



LAKE COUNTRY

Life. The Okanagan Way.

2021 FINANCIAL PLAN

Contents

Chief Financial Officer’s Executive Summary	3
Changes from 2020 to 2021 in General Taxation	4
General Revenue.....	9
Expenses, Debt and Transfers.....	11
General Government	12
Protective Services	18
Transportation Services	19
Environmental Services.....	20
Community Development.....	22
Parks & Recreation.....	23
Water Operations	26
Sewer Operations.....	28
Debt Repayment	29
Transfers	32
Capital Requests – Details.....	33

Chief Financial Officer's Executive Summary

This 2021 – 2025 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 2021 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 2021, non-market growth value changes are forecast to bring in new revenues of \$296,202. 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 1.19%. 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 0.81%. There are additional requests totaling 1.49% that Council can consider adding to the base increase of 2.00% (1.19 + 0.81).

Building the 2021 – 2025 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 2021 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 2021 – 2025 Financial Plan, in January 2021. There will be opportunities for public input during that meeting but there will be other opportunities for the public to provide comment virtually keeping in line with the protocols during the pandemic.

The discussion of the 2021-2025 Financial Plan would not be complete without consideration of the impacts that COVID-19 have had on the previous year and will continue to have into 2021. A grant has been received from senior levels of government to address the impacts that COVID-19 has had to the municipality. The grant can be used to cover additional expenditures as well as revenue losses. Further discussion on the use of the grant will form part of the public meeting in January 2021.

It is expected that the adoption of the 2021 – 2025 Financial Plan will be complete in March 2021.

Tanya Garost, CPA,CA
Chief Financial Officer

Changes from 2020 to 2021 in General Taxation

(a)	Increased net tax requirement for 2021	\$ 175,515
	Increase to support RCMP	\$ 326,478
(b)	Additional Requests - staffing	\$ 36,754
(c)	Additional funding required for services	\$ 32,500
(d)	Additional funding required to support staffing increases in 2020	<u>\$ 21,157</u>
	Total	\$ 592,404

Proposed funding for increases:

2.00 % Property tax increase	\$ 296,202
2.00 % Taxes from Assessment Growth	<u>\$ 296,202</u>
Total	\$ 592,404

- (a) This is the net amount added to the base budget to continue providing the same level of service as was provided in 2020.
- (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.
- (d) This is required to add the full cost of positions approved for 2020.

2021 Additional Requests – Funded from Growth Taxation

Department	Explanation	One Time Funding	OnGoing Funding	2021
2021 Operating Supplementals				
IT	Lone Worker Safety Monitoring System		6,000	6,000
Total				6,000
2021 Staff Supplementals				
IT	Business Analyst <i>Proposed to be funded by Capital Project 2021-04 for the first two years</i>		106,912	106,912
Parks	Parks & Facilities Manager <i>Partially funded by existing budgets - \$112,996</i>		143,750	143,750
Total				250,662
	Operating Supplementals			6,000
	Staff Supplementals			250,662
	TOTAL			256,662
	Funded by General Fund			256,662
	Funded by Water Fund			-
	Funded by Sewer Fund			-
				256,662
	Funded by General			256,662
	(1) Less: Funded by reallocation of existing budgets and transfers			(112,996)
	(2) Less: Funded by project			(106,912)
	Total to be funded by Growth			36,754
	Growth			296,202
	Other Items to be funded from Growth:			
	RCMP		326,478	
	Salaries from 2020 to be funded		21,157	
	New park maintenance		32,500	
				380,135
	Staff & operational Increases from above			36,754
	Remaining after growth - 0.81% Tax increase required			(120,687)

2021 Additional Requests – Optional

For 2021 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:

- Parks and Recreation Master Plan:
 - 1.25% or \$185,126 to fund the Parks and Recreation Master Plan and the identified funding shortfall in that plan. Council has reviewed the plan and no detail sheet has been included.
- Community Engagement Grant (CARRIED FORWARD FROM 2020)
 - 0.10% 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 (2021 – A).
- Traffic Calming & Road Safety (CARRIED FORWARD FROM 2020)
 - 0.14% 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 (2021 – B).

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

	2021	2022	2023	2024	2025
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 2021.

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: Traffic Calming and Road Safety Budget Establishment
 Department: Engineering

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

	2021	2022	2023	2024	2025
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

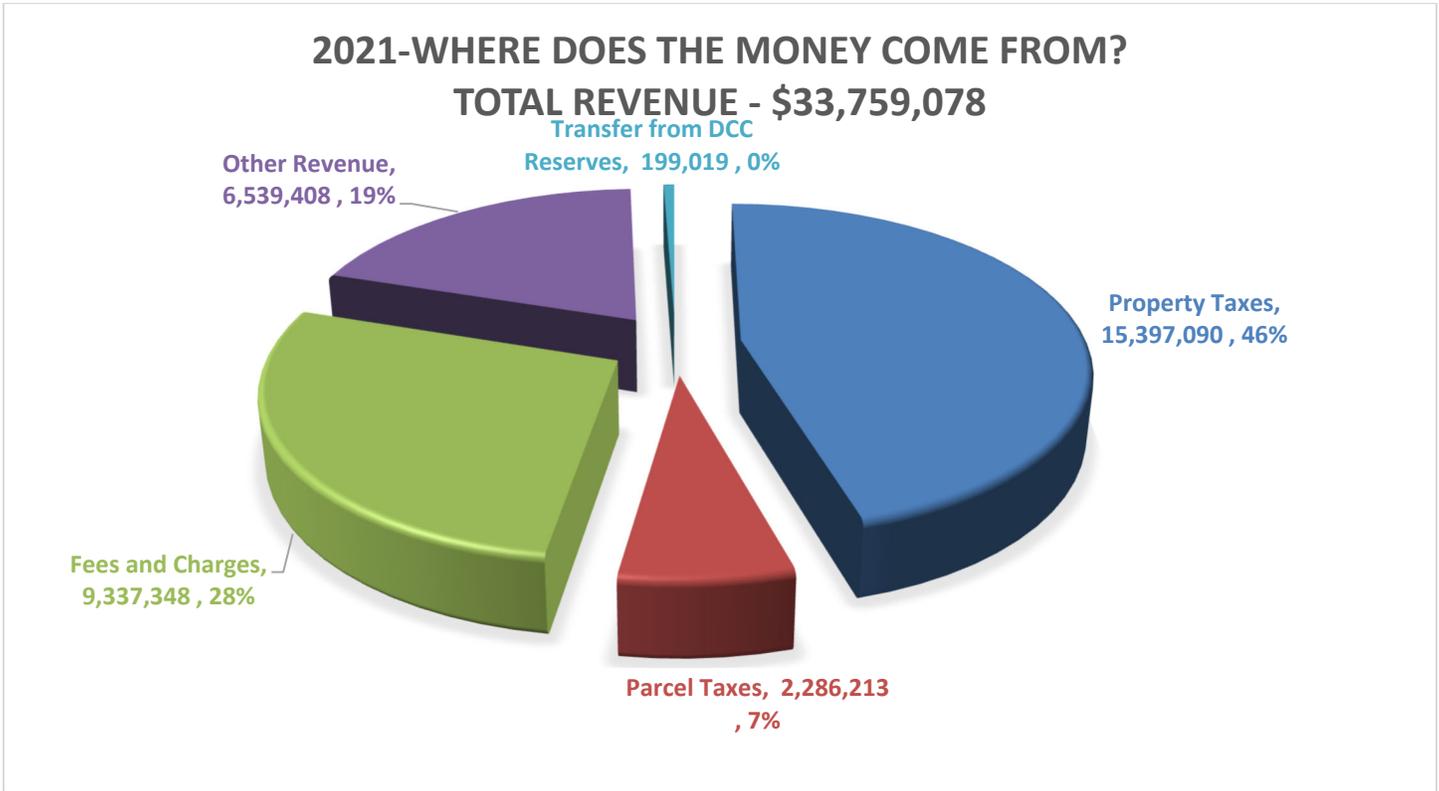
BACKGROUND & JUSTIFICATION

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

2020 Property Taxes		\$14,804,685
Proposed General Municipal Tax Increase:	1.19%	\$ 175,408
Proposed Increase for RCMP	0.81%	\$ 120,795
Estimated new taxes from growth	2.00%	<u>\$ 296,202</u>
Total 2021 Property Taxes		\$15,397,090

The 2.00% is an estimate of staff based on early indications from BC Assessment on non-market change. BC Assessment has estimated 2.33% however this will likely change with the completed roll on January 1, 2021 and after all the appeals are included on the revised roll of March 31, 2021.

Historical Tax Increases:

- 2020 – 5.73%
- 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%

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. The average household pays the following parcel taxes:

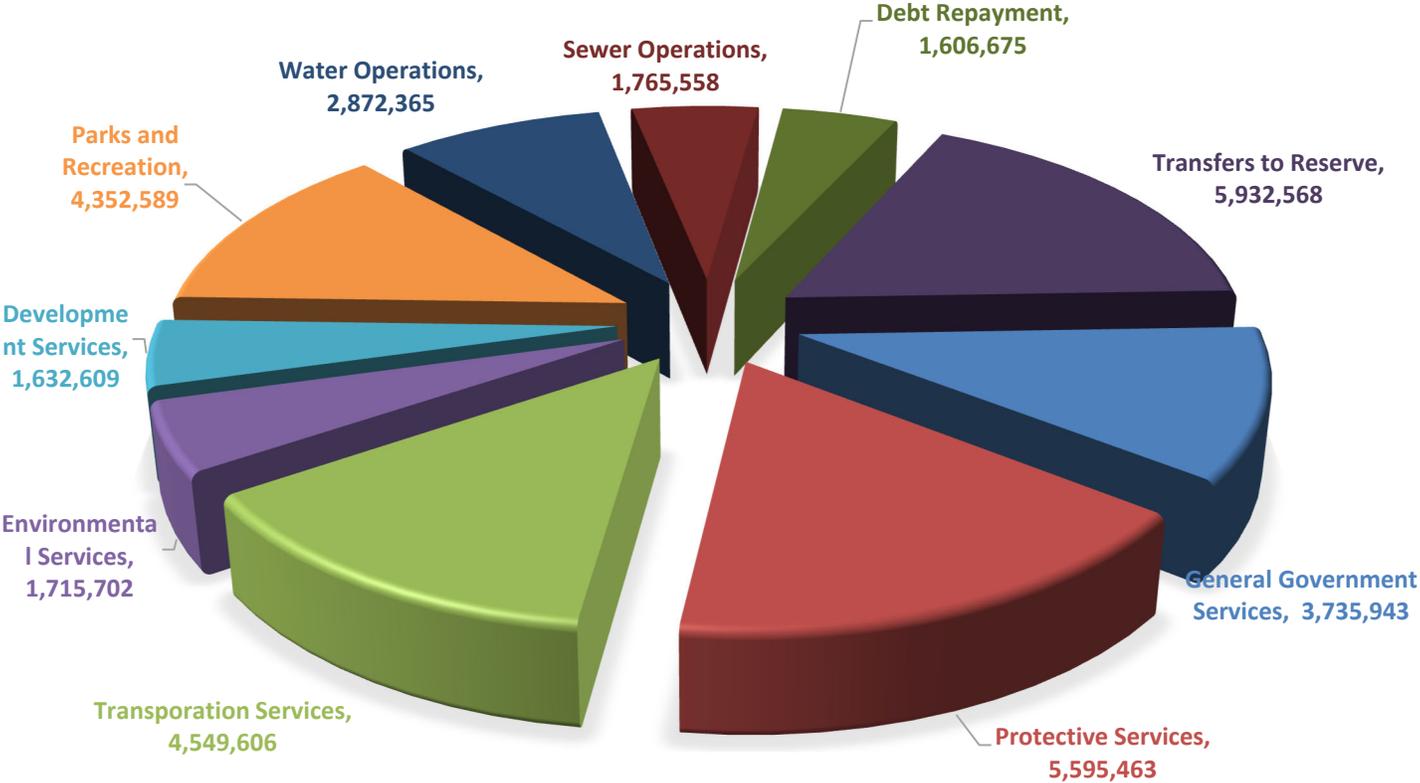
Transportation for Tomorrow	\$125
Environmental Levy	\$ 75
Sewer User	\$275 (for those connected to sewer only)

Expenses, Debt and Transfers

2021-WHERE DOES THE MONEY GO?

TOTAL EXPENSES - \$33,759,078

EXCLUDES AMORTIZATION



General Government

General Government is the administration of the organization and includes the departments of Council, 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	3
Corporate Services	2
Communications	2
Customer Service Centre	2
IT	3
Finance	7
HR & Safety	3
Total	22

GENERAL GOVERNMENT		2020	2021	2022	2023	2024	2025
REVENUE		241,766	436,197	139,782	60,337	61,541	62,769
EXPENDITURES		3,560,734	3,740,943	3,681,743	3,782,888	3,889,442	3,979,209
NET OPERATING EXPENDITURES		3,318,968	3,304,746	3,541,961	3,722,550	3,827,901	3,916,441
\$ Change 2020 - 2021		(14,222)					
% Change 2020 - 2021		-0.43%					

Significant changes:

Transfer from reserve to support staffing changes ¹	\$(200,431)
Administration - salaries, wages, benefits ¹	\$ 219,110
Decrease in IT contracted services ²	\$ (40,220)
Additional Requests (see below)	\$ 6,000
Other miscellaneous	<u>\$ 1,319</u>
	\$ (14,222)

¹ Some organizational structure changes from 2019 and to be implemented in 2021 will result in a staff moving to administration with funding from reserves. Some organizational structure changes in 2021 will result in staff being reallocated to other departments.

² IT contracted services have decreased due to the increase in staff implement in IT

Note – For the 2021 year, an additional bursary has been added to allow a \$500 award to each of the Student Councilors who regularly attend meetings. The add to the budget is \$525, \$500 for the award and \$25 for an administration fee. The bursaries are awarded through the Central Okanagan Bursary and Scholarship Society.

2021 Additional Requests

<i>Department</i>	<i>Explanation</i>	<i>One Time Funding</i>	<i>OnGoing Funding</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
2021 Operating Supplementals						
IT	Lone Worker Safety Monitoring System		6,000	6,000	6,120	6,242
Total				6,000	6,120	6,242
2021 Staff Supplementals						
IT	Business Analyst <i>Proposed to be funded by Capital Project 2021-04 for the first two years</i>		106,912	106,912	109,050	111,231
Total				106,912	255,675	260,789

REQUEST

Request Title: SafetyLine: Lone Worker safety monitoring system
 Department: IT & Safety

PRIORITY

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

COSTS

- One-time Cost Ongoing Cost

ANNUAL COST

- Annualized costs

	2021	2022	2023	2024	2025
Labour		-	-	-	-
Contracted Services	6,000	6,120	6,242	6,367	6,495
Materials & Supplies	-	-	-	-	-
Total	\$ 6,000	\$ 6,120	\$ 6,242	\$ 6,367	\$ 6,495

BACKGROUND & JUSTIFICATION

Working Alone regulation requires that the employer provides a means for checking the well-being of lone workers (4.21). Currently the DLC is using a combination of buddy-systems where workers are partnered up and told to check-in at regular predetermined intervals with one another, and others are using a call service where they can call in to a 3rd party dispatch centre (Four Star) at pre-determined intervals. The first option does not meet regulatory requirements as the check-ins are not recorded. While the second option does meet regulatory requirements, it is not widely-used nor does it provide a reliable means to find where the worker is located should a rescue be needed.

Using an automated system for check-in has become industry best practice as it offers features such as GPS tracking, high-risk escalation options, and it can be customized and administered in-house with little training required. SafetyLine is a lone worker monitoring service with apps for Android, iOS, and Windows, with features such as fall safety detection, GPS breadcrumbs, Bluetooth panic buttons, and a user-friendly web interface for monitoring and administration. The service is also accessible through satellite phone, office phone or PC. The cost of the system is \$27 per user per month (billed monthly) with no implementation fees or administrative costs. This system would combine the two processes that we currently use (i.e. buddy system and 3rd party dispatch) into a single standard for the district that meets and exceeds the provincial regulatory standard.

Supervisors will be responsible (as they are now) for the safe monitoring of their employees with the system, but the system will be fully automated and they will have a much clearer picture of what work is being done by whom and where. The GPS breadcrumbing feature will show them where their lone workers are, when they last checked in, and any other pertinent information as it relates to the individual circumstances can be logged by workers. Supervisors from Parks, Water, Wastewater, Roads and Bylaw will all be involved in a 30 day trial this fall. The initial feedback from Supervisors on this proposed improvement has been very positive.

Due to the technical nature of the request, the budget item will fall under IT, however, due to Safety being the main driver, the supplemental request is being submitted by Safety.

IMPACT IF NOT APPROVED

If workers continue to use the buddy system without a means for recording check-ins, this could lead to non-compliance issues with our regulators. This could result in regulatory orders or even penalties. Using a 3rd party call-center for check-ins does meet the regulatory requirements, however, it does not provide an effective means for locating a worker, should they require assistance. The option requested to replace both of these processes is a user-friendly and easily accessible tool that records check-ins in real-time, escalates notifications when a worker fails to report in, and provides panic/emergency options and GPS locator service to assist in prompt worker follow-up and/or rescue in case of an emergency. An automated application provides a safer and more effective means to monitor and render aid to those who are working alone.

REQUEST

Request Title: New Position: Business 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

	2021	2022	2023	2024	2025
Labour	106,912	109,050	111,231	113,456	115,725
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 106,912	\$ 109,050	\$ 111,231	\$ 113,456	\$ 115,725

BACKGROUND & JUSTIFICATION

In 2019 the District restructured its Information Technology department with the goal of moving towards a best practice based approach to technology management and business process improvement. Over the last year the IT department has developed a comprehensive Enterprise Systems Plan that addresses both the need for new enterprise software systems and technology infrastructure improvements to meet the demand of our growing community.

The development of the plan identified a variety of challenges with the current business processes, data management techniques and software systems used by District staff in day to day operations. Our current business processes and data management procedures are for the most part manual and somewhat fragmented creating data silos and non-standard or non-repeatable processes. Our current software systems are limited in scope and dated.

The Business Analyst role directly addresses the many challenges identified in development of the Enterprise Systems Plan. The addition of a Business Analyst provides the District with the skills to view all back office business processes in relation to core services we offer, the capacity to work with staff in the evaluation of current business processes, reengineering to ensure that processes are logical, efficient, integrated and well documented and to provide ongoing, continuous improvement of processes and procedures. The Business Analyst role also plays a critical role in software

systems implementation and ongoing system maintenance ensuring that system features are well utilized, system performance is optimal as well as facilitating support requests with the software vendor.

For the first two years, this position is proposed to be funded from the Property System Project 2021-04. After the completion of the project in 2022, the position will require ongoing funding. As the position supports all the District, a portion will be funded by the water and wastewater functions however the remaining portion will need general taxation funding. This can be accomplished through taxes recognized from growth or a general tax increase.

IMPACT IF NOT APPROVED

The addition of a Business Analyst to the information Technology department rounds out the team with a balance of management, technical and process expertise that is expected in supporting an organization with our size and scope of services. Without the Business Analyst on the team, IT will struggle to support the District with business process improvement in a timely manner as this work will take a low priority behind end user support and technology management. In addition, software system implementation projects will not get focused support to ensure the best fit of systems and process.

As we grow, the business process challenges we face as an organization will need to be addressed. Without the addition of the Business Analyst to provide stewardship and improvement of those processes we put our current service levels and the long term success of future software systems initiatives at risk.

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.

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

PROTECTIVE SERVICES		2021	2022	2023	2024	2025	
REVENUE		3,188,677	2,888,194	2,949,116	2,994,048	3,092,148	3,151,411
EXPENDITURES							
	RCMP	2,784,506	3,409,527	3,533,486	3,629,149	3,728,018	4,264,438
	FIRE	2,843,177	2,490,694	2,551,266	2,595,841	2,693,577	2,752,469
	BYLAW	172,465	185,742	189,456	193,572	198,110	202,756
NET OPERATING EXPENDITURES		2,611,471	3,197,769	3,325,093	3,424,513	3,527,557	4,068,252
\$ Change 2020 - 2021		586,298					
% Change 2020 - 2021		22.45%					

Significant changes:

Fire Protection Levy decrease – revenue ¹	\$ 347,383
Salaries, wages, benefits	\$ 38,276
RCMP Contract ²	\$ 450,862
RCMP Contracted Services ³	\$ 52,788
Administration Charge	\$ 134,354
Decrease in Transfers to reserve ¹	\$ (448,000)
Other miscellaneous	\$ <u>10,635</u>
	\$ 586,298

¹ Loss of contract revenue – offset by decrease in transfers to reserve

² Increase in RCMP contract – due to additional officers but also due to increases in contract costs per member

³ Increase in shared costs from City of Kelowna for support services and prisoner expenses

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	7.1

TRANSPORTATION SERVICES		2021	2022	2023	2024	2025
REVENUE		842,929	443,030	442,271	448,126	454,099
EXPENDITURES		5,264,458	4,842,063	4,920,348	5,023,815	5,130,488
NET OPERATING EXPENDITURES		4,421,529	4,399,033	4,478,078	4,575,689	4,676,390
\$ Change 2020 - 2021		(22,496)				
% Change 2020 - 2021		-0.51%				

Significant changes:

Salaries, wages, benefits	\$ 22,670
Road Maintenance Contract	\$ 27,080
Administration Charge	\$ (57,000)
Decrease in transfer from reserve ¹	\$ 406,929
Decrease in road resurfacing ¹	\$ (406,929)
Transit	\$ 9,600
STPCO ²	\$ (26,415)
Other miscellaneous	\$ 1,569
	\$ (22,496)

¹ There was a decrease in transfers from reserve and an offsetting decrease in road resurfacing as the budgeted amount for road resurfacing was not fully expended in 2019. The remaining operating budget was carried forward in 2020 and some cash in lieu collected was added to allow an increase in the 2020 budget of \$406,929. This allowed better pricing on the resurfacing of more roads.

² This is a decrease in due to the elimination of the STPCO. The costs for this function will be recovered through the RDCO requisition for the future.

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	4.3

ENVIRONMENTAL SERVICES		2021	2022	2023	2024	2025
REVENUE	1,582,500	1,662,500	1,703,310	1,745,234	1,788,305	1,832,554
EXPENDITURES						
DEVELOPMENT ENGINEERING	624,716	635,921	648,639	662,771	678,396	694,393
GARBAGE & RECYCLING	1,082,000	1,112,000	1,145,300	1,179,599	1,214,927	1,251,315
HYDROELECTRIC	300,000	350,000	353,500	357,035	360,605	364,211
NET OPERATING EXPENDITURES	424,216	435,421	444,129	454,171	465,624	477,365
\$ Change 2020 - 2021	\$ 11,205					
% Change 2020 - 2021	2.64%					

Significant Changes:

Garbage & Recycling User fee increase – revenue ¹	\$ (30,000)
Increase in Hydro revenue	\$ (50,000)
Salaries, wages, benefits	\$ 7,069
Garbage & Recycling Contract ²	\$ (35,000)
Administration Charge	\$ 3,086
Tipping Fees expense increase	\$ 5,840
Net transfer changes ³	\$ 147,496
Decrease in debt payments	\$ (38,250)
Other miscellaneous	\$ 964
	\$ 11,205

¹ this increase is related to the number of new households in the District

² The garbage and recycling contract did not increase as much as anticipated in prior year, therefore a decrease in the amount expected for 2021. No change in user fees is recommended to ensure adequate funds are moved to reserve to cover the cost of new carts.

³ As result of the increased revenues in both Garbage and Recycling and Hydro generation, additional transfers to reserves are recognized.

⁴ One debt related to the Hydro Generation Plant expired in 2020 and the other debt was re-financed resulting in a lower interest payment.

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		2020	2021	2022	2023	2024	2025
REVENUE		732,600	745,600	760,510	776,256	794,640	813,062
EXPENDITURES							
	PLANNING & DEVELOPMENT	650,004	872,034	888,775	907,461	928,206	949,447
	ECONOMIC DEVELOPMENT	313,229	106,265	108,390	110,558	112,769	115,025
	BUILDING SERVICES	639,760	654,310	667,396	682,018	698,264	714,899
NET OPERATING EXPENDITURES		870,394	887,009	904,051	923,782	944,598	966,309
	\$ Change 2020 - 2021	\$ 16,616					
	% Change 2020 - 2021	1.91%					

Significant changes:

Additional Building Revenue	\$ (13,000)
Salaries, wages, benefits	\$ 11,954
Administration Charge	\$ 10,761
Vehicle chargeout ¹	\$ 7,800
Other miscellaneous	\$ (899)
	\$ 16,616

¹ Building staff were moved from using their own vehicles and being reimbursed to being provided a District vehicle for use while on business. The \$7,800 increase is offset by a decrease in \$12,000 in travel, previously included in salaries, wages and benefits.

Parks & Recreation

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

	Full Time Equivalents (FTE)
Parks, Arenas & Facilities	15
Recreation, Culture & Theatre	2
Total	17

PARKS & RECREATION		2020	2021	2022	2023	2024	2025
REVENUE		808,246	798,041	764,797	780,855	797,323	809,211
EXPENDITURES							
	RECREATION, CULTURE & THEATRE	1,050,837	1,039,436	1,049,215	1,067,701	1,086,926	1,106,553
	PARKS	1,847,933	2,037,062	2,109,798	2,156,274	2,206,695	2,255,718
	ARENAS	811,520	821,985	842,305	864,067	887,349	911,351
	FACILITIES	609,507	664,297	675,182	686,530	698,361	710,573
NET OPERATING EXPENDITURES		3,511,551	3,764,739	3,911,703	3,993,717	4,082,008	4,174,983
	\$ Change 2020 - 2021	\$ 253,188					
	% Change 2020 - 2021	7.21%					

Significant changes:

Salaries, wages, benefits ¹	\$ 276,352
Decrease in PAAC expenses ²	\$ (20,188)
Other miscellaneous	<u>\$ (2,976)</u>
Total	\$ 253,188

¹ Full cost of position added in prior year and addition of Parks & Facilities Manager (see below). Reallocation of staff from administration for planned organization structure changes in 2021.

² each year the unused amount of budget from the prior year is carried over for the next year – the carry over in 2021 is less than in 2020 resulting in a decreased PAAC expenses budget for 2021.

2021 Additional Requests

Department	Explanation	One Time Funding	OnGoing Funding	2021	2022	2023
2021 Staff Supplementals						
Parks	Parks & Facilities Manager <i>Partially funded by existing budgets - \$112,996</i>		143,750	143,750	146,625	149,558



SUPPLEMENTAL OPERATING BUDGET REQUESTS 2021

REQUEST

Request Title: New Position: Parks & Facilities Manager
 Department: Parks

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

	2021	2022	2023	2024	2025
Labour	143,750	146,625	149,558	152,549	155,600
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Total	\$ 143,750	\$ 146,625	\$ 149,558	\$ 152,549	\$ 155,600

BACKGROUND & JUSTIFICATION

Over the last few years as the District grows in size and staff, new positions have been created to ensure adequate supervision and management of staff. In 2019, a Public Works Manager was added to oversee the roads function and in 2020 a Utilities Manager was added to oversee the water and wastewater functions. For 2021, a new Parks & Facilities Manager is being proposed to oversee parks, arena, and facility operations.

The parks and facilities function has grown significantly in the last number of years as the District grows and new parks and facilities are added. Some of the additions have been undertaken by the District but some of the additions have

come as a result of development. New staff have been added to deal with the new infrastructure and ensure the current levels of service can be maintained. However as the number of staff grows, the need for management of the staff grows as well.

This position will be responsible for budgeting, prioritizing and scheduling work, project and contract management and overseeing day to day operations.

IMPACT IF NOT APPROVED

The staff will continue to report with in the current structure. Delivery of services and prioritization maybe impacted as the function grows but the number of supervisors does not grow as well.

Water Operations

The District operates three (3) water systems: Lake Country Water System, 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. Therefore 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	11

WATER OPERATIONS	2020	2021	2022	2023	2024	2025
REVENUE	5,515,795	5,592,118	5,844,598	6,052,046	6,269,935	6,431,817
EXPENDITURES						
LAKE COUNTRY	5,376,353	5,446,788	5,696,692	5,901,466	6,116,576	6,275,616
CORAL BEACH	42,853	47,862	48,939	50,086	51,306	52,559
LAKEPINE	96,589	97,469	98,966	100,494	102,053	103,642
NET OPERATING EXPENDITURES	(0)	0	(0)	(0)	(0)	(0)
\$ Change 2020 - 2021 REVENUE	76,323					
\$ Change 2020 - 2021 EXPENDITURES						
LAKE COUNTRY	70,435					
CORAL BEACH	5,009					
LAKEPINE	880					

Changes in revenues:

Increase in commercial consumption	\$ 20,000
Change in amortization	\$ 79,131
Decrease in Water DCC for debt repayment	\$ (24,523)
Other miscellaneous	<u>\$ 1,715</u>
Total	\$ 76,323

Changes in Expenditures:

Salaries, wages & benefits ¹	\$ 118,860
Increase in Administration	\$ 5,421
Decrease in debt repayment ²	\$ (24,523)
Increase in Transfers to reserve	\$ 51,331
Change in amortization	\$ (79,131)

Other miscellaneous \$ 4,365

Total \$ 76,323

¹ Full cost of added positions in 2020, reallocation of existing staffing due to organizational structure changes planned for 2021.

² One debt was refinanced resulting in lower interest payments.

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	6.6

SEWER OPERATIONS	2020	2021	2022	2023	2024	2025
REVENUE	3,660,727	3,638,467	3,714,489	3,792,543	3,872,686	3,954,975
EXPENDITURES	3,660,727	3,638,467	3,714,489	3,792,543	3,872,686	3,954,976
NET OPERATING EXPENDITURES	0	0	(0)	0	(0)	0
\$ Change 2020 - 2021 REVENUE	(22,260)					
\$ Change 2020 - 2021 EXPENDITURES	(22,260)					

Changes in revenues:

Additional parcel tax due to more parcels of land	\$ 63,450
Increase in sewer user fees	\$ 16,000
Decrease in RDCO payment for debt	\$ (106,399)
Other miscellaneous	<u>\$ 4,689</u>
Total	\$ (22,260)

Changes in Expenditures:

Salaries, wages & benefits	\$ 119,796
Decrease in contracted services ¹	\$ (25,000)
Changes in debt repayment	\$ (99,054)
Decrease in transfer to reserve	\$ (18,609)
Other miscellaneous	<u>\$ 607</u>
Total	\$ (22,260)

¹ when the District assumed the operations of the wastewater treatment plant, budgets were estimated and after two years of data, the contracted services could be reduced.

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).

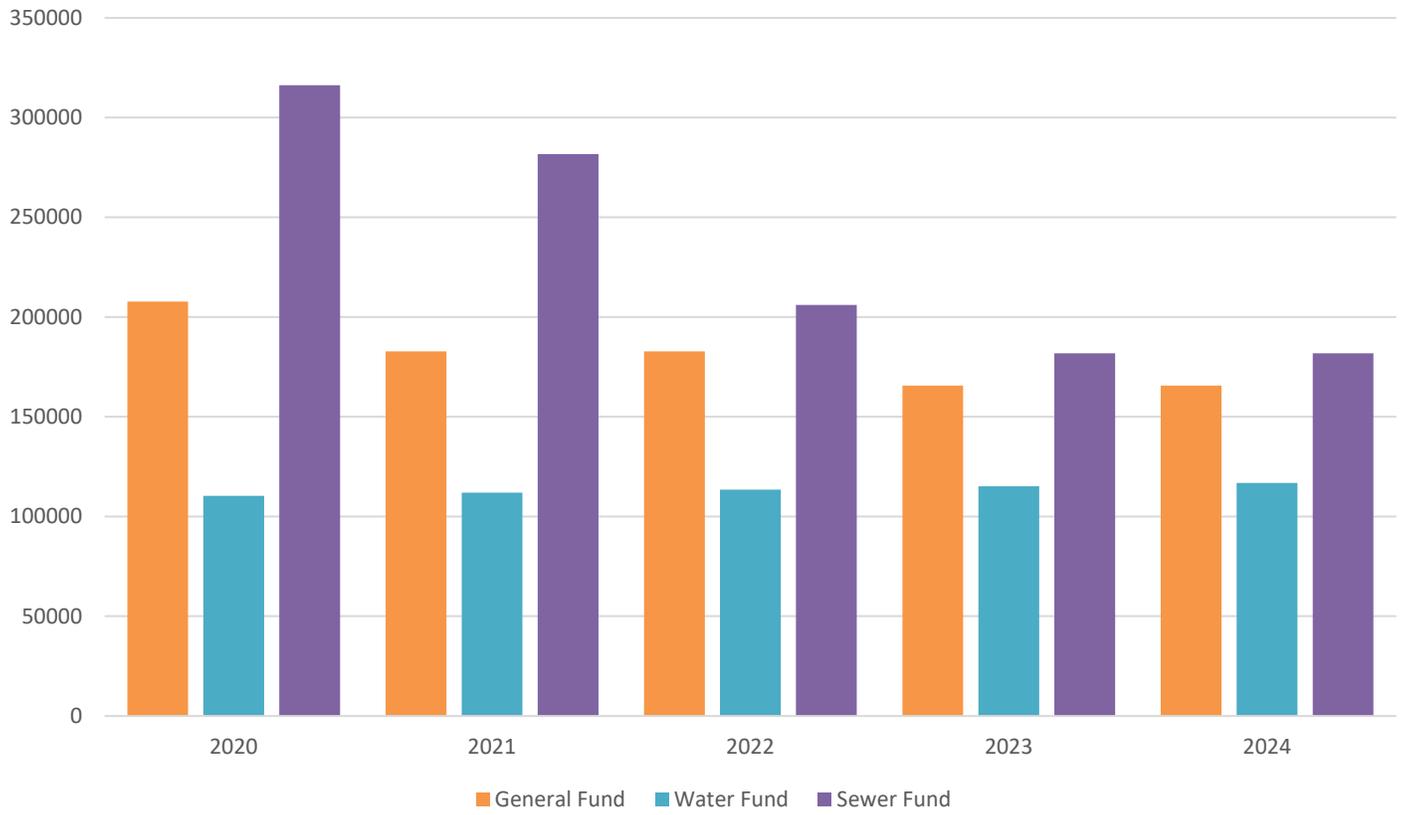
FISCAL & DEBT		2020	2021	2022	2022	2023	2024	2025
REVENUE		50,365	50,365	50,365	-	-	-	-
EXPENDITURES:								
	Principal Repayments	73,481	73,481	73,481	56,317	56,317	56,317	56,317
	Interest Repayments	131,567	132,567	133,667	101,676	103,007	104,471	106,082
TOTAL EXPENDITURES		205,048	206,048	207,148	157,993	159,324	160,788	162,399
NET OPERATING EXPENDITURES		154,683	155,683	156,783	157,993	159,324	160,788	162,399
	\$ Change 2020 - 2021	1,000						
	% Change 2020 - 2021	0.65%						

Main Street debt will retire in 2022 and the Canada Lands site debt will expire in 2028.

All the District's debts can be found in the table on the next page. Also provided is the principle repayments over the next 5 years.

												Annual Principal Payment		Annual Interest Payment	
												2020	2021		
General Fund Principal Payments															
405	Cooper's Village - Main St.	78	2002	2022	3	5.850						124,018	17,164	17,164	33,200
639	Canada Lands - Park	104	2008	2028	9	5.150						917,495	56,317	56,317	48,633
669	Hydro Generation Plant	105	2009	2029	10	4.900						298,407	16,791	16,791	11,250
669	Hydro Generation Plant - MIFA	109	2010	2020	1	1.830						25,000	25,000	-	-
906	Okanagan Rail Corridor	133	2015	2035	16	2.750						2,225,248	92,469	92,469	71,912
												3,590,167	207,741	182,741	164,995
Water Fund															
608	Eldorado Reservoir	105	2009	2024	5	4.900						370,514	46,213	46,213	20,820
720	Woodsdale LSA	114	2011	2026	7	3.650						198,073	25,346	26,271	6,305
737	Lakepine LSA	114	2011	2026	7	3.650						129,446	16,564	17,169	4,120
877	Sawmill Road LSA	127	2014	2029	10	3.300						324,866	22,240	22,240	14,696
												1,022,899	110,363	111,893	45,941
Sewer Fund															
99-241	Phase 1 Sewer	70	1999	2024	5	5.745						1,533,829	145,899	145,899	258,525
326	Phase 1 Sewer	73	2000	2020	1	6.345						23,183	10,276	-	-
330	Phase 1 Septage	73	2000	2020	1	6.345						54,817	24,298	-	-
380	Sewer System	75	2001	2021	2	3.050						373,010	75,607	75,607	43,750
430	Sewer System	78	2002	2022	3	2.100						174,816	24,194	24,194	18,000
861	WWTP Stage 3	126	2013	2033	14	3.85						831,661	35,932	35,932	41,195
												2,991,316	316,206	281,632	361,470
												7,604,381	634,310	576,266	572,406

Annual Debt Principle Payments



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	2020	2021	2022	2023	2024	2025
REVENUE	11,317,466	11,723,315	12,271,075	12,873,579	13,477,484	14,111,585
EXPENDITURES	14,163,369	14,370,939	15,047,990	15,987,662	16,905,190	17,522,828
NET OPERATING EXPENDITURES	2,845,903	2,647,624	2,776,915	3,114,083	3,427,706	3,411,243
	\$ Change 2020 - 2021	(198,280)				
	% Change 2020 - 2021	-6.97%				

Significant changes:

Decrease in transfer to financial stabilization	\$ (100,000)
Increase in transfer to IT Reserve ¹	\$ 175,000
Decrease in transfer to Capital Works Reserve ¹	\$ (257,929)
Decreases in interest transfers ²	<u>\$ (15,351)</u>
	\$ (198,280)

¹ A portion of the decrease is a reallocation to the IT reserve and the remaining is the loss in interest and to balance the financial plan.

² A decrease in the rate of return on investments has resulted in less transfers of interest to the various reserve funds.

Capital Requests – Details

This is the 2021 to 2025 Five Year Capital Plan. The detail sheets have been included for each project for 2021. The remaining four 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	2021	2022	2023	2024	2025
	Development Services									
	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		35,000
	OCP Update	P & D	Operation	75,000	Financial Stabilization			75,000		
	Engineering									
2021-01	Solid Waste Carts	Solid Waste	Furn & Equip	45,000	Solid Waste Reserve	45,000	45,000	45,000	45,000	45,000
	Hydro Generation Equipment	Hydro Electric	Eng Structure -other	50,000	Climate Action Reserve		50,000		50,000	
	General Government									
2021-02	Office Furniture Upgrades	Admin	Furn & Equip	10,000	Facility Reserve	10,000	10,000	10,000	10,000	10,000
2021-03	IT Equipment & Computer Hardware	Admin	IT Infrastructure	360,700	IT Reserve	346,000	150,000	110,000	75,000	100,000
2021-04	Property System Software	Admin	IT Infrastructure	965,000	COVID Restart Grant	715,000	250,000			
2021-05	Council Chambers Mic/Audio Upgrade	Admin	IT Infrastructure	75,000	COVID Restart Grant	75,000				
2021-06	Cloud Based Meeting Management & Live Streaming Software	Admin	IT Infrastructure	45,000	COVID Restart Grant	45,000				
2021-07	GIS Ortho Photos	Admin	Operation	35,000	IT Reserve	35,000		35,000		35,000
2021-08	Rail Trail Land Acquisition from COK	Admin	Land	825,000	Parkland DCC	825,000				
2021-09	UBCM-Community Resiliency Investment	Admin	Operation	150,000	Grant Dependent	150,000				
2021-10	Community Economic Recovery Infrastructure Program	Admin	Engineering Structures	250,000	Grant Dependent	250,000				
	Social Plan	Admin	Operation	50,000	COVID Restart Grant		50,000			
	Financial Software	Admin	IT Infrastructure	320,500	COVID Restart Grant		160,250			
	Financial Software	Admin	IT Infrastructure		IT Reserve		160,250			
	Electronic Document Records Management	Admin	IT Infrastructure	150,000	IT Reserve			230,000		
	Asset Management	Admin	IT Infrastructure	250,000	IT Reserve					250,000

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
	Infrastructure									
	<i>Facilities</i>									
2021-11	RCMP - Roof Replacement & Building Improvements	Facilities	Building	200,000	RCMP Reserve	100,000				
2021-12	Municipal Hall - Back up generator Additional	Facilities	Building	120,000	Facility Reserve	120,000				
	RCMP - Ramp Construction	Facilities	Building	50,000	RCMP Reserve					50,000
	Arena Roof Replacement	Arena	Building	350,000	Gas Tax				350,000	
	Municipal Hall Renos - Design	Facilities	Building	75,000	Facility Reserve		75,000			
	Municipal Hall Renos - Construction	Facilities	Building	750,000	Capital Works Reserve			450,000		
	Municipal Hall Renos - Construction	Facilities	Building		Facility Reserve			300,000		
	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
2021-13	Theatre Projector & Screen	Recreation & Culture	Furn & Equip	34,000	Facility Reserve	34,000				
	<i>Parks</i>									
2021-14	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				
2021-15	Pelmewash Fishing Pier & Kayak Launch - Design	Parks	Land Improv	25,000	Capital Works Reserve	25,000				
2021-16	Shoreline Park Playground Equipment - Construction	Parks	Land Improv	30,000	Parks Dev DCC	25,000				
	Shoreline Park Playground Equipment - Construction	Parks	Land Improv		Community Contributions	5,000				
2021-17	Woodsdale Waterfront Park Site & Cultural Centre - Design	Parks	Land Improv	400,000	Capital Works Reserve	106,800				
	Woodsdale Waterfront Park Site & Cultural Centre - Design	Parks	Land Improv		Grant Funded	293,200				
	Major Sport and Recreation Needs Assessment	Parks	Land Improv	100,000	Capital Works Reserve		100,000			
	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			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
	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	Gas Tax		10,800			
	Swalwell Park & Vernon Creek Trail - Design	Parks	Land Improv		Parks Dev DCC		9,200			
	Woodsdale Waterfront Park Site & Cultural Centre - Construction	Parks	Land Improv	3,600,000	Capital Works Reserve			776,100		
	Woodsdale Waterfront Park Site & Cultural Centre - Construction	Parks	Land Improv		Grant Funded			2,639,900		
	Woodsdale Waterfront Park Site & Cultural Centre - 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		Parks Dev DCC			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	Gas Tax			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									
2021-18	Long Road - Design	Transportation	Engineering Structures	150,000	Road Reserve	150,000				
2021-19	OK Centre Rd E (Jardines Rd to Williams Rd) - Construction	Transportation	Engineering Structures	660,000	Road Reserve	356,400				
	OK Centre Rd E (Jardines Rd to Williams Rd) - Construction	Transportation	Engineering Structures		Road DCC	303,600				
2021-20	Woodsdale Rd - Design	Transportation	Engineering Structures	140,000	Road Reserve	75,600				
	Woodsdale Rd - Design	Transportation	Engineering Structures		Road DCC	64,400				
2021-21	Clearwater Subdivision Drainage Improvements Ph 1 - Construction	Transportation	Drainage	250,000	Capital Works Reserve	250,000				

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
2021-22	Davidson Rd & OK Centre Road East Pole Relocation - Construction	Transportation	Engineering Structures	60,000	Road Reserve	60,000				
2021-23	Bottom Wood Lake Road Improvements (Swalwell-Berry Rd Roundabout)	Transportation	Engineering Structures	1,326,211	Developer Contributions	924,331				
	Grant Funded				401,880					
2021-24	Bottom Wood Lake Road (Nexus - Beaver Lake Rd)	Transportation	Engineering Structures	1,900,000	Road Reserve	356,000				
	Bottom Wood Lake Road (Nexus - Beaver Lake Rd)	Transportation	Engineering Structures		Grant Funded	320,000				
	Bottom Wood Lake Road (Nexus - Beaver Lake Rd)	Transportation	Engineering Structures		Developer Contributions	150,000				
	Bottom Wood Lake Road (Nexus - Beaver Lake Rd)	Transportation	Engineering Structures		Gas Tax	200,000				
	Bottom Wood Lake Road (Nexus - Beaver Lake Rd)	Transportation	Engineering Structures		Road DCC	874,000				
2021-25	Road Condition Assessment and Renewal Program Review	Transportation	Operation	35,000	Road Reserve	35,000				
2021-26	Highways and Traffic Regulation Bylaw Update	Transportation	Operation	20,000	Financial Stabilization	20,000				
2021-27	SDS Servicing Bylaw Storm Drainage Schedule Update	Transportation	Operation	25,000	Drainage DCC	24,750				
	SDS Servicing Bylaw Storm Drainage Schedule Update	Transportation	Operation		Road Reserve	250				
	Robinson Rd Construction	Transportation	Engineering Structures	900,000	Road Reserve		450,000			
	Robinson Rd Construction	Transportation	Engineering Structures		Gas Tax		450,000			
	LED Street Light Replacement	Transportation	Engineering Structures	100,000	Road Reserve		100,000			
	Pretty Rd Sidewalk (Existing Sidewalk - Robinson) - Construction	Transportation	Engineering Structures	300,000	Gas Tax		300,000			
	OK Centre Rd E (Williams - Davidson)	Transportation	Engineering Structures	850,000	Road Reserve		459,000			
	OK Centre Rd E (Williams - Davidson)	Transportation	Engineering Structures		Road DCC		391,000			
	Woodsdale Rd - Construction	Transportation	Engineering Structures	940,000	Road Reserve		507,600			
	Woodsdale Rd - Construction	Transportation	Engineering Structures		Road DCC		432,400			
	Master Drainage Plan	Transportation	Operation	100,000	Road Reserve		100,000			
	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		
	OK Centre Rd E (Jardines Rd to Berry Rd)	Transportation	Engineering Structures	1,500,000	Road Reserve			460,000		
	OK Centre Rd E (Jardines Rd to Berry Rd)	Transportation	Engineering Structures		Gas Tax			350,000		

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
	OK Centre Rd E (Jardines Rd to Berry Rd)	Transportation	Engineering Structures		Road DCC			690,000		
	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	
	Carrs Land Rd (Commonage - Commonage) - Design	Transportation	Engineering Structures	150,000	Road Reserve				150,000	
	OK Lake Sewer Outfall - Design	Transportation	Engineering Structures	250,000	Road Reserve				250,000	
	Main St. Storm/Settlement Pond	Transportation	Engineering Structures	200,000	Road Reserve				200,000	
	OK Centre Rd E (Berry-Hwy) - Construction	Transportation	Engineering Structures	1,000,000	Road Reserve				190,000	
	OK Centre Rd E (Berry-Hwy) - Construction	Transportation	Engineering Structures		Gas Tax				350,000	
	OK Centre Rd E (Berry-Hwy) - Construction	Transportation	Engineering Structures		Road DCC				460,000	
	Long Road - Construction	Transportation	Engineering Structures	400,000	Road Reserve				400,000	
	Lodge Road - Sherman Drive to Woodsdale Road	Transportation	Engineering Structures	1,200,000	Road Reserve					298,000
	Lodge Road - Sherman Drive to Woodsdale Road	Transportation	Engineering Structures		Gas Tax					350,000
	Lodge Road - Sherman Drive to Woodsdale Road	Transportation	Engineering Structures		Road DCC					552,000
	OK Lake Sewer Outfall - Construction	Transportation	Engineering Structures	2,500,000	Road Reserve					1,350,000
	OK Lake Sewer Outfall - Construction	Transportation	Engineering Structures		Road DCC					1,150,000
	Vehicles & Equipment									
	<i>Replacement</i>									
2021-28	Unit 3332 - 2011 Ford Ranger	Transportation	Vehicle & Mach	40,000	Vehicles & Equipment	40,000				
2021-29	Unit 7208 - 2006 Ford Ranger	Transportation	Vehicle & Mach	40,000	Vehicles & Equipment	40,000				
2021-30	Unit 6066 - 1978 International Water Tank Additional	Transportation	Vehicle & Mach	20,000	Vehicles & Equipment	20,000				
	<i>New</i>									
2021-31	Trailer-Mounted Standby Generator	Transportation	Vehicle & Mach	70,000	Vehicles & Equipment	70,000				
2021-32	Survey Equipment	Transportation	Vehicle & Mach	40,000	Vehicles & Equipment	40,000				
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	285,000	Vehicles & Equipment		285,000			
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	485,000	Vehicles & Equipment			485,000		
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	525,000	Vehicles & Equipment				525,000	
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	843,000	Vehicles & Equipment					843,000

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
	Protective Services									
2021-33	FDM - Inspection Module	Fire	IT Infrastructure	31,000	Fire Capital Reserve	31,000				
	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		
	Vehicles & Equipment									
2021-34	SCBA - replacement units	Fire	Furn & Equip	15,000	Fire Capital Reserve	15,000	15,000	15,000	15,000	
2021-35	Fire Vehicle Replacement	Fire	Vehicle & Mach	250,000	Fire Capital Reserve	250,000				
2021-36	Fire Truck Computers	Fire	Furn & Equip	10,000	Fire Capital Reserve	10,000	10,000			
2021-37	PPV Battery/Electric	Fire	Furn & Equip	6,000	Fire Capital Reserve	6,000				
2021-38	AED Defibrillator (2)	Fire	Furn & Equip	6,000	Fire Capital Reserve	6,000				
	Radio Replacements	Fire	Vehicle & Mach	10,000	Fire Capital Reserve		10,000			
	Pagers Replacement	Fire	Furn & Equip	20,000	Fire Capital Reserve		10,000	10,000		
	Storage Container (training)	Fire	Furn & Equip	6,000	Fire Capital Reserve		6,000			
	Hose	Fire	Furn & Equip	40,000	Fire Capital Reserve			40,000		
	Gas Detection	Fire	Furn & Equip	5,000	Fire Capital Reserve			5,000		
	RAD-57 Carbon Monoxide Monitor	Fire	Furn & Equip	5,000	Fire Capital Reserve			5,000		
	Industrial Turn Out Gear Washers Station 81-91	Fire	Furn & Equip	100,000	Fire Capital Reserve					50,000
	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	
	Fire Vehicle C71 - 2015	Fire	Vehicle & Mach	55,000	Fire Capital Reserve					55,000
	Sewer									
2021-39	SCADA Upgrades	Sewer Infrastructure	Sewer System	100,000	Sewer Capital Reserve	100,000				
2021-40	Liquid Waste Management Plan	Sewer Infrastructure	Sewer System	275,000	Sewer WWTP DCC Reserve	272,250				
	Liquid Waste Management Plan	Sewer Infrastructure	Sewer System		Sewer Capital Reserve	2,750				
2021-41	WWTP - Phase 4 Expansion - Construction	Sewer Infrastructure	Sewer System	6,600,000	Grant Dependent	6,600,000				

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
2021-42	Carrs Landing Nuyen System Construction	Sewer Infrastructure	Sewer System	700,000	Capital Works Reserve	700,000				
2021-43	Lodge Road Generator Replacement	Sewer Infrastructure	Sewer System	100,000	Sewer Capital Reserve	100,000				
2021-44	WWTP Centrifuge Refurbishment	Sewer Infrastructure	Sewer System	75,000	Sewer Capital Reserve	75,000				
2021-45	BWL Road Improvements (Beaver to Nexus) Sewer Improvements	Sewer Infrastructure	Sewer System	180,000	Sewer Capital Reserve	180,000				
2021-46	Septage Receiving Facility Contract Renewal and Asset Management Plan	Sewer Infrastructure	Sewer System	75,000	RDCO Contribution	75,000				
	Woodsdale Lift Station Improvements	Sewer Infrastructure	Sewer System	200,000	Sewer Capital Reserve		200,000			
	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	Debt			1,400,000		
	WWTP Headworks Screen Replacement	Sewer Infrastructure	Sewer System	300,000	Sewer Capital Reserve			300,000		
	Lift Station Platform Improvements	Sewer Infrastructure	Sewer System	200,000	Sewer Capital Reserve			100,000	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 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	
	WWWTP - Septage Rock Trap	Sewer Infrastructure	Sewer System	180,000	RDCO Contribution				180,000	
	WWTP Site Improvements & Equipment Replacement	Sewer Infrastructure	Sewer System	1,000,000	Debt					1,000,000
	McCarthy Lift Station - Design	Sewer Infrastructure	Sewer System	100,000	Sewer Capital Reserve					100,000
	Water									
2021-47	SCADA System Upgrades	Water Infrastructure	Water system	150,000	Water Capital Reserve	100,000	50,000			
2021-48	Beaver Lake Water Treatment Plant - Feasibility	Water Infrastructure	Water system	75,000	Water Capital Reserve	75,000				
2021-49	Okanagan Centre Road West Infrastructure Realignment Plan	Water Infrastructure	Water system	30,000	Water Capital Reserve	30,000				
2021-50	Facility Door Security Improvements	Water Infrastructure	Water system	50,000	Water Capital Reserve	50,000				
2021-51	Water Master Plan Update - Public Engagement	Water Infrastructure	Water system	35,000	Water DCC	34,650				
	Water Master Plan Update - Public Engagement	Water Infrastructure	Water system		Water Capital Reserve	350				

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2021	2022	2023	2024	2025
2021-52	Swallowwell Lake Tower Upgrades - Design	Water Infrastructure	Water system	220,000	Water Capital Reserve	220,000				
	PRV Confined Space Safety Improvements Construction	Water Infrastructure	Water system	4,000,000	Water Capital Reserve		1,000,000	1,500,000	1,500,000	
	Hare Road Watermain Extension	Water Infrastructure	Water system	500,000	Water Capital Reserve		500,000			
	Irvine Road Pump Stn/PRV - Construction	Water Infrastructure	Water system	1,800,000	Water Capital Reserve		1,600,000			
	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		
	Swallowwell Intake Tower Replacement Design	Water Infrastructure	Water system	125,000	Water Capital Reserve			125,000		
	Swallowwell Intake Tower Replacement - Construction	Water Infrastructure	Water system	1,500,000	Debt				1,500,000	
	OK Centre Rd E (Berry - Hwy)	Water Infrastructure	Water system	200,000	Water Capital Reserve				200,000	
	Irvine Booster Watermain Replacement	Water Infrastructure	Water system	1,225,000	Debt				1,225,000	
	Beaver Lake Treatment System - Construction	Water Infrastructure	Water system	24,480,000	Water Capital Reserve					1,219,200
	Beaver Lake Treatment System - Construction	Water Infrastructure	Water system		Unfunded					12,000,000
	Beaver Lake Treatment System - Construction	Water Infrastructure	Water system		Water DCC					11,260,800
						\$ 16,857,211	\$ 10,306,500	\$ 13,980,000	\$ 20,835,000	\$31,123,000

Engineering

PROJECT

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

COSTS

Total Cost \$45,000
 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 2021 Development Driven
 Other:

ANNUAL COST

Annualized costs – maintenance or operating

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. Recommend increasing annual budget based on ordering/inventory analysis by RDCO.

TIMING

Was the project slated for 2021 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?

Ongoing

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Carts will not be provided to new homes. Damaged carts will not be replaced.

General Government

PROJECT

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

COSTS

Total Cost \$ 10,000
 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This is the last year of a priority started in 2017 to upgrade equipment and furniture needed to prevent injury for sitting for long periods. Ergonomic assessments have been completed for most workers who either spend a portion or most of their days seated at a desk. Equipment such as chairs, desks, keyboard trays etc. have been replaced to prevent injury. Going forward, a smaller amount has been included each year to deal with needs of new staff or replacement requirements.

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

Ergonomics must be reviewed at least annually and deficiencies corrected without undue delay under regulations by Worksafe.

TIMING

Was the project slated for 2021 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? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Not applicable

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.

PROJECT

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

COSTS

Total Cost \$ 346,000
 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
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, security infrastructure 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 2021 is access control in a number of facilities, server replacements, security upgrades and renewal of hardware (laptops, monitors, tablets etc.).

TIMING

Was the project slated for 2021 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? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

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.

PROJECT

Project Name: Property System

Short Description: Purchase and implementation of a property-based information system for Planning & Development. System will consolidate business and data management processes create efficiency and improve the quality of, and access to information managed by Planning and Development department.

Department: Planning & Development, Engineering, Infrastructure, Corporate Services & IT

COSTS

Total Cost \$
2021 \$715,000
2022 \$250,000

Funding: *Finance to fill out*

Borrowing

Reserves

User Fees

Developer Contributions

Grants *COVID-19 Restart Grant*

Other:

REQUIREMENT

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2021
- Other: Defined in the 2020 Enterprise Systems Plan developed by the Information Technology Department with full support of Senior Leadership.
- 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: 15-20 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	28,240	38,360	39,127	39,910
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ 28,240	\$ 38,360	\$ 39,127	\$ 39,910

BACKGROUND & JUSTIFICATION

IT along with input from the Management Team has prepared a plan for moving towards enterprise business systems that will enhance our ability to serve the community into the future by creating efficiencies in business processes and records management. The plan includes the implementation of new computer systems over a five-year period to support Planning & Development, Finance, Engineering and Infrastructure. These systems will support better data management, automated workflows, full GIS integration, allow for broad, managed access of data across the organization and provide a consolidated, public facing portal for property tax, utilities and permits.

The Enterprise Systems Plan identified a variety of challenges with the current business processes and data management techniques used by the District in day to day operations. Our current business processes and data management procedures are for the most part manual and somewhat fragmented creating data silos and non-standard or non-repeatable processes.

There is currently no opportunity for the public to interact electronically with the District in submission of applications, review of documents, timeline views etc. This has been highlighted as an issue through the COVID-19 pandemic as the access to District has been restricted from time to time.

With the move to a property-based business system we standardized our business process, vastly improve our records and data management, create opportunities for repeatable processes, provide GIS based access to all data and documents for the entire organization and significantly improve customer service and customer self service opportunities.

The cost includes the cost of staffing for the project – or backfilling for existing staff identified to work on the project.

TIMING

Was the project slated for 2021 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 date: March 2021

Completion Date: March 2022

COMMUNICATION & ENGAGEMENT

Does the community need to be informed?

Yes

No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Will need to provide information to community for the new on line features available in development, taxes and utilities. Can be done in conjunction with communication staff.

IMPACT IF NOT APPROVED

Not moving to a property-based information system remains a risk for the municipality:

- With current data management tools, data is routinely hard to locate by others who require it
- Records management will continue to become more fragmented and harder to administer
- Current Checks and balances for meeting statutory requirements will remain manual
- Online access to information and services by residents and business will remain limited
- Staff members with historical knowledge may leave taking business process knowledge with them

PROJECT

Project Name: Council Chambers Audio System Replacement
 Short Description: Council Chambers end of life replacement with wired or wireless, digital audio system with integration to support live streaming
 Department: Corporate Services and Information Technology

COSTS

Total Cost \$75,000.00
 Funding: Finance to fill out Borrowing
 Reserves User Fees
 Developer Contributions Grants COVID Restart Grant
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2021 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating.
 No Annualized costs
 Renewal of the asset will be required – Expected Life: 10 -15 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The current, analog audio system in the council chambers was installed in 2011. The system was installed by Lee's Music (Kamloops BC) and has served the District well over the last ten years. The system has now reached its normal end of life.

With the onset of Covid-19 in 2020 the District implemented changes in the council chambers to support hybrid on-line virtual meetings which included integrating the current audio system with the virtual meeting infrastructure and the District phone system to support call in attendance for the public. With these changes we have consumed all available expansion capacity of the system. Any future changes to support evolving live stream technologies may not be possible given the system has reached capacity. Ongoing maintenance of the system may be challenging as well as parts will become harder to source as it continues to age.

Other recent challenges with the system have been feedback and buzzing which is being attributed to the myriad of other devices like laptops and cell phones now present during a council meeting.

Replacement of the current analog audio system with a digital audio system will improve the sound quality in council chambers and the live stream. Replacement also provide the opportunity to size the system with some extra capacity as well as ensuring replacement parts are readily available for the expected life of the system.

TIMING

Was the project slated for 2021 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 Date April 1, 2021

Completion Date: Sept 30, 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

The current analog audio system has reached the end of its normal life but will continue to serve the District for the foreseeable future if we chose not to replace it. As the system ages beyond its normal life, we will find it increasingly difficult to maintain and find replacement parts. Sound quality in the council chambers will remained unchanged with the current system and we may experience a further decrease in quality from radio interference as the system ages. If future capacity is required due to changes and upgrades in the other technology integrated with the audio system, we will have to look at an upgrade replacement.

PROJECT

Project Name: Implementation of eScribe cloud based meeting management & live streaming software

Short Description: Replacement of iCompass Meeting Manager to meet the District goal of retiring the iCompass suite and improving public online service offerings

Department: Corporate Services and Information Technology

COSTS

Total Cost \$45,000.00

Funding: *Finance to fill out*

Reserves

Developer Contributions

Other:

Borrowing

User Fees

Grants COVID Restart Grant

REQUIREMENT

Master Plan:

Strategic Priority

Safety Requirement

Related to another planned project for 2021

Other:

Capital Renewal or Required Replacement

Legislative change

Service Level Enhancement

Development Driven

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
Subscription based licensing

Renewal of the asset will be required – Expected Life: 10 -15 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	20,850	21,267	21,692	22,126
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ 20,850	\$ 21,267	\$ 21,692	\$ 22,126

BACKGROUND & JUSTIFICATION

The District has used iCompass since 2010. iCompass is a collection of tools that includes:

- Meeting Manager for Council Agenda and Minutes creation and management
- Report Writing workflow (not used by the District)
- Trackers used by staff and Council to track Council Resolutions, Council Correspondence, and Complaints/Service Requests (includes all complaints and services requests separated by subcategories including Bylaw, Water, Roads, Sewer, Parks, Services Requests)
- FilePro document library which is used to make all public documents available on the web

The iCompass suite has remained largely unchanged over the last 10 years and while being robust it appears dated, lacks robust workflow capability and not as user friendly or flexible as comparative tools. There are always many 'clicks' to find what you're looking for.

The District uses the iCompass Meeting Manager to assist with agenda and minutes creation but has not found the tools to run meetings very effective and therefore does not use them. The District plans to move away from the iCompass suite including Meeting Manager in 2021. The District is proposing to replace the iCompass Meeting Manager with eScribe which provides cloud-based end to end meeting management, integrated agenda and minutes publishing and integrated live streaming management.

Recent changes to the District's Council meetings including the use of Microsoft Teams for virtual attendance along with the addition of video streaming of hybrid Council meetings due to Covid-19 has created several challenges that can be solved by moving to an integrated meeting management/live streaming software. The resulting change will allow the District to simplify the process of scheduling meetings, developing the agenda, live streaming of meetings and creation of minutes. For the public, this change will provide significantly enhanced and user-friendly access to meeting schedules, the meeting live stream and archived council meeting videos directly from the District web site. Our archived council videos will also be enhanced with indexed minutes allowing the viewer to locate a topic in the agenda or minutes and jump directly to that part of the video.

The iCompass suite of tools pricing structure is not modular. The District pays a single annual subscription for the suite plus significant per megabyte data storage costs for everything stored on the system. Eliminating the use of some modules (File Pro and Trackers) while maintaining the use of the Meeting Manager will not lower the annual cost of the iCompass Suite as all the features are bundled under a single subscription and the module cannot be split out.

There is also a one-time cost to move all documents currently stored in iCompass FilePro to our website provider, eSolutions.

Implementing a new, enhanced meeting management solution allows staff to proceed with moving away from the iCompass Suite, removing all annual costs associated with the iCompass software suite for the 2022 budget year and building a more integrated enterprise system.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

The move away from iCompass Meeting Manager was not considered until this year (2020) when Covid-19 and other future initiatives to improve systems for staff and the public highlighted the need for improvements.

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

Start Date April 1, 2021

Completion Date: Sept 30, 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Facebook, Twitter and the District website will be used to inform the public of the improvement to the Districts public documents Library

Staff time only

IMPACT IF NOT APPROVED

The iCompass software is a complete package consisting of Report Workflow, Meeting Management, Trackers and FilePro. The software modules cannot be split out to reduce the annual subscription cost if one module is retired. The District has plans to move iCompass File Pro and Trackers to other software solutions retiring those iCompass modules. If we continue to maintain the iCompass Meeting Manager for the creation of agendas and minutes we will continue to pay the full annual subscription cost for the entire iCompass software suite.

Staying with the iCompass suite significantly limits our ability to improve public access to Council Meetings via live streaming.

PROJECT

Project Name: Orthophoto Acquisition
 Short Description: Up to date orthophotos for GIS
 Department: IT - GIS

COSTS

Total Cost \$ 35,000
 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 2021 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: 2 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The District maintains a Geographic Information System (GIS) which provides spatial representation for ground features and ground-based assets managed by the District. The representation of these features is maintained with accuracy relative to the features actual ground position. Orthophotography is used as background to the GIS providing a reference to natural features on the ground and elevation data. The GIS and the Orthophoto background are critical resources to Planning & Development, Buildings, Engineering, and Infrastructure in day to day operations and when decisions on the land base are made. It is critical that the Orthophotography is refreshed frequently to ensure that the changes in ground features due to development, erosion, or other natural events on the landscape and lake shore are available to staff and the public when using the GIS.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain: Refreshment of orthophotography was done on an irregular basis. Given the amount of development and the changes to the landscape, orthophotography should be done regularly and has been added to the capital plan for regular updates.

When is the expected start date and completion date of the project? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Notification of the new orthophotos can go out to the community with the assistance of communications.

IMPACT IF NOT APPROVED

Accuracy and currency of the GIS is critical to the daily decision-making process within Planning & Development, Buildings, Engineering, and Infrastructure departments. If the Orthophotography is not periodically refreshed some decisions that rely on our knowledge of the District's topography and current state of development could be taken into question.

PROJECT

Project Name: Rail Trail Payment
 Short Description: Remaining funds required to purchase portion of rail trail from City of Kelowna
 Department: Administration

COSTS

Total Cost \$ 825,000
 Funding: *Finance to fill out* Borrowing
 Reserves User Fees
 Developer Contributions Parks 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 2021 Development Driven
 Other: Obligation to acquire asset

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The District acquired the Rail Trail in conjunction with its partners in 2015. At that time, the City of Kelowna purchased a portion of the rail trail in Lake Country. This payment is acquisition of that portion of the trail from Kelowna.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain: Payments have been made as excess properties have been sold. This is the remaining amount, unknown until all the sales completed.

When is the expected start date and completion date of the project? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

A significant public communication plan was undertaken during the referendum to determine the authority to borrow for the half of the acquisition of the trail.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

The City of Kelowna will continue to own a portion of the rail trail and the cost to acquire that portion back will continue to grow under the memorandum of understanding between the two parties.

PROJECT

Project Name: UBCM – Community Resiliency Investment
 Short Description: Intended to reduce the risk of wildfires and mitigate their impacts on BC communities
 Department: Corporate Services

COSTS

Total Cost \$ 150,000
 Funding: *Finance to fill out* Borrowing
 Reserves 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 2021 Development Driven
 Other: Continuation of work identified in the Community Wildfire Protection Plan

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Community Wildfire Protection Plan demonstrates the very high risk of wildfire to the community. Many large scales fires have been experienced in the last couple years and certainly the effects of these fires have been well documented since 2003. All communities in the Okanagan have extensive interface area adjacent to highly volatile fuel hazards associated with ecosystems within which fire plays a dominate ecological role.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

These works are grant dependent and they are described on a prioritization manner within the Community Wildfire Protection Plan but they have not been defined on a 5 year financial plan basis.

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

The grant deadline is October 9, 2020. Any work program will be dependent on the award timeline of grant funding which is currently unknown. Grant funds regarding CRI funding are to be spent in the fiscal year as awarded or over a 2-year period if including works on Crown Land.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

-Dedicated webpage for FireSmart information

-Newsletter to subscribers

- FireSmart education pamphlets, brochures, etc.
- Social media outreach both targeted and organic

IMPACT IF NOT APPROVED

The probability of fire in interior communities of British Columbia is high and the consequences of a large fire are likely to be very significant in our community considering population, values at risk, and environmental consideration.

PROJECT

Project Name: Community Economic Recovery Infrastructure Program (CERIP)
 Short Description: The program is intended to support community economic resilience, tourism, heritage, and urban and rural economic development projects.
 Department: Corporate Services

COSTS

Total Cost \$ 250,000
 Funding: *Finance to fill out* Borrowing
 Reserves 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 2021 Development Driven
 Other: Grant opportunity

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: 20 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	10,000	10,000	10,000	10,000
Total	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

BACKGROUND & JUSTIFICATION

CERIP funding supports projects focused on the conservation, repair, rehabilitation and development of cultural heritage infrastructure to help communities safeguard and enjoy their heritage places while creating employment through the stewardship of cultural heritage. A one-time 100% grant amount will be provided upfront upon application approval. The Evans Rd Bridge goes back approximately 80-90 years with the creation of the CN Rail Corridor. With the now public use of the corridor for a multi-modal corridor, protecting these historical structures is critical in educating the public about the history of our community.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

CERIP funded projects are intended to help communities impacted by COVID-19 and support B.C.'s post-pandemic economic recovery so the funding program was initiated in September 2020.

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

The grant deadline is October 29, 2020. CERIP is designed to support projects that are construction ready in 2021 and can be completed by March 31, 2023.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

- Engaging the Lake Country Museum and Heritage Society to research and provide the stories around the history of the bridge and its use in the community.
- Provide a physical space on site to tell the stories of the bridge to educate the community.
- Use of social media to inform the community through the research of the Museum and Heritage Society.
- Inform residents in the area of timing and impacts of works.
- Collaborate with Friends of Okanagan Rail Trail and the regional jurisdictions to integrate the Okanagan Rail Trail with the rehabilitation of the bridge.

IMPACT IF NOT APPROVED

The bridge was reportedly built by CN, 8 or 9 decades ago when the railroad was constructed, to provide access to private property located between the CN right-of-way and Kalamalka Lake. The bridge has been closed to vehicle traffic for a number of years due to CN concern surrounding the structure's load carrying capacity. By not maintaining structures that are a part of the history of the community, it becomes more of a challenge to educate members of the community on the importance of our collective histories.

Facilities

PROJECT

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

COSTS

Total Cost \$ 100,000
 Funding: *Finance to fill out* Borrowing
 Reserves Gas Tax 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This is a continuation of the work started in 2020. The roof replacement will be required in 2021 as the roof is at end of life. The assessment of the RCMP building is ongoing and will determine the future works required in addition to the roof replacement already identified.

TIMING

Was the project slated for 2021 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? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

There is always an impact if something is not approved, try to be diplomatic here!

PROJECT

Project Name: Municipal Hall Backup Generator
 Short Description: Emergency power for DLC Municipal Hall
 Department: Infrastructure Services

COSTS

Total Cost \$ 120,000
 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 2021 Development Driven
 Other: Emergency Operations and disaster recovery plan

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: 20 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services		500	510	520	531
Materials & Supplies	-	1,000	1,020	1,040	1,061
Renewal	-	-	-	-	-
Total	\$ -	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592

BACKGROUND & JUSTIFICATION

This project was initiated in 2017 with the original budget of \$100,000 to facilitate the installation of an emergency backup power system for the District of Lake County Municipal Hall. After further investigation into the electrical and HVAC systems within the Municipal Hall, it was understood that a larger than anticipated backup power source would be required to allow the entire building to operate on backup power.

A report was finalized in 2018 by Centrix Control Solutions (formerly IITS) outlining various options for backup power. However, the sole outcome for complete backup power was estimated at approx. \$180,000, which did not include the civil works portion of this upgrade.

Currently, approx. \$95,000 remains from the initially allocated \$100,000 budget.



TIMING

Was the project slated for 2021 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?

2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed?

Yes

No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

The District's Municipal Hall will continue to operate without emergency power and remain vulnerable to utility power outages. Power outages of significant duration will take all Information Technology hosted by the District offline.

PROJECT

Project Name: Theatre Lighting-Change to Theatre projector and screen
 Short Description: (include any addresses, street intersections, makes, models, etc.)
 Department: Infrastructure

COSTS

Total Cost \$ 34,000
 Funding: *Finance to fill out* Borrowing
 Reserves 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	34,000	34,680	35,374	36,081	36,803
Renewal	-	-	-	-	-
Total	\$ 34,000	\$ 34,680	\$ 35,374	\$ 36,081	\$ 36,803

BACKGROUND & JUSTIFICATION

The 2020 Theatre Lighting capital project replaced an 18-year-old system with LED lighting, improved energy use, reduced maintenance costs and eliminated a patch work system to keep the theatre going. Phase 1 of the project provided a more comprehensive result than was anticipated and Phase 2 provided systems that are more than sufficient for the venue.

The current capital budget sets out \$34,000 for the Theatre Lighting Project. District staff are proposing that the allocated funding be altered to provide an upgraded projector and screen. There has been an increased use of the theatre for film in the community and there is also growth potential for movies, teaching, esports etc. With the increased use, it has become evident the 15-year-old projector is in need of replacement. The current model was discontinued and, similar to the lights, a patch work system will not last long. The existing projector requires a new bulb and driver with a cost of approximately \$4,000.

TIMING

Was the project slated for 2021 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? Summer 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Expansion of film events and opportunities will not be pursued. Increased and on-going maintenance and repair costs for the existing projector and screen

Parks

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 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
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:

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

March 2021 (expected start) to September 2021 (expected completion)

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?
 Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?
 Yes No

The consultant's scope will include preparing presentation materials, creating questionnaires and analyzing results of public engagement activities.

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

This design project will incorporate broad public engagement to gain community input about park improvement priorities and to keep residents informed about plans and potential impacts they may experience. The proposed public engagement process is as follows:

- Seek public input through an on-line survey – May 2020
- Inform public about resulting park plans and project next steps through 'Let's Talk Lake Country' platform – September 2020

Note that due to COVID-19, we will not host any public events, and will rather focus on communication and engagement tools such as on-line surveys, social media posts, and site signage.

Resource allocation for communication and engagement:

\$5,000 in staff time

\$7,000 in consultant fees

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 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 2021 Development Driven
 Other: Community Group Initiative

ANNUAL COSTS

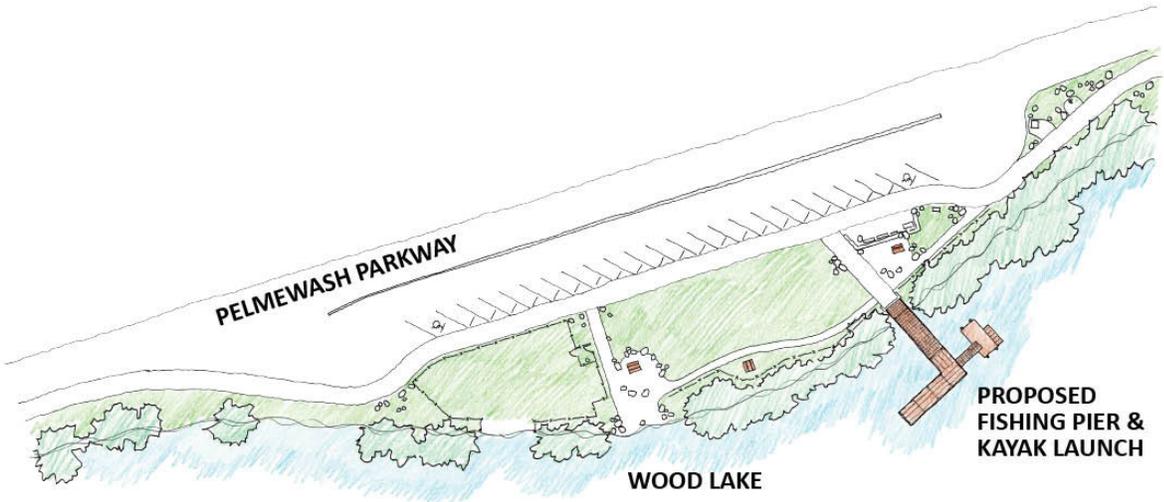
Annualized costs will be required – N/A
 Renewal of the asset will be required – N/A

	2021	2022	2023	2024	2025
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 2021 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?

Design: February 2021 (estimated start) – December 2021 (estimated completion), Construction anticipated for 2022 dependent on Provincial approvals

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

District Infrastructure Services and Communications staff will continue to work closely with the Rotary Club of Lake Country, coordinating directly with them regarding the design, fundraising efforts and communications to the public. Given this, broader engagement with the general public on design aspects will not occur.

Resource allocation for communication and engagement:

\$5,000 in staff time

IMPACT IF NOT APPROVED

Loss of opportunity to support community group initiative

PROJECT

Project Name: Shoreline Park Playground Enhancement - Construction
 Short Description: Adding a new structure to complete the children’s playground at Shoreline Park
 Department: Infrastructure Services – Parks and Recreation

COSTS

Total Cost \$30,000
 Funding: *Finance to fill out* Borrowing
 Reserves User Fees
 Developer Contributions *Parks Dev DCC - \$25,000* Grants
 Other: *Lakes Community Association Contribution \$5,000*

REQUIREMENT

Master Plan: 2018 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 2021 Development Driven
 Other: Community Group Initiative

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Community engagement undertaken by the Lakes Community Association in 2019 regarding park and public space improvements identified enhancement of the Shoreline Park playground as the top priority for neighbourhood residents and as such, they are proposing to contribute funds and volunteer time towards its completion. The playground plays an important role for families here in this centrally located community park.

The project involves the addition of a new play structure with elements such as slides, climbing apparatuses and other features. It is proposed to be located within the existing children’s play space and would replace the temporary installation of stacked boulders that are located there today.



TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

The project was brought forward by the Lakes Community Association after significant engagement with residents and identification of this project as a top priority for the neighbourhood.

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

May 2021 (expected start) to October 2021 (expected completion)

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

District Infrastructure Services and Communications staff will continue to work closely with the Lakes Community Association, coordinating directly with them regarding the play equipment selection, installation timelines, work activities and communications to neighbourhood residents. Given this, broader engagement with the general public on design aspects will not occur.

Resource allocation for communication and engagement:

\$3,000 in staff time

IMPACT IF NOT APPROVED

Loss of opportunity to support community group initiative.

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 - \$106,800 User Fees
 Developer Contributions Grants \$293,200
 Other:

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2021 Development Driven
 Other: Grant Funding

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
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.





WOODSDALE PARK: CONCEPTUAL MASTERPLAN

December 2018

- | | | | | | | | |
|---|------------------------|---|-------------------|---|---------------------------------|---|-----------------|
| A | VIEWPOINT | F | PICNIC AREA | K | TRAIL HEAD | P | TENNIS PAVILION |
| B | STORMWATER POND | G | LAKEVIEW PAVILION | L | CULTURAL CENTRE | | |
| C | CENTRAL LAWN | H | WILDFLOWER MEADOW | M | PUBLIC PATIO | | |
| D | GRAVEL CARPARK | I | OUTDOOR CLASSROOM | N | ENHANCED WETLAND WITH BOARDWALK | | |
| E | EXISTING TENNIS COURTS | J | RAIL TRAIL | O | POTENTIAL GRAVEL CARPARK | | |



TIMING

Was the project slated for 2021 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?

February 2021 (estimated start) – March 2023 (estimated completion)

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

The consultant's scope will include organizing, facilitating and preparing presentation materials for meetings with project stakeholders.

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

This project follows through on an adopted concept plan that was developed through substantial community input. Given this, broader engagement with the general public on pre-design and detailed design aspects will not occur. Residents will be kept informed about plans and potential impacts they may experience as the project proceeds.

Significant engagement with Okanagan Indian Band (OKIB) and other project stakeholders will be very important going forward. It is anticipated that a project steering committee may be formed and made up of representatives of key organizations who are partners in the project, who have particular expertise to lend to the project, intended operators of the output of the project, and/or intended users of the output of the project.

A sizeable portion of the budget will go towards consultant fees for the engagement aspects of the project. The demand on staff time will also be extensive. A Terms of Reference will be brought back to Council prior to requesting consultants' proposals in order to confirm expectations and details on the scope of this work.

IMPACT IF NOT APPROVED

Funding through the Investing in Canada Infrastructure Program is contingent on District budget approval.

Transportation

PROJECT

Project Name: Long Road - Design
 Short Description: Complete the road design and land acquisition to connect Long road to Camp Road
 Department: Engineering and Environmental Services

COSTS

Total Cost \$ 150,000

- Funding: *Finance to fill out* Borrowing
 Reserves *Road 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

As development occurs in this area Long Road has been modelled to function as a Minor Collector road in the future. The preliminary survey and concept design work has been completed to be able to start the land negotiations required to realize this mobility corridor. This budget request is to allow the detailed road design and the land acquisition required to be completed in 2021 in preparation for construction at a future date.



The establishment of this connection is part of the updated future road network plan and forms an important mobility corridor for this neighborhood. The primary reason for bringing this forward now is to enable the land negotiations to be completed while agreement has been established with the present property owners. Completing the detailed design is a prerequisite to ratifying the land purchases and registration.

TIMING

Was the project slated for 2021 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?

This project would be started and completed in 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communication Strategy:

It is assumed that the District Communications Team will communicate that this work is being undertaken through the existing District channels such as social media, the District website and Let's Talk platforms. The strategy employed will be to inform and it is envisioned that there will be no community input or feedback sought or "open house" events as this is a road design to our existing standards. In addition to the Communication Teams The following methods will be used to provide project information to the Public:

- District LED Message boards and project site notification signs.
- No neighbourhood meeting is envisaged due unknown COVID protocols.
- Stakeholders meetings (businesses, public, service providers such as emergency services, transit and waste collection)

Cost Estimate: The communication strategy is estimated to cost \$5,000.

Staff Time: It is estimated that 16 hours of staff time will be dedicated to communications related to this project.

IMPACT IF NOT APPROVED

The establishment of this important mobility connection cannot happen without a detailed design and the land acquisition. Failure to secure this connection may have a negative impact on mobility in the surrounding area which may trigger further analysis and redesign of the road network plan.

PROJECT

Project Name: OK Centre Road E (Jardines Rd to Williams Rd)
 Short Description: Transportation for Tomorrow project; New Firehall Site Frontage Improvements.
 Department: Engineering and Environmental Services

COSTS

Total Cost \$ 660,000

Funding: *Finance to fill out* Borrowing

Reserves Road Reserve \$356,400 User Fees

Developer Contributions Road DCC \$303,600 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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: 20 Years

	2021	2022	2023	2024	2025
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 Fire Hall set to open in 2022.

This is the first phase of proposed road improvements along OK Centre Road East including a multiuse pathway, curbing, road renewal, utility upgrades between Jardines Road and Williams Road as well as the realignment of the Jardines Road intersection with OK Centre Road East to improve safety and provides frontage and access improvements to new Fire Hall site.



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



Figure 2. Plan showing the proposed Jardines Road intersection improvements

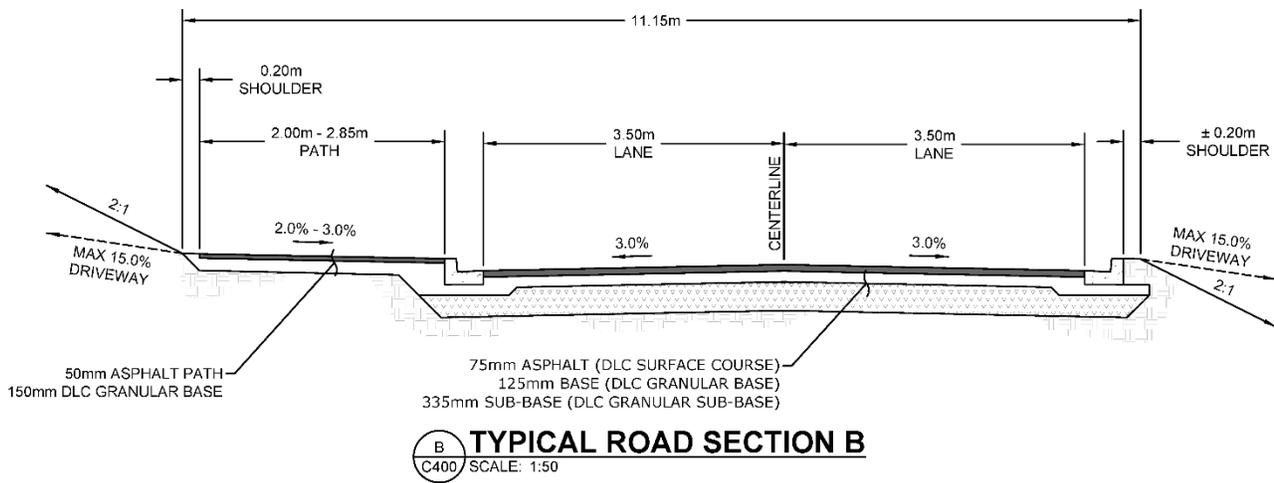


Figure 3. Typical Road Section showing proposed OK Centre Rd E improvements

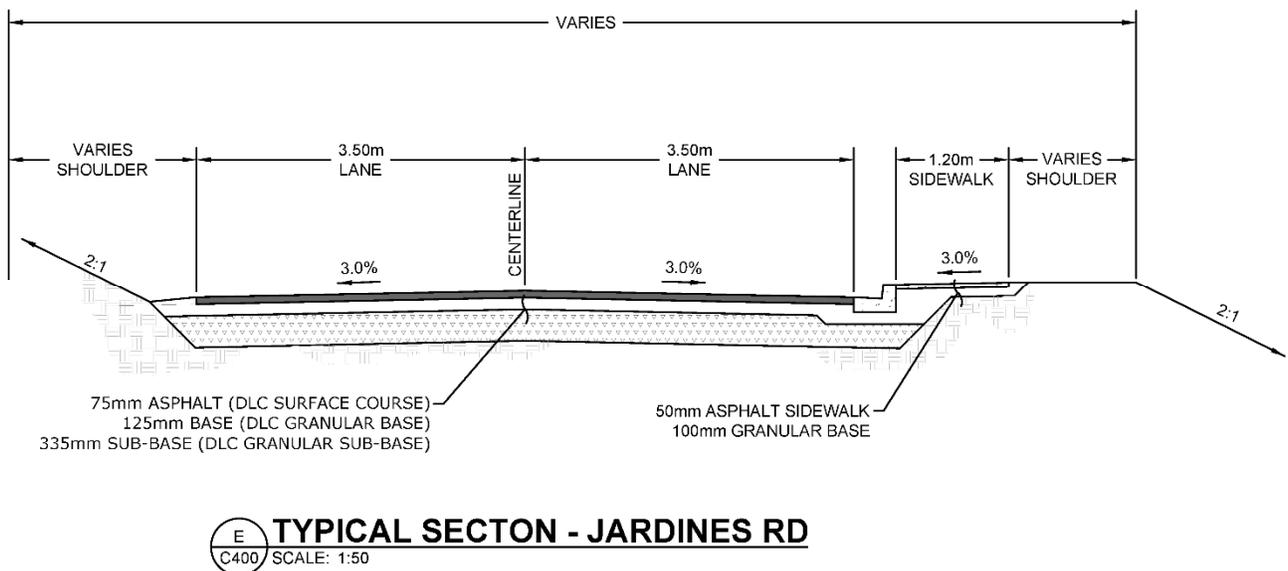


Figure 4. Typical Road Section showing proposed Jardines improvements

TIMING

Was the project slated for 2021 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 2021, exact timing will depend on the outcome of the Request for Proposals (RFP) procurement process.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communication Strategy:

It is assumed that the District Communications Team will communicate that this work is being undertaken through the existing District channels such as social media, the District website and Let's Talk platforms. The strategy employed will be to inform and it is envisioned that there will be no community input or feedback sought or "open house" events as this is a road design to our existing standards. In addition to the Communication Teams The following methods will be used to provide project information to the Public:

- District LED Message boards and project site notification signs.
- No neighborhood meeting is envisaged due unknown COVID protocols.
- Stakeholders meetings (businesses, public, service providers such as emergency services, transit and waste collection)

Cost Estimate: The communication strategy is estimated to cost between \$5,000 - \$10,000.

Staff Time: It is estimated that 16 hours of staff time will be dedicated to communications related to this project.

IMPACT IF NOT APPROVED

The frontage of the new fire hall site will not be improved leaving the site edges unfinished.

The OK Centre Road East and Jardines Road intersection operation will be impacted by poor geometry and site lines. Site development will be impacted due to elevation differences with Jardines Road and fire hall parking lot.



PROJECT

Project Name: Woodsdale Rd - Design
 Short Description: Road renewal and Active Transportation improvements between Hwy 97 intersection and Lodge Rd/Oyama Rd intersection.
 Department: Engineering and Environmental Services

COSTS

Total Cost \$ 140,000
 Funding: *Finance to fill out* Borrowing
 Reserves Road Reserve \$75,600 User Fees
 Developer Contributions Road DCC \$64,400 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

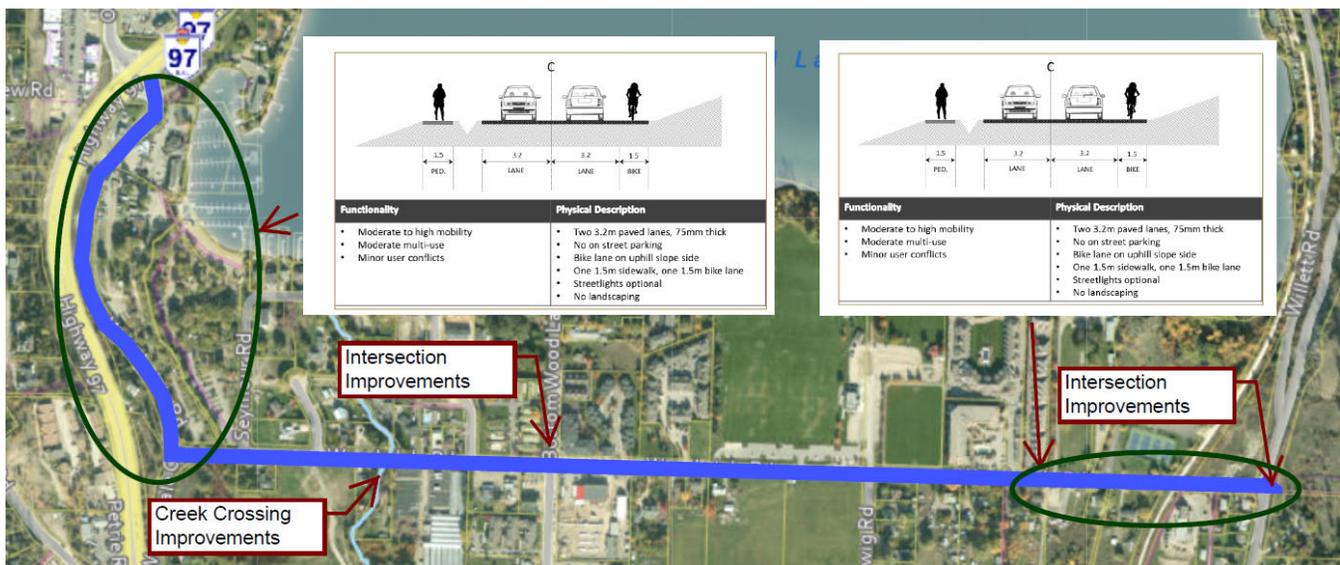
This Transportation for Tomorrow road improvement project is being driven by the increased development, recreation and active transportation users in this area. Staff have repeatedly heard concerns from Council and the Public regarding the increasing vulnerable user conflicts in this area. The volume of pedestrians and cyclists utilizing the Rail Trail and Pelmewash Parkway in recent years is rising rapidly and has led to an increase of users on Woodsdale Road, particularly generated by those completing the “Wood Lake Loop”. The Woodsdale neighborhood also rapidly growing and developing as envisioned in the OCP which recognizes that *Due to the proximity to Wood Lake, Woodsdale is an attractive location for tourist-oriented development.* Pages 5-6.

The OCP then sets the Goals and Polices for the *Woodsdale neighbourhood*:

- *Walkable*
- *Residents are able to access commercial, institutional and recreational opportunities.*
- *Facilitate transit options and active transportation opportunities.*
- *Include sidewalks and bike lanes.*

The following infrastructure elements will be included in the scope of this design project:

- Oyama /Lodge /Woodsdale Intersection
- Bottom Wood Lake/Woodsdale Intersection
- Cultural Centre integration
- Drainage improvements
- Replacing the Winfield Creek crossing



TIMING

Was the project slated for 2021 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? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communication Strategy:

It is assumed that the District Communications Team will communicate that this work is being undertaken through the existing District channels such as social media, the District website and Let's Talk platforms. The strategy employed will be to inform and it is envisioned that there will be no community input or feedback sought or "open house" events as this is a road design to our existing standards.

Cost Estimate: The communication strategy is estimated to cost \$5,000.

Staff Time: It is estimated that 16 hours of staff time will be dedicated to communications related to this project.

IMPACT IF NOT APPROVED

This neighborhood will not have the mobility infrastructure to meet the increasing demands causing functionality, connectivity and safety issues due to the increased vehicular, bicycle and pedestrian traffic generated by the recreational opportunities and residential and commercial development.

PROJECT

Project Name: Clearwater Drainage Improvements – Phase 1
 Short Description: Improve outfalls and bypass storm detention pond
 Department: Engineering and Environmental Services

COSTS

Total Cost \$ 250,000
 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 2021 Development Driven
 Other: Outcome of Clearwater Drainage study, completed 2020

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	250,000		-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 250,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The recently completed Clearwater subdivision drainage study identified shortcomings in the existing stormwater drainage system and priorities for improvement. This project is aiming to resolve the highest priorities identified: outfall improvements and bypass of the existing storm detention pond.



Figure 1 - Lodge Road - South Outfall



Figure 2 - Woodsdale Road Outfall

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Project was identified for works in 2022 in previous financial plan, based on recently completed drainage study, this project is being brought forward based on a higher priority assessment.

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

The project will be delivered between Spring and Fall 2021, exact timing will depend on the outcome of the Request for Proposals (RFP) procurement process.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed?

Yes

No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communication plan will involve a notice to affected residents informing them of project and potential impacts. The project and updates will be on the District's project webpage. Engineering Department staff will co-ordinate this with the District's Communications team. Estimated cost of \$3000 has been included in requested amount.

IMPACT IF NOT APPROVED

The Clearwater subdivision stormwater drainage system will continue to underperform, leaving a risk of damage from stormwater to private and public property and District infrastructure.

PROJECT

Project Name: Davidson Rd & OK Centre Rd E Hydro pole relocations
 Short Description: Relocate Hydro poles in advance of 2022 construction
 Department: Engineering and Environmental Services

COSTS

Total Cost \$ 60,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Road 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 2021 Development Driven
 Other: Advance work for 2022 construction

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	60,000		-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Transportation for Tomorrow road improvement projects scheduled for 2022; Davidson Road (Camp to McGowan) and Ok Centre Road East (Williams to Davidson), require relocation of hydro poles to facilitate construction.



Figure 2 - Negative outcome of hydro delay

TIMING

Was the project slated for 2021 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 2021, exact timing will depend on the BC Hydro scheduling and construction process.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Poles will be left to be moved in same construction season as road improvements. Potential for delays and extra costs due to schedules not matching exists.

PROJECT

Project Name: Bottom Wood Lake Road Improvements (Swalwell – Berry Rd Roundabout) - Approval for Expenditure of Funds

Short Description: Transportation for Tomorrow project including new creek crossing and new middle school frontage improvements.

Department: Engineering

COSTS

Total Cost
\$1,326,210.65

Funding: *Finance to fill out*

Reserves

Developer Contributions \$924,330.65

Other:

Borrowing

User Fees

Grants \$401,880

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: 20 Years

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

BACKGROUND & JUSTIFICATION

During the 2020 budget process the Bottom Wood Lake Road Improvement project received Council approval for \$3,700,000.

Addition revenue has been identified for this project:

- Contributed capital from School District 23 for their portion of off-site improvements in the amount of \$924,330.65,
- Provincial Active Transportation Grant in the amounts of \$401,880.

Council approval is requested for the expenditure of these funds.

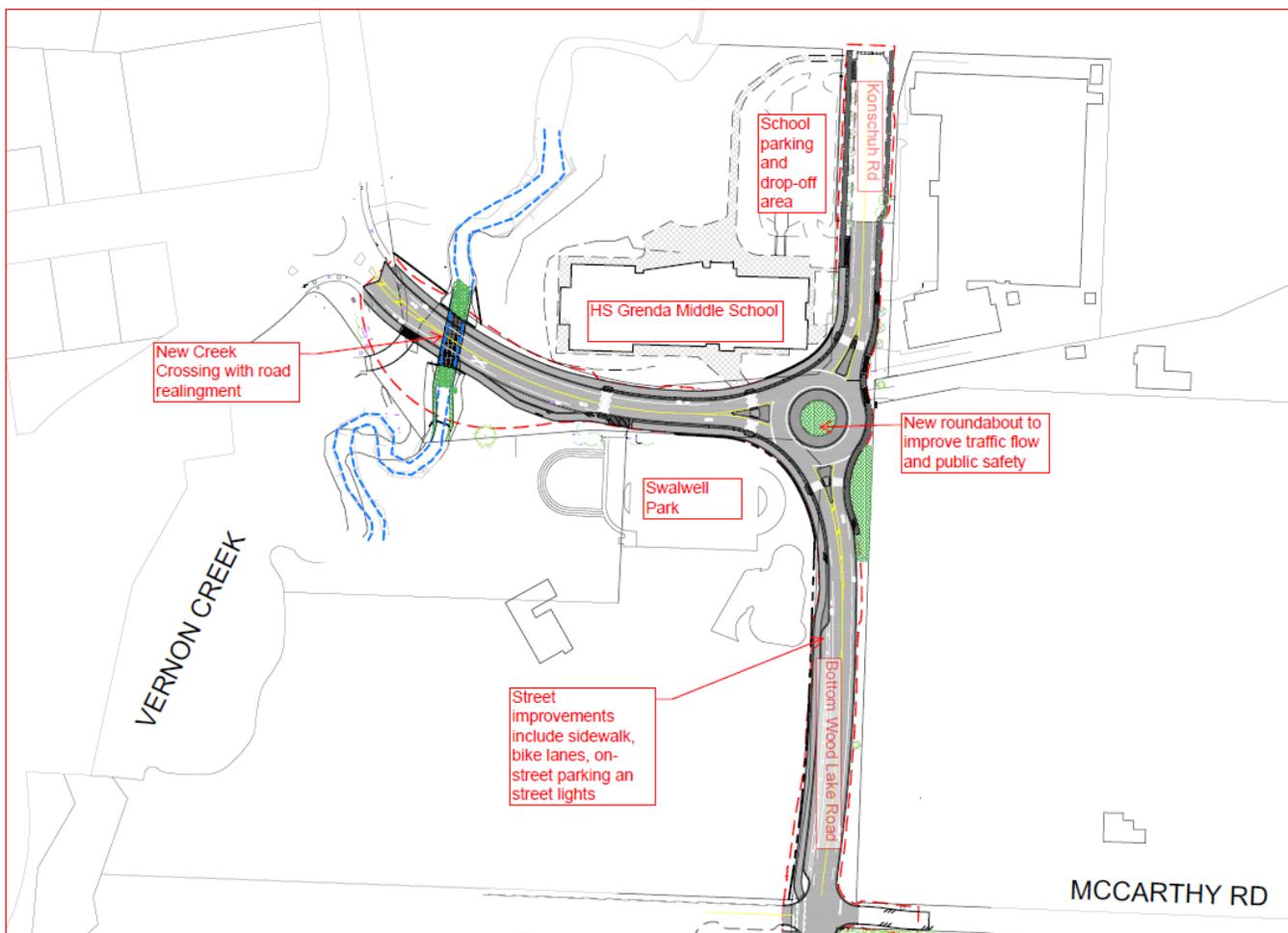


Figure 1. Plan of the project site showing the proposed improvements

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 2020 and Fall 2021, exact timing will depend on the outcome of the DFO approval process for instream works.

IMPACT IF NOT APPROVED

No approval for expenditure of developer and Grant contributed funding.

PROJECT

Project Name: Bottom Wood Lake Road Improvement (Nexus to Beaver Lake Road)
 Short Description: Transportation for Tomorrow project including Active Transportation connections to new Middle School , Main Street and Beaver Lake Road
 Department: Engineering and Environmental Services

COSTS

Total Cost \$ 1,900,000

Funding: *Finance to fill out*

Reserves Road Reserve - \$356,000

Developer Contributions \$150,000 – developer contributions
\$874,000 – Road DCC

Borrowing

User Fees

Grants Gas tax - \$200,000
BC Hydro Beautification - \$150,000
ICBC - \$50,000
BC AT Grant - \$150,000

Other:

REQUIREMENT

Master Plan:

Strategic Priority

Safety Requirement

Related to another planned project for 2021

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

This Transportation for Tomorrow road improvement project is being driven by the recent development of this area including the new HS Grenda Middle School and the Multigenerational Activity Centre Building.

This is the second phase of the proposed improvements along this section of Bottom Wood Lake Road and will provide mobility and connectivity to the surrounding facilities and amenities comprising of infrastructure enhancements such as sidewalks, streetlights, bike lanes, road renewal and utility upgrades as shown on the graphic below. Utility upgrades include the extension of sanitary sewer south from the BC Tree Fruits site to service District of Lake Country properties on the west side of Bottom Wood Lake road. In addition to the active transportation upgrades on Bottom Wood Lake Road, a sidewalk is proposed to extend from Bottom Wood Lake Road west up Beaver Lake Road and connect to Jensen Road to provide pedestrian connectivity to Main Street and Hwy 97.



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

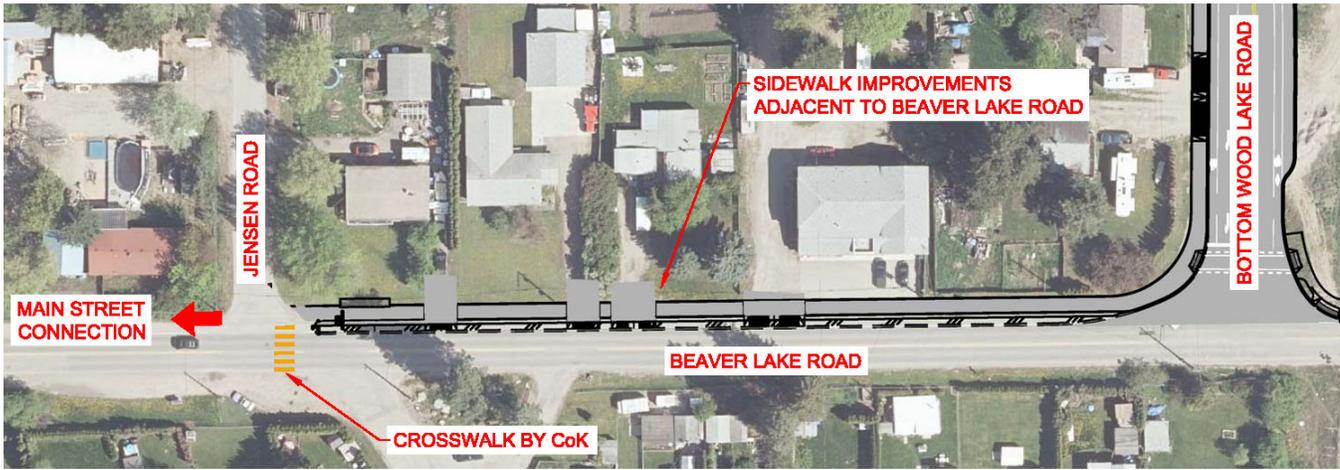


Figure 2. Plan showing proposed pedestrian improvements adjacent to Beaver Lake Road



Figure 3. Plan showing access and crossing improvements to BC Tree Fruits operations

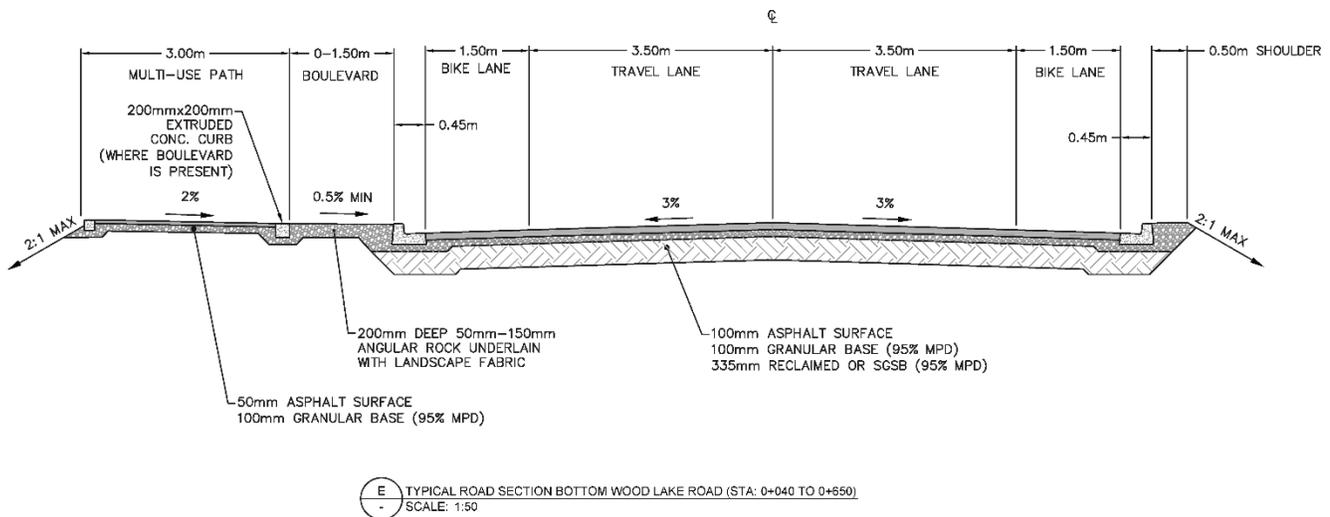


Figure 4. Typical Road Section showing proposed Bottom Wood Lake Road improvements

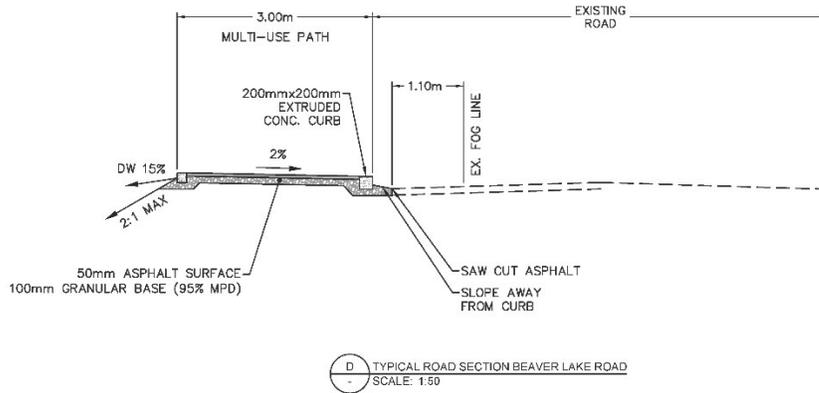


Figure 5. Typical Road Section showing proposed Beaver Lake Road improvements

TIMING

Was the project slated for 2021 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 2021, exact timing will depend on the outcome of the Request for Proposals (RFP) procurement process.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communication Strategy:

It is assumed that the District Communications Team will communicate that this work is being undertaken through the existing District channels such as social media, the District website and Let's Talk platforms. The strategy employed will be to inform and it is envisioned that there will be no community input or feedback sought or "open house" events as this is a road design to our existing standards. In addition to the Communication Teams The following methods will be used to provide project information to the Public:

- District LED Message boards and project site notification signs.
- No neighborhood meeting is envisaged due unknown COVID protocols.
- Stakeholders meetings (businesses, public, service providers such as emergency services, transit and waste collection)

Cost Estimate: The communication strategy is estimated to cost between \$10,000 - \$15,000.

Staff Time: It is estimated that 40 hours of staff time will be dedicated to communications related to this project.

IMPACT IF NOT APPROVED

The current infrastructure network will not support the neighborhoods mobility requirements causing functionality, connectivity and safety issues due to the increased vehicular and pedestrian traffic generated by the new school, development and the Multigenerational Activity Centre Building. The same issues will also impact the user experience for those visiting Swalwell Park.

PROJECT

Project Name: Road Renewal Program Update
 Short Description: Assessment of the current road renewal and improvement program
 Department: Engineering & Environmental Services

COSTS

Total Cost \$ 30,000
 Funding: *Finance to fill out* Borrowing
 Reserves Road 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The District is currently developing the Mobility for Tomorrow Plan that will provide related policy for the District of Lake Country to prioritize infrastructure projects to best allocate funds to enhancing mobility and public realm in Lake Country while meeting the District's vision, aims, and guiding principles for mobility. The Mobility for Tomorrow Plan builds upon past District initiatives such as the Transportation for Tomorrow Plan which allowed the District to quantify unfunded liability for roadway assets and incorporate active transportation facilities into roadway designs. The Transportation for Tomorrow Plan established the sustainable financial strategy required to provide the established levels of service for roadways and branded a vision: "Getting around Lake Country in safe and enjoyable ways" which remains relevant to the Mobility for Tomorrow Plan.

As previously identified, 2017 saw a significant jump in market prices leaving a \$500k a year funding deficit in the District's road renewal and improvement program that was adopted as part of the Transportation for Tomorrow Plan. Although the program remains valid as an implementation strategy, the following program elements require assessing to ensure the program remains sustainable and is on course to meet the original objectives and deliverables:

- Reassess priority segments in consideration of condition and Mobility for Tomorrow Plan.
- Reprioritize multiple account evaluation for condition rating and Mobility for Tomorrow Plan guiding principles.
- Update costs of cross-sections and evaluate lineal metre project costs.
- Evaluate current financial strategy against renewals/improvements.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Some elements of this work were initially proposed to have taken place with the Transportation for Tomorrow update which naturally morphed into the Mobility for Tomorrow Plan, this focused on the high level mobility policy for the District leaving these operational elements still to be assessed.

The expected start date is Spring 2021 and is expected to be complete by the end of Summer 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?
 Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

It is assumed that the District Communications team will communicate that this work is being undertaken through the normal channels. It is envisioned that there will be no community input or feedback sought or “open house” events as this is an evaluation of the current plan and the results will be communicated to Council and the Public once complete.

IMPACT IF NOT APPROVED

The original renewal and improvement program must align with the evolving mobility goals, keep pace with changing market conditions and the deterioration rate of the existing roads while being financially sustainable. Without conducting this assessment and evaluating the current program deliverables within the context of the current environment, we cannot be sure whether the District’s renewal and improvement program will be realized or supported by a robust long-term roadway investment plan.

PROJECT

Project Name: Highways and Traffic Regulation Bylaw Update
 Short Description: Revise and update the existing Highways and Traffic Regulation Bylaw
 Department: Engineering and Environmental Services

COSTS

Total Cost \$20,000

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 2021 Development Driven
 Other:

ANNUAL COST

Annualized costs – maintenance or operating
 Currently nil. A review and minor revisions can be expected approximately 5 years after adoption of this revised version.

BACKGROUND & JUSTIFICATION

The existing Highways and Traffic Regulation Bylaw is largely the same version that was inherited from the Ministry of Transportation and Highways prior to incorporation in 1995, it is therefore well overdue a complete overhaul and update to ensure it is reflective of current regulations, policies and processes.

As presented to Council at a Strategy Session on 29th September 2020, the key elements of this revision are:

- Clarifies and compliments other Regulations, Bylaws and Policies such as:
 - Motor Vehicle Act
 - Subdivision and Development Servicing Bylaw
 - Stormwater Management Bylaw
 - Traffic Calming and Road Safety Policy.
- Remove duplication and out-of-date references and requirements.
- Consolidation of other Bylaw's that regulate different activities with the Highway, such as Access and Encroachment.
- Remove any operational requirements from the Bylaw and transfer into Policy
- Clarify powers of enforcements and update list of offences and associated fines

Although the update of the Highways and Traffic Regulation Bylaw is a Strategic Priority of Council, it was never assigned specific funding and although considerable work has already been completed there are still elements remaining that will incur future costs such as, research, consultation, completion of the draft document and a full legal review.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

The update of the Highways and Traffic Regulation Bylaw is a Strategic Priority of Council, but has not been assigned any specific funding.

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

The project started in 2018 and is expected to be complete by summer 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communication Strategy:

It is assumed that the District Communications Team will communicate that this work is being undertaken through the existing District channels such as social media, the District website and Let’s Talk platforms. The strategy employed will be to inform and it is envisioned that there will be no community input or feedback sought.

Cost Estimate: The communication strategy is estimated to cost \$500.

Staff Time: It is estimated that 3 hours of staff time will be dedicated to communications related to this project.

IMPACT IF NOT APPROVED

Having its roots in 25-year-old policy, the current Bylaw is very much out of date. This update also presents the opportunity to consolidate several other Bylaw’s that regulate activities in the Highway right-of-way into one concise Bylaw. Without this important update the District will be relying on old policy that is not reflective of current legislation and practices and is not representative of the current conditions or environment within which we operate. The District will also lack the required authority to deal with existing problematic situations within the Highway.

PROJECT

Project Name: Subdivision and Development Servicing Bylaw Storm Drainage Schedule Update

Short Description: Revisions of Schedule M: Design and Construction of Storm Drainage Systems

Department: Engineering and Environmental Services

COSTS

Total Cost **\$25,000**

Funding: *Finance to fill out* Borrowing

Reserves Road Reserve - \$250 User Fees

Developer Contributions Drainage DCC -\$24,750 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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Currently none. A review and minor revisions can be anticipated within 3 to 5 years of adoption of the revised bylaw schedule.

BACKGROUND & JUSTIFICATION

The current bylaw schedule was revised in 2016 with additional minor revisions in 2020. This update is intended to keep the bylaw schedule current with changing standards, best management practices and the impacts of climate change.

Much work has been done through district and region-wide initiatives to locate and identify stormwater systems and infrastructure, identify and map floodplains and drainage corridors. Revisions to the bylaw will form part of the District's toolkit for managing these areas and systems. Revisions to this bylaw schedule will be complementary to the District's Stormwater Management Bylaw.

The project scope includes a complete review and update of the District's SDS Bylaw Schedule M – Design and Construction of Storm Drainage Systems. The schedule sets the standards and specifications applied to the design and construction of storm water management systems for subdivision and development within the District.

In addition to revising the specifications for storm water management and related infrastructure, the objective is to review and confirm the District's vision and governing policies for stormwater management for subdivision and development in the District. Since the last significant update in 2016, the current bylaw schedule is becoming outdated and does not adequately address elements such as climate change and "green infrastructure".

Since the 2016 rewrite a number of storm events have caused significant damage to District infrastructure resulting in road closures, inconvenience and costly repairs. More robust specifications that consider evolving best practices, improvements in technology and impacts of climate change will provide the District with the tools and specifications to better assure that storm water impacts of new subdivision and development are minimized or eliminated. The improved specifications can reduce or eliminate the need for costly emergency repairs.

Future operating budgets may be addressed through improved infrastructure specifications and life-cycle cost considerations contained within the revisions to the bylaw schedule.

The project budget as proposed includes a 25% contingency to allow for additional work in areas identified during the project that were not originally anticipated. This is only a contingency and will not be spent unless required.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

The project has achieved a degree of urgency due to damage caused by recent storm events.

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

January through April 2021 (14 weeks)

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Communications to the development community including project owners, owner's engineers and advocacy groups such as the Urban Development Institute (UDI) will be done through Technical Information Bulletins prepared by staff and distributed through direct communications and hand-outs made available at Municipal Hall.

Cost Estimate: The estimated cost is approximately \$500

Staff Time: It is anticipated that approximately 3 hours of staff time will be required.

IMPACT IF NOT APPROVED

The District will continue to apply the current specification and standards of the bylaw which may result in additional damage to District infrastructure. The current bylaw schedule will continue to fall behind evolving standards and best practices.

Vehicles & Equipment

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 3332 – 2011 Ford Ranger
 Department: Parks Dept.

COSTS

Total Cost \$ 40,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Vehicles & Equipment* 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	40,000		-	-	-
Renewal	-	-	-	-	-
Total	\$ 40,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Unit 3332 has met it's expected service life and is due for replacement.

TIMING

Was the project slated for 2021 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 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

N/A

IMPACT IF NOT APPROVED

Not replacing Unit 3332 would result in increased maintenance and repair costs

PROJECT

Project Name: Fleet & Equipment: Replacement
 Short Description: Unit 7208 – 2006 Ford Ranger
 Department: Infrastructure Services

COSTS

Total Cost \$ 40,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Vehicles & Equipment* 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	40,000		-	-	-
Renewal	-	-	-	-	-
Total	\$ 40,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Unit 7208 has exceeded it's expected service life and is due for replacement;



TIMING

Was the project slated for 2021 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 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

N/A

IMPACT IF NOT APPROVED

Not replacing Unit 3332 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 \$ 20,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Vehicles & Equipment* 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	20,000		-	-	-
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The 2020 capital budget requests included the replacement of Unit 6066, the District’s water tanker truck. Unit 6066 is a 1978 International Tanker and has more than exceeded its service life.

District staff have attempted to find an adequate replacement for this unit, however have had difficulty finding such a unit within the previously approved budget of \$60,000; this supplemental request will equip District Staff with the resources to replace Unit 6066 with an acceptable unit.



Figure 3 - Unit 6066



Figure 2 - Prospective Replacement

TIMING

Was the project slated for 2021 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 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

The current funds will not provide a suitable replacement for Unit 6066; the continued use of this unit requires financial investment in order to remain a safe fleet unit to operate.

PROJECT

Project Name: Fleet & Equipment: New
 Short Description: 2021 Trailer-Mounted Standby Generator
 Department: Infrastructure Services

COSTS

Total Cost \$ 70,000

Funding: *Finance to fill out* Borrowing

Reserves *Vehicles & Equipment* 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 2021 Development Driven

Other: Emergency power for critical infrastructure

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	70,000			-	-
Renewal	-	-	-	-	-
Total	\$ 70,000	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The trailer-mounted generator is required primarily as back-up power for some of the District’s critical infrastructure. This unit will have the capability of running each of our sewer lift stations or water pump houses should there be a power outage. Additionally, this unit will have ability to be utilized by District operators during capital and operational construction projects.



TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

This unit has recently been identified as a key requirement to ensure District infrastructure power resiliency

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

Spring 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Should a power failure take place and the infrastructure backup power fails or is not present, this unit will ensure the uninterrupted level of service for our community.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

N/A

IMPACT IF NOT APPROVED

Should this unit not be approved, the impact would be the higher costs associated with using rental units and/or contractor equipment.

PROJECT

Project Name: Survey Equipment Purchase
 Short Description: The purchase of land survey equipment to enhance in-house capability
 Department: Engineering and Environmental Services

COSTS

Total Cost \$40,000
 Funding: *Finance to fill out* Borrowing
 Reserves Vehicles & Equipment 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 2021 Development Driven
 Other:

ANNUAL COST

Annualized costs – maintenance or operating
 Software license and support is \$3,000 per annum.

BACKGROUND & JUSTIFICATION

There are historic instances of driveways being constructed contrary to the issued Access Permit. Traditionally this has not been identified until final Access Permit inspection which occurs when the building has been constructed. At this stage it is very difficult to rectify the situation and often the only viable option is to impose special conditions or register a restrictive covenant on title to formally record that the access has been constructed contrary to the Bylaw and limits the District’s liability.

The current process is reactive, burdensome and causes unnecessary stress to all involved whilst creating a less than optimal situation within the District's right-of-way. Therefore, a more proactive process has been devised that will require the property owner to apply for an Access Permit inspection once the foundations of the building are ready to be set. A District Engineering Technician will then visit site to check the elevations with the survey equipment being requested. Once approved the Building Inspector will authorize the placement of the building foundation. This process will catch unauthorized placement of driveways at the earliest opportunity and will prevent any permanent building elements to be erected until the access elevations conform to the design approved in the Access Permit.



Not only will the survey equipment be used for Access Permit compliance, but it will be used in many other areas currently performed by a private surveyor such as property boundary confirmation, asset inventory production, as-built drawings, GIS data capture, building elevation and location, various other mapping work.

The Access Permit fee's will be increased to reflect the extra work involved with introducing this additional elevation check, however it is expected that the fee increase will largely be offset by the reduction of legal fee's associated with imposing special conditions or registering a restrictive covenant on title.

Based on current annual expenditure for staff time, surveying and legal services, it is envisaged that the equipment breakeven point for the purchase will be approximately 12 months.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

This requirement is borne out of a revised process that wasn't complete last year.

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

The purchase will be complete in Jan 2021

IMPACT IF NOT APPROVED

The current issues with non-compliant driveways will persist and the District will continue to employ a third-party surveyor to complete routine survey tasks and engage lawyers to administer the legal processes. This will result in the same total expenditure for the first year and more expenditure thereafter. The level of control is also less without the in-house survey capability.

Protective Services

PROJECT

Project Name: FDM – Inspection module
 Short Description: Final phase of FDM Inspection module
 Department: Protective Services - Fire

COSTS

Total Cost \$ 31,000

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 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services		-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

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. This will be the fifth year of a ten year program.

TIMING

Was the project slated for 2021 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?

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

This is the final phase of computer software upgrade which if not approved would require the continuance of our old computer system which is no longer supported.

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 2021 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: **15** Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	612	624	637	649	662
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ 612	\$ 624	\$ 637	\$ 649	\$ 662

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. This will be the fifth year of a ten year program.

TIMING

Was the project slated for 2021 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? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Current older generation SCBA packs will have to be taken out of service reducing our ability to be in smoke charged atmospheres.

PROJECT

Project Name: Fire Vehicle Mini – 81 Replacement
 Short Description: Replacement of CAFS mini pumper (year 2000)
 Department: Protective Services - Fire

COSTS

Total Cost \$250,000
 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 2021 Development Driven
 Other:

ANNUAL COSTS

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

PROJECT

Project Name: Computers – Fire Apparatus

Short Description: This is a multi – year project to replace our fire apparatus computers as they become obsolete as recommended by our IT department.

Department: Protective Services - Fire

COSTS

Total Cost \$ 10,000

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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services		-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Fire Department relies on computers for response to calls information supplied by dispatch including directions to the address, hazardous materials information, fire hydrant location and vehicle extraction information based on model and year of vehicle. This is a multi-year program to place/replace computers in all apparatus and ensure they are up to date.

Was the project slated for 2021 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? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community? Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan? Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Firefighters rely on these computers for access to street mapping, preplans of commercial and multifamily building as well as location of fire hydrants. As computers get older, they become less reliable and are being replaced on the recommendation of the IT department.

PROJECT

Project Name: PPV Battery/Electric
 Short Description: Replacing positive pressure fans (gas powered) that remove smoke and carbon monoxide from structures utilizing new technology (Battery powered)
 Department: Protective Services - Fire

COSTS

Total Cost \$ 6,000

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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services		-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

PPV's are now being widely utilized due to new battery technology they prevent pushing carbon monoxide into structure.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

New technology

When is the expected start date and completion date of the project? 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Continue to use old technology that blows carbon monoxide into structures.

PROJECT

Project Name: AED Defibrillator
 Short Description: Replacement of obsolete models
 Department: Protective Services - Fire

COSTS

Total Cost \$ **6,000**

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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services		-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The AED is a critical piece of medical equipment that we utilize of a regular basis as they get beyond their life expectancy their reliability is compromised. This request will replace units on four of our front line engines.

TIMING

Was the project slated for 2021 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 four replacement AED's would be placed in service fall of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Current older generation become unreliable and form a critical piece of medical equipment.

Waste Water Services

PROJECT

Project Name: SCADA Upgrades

Short Description: Replacement of obsolete SCADA equipment

Department: Infrastructure Service - Wastewater

COSTS

Total Cost \$ 100,000

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 2021 Development Driven

Other:

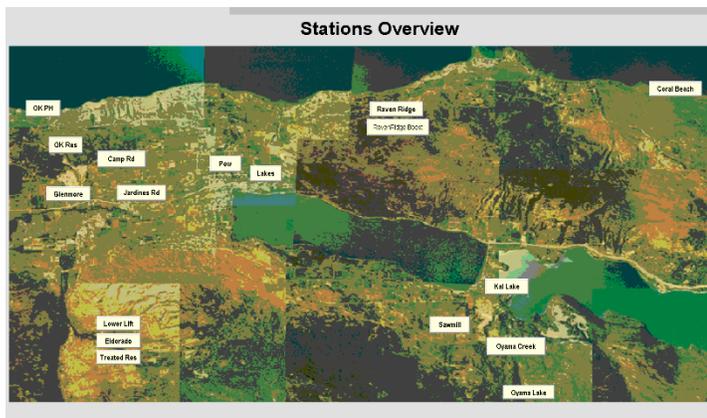
ANNUAL COSTS

Annualized costs will be required – maintenance or operating O/M cost are already accounted for in the existing operations budget.

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	6,666	6,666	6,666	6,666	6,666
Total	\$ 6,666	\$ 6,666	\$ 6,666	\$ 6,666	\$ 6,666

BACKGROUND & JUSTIFICATION



The computer systems that monitor and automate much of the Districts water and wastewater infrastructure is known as the Supervisory Control and Data Acquisition (SCADA) system. Much of the SCADA controls were installed in the late 1990's to mid-2000s and are now obsolete.

It is critical that the SCADA controls continue to operate reliably. This SCADA system is essential to day to day operations of both the water and wastewater systems.

TIMING

Was the project slated for 2021 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 started in 2019 and is expected to be complete by end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Complete failure of the SCADA system is unlikely. What is more likely to occur are failures at some of the older stations, which would result in the need to manually operate those stations. This would result in high overtime labour costs until replacement equipment can be sourced.

PROJECT

Project Name: Liquid Waste Management Plan (LWMP)
 Short Description: Provincial process required for the treatment and discharge of wastewater & Environmental assessment study for a treated effluent outfall to Okanagan Lake
 Department: Infrastructure Services - Wastewater

COSTS

Total Cost \$275,000
 Funding: *Finance to fill out* Borrowing
 Reserves Sewer capital reserve \$2,750 User Fees
 Developer Contributions Sewer WWTP DCC \$272,250 Grants
 Other:

REQUIREMENT

Master Plan: Draft Wastewater Master Plan Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2021 Development Driven
 Other: Legislative Requirement

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The Liquid Waste Management Plan (LWMP) is a process required by the province when a municipal wastewater treatment facility is not in full compliance with the BC Municipal Wastewater Regulation and requires time to comply.

From 2008-2015, District staff undertook a very involved process of analyzing the requirements of the District’s Wastewater Treatment Plant, and much of the process was completed during that time frame. Recently, as the draft Wastewater Master Plan was created, it became evident that the Districts ground disposal system would be over capacity by the mid-2020s and an alternate solution transferring treated effluent to Okanagan Lake was required.

The District currently relies on ground effluent disposal at the Wastewater Treatment plant (WWTP). Wastewater flow projections indicate that the ground disposal system will reach capacity in the mid- 2020’s. Currently the only viable option for the District to dispose of additional effluent= is a discharge to Okanagan Lake.

The Ministry of Environments approval process includes completing a detailed environmental assessment examining the impacts of a selected outfall location. Part of 2020 budget deliberations was \$50,000 dollars to initiate this project.

The Ministry of Environment requires the Liquid Waste Management process to be completed by the District; incorporating the effluent disposal to Okanagan Lake. This is a very involved process that requires a high level of public engagement at a community level and with various local stakeholders.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Did not anticipate it would be required.

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

This is expected to be a multi-year process concluding in 2022 or 2023.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

The consultant's scope will include preparation of material for public engagement and analysis of results.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

The LWMP will be a very involved communications process using both District staff and consultants. There are numerous stakeholders, and the potential for the need of multiple committees.

Resource allocation for communication and engagement:

Staff time and material – \$35,000

Consultant - \$50,000

IMPACT IF NOT APPROVED

Failure to complete the LWMP process will result in the District not being permitted to construct an effluent outfall to Okanagan Lake. Potential moratorium on any new connections to the sewer system once capacity has been reached.

PROJECT

Project Name: Wastewater Treatment Plant Phase IV Upgrade
 Short Description: Improvements to the Districts Wastewater Treatment Plant
 Department: Infrastructure Services – Wastewater

COSTS

Total Cost \$ 6,600,000

Funding: *Finance to fill out* Borrowing

Reserves User Fees

Developer Contributions Grants Grant Dependent – DLC’s portion allocated in 2019 Financial Plan

Other:

REQUIREMENT

Master Plan: Draft Wastewater Master Plan Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	20,000	20,400	20,808	21,224	21,649
Materials & Supplies	20,000	20,400	20,808	21,224	21,649
Renewal	166,000	166,000	166,000	166,000	166,000
Total	\$ 206,000	\$ 206,800	\$ 207,616	\$ 208,448	\$ 209,297

BACKGROUND & JUSTIFICATION

The



wastewater treatment plant phase 4 upgrades include improvements that increase the District’s capacity to treat wastewater and will reduce risk by providing greater redundancy. The upgrades identified within this project are also required as the District positions itself to release treated effluent to a surface water environment.

Project upgrades include:

- Adding a 2nd secondary clarifier to the treatment process; This will provide redundancy should the current secondary clarifier experience a failure.
- Installation of a 3rd Biological Nutrient Reactor; This will provide redundancy and increase the wastewater treatment plant capacity.
- Replacement of the wastewater treatment plant influent headworks screens; The existing screens are nearing the end of useful life and their renewal helps to ensure that no solids enter the plant, which could cause damage or failure to downstream components.
- Twinning of the Lodge Rd forcemain; This sewer main conveys all wastewater to the treatment plant. Twinning and upsizing the forcemain increases the capacity of our wastewater system and provides redundancy should a failure occur.
- Installation of a tertiary filter system; This filter helps to remove suspended solids that carry over from the secondary clarifier. These solids create a risk of failure when entering the ground disposal system.
- Expansion of the ground disposal system; The expansion of the subsurface ground disposal system is to increase its capacity to 2,400 cubic metres per day.

In early 2020 staff applied for senior government support to assist with funding the phase IV upgrades via the Investing in Canada Infrastructure grant program. Knowledge of the success of the grant application is not expected until early 2021.

TIMING

Was the project slated for 2021 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 is expected to be substantially complete by 2022.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Staff will follow normal notification procedures to advise the public of this construction project including key milestones. Staff also keeps the DLC projects webpage updated with information about the project.

IMPACT IF NOT APPROVED

As the community continues to grow and the sewage sent to the treatment plant continues to increase, improvements to the plant's redundancy and capacity are required. Not completing these improvements puts the plant and Lodge Road lift station at risk of failure due to a lack of redundancy and capacity.

PROJECT

Project Name: Carr’s Landing - Nuyens Lift Station Replacement – Construction
 Short Description: Replacement upgrade of the existing sewage lift station and forcemains
 Department: Infrastructure Services - Wastewater

COSTS

Total Cost \$ 700,000

Funding: *Finance to fill out* Borrowing From capital works reserve – borrowed with 10 year repayment schedule.

Reserves 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 2021 Development Driven

Other:

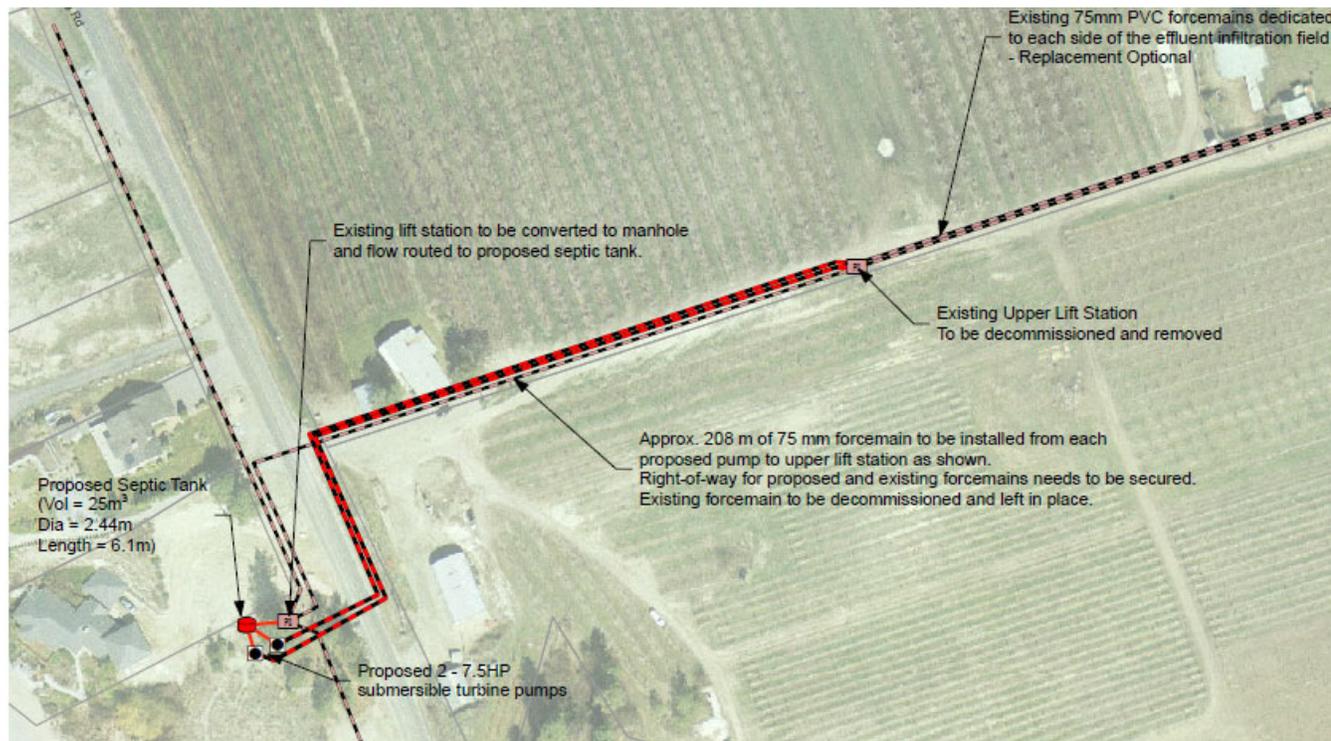
ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 This is an existing system and the O/M budget is already accounted for withing the existing operations budget.

Renewal of the asset will be required – Expected Life: 30 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	23,333	23,333	23,333	23,333	23,333
Total	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333	\$ 23,333

BACKGROUND & JUSTIFICATION



The Nuyens lift station serves the homes surrounding Nuyens Park as part of an on-site sewage disposal system. The existing lift station is in very poor condition, at the end of its useful life, and in need of complete replacement. Design has been complete and the project is ready for construction.

TIMING

Was the project slated for 2021 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?

Design of the project started in 2019 and construction will be complete by end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

Yes.

The consultant’s scope will include preparation of material for public engagement and analysis of results.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Standard procedure prior to beginning construction of a project is to conduct a local neighborhood meeting. At this meeting it will be explained what can be expected during construction. Staff also completes ‘mail-outs’ to nearby homes that may be impacted.

Staff keeps the DLC projects webpage updated with information about the project.

IMPACT IF NOT APPROVED

Due to the age of the lift station there is risk of failure if not approved. With the lift station’s proximity to Okanagan Lake, there are environmental concerns if a failure was to occur. Furthermore, high operational cost would be expected in keeping the system operational while trying to repair any issues.



PROJECT

Project Name: Lodge Road Lift Station Generator Replacement
 Short Description: Replacement of the backup power generator at the Lodge Road Sewer Lift Station
 Department: Infrastructure Services - Wastewater

COSTS

Total Cost \$ 100,000
 Funding: *Finance to fill out* Borrowing
 Reserves 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 O/M cost are already accounted for in 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	4,000	4,000	4,000	4,000	4,000
Total	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000

BACKGROUND & JUSTIFICATION



The Lodge Road Lift Station currently pumps all sewage to the District's Wastewater Treatment Plant. In the event of a power failure, it is critical to have reliable backup power at this location.

The existing backup power generator is showing signs of its age and needs to be upsized to facilitate additional capacity. A new generator would ensure adequate, reliable backup power at the District's primary lift station.

TIMING

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

Yes No

If no, please explain:

Recent assessment has determined the generator requires replacement.

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

Completion 2021

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

The public will generally need to be informed that the project is occurring and when construction starts. This will occur through various methods as recommended by the communications department.

Staff also keeps the DLC projects webpage updated with information about the project.

IMPACT IF NOT APPROVED

As the generator continues to age, the likelihood of failure increases. At this location, a failure during a power outage would have serious environmental and health impacts.

PROJECT

Project Name: WWTP Centrifuge Refurbishment
 Short Description: Refurbishing the Centrifuge that dewater sewage solids
 Department: Infrastructure Services – Wastewater

COSTS

Total Cost \$ 75,000

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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating O/M cost are already accounted for in the existing operations budget.

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

The District’s wastewater centrifuge dewateres the solids from both the District’s sewage and the Regional District of Central Okanagan (RDCO) septage receiving facility. There are currently two centrifuges at the wastewater treatment plant, one owned by the RDCO and the other owned by the District of Lake Country, and they are both critical pieces of equipment for the treatment process.

The RDCO centrifuge required an extensive rebuild in early 2020. Due to the age and run time of the District’s centrifuge, an extensive rebuild is also required.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Operational need was identified during the rebuild of the RDCO centrifuge.

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

The rebuild will be completed in 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Without proper preventative maintenance and repairs, the District's centrifuge will eventually breakdown. In the long term, a complete failure of this unit would come at a higher cost and would also leave the Wastewater Treatment Plant in a vulnerable position should the RDCO's centrifuge also breakdown.

PROJECT

Project Name: Bottom Wood Lake Road Improvement (Nexus to Beaver Lake Road)
 Short Description: Installation of sewer main as part of roads improvement project
 Department: Infrastructure Services – Wastewater

COSTS

Total Cost \$ 180,000
 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 2021 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating O/M cost are already accounted for in the existing operations budget.
 Renewal of the asset will be required – Expected Life: Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	3,600	3,600	3,600	3,600	3,600
Total	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600

BACKGROUND & JUSTIFICATION



In 2021, the Engineering and Environmental Services department plans to continue improvements to Bottom Wood Lake Road from the Nexus to Beaver Lake Road. There are a handful of industrial properties at the south end of Bottom Wood Lake Road and it would be in the community’s best interest to provide sewer service to these locations. As these properties connect, they would be required to pay late comer fees, and the District would be the beneficiary.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Was not anticipated at the time of last years 5 year capital plan.

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

Completed by the end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

This portion of the project's communications will fall under the communications plan as identified in the capital request from the Engineering and Environmental Services.

IMPACT IF NOT APPROVED

The industrial and commercial properties at the south end of Bottom Wood Lake Road will remain un-serviced.

PROJECT

Project Name: Septage Receiving Facility Contract Renewal and Asset Management Plan
 Short Description: An asset management plan and contract renewal of the RDCO's septage receiving facility that is operated by the District
 Department: Infrastructure Service - Wastewater

COSTS

Total Cost \$ **75,000**

Funding: *Finance to fill out* Borrowing

Reserves User Fees

Developer Contributions Grants

Other: *RDCO contribution*

REQUIREMENT

Master Plan: Capital Renewal or Required Replacement

Strategic Priority Legislative change

Safety Requirement Service Level Enhancement

Related to another planned project for 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



The Regional District Central Okanagan’s (RDCO) septage receiving facility was constructed at the Districts wastewater treatment plant in the early 2000’s. A very “loose” agreement between the RDCO and the District was put into place wherein the District would operate the septage receiving facility, and also process the septage and septage centrate, on behalf of the RDCO for an annual fee.

There is a need to renew the Septage Receiving Facility Servicing Agreement. In order to update the Servicing Agreement, staff is recommending undertaking an Asset Management Plan for the septage receiving

facility. The Asset Management Plan would evaluate full life cycle needs with costs for operating, renewal, and improvements of the septage receiving facility. The Asset Management Plan would culminate in a 20-year servicing strategy upon which to base a renewed 20 year Servicing Contract.

Staff has request that the RDCO fund the cost of the study and service renewal contract as this is a regional service.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

The need for this assessment and revised agreement come to light recently.

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

The project is expected to be completed by end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

Although this project may be of interest to some members of the community, a high level of public engagement is not required.

IMPACT IF NOT APPROVED

The assessment is expected to proceed regardless of District Council approval. Without Council approval it would be led by the RDCO, which may mean less oversight and input from District staff.

Water Services

PROJECT

Project Name: SCADA Upgrades
 Short Description: Replacement of obsolete SCADA equipment
 Department: Infrastructure Services - 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 2021 Development Driven
 Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating
 Renewal of the asset will be required – Expected Life: 15 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	6,666	6,666	6,666	6,666	6,666
Total	\$ 6,666	\$ 6,666	\$ 6,666	\$ 6,666	\$ 6,666

BACKGROUND & JUSTIFICATION



The computer systems that monitor and automate much of the Districts water and wastewater infrastructure is known as the Supervisory Control and Data Acquisition (SCADA) system. Much of the SCADA controls were installed in the late 1990's to mid-2000s and are now obsolete.

It is critical that the SCADA controls continue to operate reliably, as this control system is essential to the day to day operations.

TIMING

Was the project slated for 2021 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 started in 2019 and is expected to be complete by end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

Complete failure of the SCADA system is unlikely. What is more likely to occur are failures at some of the older stations, which would result in the need to manually operate those stations. This would result in high overtime labour costs until replacement equipment can be sourced.

PROJECT

Project Name: Beaver Lake Water Treatment Plant - Feasibility Study
 Short Description: An engineering study for the construction of a water treatment facility on the District's Beaver Lake water source
 Department: Water

COSTS

Total Cost \$ 75,000
 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 2021 Development Driven
 Other: IHA safe drinking water requirement

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



Properties connected to the Beaver Lake water source are on a year-round water quality advisory due to the lack of treatment. The poor water quality from this source is the cause of many local complaints, and construction of a treatment facility is a project that the local health authority is pressuring the District to complete.

Construction of a water treatment facility on the District’s Beaver Lake source is a top priority project listed in the water master plan. When undertaking a project of this size, it is typical to conduct a feasibility study prior to moving into design. The feasibility study will evaluate existing technologies, water chemistry, regulations, site layout, and provide a solid footing of knowledge for the District when moving into design.

Another valuable aspect of a feasibility study is that they are generally required to be submitted with grant applications greater than \$10 million dollars.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Design was projected to start in 2022. It is prudent to complete a feasibility study prior to design.

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

The feasibility study will be completed by the end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

The consultant's scope will include preparation of material for public engagement and analysis of results.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

This feasibility study is a project that District staff would notify the community through the DLC projects webpage but is not the type of project that staff would be engaging with the community for input.

IMPACT IF NOT APPROVED

The District's Beaver Lake water source is not compliant with Interior Health's drinking water requirements and is on a year-round water quality advisory. Further delaying the planning for the treatment facility keeps the properties connected to this source status quo.

PROJECT

Project Name: Okanagan Centre Road West Infrastructure Realignment Plan
 Short Description: An analysis of how to best realign infrastructure around a future development
 Department: Infrastructure Services - Water

COSTS

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

REQUIREMENT

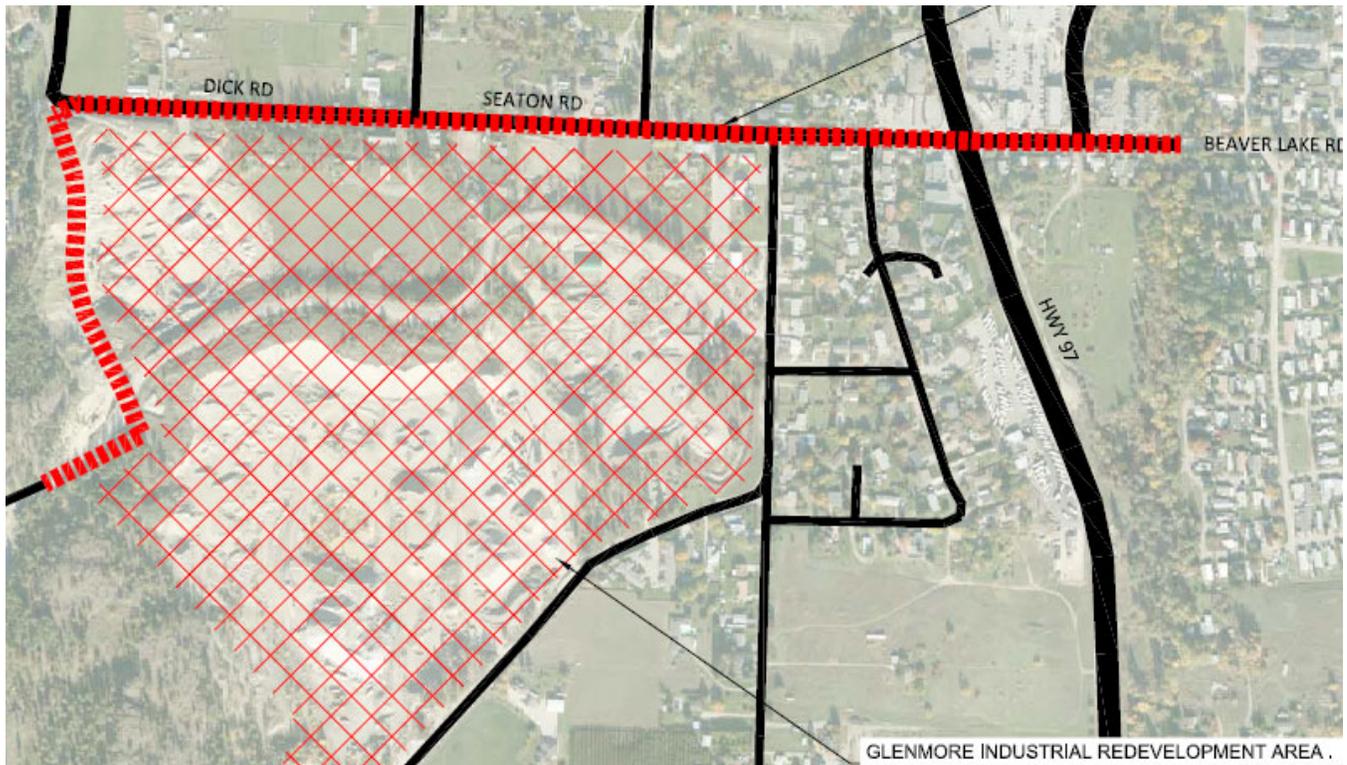
Master Plan: Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



The area in the picture above is considered as an area where a future industrial park will be located. Currently there is major infrastructure along the Okanagan Centre Road West which runs through this proposed development area. The creation of a high-level plan with costing to realign the infrastructure out of this area is an assessment that needs to be undertaken.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

- Yes No

If no, please explain:

Project need was not understood enough to warrant adding to the financial plan.

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

Starting and completing in 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed?

Yes

No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

If not approved, the infrastructure realignment planning would not happen until development is closer to becoming reality. This can cause issues as there are many complexities to servicing this proposed development, which would likely stall the process as the plan is created.

PROJECT

Project Name: Facility Door Security Improvements
 Short Description: Switching various key & lock doors to a FOB system
 Department: Water

COSTS

Total Cost \$ 50,000
 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 2021 Development Driven
 Other: Security Improvements

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION



Many of the District’s water pumping and disinfection facilities use a lock and key door. Switching to a keyless FOB system at other facilities has proven beneficial as it is possible to program the doors to lock and be unlock at specific times, and track which individuals come and go from a facility.

Recently, the DLC municipal hall had a keyless SALTO FOB system installed. Staff would look to continue with the installation of this system at our various water facilities.

TIMING

Was the project slated for 2021 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?

The project will begin in 2021 and be complete by 2022.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

IMPACT IF NOT APPROVED

If not approved staff will continue to use the key and lock system. Key and lock systems will be replaced over time through various capital work and operations projects.

PROJECT

Project Name: Water Master Plan Update - Public Engagement
 Short Description: Funding to conduct public engagement
 Department: Infrastructure Services - Water

COSTS

Total Cost \$ 35,000
 Funding: *Finance to fill out* Borrowing
 Reserves *Water capital reserve \$350* User Fees
 Developer Contributions *Water DCC \$34,650* Grants
 Other:

REQUIREMENT

Master Plan: Water Master Plan Capital Renewal or Required Replacement
 Strategic Priority Legislative change
 Safety Requirement Service Level Enhancement
 Related to another planned project for 2021 Development Driven
 Other:

ANNUAL COSTS

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

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

In 2020, Council approved \$125,00 dollars for District staff to conduct a revision of the existing Water Master Plan. A terms of reference was created to engage a consultant which included a set level of public engagement. While working through the technical aspect of the update, staff determined that to complete the plan with sufficient public engagement, the scope of this activity needs to be expanded.

TIMING

Was the project slated for 2021 during the previous 5 year financial plan?

Yes No

If no, please explain:

Unanticipated increase in public engagement scope has required additional funding.

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

The revised Water Master Plan draft is expected to be presented to Council by the end of 2021.

COMMUNICATION & ENGAGEMENT

Does the community need to be informed? Yes No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes No

Is community engagement and/or input required? Yes No

If one or more questions is “yes”, a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes No

The consultant’s scope will include preparation of material for public engagement and analysis of results. Assistance from the District communications department will be required.

If no, communications can assist with the completion of the plan.

If a communication and engagement plan is required, what formats are being considered and has this been considered in requested cost amount?

This project will require engagement with various stakeholders such as a steering committee, advisory committees, community groups, and local wards. Some of these groups do require more engagement than others, depending on the

issues of interest to that stakeholder group. Through the work to date, a communications plan has been created but will be an involved process for staff and the consultant moving forward.

Resource allocation for communication and engagement:

Staff time and materials - \$15,000

Estimated consultant fees - \$30,000

IMPACT IF NOT APPROVED

There is public engagement included in the consultant's terms of reference, however it is not to a level that is deemed to be sufficient to complete a thorough engagement process.

PROJECT

Project Name: Swalwell Intake Tower Upgrades – Design

Short Description: The Swalwell Lake dam tower and outlet structure is aging and replacement is require. The tower and outlet structure controls the flow for Upper Vernon Creek and the Districts Beaver Lake water source.

Department: Infrastructure Services – Water

COSTS

Total Cost \$ 220,000

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 2021 Development Driven

Other:

ANNUAL COSTS

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: 40 Years

	2021	2022	2023	2024	2025
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -

BACKGROUND & JUSTIFICATION

Beaver Lake Dam



Tower Outlet Structure

Previous tower repairs were done in the 1980’s. A 2017 tower replacement review, and a Dam Breach report completed in 2018, have identified structural concerns and capital improvements need to be considered. A predesign report was completed in 2019, outlining a 5 phase plan to replace the structure. Phase 1 coffer dam predesign was completed in 2020.

The next phase (phase 2) consists of designing a replacement tower and outlet structure.

TIMING

Was the project slated for 2021 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 Swalwell Intake Tower Upgrades project started in 2019 and is expected to be complete within the next five years

COMMUNICATION & ENGAGEMENT

Does the community need to be informed?

Yes

No

Is there be an impact (positive or negative) to anyone or group(s) within the community?

Yes

No

Is community engagement and/or input required?

Yes

No

If one or more questions is "yes", a communication and engagement plan is required.

Will a consultant be completing the communication and engagement plan?

Yes

No

The consultant will require permits from the Province for construction and will be required to provide refers to First Nations prior to acquiring permits to construct. Note : the proposed construction takes place on crown land in a community watershed located in the Central Okanagan Regional District.

IMPACT IF NOT APPROVED

Intake tower upgrades were identified by the Dam Safety officer. The District would not be in compliance with the Water Sustainability Act and the dam safety Regulation.