rd Beaver to Berry - Construction	Transportation	Engineering Structures		Gas Tax	350,000				
	Bottom Wood Lake Rd Beaver to Berry - Construction	Transportation	Engineering Structures		Road DCC	1,702,000				
2020-16	Transportation for Tomorrow Plan Update	Transportation	Engineering Structures	50,000	Road DCC	49,500				
	Transportation for Tomorrow Plan Update	Transportation	Engineering Structures		Road Reserve	500				
	Long Road - Design	Transportation	Engineering Structures	150,000	Road Reserve		150,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	OK Centre W. - Boat launch to Camp Rd - Construction	Transportation	Engineering Structures	1,800,000	Road Reserve		672,000			
	OK Centre W. - Boat launch to Camp Rd - Construction	Transportation	Engineering Structures		Capital Works Reserve		300,000			
	OK Centre W. - Boat launch to Camp Rd - Construction	Transportation	Engineering Structures		Road DCC		828,000			
	Woodsdale Rd - Design	Transportation	Engineering Structures	100,000	Road Reserve		54,000			
	Woodsdale Rd - Design	Transportation	Engineering Structures		Road DCC		46,000			
	Long Road - Construction	Transportation	Engineering Structures	400,000	Road Reserve		400,000			
	Carrs landing Rd (Commonage - Commonage) Design	Transportation	Engineering Structures	300,000	Road Reserve		162,000			
	Carrs landing Rd (Commonage - Commonage) Design	Transportation	Engineering Structures		Road DCC		138,000			
	Robinson Rd (Pretty - Davidson) 450m	Transportation	Engineering Structures	900,000	Road DCC			486,000		
	Robinson Rd (Pretty - Davidson) 450m	Transportation	Engineering Structures		Road Reserve			414,000		
	Woodsdale Rd - Construction	Transportation	Engineering Structures	940,000	Road Reserve			507,600		
	Woodsdale Rd - Construction	Transportation	Engineering Structures		Road DCC			432,400		
	Davidson Rd (Camp - McGowan) - Construction	Transportation	Engineering Structures	840,000	Road Reserve			453,600		
	Davidson Rd (Camp - McGowan) - Construction	Transportation	Engineering Structures		Road DCC			386,400		
	OK Centre Rd E (Davidson- Roundabout) - Construction	Transportation	Engineering Structures	1,100,000	Road Reserve				594,000	
	OK Centre Rd E (Davidson- Roundabout) - Construction	Transportation	Engineering Structures		Road DCC				506,000	
	Lodge Rd (Sherman - Woodsdale) - Design	Transportation	Engineering Structures	120,000	Road Reserve				64,800	
	Lodge Rd (Sherman - Woodsdale) - Design	Transportation	Engineering Structures		Road DCC				55,200	
	Lodge Road - Sherman Drive to Woodsdale Road	Transportation	Engineering Structures	1,200,000	Road Reserve					648,000
	Lodge Road - Sherman Drive to Woodsdale Road	Transportation	Engineering Structures		Road DCC					552,000
	Drainage									
	Vernon Creek Swale System	Transportation	Drainage	165,468	Capital Works Reserve		1,655			
	Vernon Creek Swale System	Transportation	Drainage		Drainage DCC		163,813			
	Clearwater Drainage Construction	Transportation	Drainage	500,000	Capital Works Reserve			500,000		
	Beasley Detention Pond	Transportation	Drainage	402,878	Capital Works Reserve			4,029		
	Beasley Detention Pond	Transportation	Drainage		Drainage DCC			398,849		

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	Winfield Creek Swale System	Transportation	Drainage	158,274	Capital Works Reserve				1,583	
	Winfield Creek Swale System	Transportation	Drainage		Drainage DCC				156,691	
	Knopf Brook Detention Pond #4	Transportation	Drainage	143,885	Capital Works Reserve					1,439
	Knopf Brook Detention Pond #4	Transportation	Drainage		Drainage DCC					142,446
	Vehicles & Equipment									
	<i>Replacement</i>									
2020-17	Unit 0192 - 2005 Ford F150	Water	Vehicle & Mach	42,000	Vehicles & Equipment	42,000				
2020-18	Unit 0273 - Toro Grounds Master 3280D	Parks	Vehicle & Mach	38,000	Vehicles & Equipment	38,000				
2020-19	Unit 1507 - 2008 Ford Ranger	Sewer	Vehicle & Mach	40,000	Vehicles & Equipment	40,000				
2020-20	Unit 6066 - 1978 International Water Tank	Water	Vehicle & Mach	60,000	Vehicles & Equipment	60,000				
2020-21	Unit 8078 - 2008 Chev Silverado 4x4	Parks	Vehicle & Mach	40,000	Vehicles & Equipment	40,000				
	<i>New</i>									
2020-22	Dodge 5500 Dump and Plow Truck	Transportation	Vehicle & Mach	140,000	Vehicles & Equipment	140,000				
2020-23	Blower Attachment	Parks	Vehicle & Mach	15,000	Vehicles & Equipment	15,000				
2020-24	Electric Fleet Car	Building Inspection	Vehicle & Mach	42,000	Climate Action Reserve	42,000				
2020-25	Skid steer mounted flail mower	Roads	Vehicle & Mach	20,000	Vehicles & Equipment	20,000				
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	505,000	Vehicles & Equipment		505,000			
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	110,000	Vehicles & Equipment			110,000		
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	95,000	Vehicles & Equipment				95,000	
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	110,000	Vehicles & Equipment					110,000
	Protective Services									
2020-26	FDM Software	Fire	IT Infrastructure	85,000	Fire Capital Reserve	85,000				
2020-27	RCMP - Building Assessment	Facilities	Building	50,000	RCMP Reserve	50,000				
2020-28	RCMP - Roof Replacement & Building Improvements	Facilities	Building	200,000	RCMP Reserve	100,000	100,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
2020-29	Exhaust Extractor	Facilities	Building	15,000	Fire Capital Reserve	15,000				
	Station 81 Alarm Upgrade	Facilities	Building	7,000	Fire Capital Reserve			7,000		
	Station 91 Alarm Upgrade	Facilities	Building	5,000	Fire Capital Reserve				5,000	
	<i>Vehicles & Equipment</i>									
2020-30	Thermal Imager 2 units	Fire	Furn & Equip	25,000	Fire Capital Reserve	25,000				
2020-31	SCBA - replacement units	Fire	Furn & Equip	15,000	Fire Capital Reserve	15,000	15,000	15,000	15,000	15,000
2020-32	Fire Vehicle - Tender-71 - 1998	Fire	Vehicle & Mach	450,000	Fire Capital Reserve	450,000				
2020-33	Replacement of Command Pick up truck - Dodge 1500 - 2010	Fire	Vehicle & Mach	55,000	Fire Capital Reserve	55,000				
2020-34	Fire Extinguisher Training Unit	Fire	Furn & Equip	11,500	Fire Capital Reserve	11,500				
2020-35	PPV Battery/Electric	Fire	Furn & Equip	6,000	Fire Capital Reserve	6,000				
	Ford HUB/CAFS - 2000	Fire	Vehicle & Mach	250,000	Fire Capital Reserve		250,000			
	Fire Truck Computers	Fire	Furn & Equip	10,000	Fire Capital Reserve		10,000	10,000		
	Fire Vehicle R71 - 2004	Fire	Vehicle & Mach	750,000	Fire Capital Reserve					750,000
	Fire Vehicle C72 - 2014	Fire	Vehicle & Mach	55,000	Fire Capital Reserve					55,000
	Radio Replacements	Fire	Vehicle & Mach	10,000	Fire Capital Reserve			10,000		
	Sewer									
2020-36	Clement Lift Station Refurbishment	Sewer Infrastructure	Sewer System	280,000	Sewer Capital Reserve	280,000				
2020-37	WWTP H2S Gas Sensor Replacements	Sewer Infrastructure	Sewer System	25,000	Sewer Capital Reserve	25,000				
2020-38	WWTP Spare RAS Pumps Replacement	Sewer Infrastructure	Sewer System	35,000	Sewer Capital Reserve	35,000				
2020-39	Sewer Flow Monitoring Program	Sewer Infrastructure	Sewer System	35,000	Sewer Capital Reserve	35,000				
2020-40	SCADA Upgrades	Sewer Infrastructure	Sewer System	300,000	Sewer Capital Reserve	200,000	100,000			
2020-41	Okanagan Lake Outfall Environmental Assessment	Sewer Infrastructure	Sewer System	250,000	Sewer Capital Reserve	50,000	200,000			
	WWTP - Phase 4 Expansion - Design	Sewer Infrastructure	Sewer System	680,000	Sewer Capital Reserve		346,800			
	WWTP - Phase 4 Expansion - Design	Sewer Infrastructure	Sewer System		Sewer WWTP DCC Reserve		333,200			
	Carrs Landing Nuyen System Construction	Sewer Infrastructure	Sewer System	700,000	Sewer Capital Reserve		700,000			
	Load Road Generator Replacement	Sewer Infrastructure	Sewer System	100,000	Sewer Capital Reserve		100,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	WWTP - Septage Rock Trap	Sewer Infrastructure	Sewer System	180,000	RDCO Contribution		180,000			
	WWTP - Phase 4 Expansion - Construction	Sewer Infrastructure	Sewer System	10,000,000	Debt			3,333,333		
	WWTP - Phase 4 Expansion - Construction	Sewer Infrastructure	Sewer System		Unfunded			6,666,667		
	Bottom Wood Lake Road Improvements	Sewer Infrastructure	Sewer System	100,000	Sewer Capital Reserve			100,000		
	WWTP - Phase 5 Expansion - Design	Sewer Infrastructure	Sewer System	600,000	Sewer Capital Reserve				300,475	
	WWTP - Phase 5 Expansion - Design	Sewer Infrastructure	Sewer System		Sewer WWTP DCC Reserve				299,525	
	WWTP DAF Replacement	Sewer Infrastructure	Sewer System	1,400,000	Sewer Capital Reserve				1,400,000	
	WWTP - Phase 5 Expansion - Design	Sewer Infrastructure	Sewer System	600,000	Sewer Capital Reserve					300,475
	WWTP - Phase 5 Expansion - Design	Sewer Infrastructure	Sewer System		Sewer WWTP DCC Reserve					299,525
	WWTP Equipment Replacement	Sewer Infrastructure	Sewer System	380,000	Sewer Capital Reserve					380,000
	WWTP - Phase 5 Expansion - Construction	Sewer Infrastructure	Sewer System	10,800,000	Debt					10,800,000
	Water									
2020-42	Dam Safety Review	Water Infrastructure	Water system	90,000	Water Capital Reserve	90,000				
2020-43	Irvine Road Design Pump Stn/PRV	Water Infrastructure	Water system	120,000	Water Capital Reserve	120,000				
2020-44	Water Master Plan Update	Water Infrastructure	Water system	125,000	Water DCC	100,000				
	Water Master Plan Update	Water Infrastructure	Water system		Provincial Contribution	25,000				
2020-45	Oyama Lake Snow Course Automation	Water Infrastructure	Water system	50,000	Water Capital Reserve	50,000				
2020-46	Ponderosa Pumphouse Demolition	Water Infrastructure	Water system	35,000	Water Capital Reserve	35,000				
2020-47	Data collections and analysis software	Water Infrastructure	Water system	30,000	Water Capital Reserve	30,000				
2020-48	Water Quality Analyzing Equipment Replacement	Water Infrastructure	Water system	30,000	Water Capital Reserve	30,000				
2020-49	Vernon Creek Intake Screen Automation Assessment	Water Infrastructure	Water system	35,000	Water Capital Reserve	35,000				
2020-50	Hare Road Watermain Extension	Water Infrastructure	Water system	250,000	Water Capital Reserve	250,000				
2020-51	Bottom Wood Lake Road Improvements	Water Infrastructure	Water system	150,000	Water Capital Reserve	150,000				
2020-52	PRV Confined Space Safety Improvements Design	Water Infrastructure	Water system	100,000	Water Capital Reserve	100,000				
	SCADA System Upgrades	Water Infrastructure	Water system	150,000	Water Capital Reserve		150,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2020	2021	2022	2023	2024
	PRV Confined Space Safety Improvements Construction	Water Infrastructure	Water system	2,500,000	Water Capital Reserve		2,500,000			
	Irvine Road Pump Stn/PRV - Construction	Water Infrastructure	Water system	1,800,000	Water Capital Reserve		1,800,000			
	Beaver Lake Treatment System - Pre Design	Water Infrastructure	Water system	1,440,000	Water Capital Reserve			777,600		
	Beaver Lake Treatment System - Pre Design	Water Infrastructure	Water system		Water DCC			662,400		
	Beaver Lake Treatment System - Detailed Design	Water Infrastructure	Water system	1,440,000	Water Capital Reserve				777,600	
	Beaver Lake Treatment System - Detailed Design	Water Infrastructure	Water system		Water DCC				662,400	
	Swalwell Intake Tower Replacement Design	Water Infrastructure	Water system	125,000	Water Capital Reserve				125,000	
	Swalwell Intake Tower Replacement - Construction	Water Infrastructure	Water system	1,500,000	Water Capital Reserve					1,500,000
						\$ 7,670,500	\$ 11,144,468	\$ 20,322,878	\$ 6,046,274	\$ 16,026,885

Community Development

PROJECT

Project Name: Zoning Bylaw Update

Short Description: The Zoning Bylaw is a critical Bylaw for land use management in the community. It was last updated over 10 years ago, making the need to modernize the Bylaw critical. This Bylaw is used heavily by the building and development sector, which is the largest economic sector in Lake Country.

Department: Community Development

COSTS

- Total Cost
\$75,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Financial Stabilization* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: 10 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	75,000	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

A Zoning Bylaw is one of the principal Planning Bylaws, which serves to identify land use requirements for a community. The Bylaw includes many development specifications, such as use classifications and definitions, along with site coverage, height definitions, floor area ratio, and various other requirements. When a Zoning Bylaw has been in place for a protracted amount of time, the need to modernize the Bylaw becomes apparent, where years of implementation make the need for a comprehensive update more pressing. Having clear Zoning assists both staff and customers in the design process, and brings clarity to the land development process in a community. As our current Zoning Bylaw has aged, the need to comprehensively update many aspects of the Bylaw has become pronounced.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

2020

IMPACT IF NOT APPROVED

The existing Zoning Bylaw will continue to be used, with the current aging Bylaw likely continuing to cause challenges.

Engineering

PROJECT

Project Name: Solid Waste Collection Carts
 Short Description: Collection carts and lids for garbage, recycling and yard waste
 Department: Engineering & Environmental Services

COSTS

Total Cost
\$40,000

Funding: *Finance to fill out* Borrowing

Reserves *Solid Waste Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: 5-10 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Ongoing supply of cart inventory for supply to new homes and to replace existing carts that are damaged or reaching end of useful life. A new supplier is being sought regionally to provide carts including bear proof cart options. Part of this request is to provide bear proof to residences as requested once a viable option is determined.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

2020

IMPACT IF NOT APPROVED

Bear proof carts and new carts will not be available. Existing inventories will be depleted. May impact collection ability if carts are damaged.

General Government

PROJECT

Project Name: Office Furniture
 Short Description: Renew and replace office furniture
 Department: Administration

COSTS

Total Cost \$ 15,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Facilities Reserve* User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: 10 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This is a continuation of a priority started in 2017 to upgrade equipment and furniture needed to prevent injury for sitting for long periods. In 2016, ergonomic assessments were done for most of the workers who either spend a portion or most of their days seated at a desk. It was determined that several people needed equipment such as chairs, desks, keyboard trays etc. to prevent injury.

Replacements have been prioritized, and the highest priorities replacements being completed first. The cost of the program has gradually been decreasing as the needs are filled and the equipment is renewed. This request also purchases new chairs for new positions that are added as required.

WSBC Seating (Section 4.49(b)(iii))

This refers either to the physical properties of a chair or seat, or prolonged sitting required by some jobs.

WSBC 4.52 Evaluation

- (1) The employer must monitor the effectiveness of the measures taken to comply with the ergonomics (MSI) requirements and ensure they are reviewed at least annually.
- (2) When monitoring required by subsection (1) identifies deficiencies, they must be corrected without undue delay.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

2020

IMPACT IF NOT APPROVED

The organization may see an increase in the use of sick time, use of extended benefits or possibly Worksafe BC claims for injuries related to workstation set up. Ensuring staff have the appropriate equipment allows for more productive and efficient employees. If not approved the District may be in non-compliance with WSBC regulations and at risk of being fined.

PROJECT

Project Name: IT Equipment & Computer Hardware
 Short Description: Replacement and Renewal of IT related assets
 Department: IT

COSTS

Total Cost \$ 130,000
 Funding: *Finance to fill out* Borrowing
 Reserves IT Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: 3-10 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

IT supports all facets of work done in the District. An inventory of physical IT assets is kept and annually replacements are required for workstations, servers, switches and network equipment. These assets are all under warranty, and replacement is required once the warranty expires due to importance of the data and day to day process at the District which requires the use of IT resources. Slated for renewal in 2020 is improved access control for facilities, workstations, data centre hardware and software. As well, renewal of the display technology in Council Chambers is planned for 2020.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project? 2020

IMPACT IF NOT APPROVED

If assets are not replaced once the warranty runs out, the District faces the risk of have longer than acceptable down times, where staff cannot use the IT systems necessary for everyday work or worse, loss of valuable data altogether.

Facilities

PROJECT

Project Name: LED Lighting replacement at the Creekside Theatre – Phase 2
 Short Description: Replace theatre lights with new LED lights to increase service and decrease electricity usage by at least 70%
 Department: Culture

COSTS

- Total Cost \$35,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Facility Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: 10 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Theatre lighting system is 18 years old. As part of the sustainable Lake Country mandate Council approved phase one of the LED Lighting project for 2019. The project improves energy use and considerably reduces energy used at Creekside Theatre. The current lighting system is requiring more and more maintenance and we are now buying second hand lights to replace some of the oldest lights as a patch work system to keep the theatre going. This project will set us on the course for a new lighting system with a 10 year guarantee from the supplier. Phase 1 of the project includes equipment such as a relay system, lights, tips, tops and cabling and distribution as well as installation. Phase 2 includes installation and equipment such as moving wash, moving spots and cabling. Phase 3 for 2021 continues the project with installation and equipment including moving spots, LED Tips and LED Tops.

TIMING

Was the project slated for 2020 during the previous 5-year financial plan?

Yes No

If no, please explain:

Project will be completed in summer during the slow season at the Theatre.

IMPACT IF NOT APPROVED

If Council does not proceed with phase 2 or phase 3 of the project, the theatre lighting will consist of old and new lights. The old lights will continuously fail causing issues for shows and rentals and are not energy efficient.

Parks

PROJECT

Project Name: Major Sport and Recreation Needs Assessment - Planning
 Short Description: Strategy for major sport and recreation infrastructure to meet current and future community needs
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$100,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: 2018 Draft Parks & Recreation Master Plan (PRMP) Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Council Direction to investigate opportunities for youth baseball and expansion of pickleball

ANNUAL COSTS

Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Recreation and sport services contribute directly to our citizens’ quality of life including their personal health and social connectivity. Additionally, recreation facilities provide opportunity for tourism and economic development. For these reasons, it’s important that the District has a reasonable, rationale and cost effective strategy to ensure that our sport and recreation infrastructure is able to meet current and future community needs.

Community engagement for the Parks and Recreation Master Planning work completed to date has identified that the most common comments related to indoor recreation priorities were requests for an indoor pool and second arena ice surface. Other considerations include an increased demand on our existing sport fields that are putting them at capacity, requests for an increased level of service to accommodate for sports such as baseball and pickleball, opportunity for construction and shared use of sport fields with School District No. 23, and prioritizing parkland acquisition needs.

This project involves a study focused on major indoor and outdoor facilities, such as a new indoor swimming pool, a second arena ice surface, indoor community program space, sport fields, and sport courts. The study will include a detailed review of existing demand and capacity, future trends and projected needs, along with significant engagement with citizens and user groups. The study will also identify priorities and strategies that will set the stage for further work to implement capital projects, including seeking additional financial support through senior government grants, development contributions, and partnerships, and identifying parkland acquisition targets.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

This project was previously brought forward as a feasibility study for an indoor swimming pool and second arena ice surface. Based on Council’s input and other issues raise over the last year, the scope has been expanded to take a broader look at community needs and priorities as it relates to sport and recreation.

When is the expected start date and completion date of the project?

February 2020 (estimated start) – December 2020 (estimated completion)

IMPACT IF NOT APPROVED

Without strategic planning and decision making, continued public and user group discontent can be anticipated, and potential opportunities, such as financial support, partnerships, and parkland acquisition can not be properly considered.

PROJECT

Project Name: Woodsdale Indigenous Cultural Centre & Nature Park - Design
 Short Description: Design of an Indigenous Cultural Centre and Nature Park improvements at the former Woodsdale Packinghouse Site
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$400,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve - \$106,700 User Fees
 Developer Contributions Grants \$293,300
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Grant Funding

ANNUAL COSTS

Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This project involves the design of an Indigenous Cultural Centre and Nature Park improvements in Lake Country to celebrate the history of the Okanagan People in this region and to acknowledge the relationship that the Okanagan People share with this land. This project will also provide a unique and memorable entrance to the Okanagan Rail Trail as well as enhance the quality of this ecologically and archaeologically significant District parkland. The project was awarded grant funding through the Investing in Canada Infrastructure Program - Community, Culture and Recreation Stream.

The proposed location is on the former Woodsdale Packinghouse Waterfront Site, 3.2 hectares owned by the District of Lake Country. The land is located near the corner of Woodsdale Road and Oyama Road on the south shore of Wood Lake and is strategically situated as a major trailhead for the newly built Okanagan Rail Trail within the Woodsdale neighbourhood.



PROJECT

Project Name: Coral Beach Park Playground Renewal – Design & Construction
 Short Description: Replacement of the existing play equipment and safety surfacing
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$55,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Capital Works Reserve* User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: 2018 Draft Parks & Recreation Master Plan (PRMP) Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance and operating budget already captured in existing parks operations
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The existing playground at Coral Beach Park is nearly 20 years old and in rapidly declining condition. An assessment from the Municipal Insurance Association of BC in 2018 identified potential liability hazards that should be mitigated.

This project includes construction of a new play environment will include equipment and safety surfacing that is inclusive and accessible to users of all abilities and will allow children to experience risks and test their boundaries without exposure to hazards. The result will be a dynamic place that provides open-ended play experiences that encourage imagination and creative play while meeting the emotional, cognitive and physical needs of children.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

September 2020 (estimated start) - November 2020 (estimated completion)

IMPACT IF NOT APPROVED

Continued exposure to liability

PROJECT

Project Name: Maki Road to Coral Beach Road Trail Improvements – Design & Construction
 Short Description: Improvements to a well-used trail in Carr’s Landing connecting Maki Road with Coral Beach Road
 Department: Infrastructure Services – Parks and Recreation

COSTS

- Total Cost \$15,000
- Funding: *Finance to fill out* Borrowing
- Reserves Capital Works Reserve User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: 2018 Draft Parks & Recreation Master Plan (PRMP) Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other: Community Group Initiative

ANNUAL COSTS

- Annualized costs will be required – N/A
- Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

A community survey undertaken by the Carr’s Landing Community & Recreation Association regarding waterfront access and recreation, identified improvements to a trail that connects Maki Road to Coral Beach Road as a high priority for neighbourhood residents. This trail is well-used by residents as it significantly reduces the distance between residential areas and provides an alternative to following Carr’s Landing Road.

The project involves the improvement of this important community trail from a nature trail standard to a narrow multi-use standard, creating a more accessible route for residents looking to walk or bike to neighbours’ homes and nearby parks. The proposed route follows an existing right of way connection.

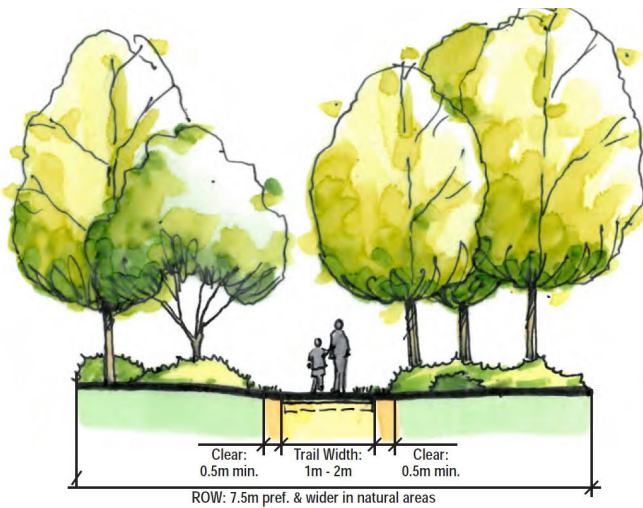


Table 4: Design Standards for Narrow Multi-Use Trails

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Unprogrammed capital improvement with opportunity to support community group initiative

When is the expected start date and completion date of the project?

June 2020 (estimated start) – September 2020 (estimated completion)

IMPACT IF NOT APPROVED

Loss of opportunity to support community group initiative

PROJECT

Project Name: Okanagan Centre Shoreline Dock – Design & Construction
 Short Description: Replacement of existing non-conforming dock along Okanagan Centre Shoreline
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$45,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Council Direction

ANNUAL COSTS

Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Docks are key pieces of park infrastructure that provided valuable waterfront recreational opportunities for residents and visitors. They are used for activities such as swimming, fishing, photography, motorized and non-motorized boat docking and lounging. They support the 'Okanagan Way' lifestyle by providing ample lakeside recreational activities, contributing to a healthy community.

This project involves the design and construction of a dock along the Okanagan Centre Shoreline to replace an existing non-conforming dock. The proposed location is north of Pebble Beach Park near the intersection of Okanagan Centre Road West and Camp Road. The original dock in this location was damaged during the Spring 2017 flooding events.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

It has been added based on Council direction.

When is the expected start date and completion date of the project?

February 2020 (estimated start) to July 2020 (estimated completion)

IMPACT IF NOT APPROVED

Non-conforming dock will require removal due to notice of trespass from the Province. Removal would come out of operations budget and the structure would not be replaced.

PROJECT

Project Name: Okanagan Centre Park Improvements - Design
 Short Description: Addressing washroom building and overall accessibility issues at Okanagan Centre Park
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$25,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve \$13,500 User Fees
 Developer Contributions Parks Development DCC - \$11,500 Grants
 Other:

REQUIREMENT

Master Plan: 2018 Draft Parks & Recreation Master Plan (PRMP) Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Okanagan Centre Park is a significant community gathering place enjoyed by residents and visitors. The amenities within the park, such as the washroom building, also serve to benefit beach and trail users along the Okanagan Centre Shoreline.

This project involves design of improvements at Okanagan Centre Park to address functional issues. Many of the park amenities are in poor condition, no longer meet the needs of the community and require replacement. The scope of the design will include replacement of the washroom building and septic field, replacement of site furniture and picnic areas, additions to the play environment, and improvements that address accessibility issues.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Design is required prior to anticipated 2021 construction

When is the expected start date and completion date of the project?

February 2020 (expected start) to December 2020 (expected completion)

IMPACT IF NOT APPROVED

Can not proceed with improvements without design/engineering work

PROJECT

Project Name: Pelmewash Fishing Pier & Kayak Launch – Design
 Short Description: Design of an accessible fishing pier & kayak launch along the Pelmewash Parkway recreation corridor
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$25,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: 2018 Draft Parks & Recreation Master Plan (PRMP) Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Community Group Initiative

ANNUAL COSTS

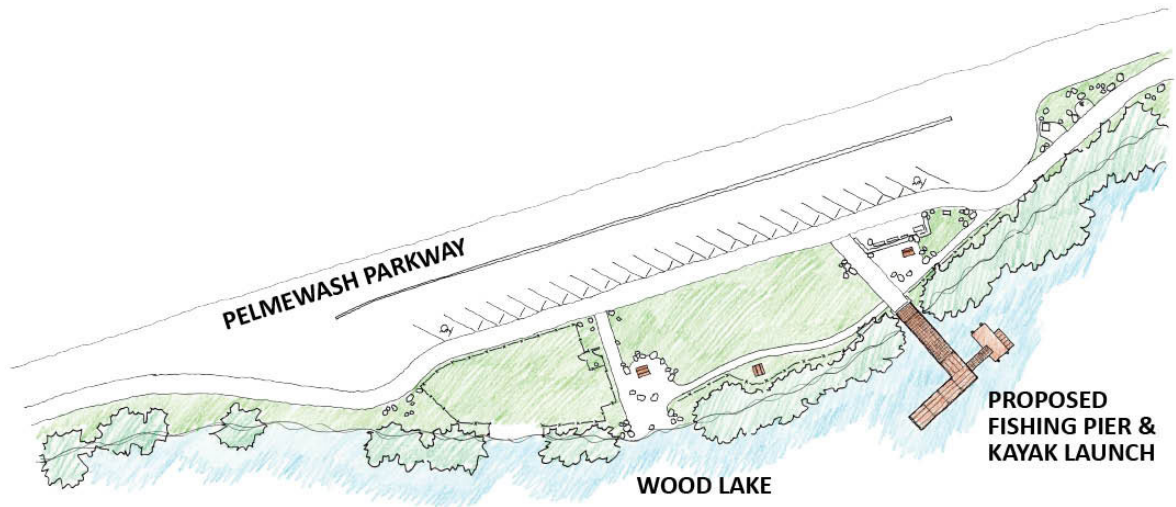
Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Rotary Club of Lake Country has chosen to work together with the District of Lake Country to create an accessible fishing pier and kayak/canoe launch for the community. The Rotary Club is offering volunteer service and project fundraising to move this significant project forward, as it presents an excellent opportunity for the to further reinforce the positive impact they have within the community.

This project involves the design of this accessible fishing pier and kayak/canoe launch with the purpose to improve inclusion and access to recreation for the community, for families, and for populations that face constraints to participation. The Pelmewash Fishing Pier and Kayak Launch will truly create a unique experience in Lake Country, designed specifically for fishing, paddling and universal accessibility. The proposed location is along the Pelmewash Parkway recreation corridor at a large linear park space with complementary park amenities and vehicle parking.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

This capital improvement was planned in previous 5 year financial plan for year 2022. Earlier approval allows for design work to begin in support of community group initiative and fundraising.

When is the expected start date and completion date of the project?

Design: February 2020 (estimated start) – December 2020 (estimated completion), Construction anticipated for 2021 dependent on Provincial approvals

IMPACT IF NOT APPROVED

Loss of opportunity to support community group initiative

PROJECT

Project Name: Pretty Road to Newene Road Connector Trail – Design & Construction
 Short Description: New trail connecting the Pretty Road Neighbourhood with Newene Road & Town Centre
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$45,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve \$30,000 User Fees
 Developer Contributions Grants
 Other: Community Funding – WALC/Rotary \$15,000

REQUIREMENT

Master Plan: 2018 Draft Parks & Recreation Master Plan (PRMP) Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Community Group Initiative

ANNUAL COSTS

Annualized costs will be required – Maintenance \$2,500
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	2,500	2,550	2,601	2,653
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653

BACKGROUND & JUSTIFICATION

Walk Around Lake Country (WALC) has identified a new trail that connects the Pretty Road neighbourhood with Newene Road and beyond to Lake Country’s Town Centre as a high priority community need and as such, they are proposing to contribute funds and volunteer time towards its completion. This new trail will create a more accessible route for school children as well as other residents looking to access schools, shops, parks and community facilities.

This project involves design & construction of this community trail at a narrow multi-use standard. The proposed route follows an existing District owned road right of way between Highway 97 & Okanagan Centre Road East.

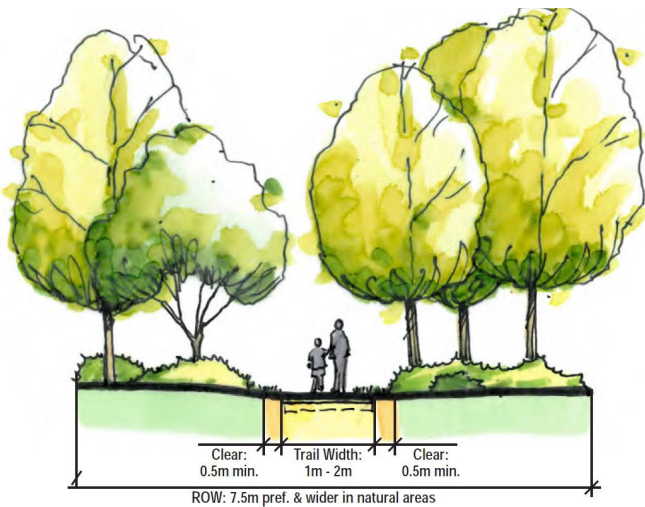


Table 4: Design Standards for Narrow Multi-Use Trails

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Unprogrammed capital improvement with opportunity to support community group initiative

When is the expected start date and completion date of the project?

June 2020 (estimated start) – September 2020 (estimated completion)

IMPACT IF NOT APPROVED

Loss of opportunity to support community group initiative

PROJECT

Project Name: Shoreline Park Landscape Buffer Improvements – Design & Construction
 Short Description: Increased plantings to buffer park from adjacent homes
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$25,000
 Funding: *Finance to fill out* Borrowing
 Reserves Capital Works Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Council Direction

ANNUAL COSTS

Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Phase 2 of Shoreline Park was constructed in 2018 and included a multi-use sport court and washroom building. Issues around noise from park activity and light from the washroom building were raised by neighbours. After considerable engagement with residents and user groups, potential solutions were brought forward for Council’s input and staff was directed to enhance the vegetative buffering along the western boundary of the park. This project involves design and construction of an enhanced landscape buffer at Shoreline Park to mitigate the impact of park usage and operations on adjacent homes.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

- Yes No

If no, please explain:

It has been added based on Council direction.

When is the expected start date and completion date of the project?

March 2020 (expected start) to April 2020 (expected completion)

IMPACT IF NOT APPROVED

Continued homeowner discontent can be anticipated

Transportation

PROJECT

Project Name: Bottom Wood Lake Road Improvements (Swalwell – Berry Rd Roundabout)
 Short Description: Transportation for Tomorrow project including new creek crossing and new middle school frontage improvements.
 Department: Engineering

COSTS

Total Cost
\$3,700,000

Funding: *Finance to fill out* Borrowing

Reserves Road Reserve - \$848,000 User Fees
 Capital Works Reserve - \$800,000

Developer Contributions Road DCC - \$1,702,000 Grants Gas Tax - \$350,000

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This Transportation for Tomorrow road improvement project is being driven by the construction of the new HS Grenda Middle School due to open 2021.

This is the first phase of the proposed road improvements along this section of Bottom Wood Lake Road and will provide sidewalks, streetlights, bike lanes, road renewal and utility upgrades between the Berry Road roundabout and the southern end of Swalwell Park.

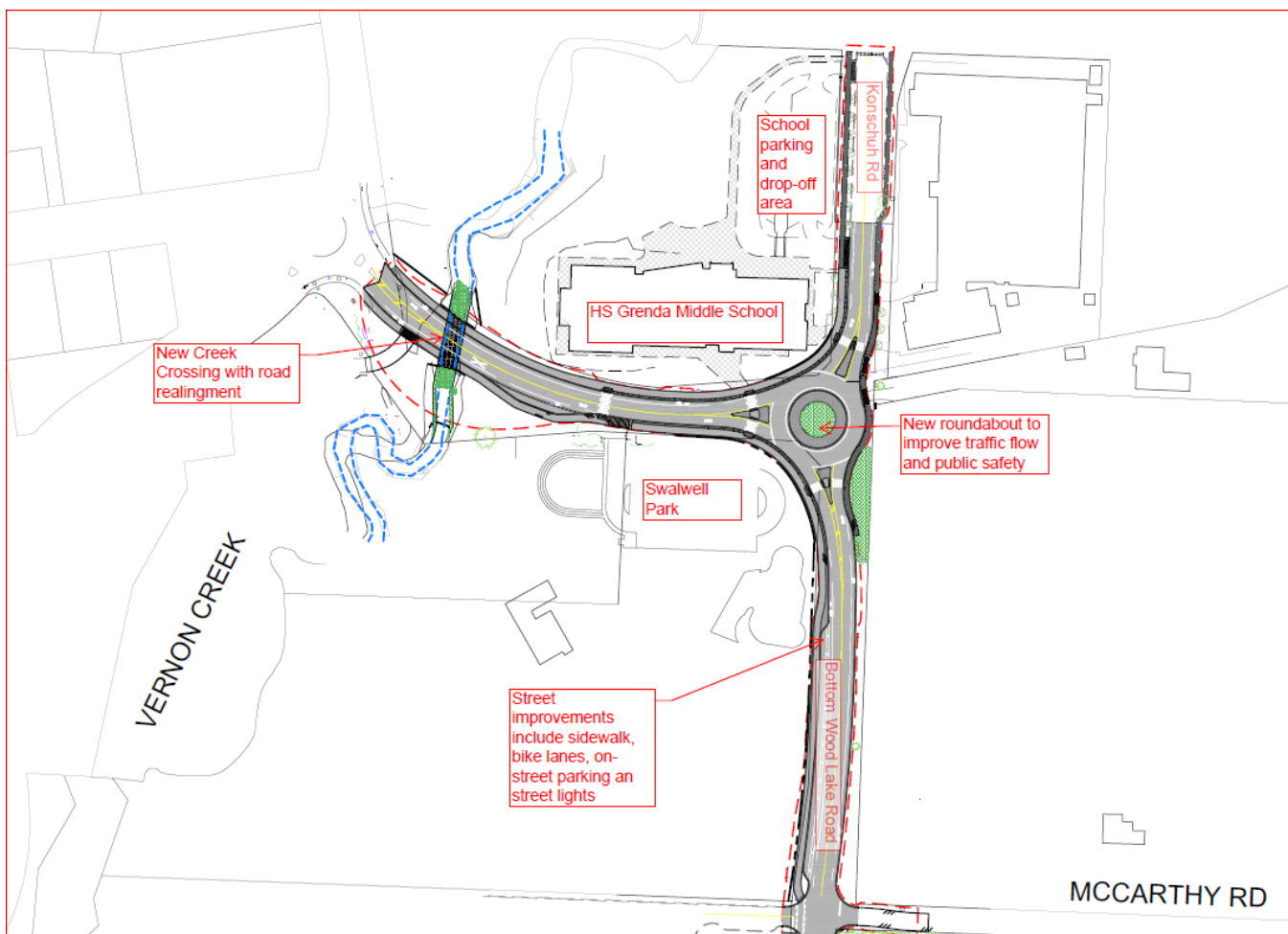


Figure 1. Plan of the project site showing the proposed improvements

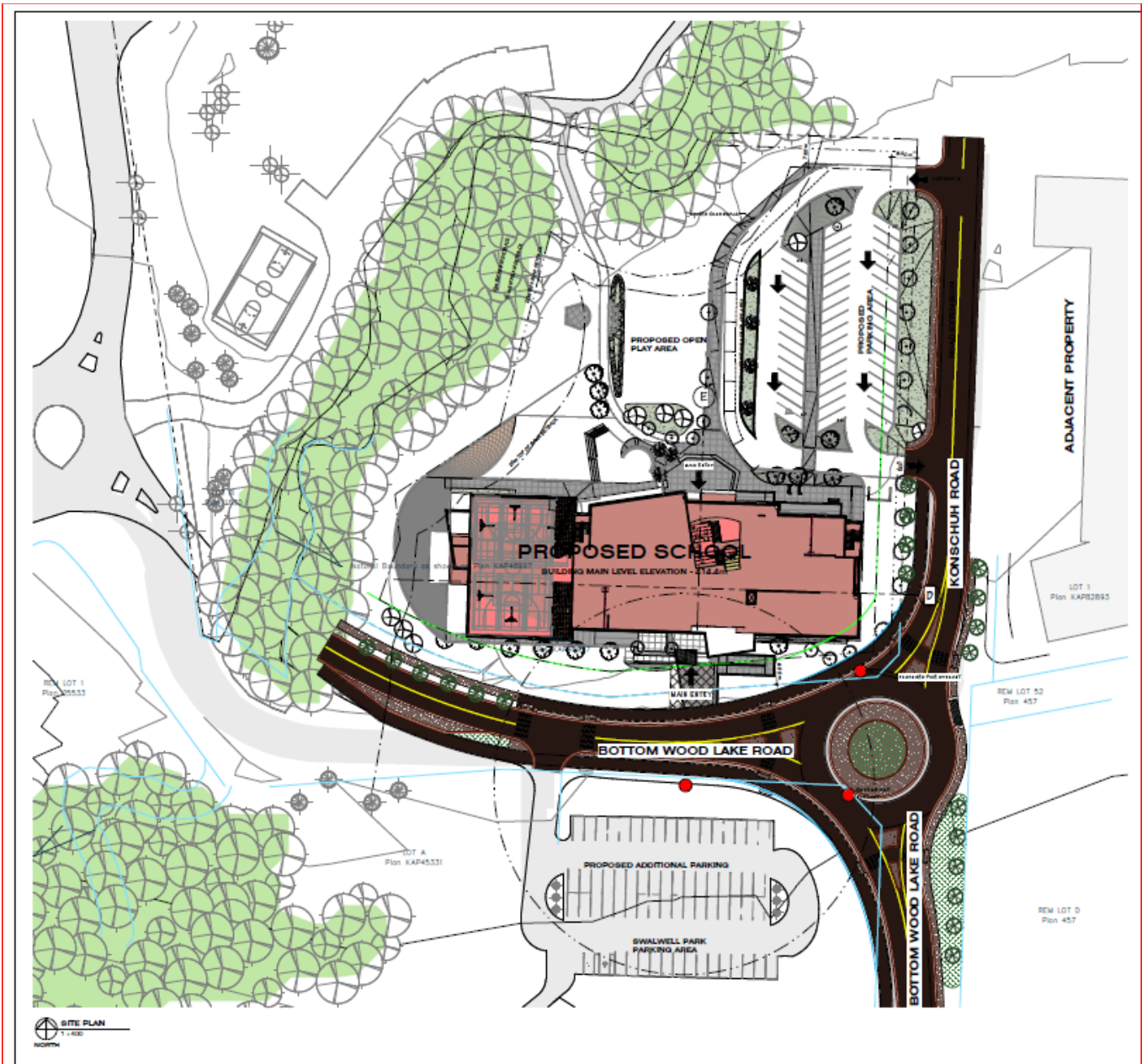


Figure 2. SD23 concept site plan for the HS Grenda Middle School

This project will also provide the following infrastructure improvements:

- A roundabout and frontage improvements adjacent to the new H.S Grenda Middle School. The proposed infrastructure improvements focus on connectivity, accessibility and safety for all and aligns with a Transportation for Tomorrow key goal of providing safe routes to schools.
- Improved connectivity to Swalwell sports fields from Bottom Wood Lake Road with on street parking.
- A new creek crossing and road realignment to the existing Berry Road roundabout. The existing culvert was assessed in 2017 by a structural engineer and was given an Urgency Rating of 4, with 5 being the highest priority. A structure similar to the one installed at the Reimche Road creek crossing in 2018 (shown below) will be installed with some esthetic enhancements so it complements and integrates with the Main Street/Downtown environment.



Figure 3. Reimche Road creek crossing installed during 2018

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

The project will be delivered between Spring and Fall 2020, exact timing will depend on the outcome of the Request for Proposals (RFP) procurement process.

IMPACT IF NOT APPROVED

The current transportation network will not support the middle school's requirements causing functionality, connectivity and safety issues due to the increased vehicular and pedestrian traffic generated by the new school. The same issues will also impact the user experience for those visiting Swalwell Park. If the current culvert is not replaced it could fail causing the road to collapse causing safety and mobility issues.

PROJECT

Project Name: Transportation for Tomorrow Update
 Short Description: Update the Transportation for Tomorrow Plan
 Department: Engineering

COSTS

Total Cost \$
50,000

Funding: *Finance to fill out* Borrowing

Reserves Road Reserve \$500 User Fees

Developer Contributions Road DCC - \$49,500 Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The objective of the Transportation for Tomorrow is to develop a sound and affordable analytical framework and long-term investment plan that delivered against the District’s road vision and was sensitive to the ongoing sustainability of the road and street system. Although the Transportation for Tomorrow Plan is 5 years old, the plans objective and other foundational elements such as the vision, framework, guiding principles remain unchanged. The functional aspects of the plan such as the planning and programming elements of the framework need to be reviewed and updated to reflect the progress made so far and consideration made for the existing and future influencing forces, such as construction industry costs, planned infrastructure development within the community. A significant amount of transportation planning and study has taken place since 2013 at the regional and local level which will be considered and incorporated into this update also.

The update will also incorporate the elements of the Transportation Master Plan being developed which focuses on the future road network functionality and classification as well as the pedestrian, cyclists and trail connectivity to the rest of the District’s transportation network.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

The project will start in the spring and be complete by the fall of 2020.

IMPACT IF NOT APPROVED

There is a risk that the plan will not keep pace with the ever-evolving transportation needs of the community and the District’s transportation vision will not be realized or supported by a robust long-term roadway investment plan.

Vehicles & Equipment

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 0192: 2005 Ford F-150
 Department: Water

COSTS

Total Cost \$ 42,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment - \$42,000 User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: **8** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	42,000		-	-	-
Total	\$ 42,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Unit 0192 has surpassed the expected life cycle of a fleet unit and requires replacement.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2028 (estimated life cycle)

IMPACT IF NOT APPROVED

The continued use of Unit 0192 would result in increased maintenance & repair costs.

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 0273 – Toro Grounds Master 3280D
 Department: Parks Dept

COSTS

Total Cost \$ 38,000

Funding: *Finance to fill out* Borrowing

Reserves Vehicles & Equipment - \$38,000 User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	38,000		-	-	-
Total	\$ 38,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Unit 0273 is a zero-turn riding mower which has met the expected service life of a mower with collection system and now requires replacement.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2027 (estimated life cycle)

IMPACT IF NOT APPROVED

Non-replacement of this unit would result in a higher cost of maintenance and repairs.

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 1507: 2008 Ford Ranger
 Department: Sewer Dept.

COSTS

Total Cost \$ 40,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment - \$40,000 User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: **10** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	40,000		-	-	-
Total	\$ 40,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Unit 1507 has met it's expected service life and is due for replacement.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2030 (estimated life cycle)

IMPACT IF NOT APPROVED

Not replacing Unit 1507 would result in increased maintenance and repair costs.

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 6066 – 1978 International Water Tank
 Department: Water

COSTS

Total Cost \$ 60,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment - \$60,000 User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	60,000		-	-	-
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The District’s water truck is used by all departments and is primarily used for flushing of the water system, and dust control during the construction season. The condition of this unit is what can be expected of a unit from 1978; this truck has more than completed its workable service life with the District.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2030 (estimated life cycle)

IMPACT IF NOT APPROVED

Unit 6066 will require continued investment in order to remain a safe fleet unit to operate.

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 8078: 2008 Chev Silverado 4x4
 Department: Parks

COSTS

Total Cost \$ 40,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment - \$40,000 User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	40,000		-	-	-
Total	\$ 40,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This truck has met the expected life cycle of a fleet truck. Unit 8078 is to be replaced with a new 4-wheel drive, double cab, long box truck.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2030 (estimated life cycle)

IMPACT IF NOT APPROVED

The maintenance and repairs of this unit will continue to increase over time.

PROJECT

Project Name: Fleet & Equipment: New
 Short Description: 2020 Dodge 5500 Dump and Plow Truck
 Department: Roads

COSTS

Total Cost \$ 140,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment - \$140,000 User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: **10** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	140,000		-	-	-
Renewal			-	-	-
Total	\$ 140,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Currently, Unit 2450 (the District’s 2010 Dodge 5500 Dump and Plow truck) is used daily, in all weather conditions, and at all times of the year.

This unit is required by the other departments of the District, however is being used full-time by the Roads Department. A similar fleet unit is required.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

It was identified that Unit 2450 is in full-time use by the Roads Dept, and is required by the other departments.

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2030 (estimated life cycle)

IMPACT IF NOT APPROVED

The Water, Sewer, and Parks departments will be unable to utilize a multi-function unit like Unit 2450.

PROJECT

Project Name: Fleet & Equipment: New
 Short Description: Attachment: Blower
 Department: Parks

COSTS

Total Cost \$ 15,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment - \$15,000 User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: **8** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	15,000		-	-	-
Renewal	-	-	-	-	-
Total	\$ 15,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The addition of a blower attachment to the DLC would increase the effectiveness of the District’s operators when maintaining parks and fields, cleaning sidewalks and parking lots, and the District’s portion of the Okanagan Rail Trail. Currently these tasks are either completed by hand raking, mowing an entire area of a park to mulch leaves, or hand sweeping sidewalks and parking lots to help with sweepers.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

This attachment was identified as a possible increase to efficiency earlier in 2019.

When is the expected start date and completion date of the project?

Spring 2020 – Spring 2028 (estimated life cycle)

IMPACT IF NOT APPROVED

Were the District not to acquire this attachment, maintenance (where required) would be continued by other means.

PROJECT

Project Name: Fleet & Equipment: New
 Short Description: 2020 Electric Vehicle; Plug-in Hybrid
 Department: Development Services – Building Inspection

COSTS

Total Cost \$ 42,000

Funding: *Finance to fill out* Borrowing

Reserves Climate Action Reserve - User Fees
 \$42,000

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other: Cost effective – more effective than current process

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: **10** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	42,000		-	-	-
Renewal	-	-	-	-	-
Total	\$ 42,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

There are major 3 reasons why the District should purchase this shared EV building inspectors vehicle;

- 1) Cost; It is more cost effective to provide a shared unit, rather than compensate by mileage
- 2) Public Image; A District vehicle presents a professional image when a building inspector arrives on-site
- 3) Liability; Building Inspectors personal vehicle is considered the 'place of work', and it is therefore the District's responsibility to provide a safe place of work; essentially the District is open to liability if the personal vehicle were to be the cause of a motor vehicle accident.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

The above noted benefits were identified.

When is the expected start date and completion date of the project?

Spring 2020

IMPACT IF NOT APPROVED

Failure to realize the benefits noted above.

PROJECT

Project Name: Fleet & Equipment: New
 Short Description: Skid steer mounted flail mower
 Department: Roads

COSTS

Total Cost \$ 20,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: **8** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	20,000		-	-	-
Renewal	-	-	-	-	-
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The addition of a Flail Mower attachment for the District’s skid steer would make roadside mowing easier and safer for our crews when maintaining approximately 212 km of roadside.



TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

The idea of this attachment and it’s increased efficiency came forward from a recent staff suggestion; it was discussed and deemed an excellent idea to improve the Roads Departments time spent roadside mowing.

When is the expected start date and completion date of the project?

Summer 2020 – Summer 2028 (estimated life cycle)

IMPACT IF NOT APPROVED

Roadside mowing will continue as normal.

Protective Services

PROJECT

Project Name: FDM – Information Management program
 Short Description: Our current computer program is utilized for all aspects of record keeping from fire inspections, payroll, vehicle maintenance and personnel files.
 Department: Protective Services - Fire

COSTS

- Total \$85,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Fire Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	7,500	7,650	7,803	7,959	8,118
Materials & Supplies			-	-	-
Renewal	-	-	-	-	-
Total	\$ 7,500	\$ 7,650	\$ 7,803	\$ 7,959	\$ 8,118

BACKGROUND & JUSTIFICATION

The current program was purchased in 2005 and was best value at the time, however the company is no longer supporting Canadian users since 2018. The program recommended will be Canadian based one that is being utilized by most fire departments in Canada.

TIMING

Was the project slated for 2020 during the previous 5-year financial plan?

Yes No

When is the expected start date and completion date of the project: The change will take six months if approved would commence in the second quarter of 2020.

IMPACT IF NOT APPROVED

If the program fails without support and updates, we risk losing all current information.

PROJECT

Project Name: RCMP Building Assessment
 Short Description: Assess the RCMP building for future use including housing more members and parking.
 Department: RCMP

COSTS

Total Cost \$ 50,000
 Funding: *Finance to fill out* Borrowing
 Reserves RCMP Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Required with the addition of 5 RCMP members

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

In the spring of 2019, Council made a resolution to add 5 RCMP members to the current compliment.

The existing RCMP building was a converted building and originally configured to house the number of members it currently does. The layout is no longer functional and does not support the addition of more members. There is not enough locker space and currently, no additional space for lockers. As well, the kitchen area is not functional. A review of the parking area and building envelope is also required. With changes, it is anticipated that the additional members can be accommodated in the building.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

The building assessment will be completed in 2020 and some works will need to be started following the completion of the assessment.

IMPACT IF NOT APPROVED

It will be difficult to add new RCMP members if basic services such as lockers are not available to them.

PROJECT

Project Name: RCMP Roof Replacement and Building Improvements
 Short Description: Replace the roof and make building improvements to meet the needs of 5 additional RCMP members
 Department: RCMP

COSTS

Total Cost \$ 100,000
 Funding: *Finance to fill out* Borrowing
 Reserves RCMP Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Required with the addition of 5 RCMP members

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

In anticipation of the completion of the RCMP Building assessment, additional funds are being requested to complete some of the works required for the additional members being added. Some reconfiguration will need to occur, and additional lockers made available for members.

The roof is at end of life however as the building assessment was scheduled, the replacement has been put off pending the results of the assessment. The roof will have to be replaced in 2021.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

The assessment of the building was planned but improvements were not anticipated until 2021. The addition of the new members has accelerated the need for improvements.

When is the expected start date and completion date of the project?

The building assessment will be completed in 2020 and some works will need to be started following the completion of the assessment, finishing in 2021.

IMPACT IF NOT APPROVED

The RCMP building is aging and requiring improvements. It will be difficult to house additional members in the current configuration. If the roof is not replaced, additional damage to structure will occur, making it unsafe for its current use.

PROJECT

Project Name: Carr’s Landing vehicle exhaust extractor
 Short Description: Completion of multiyear project to install vehicle exhaust extractors
 Department: Protective Services - Fire

COSTS

Total Cost
\$15,000

Funding: *Finance to fill out* Borrowing

Reserves *Fire Capital Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: 10 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

To meet WCB standards we have been installing vehicle exhaust extraction at all stations.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Spring 2020

IMPACT IF NOT APPROVED

Currently this station does not meet the WCB requirements for exhaust extraction.

PROJECT

Project Name: Thermal Imagers (2)
 Short Description: Multiyear replacement project
 Department: Protective Services - Fire

COSTS

- Total Cost
\$25,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Fire Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Fire Department has utilized thermal imagers for several years, the current units are obsolete and are getting beyond the ability of the manufacture to repair or supply parts. Thermal imagers are utilized to reduce damage caused at overhaul as well as gives the ability to find fire victims in a heavy smoke atmosphere.

TIMING

Was the project slated for 2020 during the previous 5-year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

2020

IMPACT IF NOT APPROVED

This device is used at a fire scene to aid in the rescue of persons in smoke fill atmospheres.

PROJECT

Project Name: Self-Contained Breathing Apparatus
 Short Description: This is a multi-year project to replace our breathing apparatus
 Department: Protective Services - Fire

COSTS

Total Cost
\$15,000

Funding: *Finance to fill out* Borrowing

Reserves *Fire Capital Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	600	612	624	637	649
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 600	\$ 612	\$ 624	\$ 637	\$ 649

BACKGROUND & JUSTIFICATION

The Workers Compensation requires that self-contained breathing apparatus be worn at structure fires due to the toxic atmospheres encountered as mandated by legislation. We will be in the fourth year of a ten year replacement plan.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

2020

IMPACT IF NOT APPROVED

SCBA packs would have to be phased out of service

PROJECT

Project Name: Tender 71 Replacement
 Short Description: Water Tender
 Department: Protective Services

COSTS

Total Cost
\$450,000

Funding: *Finance to fill out* Borrowing

Reserves *Fire Capital Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	500	510	520	531	541
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 500	\$ 510	\$ 520	\$ 531	\$ 541

BACKGROUND & JUSTIFICATION

The district still has many area’s that are not serviced by fire hydrants and shuttling water is a necessity.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

The build time is between 8 and 12 months.

IMPACT IF NOT APPROVED

The ability to carry larger amounts of water to area’s that do not have hydrants would be compromised.

PROJECT

Project Name: Command Pick-up truck
 Short Description: Replacement of 2010 pick-up truck
 Department: Protective Services - Fire

COSTS

Total Cost
\$55,000.00

Funding: *Finance to fill out* Borrowing

Reserves *Fire Capital Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	300	306	312	318	325
Materials & Supplies	3,000	3,060	3,121	3,184	3,247
Renewal	-	-	-	-	-
Total	\$ 3,300	\$ 3,366	\$ 3,433	\$ 3,502	\$ 3,572

BACKGROUND & JUSTIFICATION

Pick-up trucks are on a ten-year replacement schedule

TIMING

Was the project slated for 2020 during the previous 5-year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

2020

IMPACT IF NOT APPROVED

Vehicles deteriorate and become un reliable due to their extreme usage.

PROJECT

Project Name: Fire Extinguisher Intelligent Training System
 Short Description: Utilize Technology to teach public in use of Fire Extinguishers without utilizing focal fuels with the environmental concerns.
 Department: Protective Services - Fire

COSTS

- Total \$11,500
- Funding: *Finance to fill out*
 - Borrowing
- Reserves *Fire Capital Reserve*
 - User Fees
- Developer Contributions
 - Grants
- Other:

REQUIREMENT

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2020
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	100	100	102	104	106
Renewal	-	-	-	-	-
Total	\$ 100	\$ 100	\$ 102	\$ 104	\$ 106

BACKGROUND & JUSTIFICATION

We currently utilize focal fuels (gas/diesel) for fire extinguisher training for firefighters as well as public education. This created many environmental issues as well is difficult to cleanup when we teach out in the community.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

When is the expected start date and completion date of the project spring 2020.

IMPACT IF NOT APPROVED

Continue to utilize current system of fossil fuels which can result in spillage into the environment.

PROJECT

Project Name: PPV Battery/Electric

Short Description: Positive pressure fans are utilized to remove smoke and carbon monoxide from a structure, historically they have been gas driven with new technology electric units are now available.

Department: Protective Services - Fire

COSTS

- Total Cost
\$6,000.00
- Funding: *Finance to fill out* Borrowing
- Reserves *Fire Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2020
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies		-	-	-	-
Renewal	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

PPV's are widely used to vent structures from smoke or chemicals battery/electric do not contaminate areas of a building that have not already been contaminated.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain: New battery technology has become available to power Positive Pressure Fans without carbon monoxide being phone into structures.

When is the expected start date and completion date of the project?

Spring

IMPACT IF NOT APPROVED

Continue to use old technology that blows carbon monoxide into structures

Waste Water Services

PROJECT

Project Name: Clement Lift Station Refurbishment
 Short Description: Replacing piping and pumps in the Clement Sewage Lift Station
 Department: Infrastructure Services - Sewer

COSTS

- Total Cost
\$280,000
- Funding: *Finance to fill out*
 - Borrowing
- Reserves *Sewer Capital Reserve*
 - User Fees
- Developer Contributions
 - Grants
- Other:

REQUIREMENT

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2020
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

ANNUAL COSTS

- Annualized costs will be required – Maintenance and operating budget already captured with the existing Sewer Operations Budget.
- Renewal of the asset will be required – Expected Life: 20 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



Mechanical and electrical components within the pump station are at the end of their life and in need of replacement.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

The deteriorating conditions of the lift station was not completely understood until early 2019.

When is the expected start date and completion date of the project? Summer 2019

IMPACT IF NOT APPROVED

Will result in a “band-aid” solution where staff would use the operations budget to conduct repairs as necessary, thus still leaving the station at risk of catastrophic failure.

PROJECT

Project Name: WWTP H2S Gas Sensors Replacement
 Short Description: Replacing obsolete H2S gas sensors at the WWTP in the rooms that are susceptible to H2S gas.
 Department: Sewer

COSTS

- Total Cost
\$25,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Sewer Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – Annual calibration of the sensors is required, cost already captured as part of the existing operations budget.
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



At the Waste Water Treatment Plant there are areas where decomposing waste can cause a buildup of H₂S gas. These areas are monitored continuously with H₂S sensing equipment to ensure the mechanical venting system is functioning correctly.

The existing H₂S gas monitoring equipment is now obsolete and in need of replacement. Work Safe BC requires H₂S gas monitoring where there is a risk of H₂S gas being present.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Relatively minor expense not usually captured within the 5 year capital plan.

When is the expected start date and completion date of the project?

Spring 2019 (start & completion)

IMPACT IF NOT APPROVED

Eventually the existing probes will fail which could result in unintended exposure to an employee or contractor. At high enough concentration H₂S gas can be lethal.

PROJECT

Project Name: WWTP Spare RAS Pump Replacement
 Short Description: Purchasing a spare return activated sludge (RAS) pump.
 Department: Sewer

COSTS

- Total Cost
\$35,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Sewer Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – Annual calibration of the sensors is required, cost already captured as part of the existing operations budget.
- Renewal of the asset will be required – Expected Life: 15 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



The Return Activated Sludge Pump is a specialized pump suitable for pumping thick liquids. Due to its specialized nature a replacement pump is not readily available. Because the pump is an essential component of the treatment works it is considered a high risk item and a back-up pump to ensure redundancy in case of failure is required.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

- Yes No

If no, please explain:

Found recently that replacement was needed

When is the expected start date and completion date of the project?

New pump will be ordered if budget is approved.

IMPACT IF NOT APPROVED

A functioning RAS pump is critical to the functionality of the WWTP and could lead to plant upset significantly jeopardizing plant performance in the case of failure.

PROJECT

Project Name: Sewer Flow Monitoring Program – Inflow & Infiltration
 Short Description: Purchasing equipment and software to monitor sewer system flows
 Department: Sewer

COSTS

- Total Cost
\$35,000
- Funding: *Finance to fill out*
 - Borrowing
- Reserves *Sewer Capital Reserve*
 - User Fees
- Developer Contributions
 - Grants
- Other:

REQUIREMENT

- Master Plan:
 - Capital Renewal or Required Replacement
- Strategic Priority
 - Legislative change
- Safety Requirement
 - Service Level Enhancement
- Related to another planned project for 2020
 - Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – Software subscription, ongoing software maintenance, technical support, satellite connectivity, etc.
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	35,000		-	-	-
Renewal	-	3,600	3,600	3,600	3,600
Total	\$ 35,000	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600

BACKGROUND & JUSTIFICATION



When rain data is used in concert with sewer level and flow data it quickly reveals sources of inflow and infiltration (I&I).

Inflow and infiltration occur when groundwater and/or storm water flows into the wastewater collection system, through cracked sewer pipes, leaky manholes or undesired connections of down spouts and sump pumps.

Excessive I&I can overwhelm a collection system’s capacity creating overflows and can increase wastewater treatment plant flows; unnecessarily increasing treatment plant processing costs and taking up plant capacity.

Staff is seeking to implement an I&I program to monitor and identify any concerns with the sewer collection system, allowing the District to prioritize sewer capital improvement projects.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Explored monitoring systems while recently attending the BCWWA tradeshow.

When is the expected start date and completion date of the project?

Upon budget approval.

IMPACT IF NOT APPROVED

The capacity of the District’s Waste Water Treatment Plant is approaching a critical level. An I&I monitoring program is key in the District managing its sewer assets, as well as showing tangible results when discussing waste water system grants, upgrades, and alternative measures with the Interior Health Authority and the Province of BC.

PROJECT

Project Name: 2020 SCADA Upgrades
 Short Description: Replacement of obsolete SCADA equipment
 Department: Sewer

COSTS

Total Cost \$ 200,000
 Funding: *Finance to fill out* Borrowing
 Reserves Sewer Capital Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – Maintenance and operating budget already captured with the existing Sewer Operations Budget.
 Renewal of the asset will be required – Expected Life: 15 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Stations Overview



The computer systems that monitors and automates much of the Districts water and waste water infrastructure is known as the Supervisory Control and Data Acquisition (SCADA) system. Much of the waste water SCADA controls were installed in the mid to late 1990's and are obsolete.

It is critical that the SCADA controls continue to provide reliable function as these controls are essential to plant and facilities operation.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Operational need was determined after professional audit of the system was completed.

When is the expected start date and completion date of the project?

The water system portion of this project started in 2019. The sewer portion of this project is expected to begin in 2020 and carry through to 2021.

IMPACT IF NOT APPROVED

Complete failure of the SCADA system is unlikely. What is more likely is failure at some of the older stations that would result in the need to manually operate the station. This would result in high overtime labour costs.

PROJECT

Project Name: Okanagan Lake Outfall Environmental Assessment
 Short Description: Environmental assessment study for a treated effluent outfall into Okanagan Lake
 Department: Sewer

COSTS

- Total Cost
\$50,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Sewer Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

- Master Plan: Draft Waste Water Master Plan Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life:

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The District currently relies on ground effluent disposal at the Waste Water Treatment plant (WWTP). Wastewater flow projections indicate that the ground disposal system will reach capacity in approximately 5 years' time. The only viable option for the District to dispose of additional treated effluent resulting from the District's facility is discharge to Okanagan Lake.

The Ministry of Environments approval process includes completing a detailed environmental assessment examining the impacts of a selected outfall location. This process typically takes 2-3 years, which makes it critical that we start the process in 2020.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

To date it was thought an outfall to Okanagan Lake was cost prohibitive and unnecessary for another 15-20 years. Recent evaluation has found the need to accelerate this due to rapid community growth.

When is the expected start date and completion date of the project? Spring 2020, completion 2023.

IMPACT IF NOT APPROVED

Potential moratorium on any new connections to the sewer system once capacity has been reached.

Water Services

PROJECT

Project Name: Dam Safety Review
 Short Description: Statutory Requirement to review all the Districts High Consequence Dam Structures (Swalwell, Crooked and Oyama Dams)
 Department: Infrastructure Services _ Water

COSTS

Total Cost \$ 90,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Water Capital Reserve* User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 90,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Legislative changes now require the District to include Geotechnical and Seismic Analysis for our Comprehensive Dam Safety Review. There are limited qualified professionals to provide this service. As recommended by our consultant, staff started this process in 2019 requesting quotes from qualified consultants . We went to an RFQ, received two quotes, that were above the allocated 2019 budget. We request an additional \$90,00 to complete this project.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

We had expected the submission to be due and complete in early 2021 as a single submission for the 3 dams. . With the seismic analysis component our consultant recommended we engage a qualified dam safety engineer to address this part of the dam safety review.

When is the expected start date and completion date of the project?

The spring of 2020 and completed in the fall of 2020.

IMPACT IF NOT APPROVED

The District would not be following our Statutory Requirements as per the Water Sustainability Act and the Dam Safety Regulations

PROJECT

Project Name: Irvine Road Booster Pump Station - Design
 Short Description: Replacement of a subsurface water booster station with an above ground facility.
 Department: Water

COSTS

Total Cost \$ 100,000
 Funding: *Finance to fill out* Borrowing
 Reserves Water Capital Reserve User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – Annual operation and maintenance costs is required. Cost already captured as part of the existing operations budget.
 Renewal of the asset will be required – Expected Life: 25 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



The Irvine Booster Station is located in Oyama next to the Irvine Reservoir. The stations primary function is to increase water pressure along the upper west bench of the Oyama water system. The booster station is located in a relatively deep, below ground, vault that is considered a confined space. Confined spaces present a number of safety issues with respect to Worksafe regulations and in practice. Furthermore, there is high voltage power contained within the vault which represents an increased safety risk if the station was to become flooded.

Pre-design for the facility was completed in 2012. The time has come to advance detailed design for the facility to allow construction to occur in 2021.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Start spring 2020 & completed fall 2020

IMPACT IF NOT APPROVED

The station will continue to be operated with known safety deficiencies.

PROJECT

Project Name: Water Master Plan Update
 Short Description: Plan update incorporating servicing strategies for the Carr’s Landin area and focusing on priority projects, schedule, and financial strategy.
 Department: Water

COSTS

Total Cost \$ 125,000
 Funding: *Finance to fill out* Borrowing
 Reserves Water DCC - \$100,000 User Fees
 Developer Contributions Grants
 Other: Provincial Contribution - \$25,000

REQUIREMENT

Master Plan: Water Master Plan (WMP) Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – N/A
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Water Master Plan, last updated in 2012, is a 20 year strategic plan to provide water that is sustainable and affordable for the community and the environment. The plan identifies key investments in the form of projects and operational considerations. Projects identified within the plan are prioritized, scheduled and supported by a financial strategy. The District has made substantial progress on the 2012 plan and it is time to complete an update to refresh priorities.

The revised Water Master Plan will continue to focus on meeting the Interior Health Authority potable water quality requirements. Once capital water system Improvement projects are complete, the District focus is expected to shift to infrastructure replacement, primarily the piping distribution network.

This revised Water Master Plan will also incorporate a strategic plan for how to best service the Carr’s Landing area with water.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Start early 2020 and completion by late 2020 or early 2021

IMPACT IF NOT APPROVED

The existing plan will continue to be implemented.

PROJECT

Project Name: Oyama Lake Snow Course Automation
 Short Description: Automation of the Oyama snow pack so that real time data is sent to the BC River Forecast Centre
 Department: Water

COSTS

- Total Cost \$ 50,000
- Funding:
 - Finance to fill out*
 - Reserves *Water Capital Reserve*
 - Developer Contributions
 - Other:
 - Borrowing
 - User Fees
 - Grants

REQUIREMENT

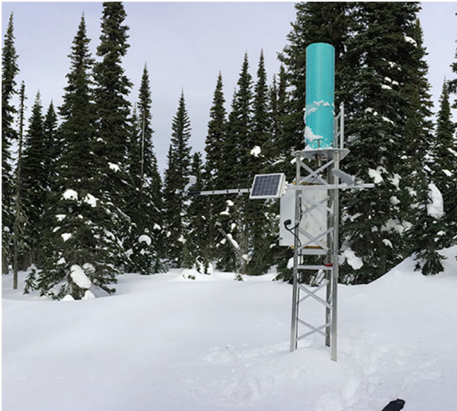
- Master Plan:
- Capital Renewal or Required Replacement
- Strategic Priority
- Legislative change
- Safety Requirement
- Service Level Enhancement
- Related to another planned project for 2020
- Development Driven
- Other:

ANNUAL COSTS

- Annualized costs will be required – Maintenance and Operating cost are expected to be equal to or less than already captured in the existing water operations budget
- Renewal of the asset will be required – Expected Life: 20 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



Snow course monitoring in the upper watershed is essential to understanding what is happening regarding snowpack influencing water availability throughout the course of the year as well as run-off and flooding potential.

Manual snow course records of the Oyama Lake area begin in 1969. Manual observations of the snow depth, density, and water equivalency at 10 different designated location near the Oyama Lake dam are performed once a month by operations staff from end of January to mid-May.

Automated snow weather station transmits hourly data via satellite and can record relative humidity, ambient temperature, snow depth, and snow water equivalents. This real time data is collected and tracked by the province and can be used by staff to better predict potential issues such as floods and droughts. Automated systems will eliminate the need for staff to perform the work manually freeing up time to do other important tasks as well as reducing safety issues traveling into remote snowed in areas of the upper watershed.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

When is the expected start date and completion date of the project?

Start in spring and completed by fall 2020

IMPACT IF NOT APPROVED

Staff will continue to perform manual monitoring of the snow pack.

PROJECT

Project Name: Ponderosa Pumphouse Demolition
 Short Description: Demolition of old well house at corner of Pelmewash Pkwy & Ponderosa Dr.
 Department: Water

COSTS

Total Cost \$ 35,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Water Capital Reserve* User Fees
 Developer Contributions Grants
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2020 Development Driven
 Other: Aging building with no use or plan to replace

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



The Ponderosa Pumphouse is the old control building for a private water system that served Ponderosa Drive and part of Old Mission Road. In 1996, the District took over operations and maintenance of the water system. The pumphouse became obsolete in 2007 when a watermain from the Lakes subdivision became the primary water feed to the area. The wells that used to supply the system were decommissioned in 2010.

The building is aesthetically poor looking and is no longer required. Disposal of the asset is prudent at this time.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

- Yes No

If no, please explain:

Not identified as a high level priority project, is part of system upkeep and maintenance.

When is the expected start date and completion date of the project?

Spring 2020 (start and completion)

IMPACT IF NOT APPROVED

Retention of a District owned derelict building.

PROJECT

Project Name: Data Collections and Analysis Software
 Short Description: Software supporting fast and efficient data analysis and interpretation.
 Department: Water

COSTS

- Total Cost
\$30,000
- Funding: *Finance to fill out* Borrowing
- Reserves *Water Capital Reserve* User Fees
- Developer Contributions Grants
- Other:

REQUIREMENT

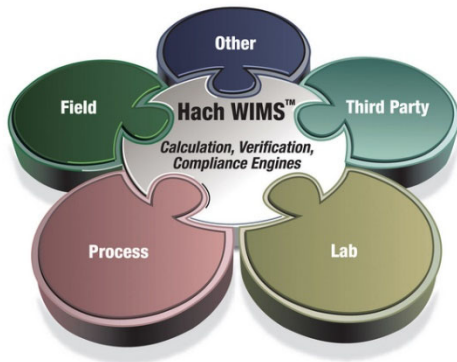
- Master Plan: Capital Renewal or Required Replacement
- Strategic Priority Legislative change
- Safety Requirement Service Level Enhancement
- Related to another planned project for 2020 Development Driven
- Other: Optimization of staff time in data analysis

ANNUAL COSTS

- Annualized costs will be required – Annual licensing cost required after approximately \$4,000 per year.
- Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



Currently the water systems data collection for consumption and water quality is performed through a manual process. The manual process is very time consuming and can be at times difficult to compare separate data trends.

Hach WIMS (Water Information Management Solution) provides a user friendly efficient platform to collect, manage and analyze data. Good data management is critical to sound operations related to troubleshooting, reporting and day to day operations.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Relatively minor expense not usually captured within the 5 year capital plan.

When is the expected start date and completion date of the project?

Start and complete in spring of 2020

IMPACT IF NOT APPROVED

Increased operational risks and costs associated with utilizing a manual process.

PROJECT

Project Name: Water Quality Analyzing Equipment Replacement
 Short Description: Replacement of obsolete water quality analyzing equipment
 Department: Water

COSTS

Total Cost
 \$30,000

Funding: *Finance to fill out* Borrowing

Reserves *Water Capital Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – Maintenance and operating budget already captured with the existing water operations budget.

Renewal of the asset will be required – Expected Life: **15** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



Water quality analyzing equipment is located at various water distribution facilities throughout Lake Country. It is important that this equipment functions reliably. Additionally complicating matters is obsolete equipment and inability to source replacement parts.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

- Yes No

If no, please explain:

Relatively minor expense not usually captured within the 5 year capital plan.

When is the expected start date and completion date of the project?

Start and complete in spring of 2020

IMPACT IF NOT APPROVED

Failure of obsolete water quality equipment will result in staff using the operations budget to replace this equipment.

PROJECT

Project Name: Vernon Creek Intake Screen Automation Assessment - Study
 Short Description: Preliminary study to assess installing an automated screen cleaning system at the Vernon Creek Intake.
 Department: Water

COSTS

Total Cost \$ 35,000

Funding: *Finance to fill out* Borrowing

Reserves *Water Capital Reserve* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



At the headworks of the Beaver Lake water source is the Vernon Creek intake. Before water enters the system, it passes through screens that have to be manually cleaned. Cleaning of the screens can be labour intensive especially during freshet when turbidity increases. Screen blockages include risks of water service interruptions and damage to large diameter and costly pipe systems that feed into the Eldorado Raw Water Reservoir.

Automating the screen cleaning process has a number of advantages. The purpose of the study is to determine preferred technologies, ongoing operational requirements, benefits and costs as part of a business case upon which to make decisions on how best to proceed if at all.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Initial assessment if the project should be explored further

When is the expected start date and completion date of the project?

Spring 2020 completed fall 2020

IMPACT IF NOT APPROVED

Uncertainty if automation represents a better more cost effective solution as well as continued risks noted above.

PROJECT

Project Name: Hare Road Watermain Extension
 Short Description: Water system improvements at the south end of Hare Road
 Department: Water

COSTS

Total Cost
 \$250,000

Funding: *Finance to fill out* Borrowing

Reserves *Water Capital Reserve - \$250,000* User Fees

Developer Contributions Grants

Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2020 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – Maintenance and operating budget already captured with the existing water operations budget

Renewal of the asset will be required – Expected Life: Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

A recent subdivision application requires water system improvements to service the subject property. The lot is at the south end of Hare Road and below Nighthawk Road. The District is in the process of working with the applicant to secure a Statutory Right of Way for a new watermain from Nighthawk Road down to Hare Road. This will secure water service for the 3 lot subdivision including required fire flows for the subdivision. The funding request will allow the District to upsize the watermain down Hare Road connecting back to 6th Street thereby improving fire flow conditions for the surrounding area.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Recent application caused the project need.

When is the expected start date and completion date of the project?

TBD

IMPACT IF NOT APPROVED

The applicant will still be required to service the property only. The District would then at a later time extend the watermain north on Hare Road. From a project delivery standpoint, this method is inefficient.

PROJECT

Project Name: Bottom Wood Lake Road Improvements (Swalwell – Berry Rd Roundabout)
 Short Description: Improvements of water infrastructure as part of roads project
 Department: Water

COSTS

- Total Cost \$ **\$150,000**
- Funding: *Finance to fill out*
 - Borrowing
- Reserves *Water Capital Reserve*
 - User Fees
- Developer Contributions
 - Grants
- Other:

REQUIREMENT

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2020
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

ANNUAL COSTS

- Annualized costs will be required – Maintenance and operating budget already captured with the existing water operations budget
- Renewal of the asset will be required – Expected Life: **50** Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The first phase of this Transportation for Tomorrow road improvement project along Bottom Wood Lake Road will provide sidewalks, bike lanes, road renewal and utility upgrades between the Berry Road roundabout and the southern end of Swalwell Park. During construction we would replace and improve some of the aging water and sewer infrastructure. Doing this work when the road is under construction is a very cost effective method as it prevents having to reconstruct the road as part of a separate project to replace the subsurface infrastructure.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Roads project presented opportunity.

When is the expected start date and completion date of the project?

The project will be delivered between Spring and Fall 2020, exact timing will depend on the outcome of the Request for Proposals (RFP) procurement process.

IMPACT IF NOT APPROVED

When the aging water and sewer infrastructure needs replacement or improvements, the District will be required to pay to rebuild the road a second time.

PROJECT

Project Name: Pressure Regulating Stations (PRV) Confined Space Safety Improvements - Design

Short Description: Design to bring PRV's above ground and/or into compliance with Work Safe BC Regulations

Department: Water

COSTS

- Total Cost \$ 100,000
- Funding:
 - Reserves *Finance to fill out*
 - Reserves *Water Capital Reserve*
 - Developer Contributions
 - Other:
- Borrowing
- User Fees
- Grants

REQUIREMENT

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2020
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

ANNUAL COSTS

- Annualized costs will be required – Operation and maintenance cost are expected to be reduced as labour costs are less when not having to enter a confined space.
- Renewal of the asset will be required – Expected Life: 25 Years

	2020	2021	2022	2023	2024
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



The District has 39 pressure regulating valve (PRV) stations most of which are in an underground vaults. Below ground stations within a vault are considered confined spaces by Work Safe BC. PRV stations require operators to visit the stations frequently to check for proper function and to perform maintenance activities.

Recently Work Safe BC has become more stringent on their enforcement of working within a confined space, requiring methods to perform maintenance on the valves that are largely unachievable without completely shutting off the water to the PRV station. This presents a host of other problems when having to shut down the water to large areas of the community to perform regular

maintenance.

Since 2010, all new and refurbished PRV stations have been constructed above ground. This project continues with Water Master Plan identified projects to replace key aging infrastructure assets and facilitate ongoing safety enhancements.

TIMING

Was the project slated for 2020 during the previous 5 year financial plan?

Yes No

If no, please explain:

Recent regulatory pressures have caused more urgency for PRV replacement.

When is the expected start date and completion date of the project?

Start in spring 2020 completed by the end of 2021.

IMPACT IF NOT APPROVED

Staff may need to shut down large areas of the community to perform regular maintenance on the pressure regulating stations. This is considered an extremely undesirable and has an impactful outcome.

