



LAKE COUNTRY

Life. The Okanagan Way.

# 2023 FINANCIAL PLAN

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## Chief Financial Officer's Executive Summary

The 2023 – 2027 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, Annual Revenue Policy, and Annual Tax Rate Bylaw must be adopted by May 15<sup>th</sup> of each calendar year.

The 2023 Financial Plan contains the recommendations of staff, cumulative influence of Council requests and resolutions and supports the District of Lake Country Strategic Priorities.

Non-market growth is the term applied to increases in the value of property due to activities such as new construction. In 2023, non-market growth value changes are forecast to bring in new revenues of \$340,163. Growth comes with added burdens on the District in the form of additional infrastructure and increased demand on existing 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 9.95% - 14% (depending on Council's choice in funding the changes to policing costs) to provide the same level of service as was provided in 2022 driven by significant inflation, contractual increases and the shift from covering 70% of RCMP costs to 90% based on Lake Country surpassing 15,000 in population. There are additional requests totaling 5.02% for Council to consider.

### **Building the 2023 – 2027 Financial Plan**

The financial plan presented was compiled using historical information, contractual obligations, previous Council resolutions, and significant input from management. The entire budget is scrutinized line by line to ensure only amounts required for providing Council's desired service levels are included.

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's 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 are part of an integrated document that ties in the master plans, priorities, policies, and operational necessities.

On January 26, 2023, 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 2023 – 2027 Financial Plan. There will be opportunities for public input during that meeting but there will be numerous other opportunities for the public to provide comment in the coming months including a Town Hall on January 31, 2023.

The impacts of inflation and rising costs on materials, supplies, utilities and construction costs continue to be felt by the District in both the operating and capital budgets. The significant increase in policing costs is another example of some of the expanding responsibilities and therefore costs we face as a growing community. This budget aims to minimize the impact to taxpayers while accounting for the necessary increases to continue to provide the high-quality levels of service the community expects.

It is expected that the adoption of the 2023 – 2027 Financial Plan will be complete in March 2023.



Trevor James, CPA, CA  
Chief Financial Officer

## Changes from 2022 to 2023 in General Taxation

	Option A	Option B	
Increase to support RCMP (70% to 90% funding agreement, 1 additional officer additional shared services costs)	\$ 1,411,626	\$ 1,411,626	<b>Note 1</b>
Increase in use of Policing Reserve to partially smooth additional RCMP Costs	\$ -	\$ (703,053)	<b>Note 1</b>
Additional funding required for road maintenance contract	\$ 343,599	\$ 343,599	<b>Note 2</b>
50% of wages & benefits Deputy Fire Chief	\$ 86,190	\$ 86,190	<b>Note 3</b>
loss of Fire Servicing Contract	\$ 225,000	\$ 225,000	<b>Note 4</b>
Additional funding required for inflationary, contractual, and wage rate increases	\$ 696,642	\$ 696,803	<b>Note 5</b>
<b>Total</b>	<b>\$ 2,763,057</b>	<b>\$ 2,060,165</b>	
<b>Proposed funding for increases:</b>			
2% Taxes from Assessment Growth	\$ 340,163	\$ 340,163	
Property Tax Increase (Option A - 14.00%, Option B - 9.95%)	\$ 2,422,894	\$ 1,720,002	
<b>Total</b>	<b>\$ 2,763,057</b>	<b>\$ 2,060,165</b>	

**Note 1:** As a result of Lake Country's population surpassing 15,000 and the the RCMP cost-sharing ratio moving from 70% to 90% there are significant additional costs to the District. Option A involves an 8.25% property tax increase in 2023 to cover this difference in addition to upping the authorized strength from 18 members to 19. Additional tax increases would be required in future years for regular cost escalations and additions to authorized strength. Option B involves using the Policing Reserve to smooth the impact over 4 years while also incorporating the gradual move in authorized strength from 18 to 24 but would involve four consecutive years of 4.2% tax increases.

### Option A:

2023 - 8.25% - move from 70% to 90% and 1 additional FTE (18 to 19)  
 2024 - 2.75% - 2 additional FTE (19 to 21)  
 2025 - 2.50% - 1 additional FTE (21 to 22)  
 2026 - 2.00% - 1 additional FTE (22 to 23)  
 2027 - 2.00% - 1 additional FTE (23 to 24)

### Option B: (move from 70% to 90% spread across four years using Policing Reserve)

2023 - 4.20% 2 additional FTE (18 to 19)  
 2024 - 4.20% 1 additional FTE (19 to 21)  
 2025 - 4.20% 1 additional FTE (21 to 22)  
 2026 - 4.20% 1 additional FTE (22 to 23)  
 2027 - 0.00% 1 additional FTE (23 to 24)

\*Note that percentages under both options do not add up to the same amount as 1% tax increase \$ impact changes over time.

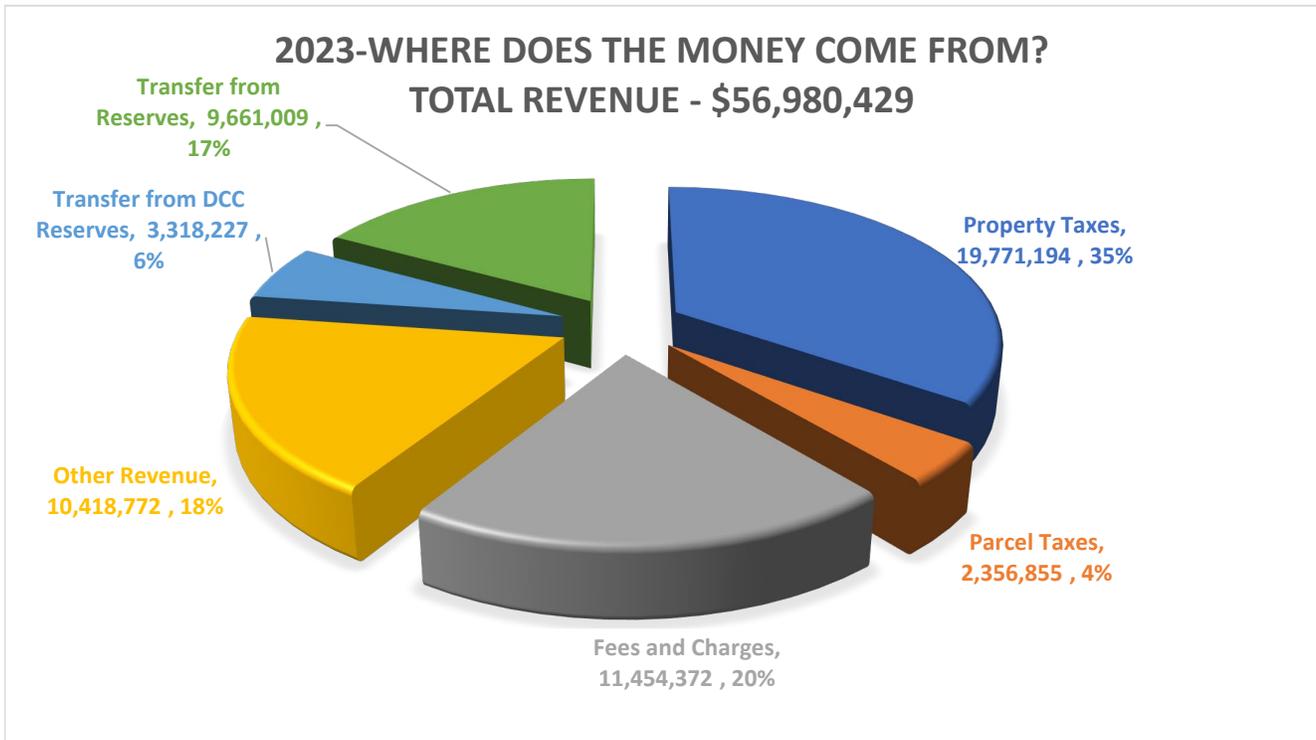
**Note 2:** Currently in negotiations after issuing RFP for Road Maintenance Contract. Amount shown is a placeholder and is subject to change based on final negotiations.

**Note 3:** A new Deputy Fire Chief was hired part way through 2022 and only half of the wages & benefits were funded as part of the 2022 tax increase.

**Note 4:** A fire servicing contract was phased out and reserve funds were used to smooth the impact, this is the remaining tax impact

**Note 5:** Increases as a result of inflationary, contractual and wage rate increases. The latest 12-month average % change for B.C. CPI is 6.7% (source: *Statistics Canada*) and the cost of hydro, natural gas, fuel, materials and supplies have far surpassed this already high CPI number. The District has a Collective Agreement in place with set increases for its unionized staff and makes cost of living adjustments for its exempt staff based on a number of factors to ensure competitiveness in recruitment and staff retention. Please see individual department tabs for additional details on the inflationary, contractual and wage rate increases.

## 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 Changes:

#### Property Taxes

2022 Property Taxes	17,008,137
Proposed General Municipal Tax Increase (9.78%):	2,073,325
Estimated new taxes from growth (Note 1)	340,163
Change in requirement for Fire	349,569
<b>Total 2023 Property Taxes</b>	<b>19,771,194</b>

Note 1: The 2.00% is an estimate of staff based on early indications from BC Assessment on non-market change. BC Assessment has estimated 2.32% however this will likely change after all the appeals are included on the revised roll of March 31, 2023.

**Historical Tax Increases:**

- 2022 - 5.88%
- 2021 - 3.25%
- 2020 - 5.73%
- 2019 - 8.70% (included increase for a new fire hall)
- 2018 - 3.50%
- 2017 - 3.23%
- 2016 - 0.00%
- 2015 - 3.13%
- 2014 - 3.50%
- 2013 - 3.00%

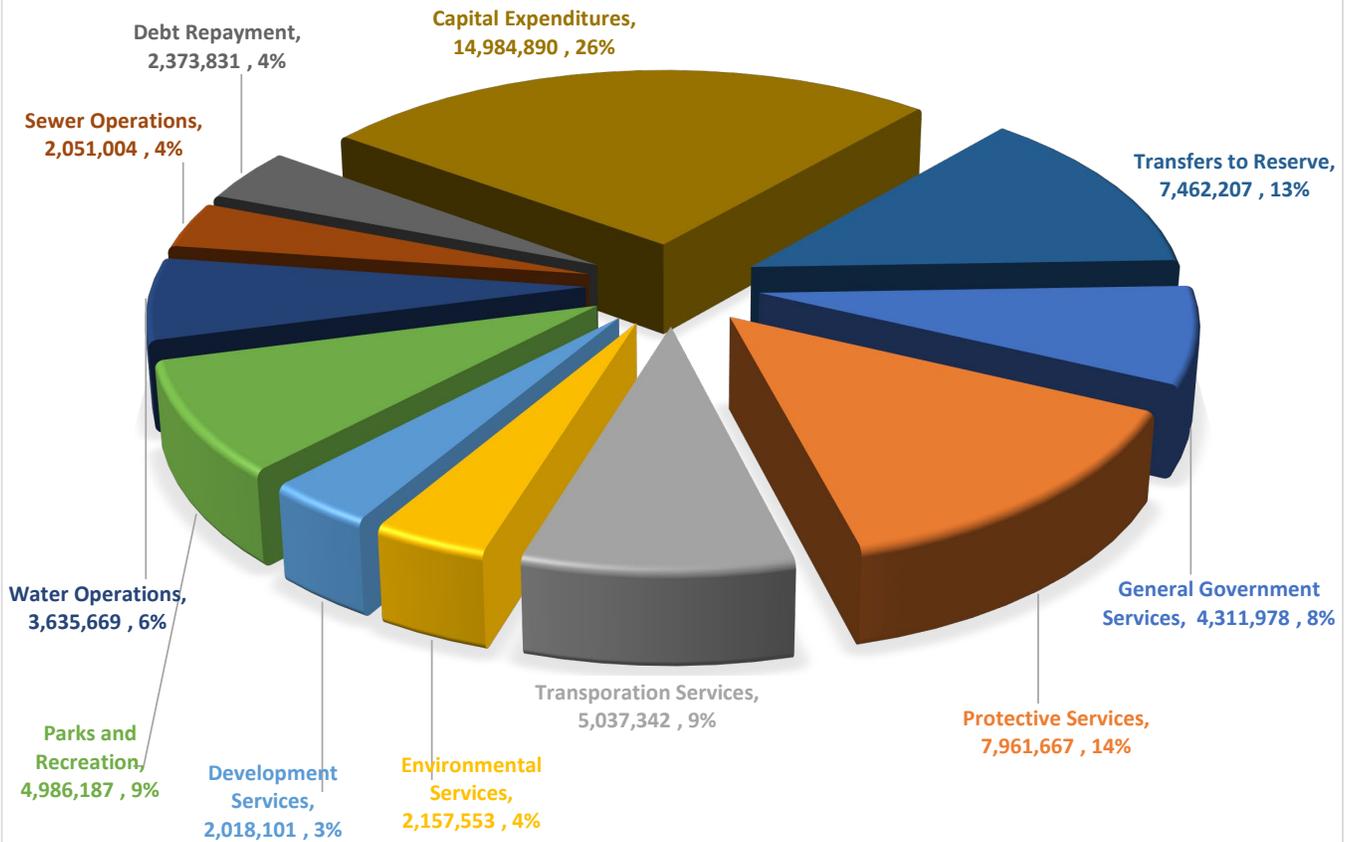
**Parcel Taxes**

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 (Mobility Master Plan)	\$125
Environmental Levy	\$75
Sewer User	\$275 (for those connected to sewer only)

## Expenses, Debt and Transfers

**2023-WHERE DOES THE MONEY GO?**  
**TOTAL EXPENSES - \$56,980,429** 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)		
	2022	2023	Difference
Administration	1	1	0
Corporate Services	3.5	3.5	0
Communications	2	2	0
Customer Service Centre	1.8	1.8	0
IT	3	3	0
Finance	7	7	0
HR & Safety	3	3	0
<b>Total</b>	<b>21.3</b>	<b>21.3</b>	<b>0</b>

<b>General Government</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Revenue	350,100	67,350	68,698	68,698	68,698	68,698
Expenditures	3,749,539	3,998,978	4,108,294	4,222,947	4,355,916	4,462,297
Net Operating Expenditures	3,399,439	<b>3,931,628</b>	4,039,596	4,154,249	4,287,218	4,393,599

\$ Change 2022 - 2023	532,189
% Change 2022 - 2023	16%

### Significant Changes:

2022 Transfer from reserve related to the COVID-19 Grant to fund numerous initiatives	273,000
Salaries, wages & benefits	218,279
Increase in computer supplies/licences/subscriptions (Note 1)	20,970
Other miscellaneous	19,940
	<b>532,189</b>

Note 1: New software is in place from several previous capital projects which operate under the Software as a Service model meaning annual subscription fees are required to continue to operate this software.

## Protective Services

Protective Services includes the RCMP, Fire and Bylaw Services functions.

	Full Time Equivalents (FTE)		
	2022	2023	Difference
RCMP*	3	3	0
Fire	7.5	8	0.5
Bylaw Services	1	1	0
<b>Total</b>	<b>11.5</b>	<b>12</b>	<b>0.5</b>

\*Note this does not include the 19 budgeted RCMP officers (18 in 2022)

New Deputy Fire Chief half funded in 2022

<b>Protective Services</b>	2022	2023	2024	2025	2026	2027
Revenue	3,085,747	3,496,938	3,428,516	3,493,180	3,559,679	3,628,069
Expenditures						
RCMP	3,659,193	5,286,837	5,870,770	6,320,861	6,677,130	7,094,598
Fire	2,558,732	2,958,635	3,019,376	3,081,857	3,146,130	3,212,249
Bylaw	341,231	441,699	453,982	466,613	479,604	492,964
<b>Net Operating Expenditures</b>	<b>3,473,409</b>	<b>5,190,233</b>	<b>5,915,611</b>	<b>6,376,152</b>	<b>6,743,184</b>	<b>7,171,742</b>

\$ Change 2022 - 2023	1,716,824
% Change 2022 - 2023	49%

### Significant Changes:

Salaries, wages, benefits	228,723
Administration charge (Note 1)	218,421
RCMP Contract (Note 2)	1,277,961
RCMP Contracted Services (Note 3)	133,665
Increase in transfer from policing reserve (Note 4)	-
First full year of debt payments on new Fire Hall (Note 5)	356,399
Decrease in transfer to fire reserve (Note 6)	(111,500)
Increase in fire protection levy	(400,002)
Other miscellaneous	13,157
	<b>1,716,824</b>

Note 1: Administrative charges are allocated out to all departments based on their total expenses relative to the entire District. As a result of the significant increase in the RCMP costs, the ratio in expenses in Protective Services increases substantially meaning more of the administrative costs are allocated to this department.

Note 2: Shift to 90% RCMP costs from 70% as a result of the population surpassing 15,000 in addition to increasing the authorized strength from 18 officers to 19.

Note 3: Increase in contracted services with shared services agreement with City of Kelowna.

Note 4: Increase from \$300,000 to \$1,010,376 in transfer from Policing Reserve to smooth in substantial increase to policing costs.

Note 5: 2022 only had one interest payment on new Fire Hall debt, 2023 and forward full principal and interest payments required.

Note 6: Tax increase as part of planned new Fire Hall borrowing has been going to reserves, the payments on the debt started in 2022 and as such these funds are now going towards the debt payments as opposed to contributions to the reserve.

## Transportation Services

Transportation services includes the roads, sidewalk and bike path maintenance and transit functions. Half of the maintenance is contracted out to a Roads Maintenance Contractor. This contract is currently in a competitive process.

	Full Time Equivalents (FTE)		
	2022	2023	Difference
Transportation Services	7.58	7.08	-0.5

One engineering technician position is now split between environmental services and transportation

Transportation Services	2022	2023	2024	2025	2026	2027
Revenue	436,180	436,711	442,455	448,314	454,290	460,386
Expenditures	5,406,734	5,667,848	6,049,559	6,193,311	6,341,183	6,493,308
Net Operating Expenditures	4,970,554	<b>5,231,137</b>	5,607,104	5,744,997	5,886,893	6,032,922

\$ Change 2022 - 2023	260,583
% Change 2022 - 2023	5%

**Significant Changes:**

Road Maintenance Contract Increase (Note 1)	343,599
Salaries, wages, benefits	(68,003)
Fleet inflationary amounts (parts, fuel, etc.)	50,000
Vehicle clearing account increase	(57,513)
Decrease in administration charge	(9,837)
Other miscellaneous	2,337
	<b>260,583</b>

Note 1: Currently in negotiations after issuing RFP for Road Maintenance Contract. Amount shown is a placeholder and is subject to change based on final negotiations.

## Environmental Services

Environmental Services includes 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 2022 was \$226,956 and for 2023 is \$226,892. For Garbage & Recycling, the budgeted transfer to reserve for 2022 was \$179,584 and for 2023 is \$172,584.

	Full Time Equivalentents (FTE)		
	2022	2023	Difference
Environmental Services	5.75	6.25	0.5

One engineering technician position is now split between environmental services and transportation

Environmental Services	2022	2023	2024	2025	2026	2027
Revenue	1,736,850	1,795,672	1,839,391	1,884,310	1,930,465	1,977,889
Expenditures						
Development Engineer	844,031	1,020,878	1,049,180	1,078,285	1,108,216	1,138,997
Garbage & Recycling	1,182,850	1,208,137	1,244,276	1,281,499	1,319,839	1,359,329
Hydroelectric	353,500	357,035	360,605	364,211	367,854	371,532
Net Operating Expenditures	643,531	<b>790,378</b>	814,670	839,685	865,444	891,969

\$ Change 2022 - 2023	146,847
% Change 2022 - 2023	23%

### Significant Changes:

Salaries, wages, benefits	173,908
Subdivision Fees (Note 1)	(30,000)
Garbage & Recycling User fee increase (Note 2)	(20,188)
Garbage & Recycling Contract (Note 2)	5,600
Increase in rates on Landfill Tipping Fees	12,200
Addition of Pop-up Recycling Depot	14,000
Net transfer changes	(6,412)
Other miscellaneous	(2,261)
	<b>146,847</b>

Note 1: Due to structure changes, Subdivision applications flow through Development Engineering and as such the revenue is now re-allocated from Planning

Note 2: Due to growth of population and residences expect overall increase in user fees collected offset partially by the additional costs from the contract with the net amount contributing to reserves.

## 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, 2022 as approved by Council.

	Full Time Equivalentents (FTE)		
	2022	2023	Difference
Planning & Development	5.5	5.5	0
Building Services	6.5	6.5	0
<b>Total</b>	<b>12</b>	<b>12</b>	<b>0</b>

Added a building inspector, planning & building clerk

<b>Community Development</b>	2022	2023	2024	2025	2026	2027
Revenue	1,230,970	1,432,500	1,432,450	1,453,857	1,482,833	1,512,389
Expenditures						
Planning & Development	896,655	967,002	993,235	1,020,214	1,047,960	1,076,494
Economic Development	165,723	113,659	114,892	109,150	110,433	111,742
Building Services	805,547	937,439	963,604	990,514	1,018,192	1,046,659
<b>Net Operating Expenditures</b>	<b>636,955</b>	<b>585,601</b>	<b>639,282</b>	<b>666,022</b>	<b>693,752</b>	<b>722,507</b>

\$ Change 2022 - 2023	(51,354)
% Change 2022 - 2023	-8%

**Significant Changes:**

Salaries, wages, benefits	174,034
Subdivision Fees (Note 1)	30,000
Administration Charge	6,677
Increase in building permit fees	(269,900)
Other miscellaneous	7,834
	<b>(51,354)</b>

Note 1: Due to structure changes, Subdivision applications flow through Development Engineering and as such the revenue is now re-allocated from Planning

## Parks, Recreation & Culture

Parks, Recreation & Culture includes the maintenance and operation of the District's parks, facilities and arena.

	Full Time Equivalents (FTE)		
	2022	2023	Difference
Parks, Arena & Facilities	15	15	0
Recreation, Culture & Theatre	2.5	2.5	0
<b>Total</b>	<b>17.5</b>	<b>17.5</b>	<b>0</b>

Parks, Recreation & Culture	2022	2023	2024	2025	2026	2027
Revenue	797,532	811,022	775,208	791,120	807,439	824,175
Expenditures						
Recreation, Culture & Parks	1,108,128	1,133,914	1,103,664	1,125,240	1,147,324	1,169,929
Rail Trail	2,221,729	2,311,002	2,402,127	2,464,972	2,529,587	2,596,026
Arena	291,517	293,571	296,155	298,872	301,727	304,644
Facilities	842,984	873,352	894,507	920,249	946,824	974,261
Net Operating Expenditures	1,099,573	1,167,260	1,181,063	1,195,292	1,209,962	1,225,089
	<b>4,766,399</b>	<b>4,968,076</b>	5,102,308	5,213,505	5,327,985	5,445,774

\$ Change 2022 - 2023	201,677
% Change 2022 - 2023	4%

**Significant Changes:**

Salaries, wages, benefits	83,190
Inflationary increase to fuel, contracted services, materials & supplies	155,962
Admin Charge	(17,839)
User fee revenue increases	(9,294)
Other miscellaneous	(10,343)
	<b>201,677</b>

## 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, resevoirs, 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)		
	2022	2023	Difference
Water Operations	12.54	12.54	0

Water Operations	2022	2023	2024	2025	2026	2027
Revenue	5,935,264	6,823,454	7,638,840	8,444,322	9,213,374	9,840,286
Expenditures						
Lake Country	5,780,871	6,645,119	7,456,461	8,257,791	9,022,576	9,645,107
Coral Beach	51,421	54,928	56,351	57,815	59,320	60,869
Lakepine	102,972	120,799	123,368	126,003	128,709	131,487
Net Operating Expenditures	-	<b>2,608</b>	2,660	2,713	2,768	2,824

\$ Change 2022 - 2023 Revenue	888,190
\$ Change 2022 - 2023 Expenditures	
Lake Country	864,248
Coral Beach	3,507
Lakepine	17,827
	<b>885,582</b>

Changes in revenues	
Increase in user fees (Note 1)	838,347
Change in amortization	40,560
Increase in non-cash sinking fund gain on debt	8,101
Other miscellaneous	1,182
	<b>888,190</b>

Changes in Expenditures	
Salaries, wages & benefits	76,327
Change in amortization	40,560
Inrease in supplies & utilities costs (Note 1)	287,275
Increase in non-cash sinking fund gain on debt	8,101
Increase in transfers to reserves	432,360
Increase in admin charge	25,954
Other miscellaneous	15,005
	<b>885,582</b>

Note 1: The pandemic and supply chain issues have caused significant increases in the cost of materials, chemicals and utilities. User fees are being proposed to increase both to handle increased costs as well as set up the District better for its long term capital plans. Please note that this version of the draft budget was prepared using option 3b rate increases per "RFCF Water Rate Increases" and these figures will need to be updated for 2nd and 3rd reading in the event a different option is selected by Council.

## 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)		
	2022	2023	Difference
Sewer Operations	6.83	6.83	0

Sewer Operations	2022	2023	2024	2025	2026	2027
Revenue	3,617,080	4,216,623	4,300,470	4,386,576	4,475,006	4,565,824
Expenditures	3,617,080	4,215,129	4,298,946	4,385,022	4,473,421	4,564,207
Net Operating Expenditures	-	<b>1,494</b>	1,524	1,555	1,586	1,617

\$ Change 2022 - 2023 Revenue	599,543
\$ Change 2022 - 2023 Expenditure	598,049

### Changes in revenues

Additional parcel tax due to additional parcels on roll	73,287
Increase in sewer user fees from additional users	125,327
Change in amortization	10,914
Decrease in non-cash gain on sinking fund	(118,494)
Increase in Transfer from DCC for current debt (Note 2)	556,319
Decrease in OBWB Grant (Note 3)	(56,810)
Other miscellaneous	9,000
	599,543

### Changes in Expenditures

Salaries, wages & benefits	32,301
Change in amortization	10,914
Decrease in transfer to reserve	(165,556)
Changes in debt repayment (Note 2)	631,954
Increase in admin	16,860
Decrease in non-cash gain on sinking fund	(118,494)
Increase in supplies cost (Note 1)	186,400
Other miscellaneous	3,670
	598,049

Note 1: The pandemic and supply chain issues have caused significant increases in the cost of materials, chemicals and utilities.

Note 2: WWTP Phase 4 debt to be repaid 80% by DCCs and 20% by existing users

Note 3: Some grant eligible debt has matured reducing overall value of grant.

## 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 Cooper's Village (repaid through a local service area tax).

<b>Fiscal &amp; Debt</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Revenue	50,365	-	-	-	-	-
Expenditures						
Principal Repayments	73,481	56,317	56,317	56,317	56,317	56,317
Interest Repayments	94,834	60,233	60,233	60,233	60,233	60,233
Total Expenditures	168,315	116,550	116,550	116,550	116,550	116,550
Net Operating Expenditures	117,950	<b>116,550</b>	116,550	116,550	116,550	116,550

\$ Change 2022 - 2023	(1,400)
\$ Change 2022 - 2023 Expenditure	-1%

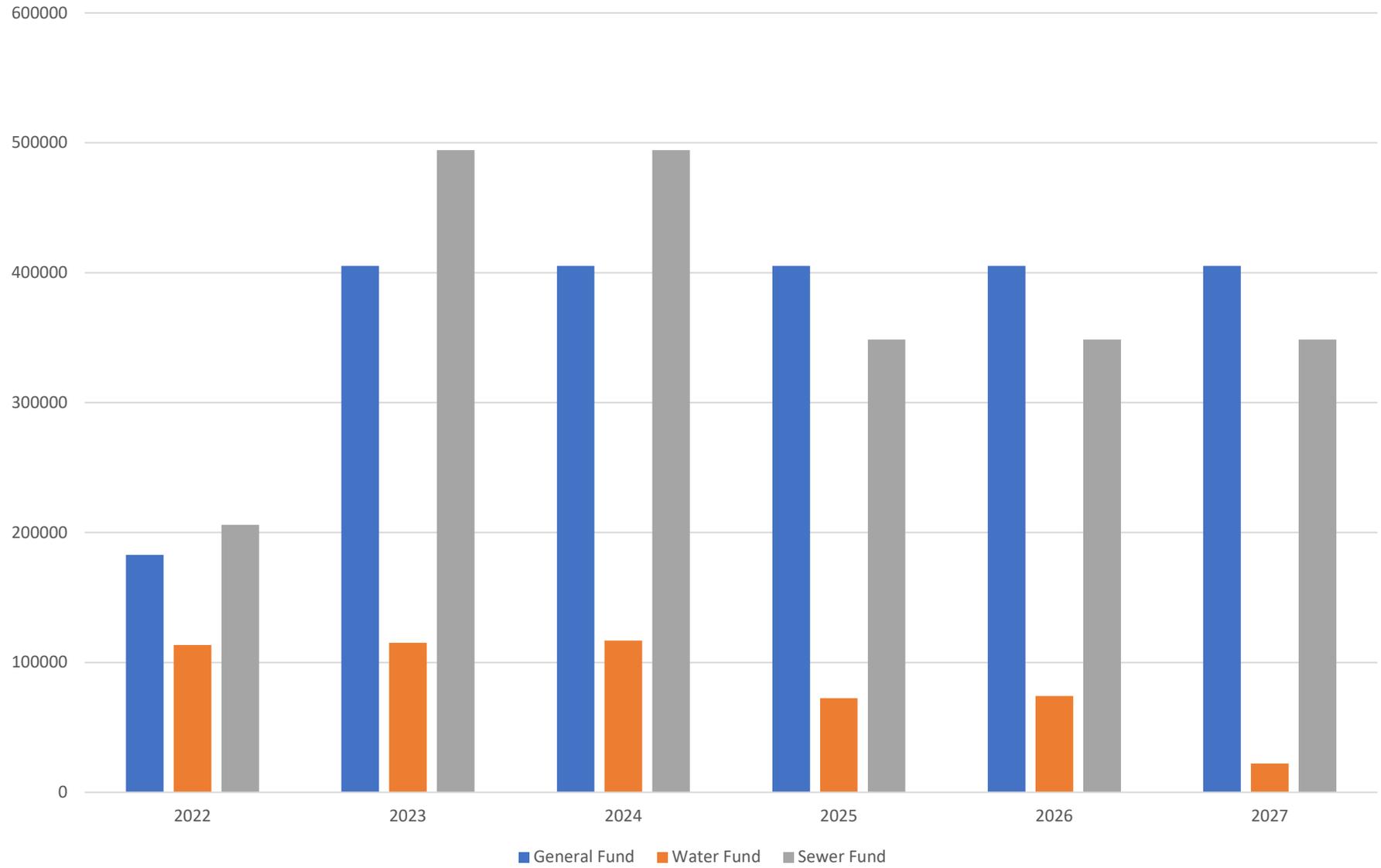
### Significant Changes

Main St. (Cooper's) Spec Area matured in 2022 - Rev	50,365
Main St. (Cooper's) Spec Area matured in 2022 - Exp	(50,365)

**Annual Principal Payment**

General Fund	Name	MFA Issue	Year of issue	Year of maturity	years remaining	Rate	Balance at 31DEC21	Annual Principal Payment		2023 Interest Payment
								2022	2023	
405	Cooper's Village - Main St	78	2002	2022	0	5.850	43,372	17,164	-	-
639	Canada Lands - Park	104	2008	2028	6	5.150	740,633	56,317	56,317	48,633
669	Hydro Generation Plant	105	2009	2029	7	4.900	247,703	16,791	16,791	11,250
906	Okanangan Rail Corridor	133	2015	2035	13	2.750	2,009,313	92,469	92,469	71,912
1062	Fire Hall	157	2022	2042	20	3.360	-	-	239,737	205,766
							<u>3,041,021</u>	<u>182,741</u>	<u>405,314</u>	<u>337,561</u>
<b>Water Fund</b>										
608	Eldorado Reservoir	105	2009	2024	2	4.900	230,964	46,213	46,213	20,820
720	Woodsdale LSA	114	2011	2026	4	3.650	95,714	27,230	28,224	4,352
737	Lakepine LSA	114	2011	2026	4	3.650	146,456	17,795	18,445	2,844
877	Sawmill Road LSA	127	2014	2029	7	3.300	269,667	22,240	22,240	14,696
							<u>742,801</u>	<u>113,478</u>	<u>115,122</u>	<u>42,712</u>
<b>Sewer Fund</b>										
99-241	Phase 1 Sewer	70	1999	2024	2	5.745	960,714	145,899	145,899	258,525
430	Sewer System	78	2002	2022	0	2.100	61,137	24,194	-	-
861	WWTP Stage 3	126	2013	2033	11	3.850	738,910	35,932	35,932	41,195
1158	WWTP Stage 4	158	2022	2042	20	4.090	-	-	312,592	361,556
							<u>1,760,761</u>	<u>206,025</u>	<u>494,423</u>	<u>661,276</u>
							<u><b>5,544,583</b></u>	<u><b>502,244</b></u>	<u><b>1,014,859</b></u>	<u><b>1,041,549</b></u>

### Annual Debt Principal 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	2022	2023	2024	2025	2026	2027
Revenue	12,948,421	14,169,407	14,854,191	15,572,830	16,327,011	17,118,503
Expenditures	15,516,053	16,838,970	17,516,032	18,119,356	18,994,808	19,907,042
Net Operating Expenditures	2,567,632	2,669,563	2,661,841	2,546,526	2,667,797	2,788,539

\$ Change 2022 - 2023 101,931  
 \$ Change 2022 - 2023 Expenditu 4%

### Significant Changes

Increase in Transfer to Climate Action Reserve (Note 1)	136,082
Decrease in Transfer to IT Reserve (Note 2)	(30,000)
Other miscellaneous	(4,151)
	101,931

Note 1: New LGCAP Grant which replaces previous CARIP program.

Note 2: Reduced transfer to IT reserve to partially offset some of the additional IT subscription and licensing costs reflecting the nature of the IT industry shifting from capital to more SaaS (Software as a Service)

## 2023 Additional Requests

		Amounts	Approximate Tax Increase
<b>Additional Staff Funded Through Sources Other Than Taxation</b>			
Engineering Project Coordinator (Part-Time)	2023-Staffing-01	\$ -	
Building and Bylaw Manager	2023-Staffing-02	\$ -	
Planner	2023-Staffing-03	\$ -	
		\$ -	0.00%
<b>Additional Staff Potentially Funded through Taxation to Maintain Current Level of Service</b>			
2 Seasonal (8 months) Parks Staff	2023-Staffing-04	\$ 108,000	
		\$ 108,000	0.63%
<b>Prior Year One-Time Funded Items Requiring Funding/Taxation</b>			
1.5 Bylaw Officers	Note 1	\$ 131,303	
Community Engagement Grant	2023-02	\$ 15,000	
Community Greening Project - Lake Countree	2023-14	\$ 10,000	
Invasive Plant Species Management	2023-15	\$ 25,000	
Parks, Rec & Culture Master Plan Increase (1.25%)		\$ 214,000	
		\$ 395,303	2.31%
<b>Additional Operating Supplementals Potentially Funded Through Taxation</b>			
Inflationary Increase to MIP Funding	2023-04	\$ 138,000	
Road Crack Sealing	2023-07	\$ 65,000	
Halloween Fireworks Increase	2023-08	\$ 4,000	
Fire Prevention Program Increase	2023-09	\$ 3,250	
Paid On Call Firefighter Training Tuition & Fees Increase	2023-10	\$ 31,000	
Paid On Call Firefighter Training Wages Increase	2023-11	\$ 78,900	
Art Gallery Additional Funding	2023-12	\$ 10,000	
Museum Additional Funding	2023-13	\$ 10,000	
Live! In Lake Country Increase	2023-16	\$ 15,000	
		\$ 355,150	2.08%
<b>Additional Supplemental Requests Funded through other sources than taxation</b>			
Lake Country Health Grant	2023-03	\$ -	
Pop Up Recycling Depots	2023-05	\$ -	
Mobile Visitor Centre Transportation	2023-06	\$ -	
		\$ -	0.00%
<b>Total Potential Increase to be Funded Through Taxation</b>		<b>\$ 858,453</b>	<b>5.02%</b>

**Note 1:** 1.5 Bylaw officers were funded using COVID-19 Safe Restart grant funds in 2021 & 2022. Please refer to January 12, 2021 "Bylaw Enforcement Levels of Service - Budget Options" report for additional details on this level of service.



**REQUEST**

Request Title: Community Engagement Grant  
 Department: Parks, Recreation & Culture

**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

	2023	2024	2025	2026	2027
Labour		-	-	-	-
Contracted Services	15,000	15,300	15,606	15,918	16,236
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 15,300</b>	<b>\$ 15,606</b>	<b>\$ 15,918</b>	<b>\$ 16,236</b>

**BACKGROUND & JUSTIFICATION**

In 2021 and 2022 Community Engagement Grant funds were available on a first come first serve basis to community groups that wish to undertake community projects by providing in-kind services but require funding. The grant was one time funded for both years, although the Grant is already set out in the draft Grant in Aid Policy. To participate in the grant program, 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 only be applicable for capital projects. This grant would replace the Neighbourhood Park Development Policy 10.113 that has never been used.

**IMPACT IF NOT APPROVED**

The Community Engagement Grant has been a great support in the Parks Staff’s effort to work with community groups of small but impactful projects that better the relationship of the District with community groups as well as providing for improving public amenities that are used and valued by the community on a daily basis. Without the funding being committed to on an on-going basis, these connections and group efforts could be diminished.

**REQUEST**

Request Title: Lake Country Health - Operating Grant Request  
 Department: Council

**PRIORITY**

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

**COSTS**

- One-time Cost: \$23,000
- Ongoing Cost

**ANNUAL COST**

One time \$23,000 to fund 30% of the Resource Centre core operations -> Office phone and 0.5 FTE of staff wages – From COVID 19 Restart Grant (Financial Stabilization Reserve)

**BACKGROUND & JUSTIFICATION**

The Lake Country Health Society was established as a registered charity and society in 1982. In the 1980’s the organization delivered a number of essential services to local seniors in need, such as meals on wheels, day programs for the disabled, housecleaning, and operating a senior’s bus for transportation. The organization also advocated for the development of local ambulance services.

Over time, the organization evolved and currently it employs four professional staff that offer a number of human services. The Society office, also operated as the Resource Center, is located in a municipal building, a house located behind the RCMP station. All other programs and services are offered offsite, in space rented in halls and churches. Current services include the following;



Volunteers continue to play a key role in the organization, specifically in the area of senior services. There are approximately fifteen active volunteers with the organization.

The Society is funded by grants and donations. The operations of the local Resource Center has historically been funded by two grants, from the District, and a BC Gaming grant.

Senior services, the Caregiver Support Program, as well as mental health and outreach services are funded by grants from the United Way and a variety of private foundations. Grants are typically granted for one year, and applied for annually from a variety of sources.

### Community Health Center Development

The Society is currently working with Interior Health and the Ministry of Health to develop the Lake Country Community Health Center (CHC). The CHC will offer the primary care as well as mental health services, an Indigenous Health Coordinator, and acute care physiotherapy. Public health staff will offer chronic disease management services and public health nursing. The Lake Country Health Center will expand health services to include primary care on weekends and in evenings, offer to include public health education, and mental health services.

The Health Center will be approximately 5000 square feet, in a ground floor, accessible location. It will house exam rooms, mental health counselling rooms, a nurse station, a community program room, human services offices, and drop down office space for 2-4 health professionals.

The Health Center will fill critical gaps in primary care and mental health in the community, as identified in a physician survey and a feasibility study. In developing the plan for the Community Health Center, the Society conducted community consultations, convened a health care advisory committee, and has communicated with the owner of Healthy Essentials. Information from the feasibility study and Interior Health patient data was also used to inform the clinical planning, to ensure the clinic will meet the needs of community members.

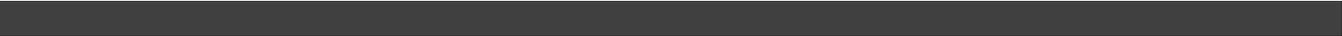
The CHC will fill gaps and needs in health care services within the community. The organization will continue to collaborate with stakeholders to meet community needs.

Once completed, the operations of the health services will be funded by the Ministry of Health via Interior Health. Human services such as the senior services, system navigation, and mental health support groups will continue to be funded by various annual grants, that will need to be applied for. The human services offered at the Resource Center are not health related, and will continue to be funded as is.

For more information about Lake Country Health Society, please reach out to the office at 778-215-5247 or [executivedirector@lakecountryhealth.ca](mailto:executivedirector@lakecountryhealth.ca)

**IMPACT IF NOT APPROVED**

The Lake Country Resource Centre hours would be decreased, and staffing would be decreased.



**REQUEST**

Inflationary increase to Transportation Road Renewal & Improvement  
 Request Title: Levy  
 Department: Engineering & Environmental Services

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost  
 6.7% CPI adjustment to Mobility Improvement Program currently funded at \$2,050,000 -> \$138,000 increase in levy.

**ONGOING ANNUAL COSTS**

Annualized costs  
 Consideration in future years will be given to additional inflationary increases.

**BACKGROUND & JUSTIFICATION**

As noted during the [Mobility Improvement Program adoption](#), the 20-year road improvement and renewal program does not make provision for annual inflationary increases. This was a deliberate move as inflation is driven by the goods and services markets and therefore the need to adjustment our funding plans to compensate for these market fluctuations needs to be done on an annual basis and incorporated in the Districts annual budget deliberations.

To keep pace with inflation over the past year, a 6.7% increase to the Transportation Road Renewal & Improvement Levy is required which is based on the Latest 12-Month Average % Change in B.C. CPI per Statistics Canada. The levy was capped in 2019 and no inflationary adjustments have occurred since then. Further analysis on the funding deficit will be provided at the time of reviewing the Road Development Cost Charges in 2023 to ensure that development is paying for its appropriate share of the deficit prior to considering additional increases to existing taxpayers on the levy.

**IMPACT IF NOT APPROVED**

Program will not be sustainable and meet the targets and goals set within the 20 Year program timeframe if

the financial plan is not robust. The Proposed 20-Year Road Improvement and Renewal Program shown in Table 4 of the Mobility Improvement Program has been extended as much as possible to schedule renewal works with anticipated pavement life expectancy. Extending the renewal timing beyond those proposed in the 20-year Program could result in roads failing and being classified as unsafe.

**REQUEST**

Request Title: Pop Up Recycling Depots  
 Department: Engineering & Environmental Services

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

Annualized costs – Would be included in Garbage & Recycling, which is user fee funded, no impact on taxes. Would reduce annual transfer to Solid Waste Reserve however this reserve is actually above the maximum recommended balance per the reserve policy anyway.

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	14,000	14,280	14,566	14,857	15,154
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 14,000</b>	<b>\$ 14,280</b>	<b>\$ 14,566</b>	<b>\$ 14,857</b>	<b>\$ 15,154</b>

**BACKGROUND & JUSTIFICATION**

In conjunction with the Regional District Waste Reduction Office the District hosted a series of four Pop-Up Recycling Depots in 2022. Held monthly on the third Saturday of June, July, August and September, an average of 159 households attended each of these events. The total volume of materials collected included 4.5 super sacks of glass; 21 super sacks of Styrofoam; 17 super sacks of plastic bags overwrap and other flexible plastic packaging; 18 super sacks of paper and cardboard; 3 super sacks of containers (each super sack holds approximately 1.0 cubic metre of material) and smaller volumes of electronics, lightbulbs, batteries and refundables. The refundables were directed to community groups. Based on the attendance and volumes of materials collected, there is an ongoing need in the community for depot recycling. The proposed budget will fund a series of seven (March through September) Pop-Up Recycling Depots in 2023. The notional budget of \$2,000 per event includes Waste Reduction Office staffing of the events and contractor pick-up costs for the materials collected, the RDCO will bill the District for the actual costs incurred.

**IMPACT IF NOT APPROVED**

Local area residents would continue to be required to travel to depot locations outside the community. There is also a potential for increased “contamination” of curbside collection material with depot-only items being placed in curbside blue bins.



**REQUEST**

Request Title: Mobile Visitor Centre – Transportation  
 Department: Economic Development & Tourism

**PRIORITY**

- Council Strategic Priority
- Council Direction or Resolution
- Other: Result of September 2022 Strategy Session with Council.
- Required to maintain current service level
- Service Level Enhancement

**COSTS**

- One-time Cost (2023 &  Ongoing Cost 2024)

**ANNUAL COST**

- Annualized costs
- \$7,000 in 2023 & \$7,000 in 2024 from Financial Stabilization Reserve

**BACKGROUND & JUSTIFICATION**

In 2022 the District of Lake Country piloted the Mobile Visitor Centre (MVC). The travelling MVC was contracted to managed and staffed by Tourism Kelowna. The model was a success and after a wrap up presentation to Council at a strategy session in September, Council suggested that moving forward a vehicle should be considered and sourced to allow for the community ambassadors to access areas within Lake Country that are not accessible via ebike (Oyama, Okanagan Centre). Tourism Kelowna has purchased an appropriate vehicle that could have branded Lake Country decals and be used by community ambassadors from May-September for a monthly cost. This model is less expensive compared to leasing or renting a vehicle from a rental agency. Purchasing a dedicated vehicle for the sole use of the Mobile Tourism Centre would be costly and the vehicle would not be used between October-April. The revised program building on the 2022 pilot with the use of the vehicle would run for 2 years.

**IMPACT IF NOT APPROVED**

The Mobile Visitor Centre would continue to use only e-bikes for the 2023 season. The use of ebikes would not allow the community ambassadors to go to areas and attend events in Wards such as Okanagan Centre, Carr’s Landing or Oyama due to distance and the requirement to transport materials from the Beasley Park storage area. They would likely stick to the Beasley/Railtrail/City Centre area.



**REQUEST**

Request Title: Funding for Crack Sealing  
 Department: Engineering & Environmental Services

**PRIORITY**

- Council Strategic Priority
- Council Direction or Resolution
- Other: Identified in Mobility Improvement Program
- Required to maintain current service level
- Service Level Enhancement

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	65,000	66,300	67,626	68,979	70,358
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 65,000</b>	<b>\$ 66,300</b>	<b>\$ 67,626</b>	<b>\$ 68,979</b>	<b>\$ 70,358</b>

**BACKGROUND & JUSTIFICATION**

A crack sealing program has been included in the [Mobility Improvement Program](#). The establishment of a crack sealing program was recommended in the Transportation for Tomorrow Plan, however specific funding never allocated. Crack sealing is an operational preventative regime that is highly cost effective if utilized correctly. Filling cracks in the asphalt extends the life of the road surface substantially by reducing water penetration which causes potholes to form leading to pavement failure. In the suite of pavement maintenance options, crack sealing fits in between the Interim Pavement Renewal Program and routine pothole repair.

Crack sealing is a cost-effective method of prolonging pavement structure life. Crack sealing typically lasts 3-5 years on arterial roads and 8-10 years on low volume local roads. It most effective on newer roads approximately 10 years or newer with minor to intermediate cracking. It is best applied to the newest roads and working down the list through the program budget. The extent of cracking and preparation of installation are essential for success. It is ineffective on alligator fractures and can creates potholes and propagates cracks from the sealed sections. Crack sealing has seen recent increases in cost and should be budgeted to start around \$2.00 per lineal meter. As discussed with Council during the [adoption of the Mobility Improvement Program](#), it is recommended that an annual budget of \$65,000 is provided to develop a sustainable crack sealing program to extend the longevity of District road surfaces.



### **IMPACT IF NOT APPROVED**

Cracks will remain unfilled in the asphalt leading to a more rapid deterioration of the roadway surface increasing overall life cycle costs as roads are likely to fail prematurely.

**REQUEST**

Request Title: Community Halloween Event  
 Department: Protective Services - Fire

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

Annualized costs (\$10,500 -> \$14,500)

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	4,000	4,080	4,162	4,245	4,330
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 4,000</b>	<b>\$ 4,080</b>	<b>\$ 4,162</b>	<b>\$ 4,245</b>	<b>\$ 4,330</b>

**BACKGROUND & JUSTIFICATION**

This supplemental request is being presented to the District of Lake Country Council to secure funding required to maintain the current size and scope of the Community Halloween Event held annually at Beasley Park. This event typically draws hundreds of residents and visitors and was well attended in 2022. Staff and Volunteers create a fun, safe space for residents and visitors to enjoy an event that culminates in a professional fireworks display.

Staff will be able to enhance the Community Halloween Event in 2023 by leveraging Lake Country Fire Department (LCFD) Community Fire and Life Safety Education Programs into the event. The size of the crowd and the presence of Fire Apparatus make this an ideal event to present the following information:

- [Fire Smart Canada Initiatives](#)
- [BC Severe Weather Emergencies](#)
- [Working Smoke Alarm Campaign](#)
- [Home Escape Plan Campaign](#)
- [Serious Burn and Traumatic Injury Prevention Education](#)

- [NFPA Remember When Seniors Fire and Fall Prevention Program](#)
- [72- Hours Emergency Preparedness Kit Campaign](#)

LCFD Staff are requesting an increase from \$10,500 to \$14,500 for the Community Halloween Event. This increase will cover the increase in contracted services for the fireworks display. The property tax impact will be \$4,000 as there are limited opportunities to recover costs for this community event.

#### **IMPACT IF NOT APPROVED**

LCFD Staff could attempt to operate the Halloween Community Event with the historic budget amount. The only external cost of the Community Halloween Community Event is the contracted fireworks display. LCFD Staff could work with the fireworks contractor to reduce the display, however this could make the event commercially unviable.

**REQUEST**

Request Title: Fire Prevention Program  
 Department: Protective Services - Fire

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	3,250	3,315	3,381	3,449	3,518
<b>Total</b>	<b>\$ 3,250</b>	<b>\$ 3,315</b>	<b>\$ 3,381</b>	<b>\$ 3,449</b>	<b>\$ 3,518</b>

**BACKGROUND & JUSTIFICATION**

This supplemental request is being presented to the District of Lake Country Council to secure funding to restart the Lake Country Fire Department (LCFD) Community Fire and Life Safety Education Program. The LCFD has been active in Community Fire and Life Safety Education for over 20 years. The Covid-19 Pandemic caused the department to curtail a number of these critical proactive services across the community.

In mid-2022, the LCFD restarted several of these services. An open house was held at the new Fire Station 71. This event was very well attended and had a significant impact on recruitment and outreach. The LCFD was also able to share a broad range of Fire and Life Safety educational materials with members of the community.

In October, the LCFD connected with the Central Okanagan School District to restart the 'SAFE' program. The format of this program has LCFD Staff and LCFD Firefighters attend the Grade 3 Classes in the District where they present information on various fire and life safety subjects. This program builds knowledge and skills and has students complete the program by navigating through the LCFD Fire Safety House. This final examination allows an opportunity for participants to put their learned knowledge to the test. This week-long event culminates in the Fire Chief for the Day Event where nominated students are brought to the fire station for a small awards ceremony, firefighter breakfast, and a ride to school in a fire truck.

Investing a modest amount in smoke alarms and educational materials in support of a Fire and Life Safety Education Program is an excellent investment of tax dollars. Decades of research from across North America prove that these programs can and do save lives and prevent serious burn injuries. With this evidence-based approach to Fire and Life Safety Education Programs in mind, LCFD Staff have been approached by Staff from the British Columbia Office of the Fire Commissioner (BC-OFC) about using their new statistical meta-analysis tools to inform the location and target demographics for this work in the District of Lake Country (District). The BC-OFC has partnered with Statistics Canada to create a Community Fire Risk Reduction Dashboard (the Dashboard).

[Statistics Canada Community Fire Risk Reduction Dashboard](#)

The Dashboard provides geographical information to fire services to identify neighborhoods at greatest risk of residential fires. BC-OFC Staff believe that once fire departments have access to the information within the Dashboard, targeted action can be taken to prevent fires, injuries, and deaths, thereby keeping both firefighters and communities safe. LCFD Staff are hopeful that the District would be able to help prove this hypothesis while making the community safer through with proactive services. The Dashboard would not replace local knowledge, the data would help confirm the lived experience of LCFD Staff support a systematic approach to Community Fire and Life Safety Education Programs.

Wildfire and other natural disasters rightfully garner a disproportionate amount of prevention and response attention. The LCFD can never lose sight of the need to provide classic Community Fire and Life Safety Education subjects. These programs make an impact for a fraction of the price of emergency response and the major subject areas would be:

- [Working Smoke Alarm Campaign](#)
- [Home Escape Plan Campaign](#)
- [Serious Burn and Traumatic Injury Prevention Education](#)
- [NFPA Remember When Seniors Fire and Fall Prevention Program](#)
- [72- Hours Emergency Preparedness Kit Campaign](#)

LCFD Staff is asking council to increase the budget for Community Fire and Life Safety Education from \$3,250 to \$6,500 to cover the expected increase in materials and supplies.

**IMPACT IF NOT APPROVED**

LCFD Staff could attempt to operate the Fire Prevention Programs with the historic budget amount. The size of the community has increased while at the same time the cost of smoke alarms and educational materials has risen. If LCFD Staff run short of materials, these programs may have to be scaled back accordingly.



**REQUEST**

Request Title: Paid-On-Call Firefighter Tuition and Training Service Fees  
 Department: Protective Services - Fire

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	31,000	31,620	32,252	32,897	33,555
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 31,000</b>	<b>\$ 31,620</b>	<b>\$ 32,252</b>	<b>\$ 32,897</b>	<b>\$ 33,555</b>

**BACKGROUND & JUSTIFICATION**

The Province of British Columbia made two significant changes to mandatory training standards in September of 2022. The first change was a long-awaited amendment to the British Columbia Emergency Health Services Act (BC-EHSA) that expanded the scope of practice for Emergency Medical Assistants (EMA) throughout the Province of British Columbia. Municipalities have been lobbying the Province to expand the EMA scope of practice for well over a decade. Municipalities wanted their firefighters to be able to provide updated lifesaving skills when delivering pre-hospital care in support of the British Columbia Ambulance Service in their own communities.

The changes in the scope of practice enhance the patient treatment model and is based on decades of clinical research. The revised scope of practice is intended to improve outcomes for patients in communities across British Columbia. For fire departments to implement these enhancements, they must first train their Firefighters with the requisite knowledge and skills as well as provide the appropriate equipment. The Lake Country Fire Department (LCFD) will be conducting instructor training in Q1 of 2023. This group of ‘Medical Instructors’ will deliver upgrade training to all Firefighters across the LCFD. It is anticipated that it will take 12 to 18 months to bridge all LCFD Firefighters to the new scope of practice. All future Recruit Firefighter Classes will be trained to the new scope of practice during the EMA phase of their Academy.

## [British Columbia Emergency Medical Assistants Regulation](#)

The introduction of the British Columbia Firefighter Minimum Training Standard (BC-FFMTS) by the British Columbia Office of the Fire Commissioner (BC-OFC) creates significant new training requirements for the LCFD. The BC-FFMTS replaced the BC-OFC British Columbia Firefighter Playbook (Playbook) that was established in 2014 and amended in 2015. The new BC-FFMTS prescribes the minimum training that an employer must provide to Firefighters, Driver-Operators and Supervisors based on the established service level in their community.

## [British Columbia Firefighter Minimum Training Standard](#)

The Playbook was very prescriptive for Firefighter qualifications and to a lesser degree for Supervisor qualifications. Even with the amendment in 2015, the Playbook was completely silent on Driver-Operator qualifications. The inclusion of Driver-Operator qualifications and enhancements to Supervisor qualifications represents a significant improvement in required training objectives that are intended to support safe and effective operations.

Based on the size and complexity of the District of Lake Country (District), Council amended Fire Department Bylaw (757-2010) in 2016 to affirm that the LCFD would operate as a 'Full-Service' Fire Department. To maintain this service level in compliance with the BC-FFMTS, the overall training requirement on the LCFD has been increased significantly. The OFC has informed British Columbia Fire Departments that they have 24 months to become fully compliant with the expectation that clear progress is demonstrated along the way. This places the deadline for substantial completion in September of 2024.

Through their professional networks and associations, LCFD Staff were aware that these changes were going to be announced in the fall of 2022. Staff understood that both changes would require a detailed training plan that would require considerable effort to complete. At the same time the BC-FFMTS was pending, LCFD Staff were aware of the impact that inflation was having on tuition costs and training service fees. To prepare for these compounding issues, Staff worked with several Fire Academies and Training Agencies to build a comprehensive training plan that would meet the requirements of the BC-FFMTS, leverage LCFD Staff and Firefighter expertise and control financial costs.

To minimize the financial impact, Staff leveraged relationships to negotiate Partnerships that allow the department to invest in various instructor training workshops. These 'Fire Instructors' will deliver training to Firefighters across the LCFD. It is anticipated that it will take a full 24-months to bridge all LCFD Driver-Operators and Supervisors to the newly mandated qualifications. All Recruit Firefighter Classes will be trained to the mandated qualifications. As these individuals progress through the organization, they will be trained to meet mandated Driver-Operator and Supervisor qualifications.

The average years of service the LCFD can expect to have the services of a Paid-On-Call is between 3 and 5 years. The turnover of people in the North American Paid-On-Call and Volunteer Fire Service has been an issue for over three decades. This constant churn requires constant investment in training. This reality and the need to achieve proficiency in subjects such as Wildland Firefighting, Vehicle Rescue, Low-Angle Rescue, Ice Rescue and Marine Rescue makes continuous investment in training imperative.

The changes to the BC-EHSA and the BC-FFMTS will improve firefighter safety while the LCFD continues to deliver excellent service to the District. LCFD Firefighters will be supported by Staff as they earn accredited professional qualifications over the next several years. These training mandates will guide the LCFD as the organization works to enhance Firefighter proficiency to meet the increasing complexity of a growing District of Lake Country.

LCFD Staff are requesting an increase from \$31,000 to \$62,000 for Paid-On-Call Firefighter Tuition and Training Service Fees. The property tax impact will be \$31,000 as there are limited opportunities to recover tuition and training service fees. LCFD Staff will stay vigilant for training grants in 2023 and will bring those opportunities to Council for approval if available.

**IMPACT IF NOT APPROVED**

LCFD Staff require supplemental budget increase to ensure that sufficient funding is available to support the mandated training from the BC-EHSA for EMA's and BC-OFC for Firefighters, Driver-Operators and Supervisors. If this increased funding is not approved the LCFD would likely exceed the historical budgeted amounts in 2023.

**REQUEST**

Request Title: Paid-On-Call Firefighter Training Wages  
 Department: Protective Services - Fire

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	78,900	80,478	82,088	83,729	85,404
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 78,900</b>	<b>\$ 80,478</b>	<b>\$ 82,088</b>	<b>\$ 83,729</b>	<b>\$ 85,404</b>

**BACKGROUND & JUSTIFICATION**

The Province of British Columbia made two significant changes to mandatory training standards in September of 2022. The first change was a long-awaited amendment to the British Columbia Emergency Health Services Act (BC-EHSA) that expanded the scope of practice for Emergency Medical Assistants (EMA) throughout the Province of British Columbia. Municipalities have been lobbying the Province to expand the EMA scope of practice for well over a decade. Municipalities wanted their firefighters to be able to provide updated lifesaving skills when delivering pre-hospital care in support of the British Columbia Ambulance Service in their own communities.

[British Columbia Emergency Medical Assistants Regulation](#)

It is anticipated that it will take 12 to 18 months to bridge all LCFD Firefighters to the new scope of practice. All future Recruit Firefighter Classes will be trained to the applicable scope of practice during the EMA phase of their Recruit Academy. The training time associated with this change will be somewhat front loaded with ongoing training being required for regular skills maintenance and mandatory relicensing every 36 months.

The second change to training was the introduction of the British Columbia Firefighter Minimum Training Standard (BC-FFMTS) by the British Columbia Office of the Fire Commissioner (BC-OFC). The BC-FFMTS replaced the BC-OFC British Columbia Firefighter Playbook (Playbook) that was introduced in 2014 and last amended in 2015. The new BC-FFMTS prescribes the minimum training that an employer must provide to Firefighters, Driver-Operators and Supervisors based on the established service level in their community. Council amended Fire Department Bylaw (757-2010) in 2016 to affirm that the LCFD would operate as a 'Full-Service' Fire Department under the provincial regulations. The overall training requirement on the LCFD has been significantly increased and LCFD Staff see the clarity provided by the BC-FFMTS as a positive.

#### [British Columbia Firefighter Minimum Training Standard](#)

The inclusion of Driver-Operator qualifications and enhancements to Supervisor qualifications represents a significant increase in professional standards and safety. It is anticipated that it will take 24 months to bridge all LCFD Driver-Operators and Supervisors to meet the new mandatory qualifications. The deadline for compliance is September of 2024 and the District is required to demonstrate clear progress towards meeting this mandate. All current and future LCFD Firefighters will be trained to the new mandatory qualifications for Driver-Operator and Supervisor as they progress through the ranks of the department.

There are additional pressures on the Paid-On-Call Firefighter Training Wages Budget. The most influential of these is the considerable lag in training that was created by the Covid-19 Pandemic. The LCFD is currently running a large Firefighter Recruit Academy to bolster the ranks of the department. During the Covid-19 Pandemic, recruitment fell behind actual attrition and this needed correcting. This same lag is present across all the various training programs that the LCFD operates or participates in and will take time to correct.

The next most influential pressure on the Paid-On-Call Firefighter Training Wages Budget is the inconsistent way Paid-On-Call Firefighters were compensated for training over the past several years. LCFD Staff are clarifying internal process and are ensuring that the organization is compliant with British Columbia Employment Standards.

The average Paid-On-Call Firefighter serves the LCFD for 3 to 5 years. Turnover in the Paid-On-Call fire services has been an issue for decades. This constant churn requires constant investment in recruitment and training. This reality, coupled with the need to achieve proficiency in subjects such as Wildland Firefighting, Vehicle Rescue, Low-Angle Rescue, Ice Rescue and Marine Rescue makes continuous investment in training imperative.

LCFD Staff are requesting an increase from \$78,900 to \$157,800 for Paid-On-Call Firefighter Training Wages. The property tax impact will be \$78,900 as there are limited opportunities to recover training wages. LCFD Staff will stay vigilant for training grants in 2023 and will bring opportunities to Council for approval if available.

#### **IMPACT IF NOT APPROVED**

LCFD Staff require supplemental budget increase to ensure that sufficient funding is available to support the mandated training from the BC-EHSA for EMA's and BC-OFC for Firefighters, Driver-Operators and Supervisors. This increase will also support training lag and compliance with British Columbia Employment Standards. If this increased funding is not approved the LCFD would likely exceed the historical budgeted amounts in 2023.



# SUPPLEMENTAL OPERATING BUDGET REQUESTS 2023-12

## REQUEST

Request Title: Lake Country Art Gallery Additional Funding Request

Department: Parks, Recreation and Culture

## PRIORITY

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

## COSTS

- One-time Cost
- Ongoing Cost - \$10,000

## ONGOING ANNUAL COSTS

- Annualized costs - \$10,000 ongoing to bring Art Gallery grant from \$65,000 to \$75,000.

## BACKGROUND & JUSTIFICATION

**Lease:** The Lake Country Art Gallery will be facing significant increases in our lease fee for the next three years of our Agreement. This requested increase is for \$10,000 as this will help cover 2023 budget, lease, and staffing increases. While grants from other sources will help cover other increases for growing organizational costs.

**Staffing:** The Lake Country Art Gallery is working to get the staff wages closer to the industry standard. Currently, the Executive Director is paid \$25/hour, the Curator \$25/hour, the Community Engagement Coordinator \$23/hour and the Gallery Administrative Assistant \$18/hour. Given the nature of the positions, these amounts are far below the industry standard. It is important for the community’s public art gallery to be operating professionally and paying a wage that will ensure safe succession for all positions, and fair employment practices.

A 12% increase in wages would take the Executive Director to \$35.00 per year, not yet at industry standard, but closer.

Please note there will also be a request from the Lake Country Art Gallery for a \$10,000 increase in the 2024 budget cycle.

## IMPACT IF NOT APPROVED

Although there is continually work to increase and diversify all revenue sources, the annual increase in lease amounts will require additional ways to decrease expenditures in other areas unless additional support is identified.

The employee wage raises are essential to retain quality staff, given opportunities elsewhere that pay higher wages. It is also a concern the in the event a staff person retires or leaves, it would be difficult to replace them at the current wage levels.



**REQUEST**

Request Title: Lake Country Museum & Archives  
 Department: Parks, Recreation and Culture

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost - \$10,000

**ONGOING ANNUAL COSTS**

- Annualized costs - \$10,000 increase to bring total museum grant from \$47,500 to \$57,500

**BACKGROUND & JUSTIFICATION**

The Lake Country Museum & Archives, operated by the Lake Country Heritage and Cultural Society has captured our local story since 1985. The volunteer driven charity has spent tens of thousands of hours researching and documenting our past. They have worked tirelessly on community projects such as local historic storyboards, rail trail heritage markers and most recently a GIS mapping project (identifying land ownership) as well as showcasing Lake Country’s history at the Museum. Additionally, volunteers have researched historic buildings and homes and have compiled comprehensive documentation which can be incorporated into a heritage registry.

In recent years, new programs have been implemented to meet community needs, specifically children’s day camps. Tapping into our history provides unique experiences for our children which are different than regular day camp opportunities.

The recent financial year ending January 31, 2022, saw an increase in revenue bringing it for the first time over \$100,000. This activity has put pressure on existing operational resources. Financial assistance is needed to ensure the launch of new activities is fully supported by human resources, internal supports and materials as well as marketing.

**IMPACT IF NOT APPROVED**

If this item is not improved the Lake Country Museum and Archives will have less administration time to focus on the new children’s programs and museum activities. It may also impact staff retention in a restrained staffing environment.



**REQUEST**

Request Title: Lake Countree Program  
 Department: Parks, Recreation & Culture

**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

	2023	2024	2025	2026	2027
Labour		-	-	-	-
Contracted Services	10,000	10,200	10,404	10,612	10,824
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 10,200</b>	<b>\$ 10,404</b>	<b>\$ 10,612</b>	<b>\$ 10,824</b>

**BACKGROUND & JUSTIFICATION**

Similar in nature to the City of Kelowna’s NeighbourWoods Program and West Kelowna’s Urban Re-Leaf Program, a District of Lake Country Program is proposed as a residential planting initiative developed to encourage citizens to help grow and preserve Lake Country’s urban forest.

- Trees improve air quality by removing atmospheric carbon dioxide, absorbing pollutants and producing oxygen. The average Canadian urban tree is estimated to remove approximately 200 kilograms of carbon from the environment over an 80-year lifespan.
- Support and educate community members to responsibly grow appropriate trees to contribute to the tree canopy of Lake Country.

The program was one-time funded in 2022. There were 4 varieties of trees, 20 of each variety, available for 2022 that were chosen based on zone appropriateness, growth expectations and desirability. All varieties were sold out for 2022. Proper planting techniques and maintenance tips were also shared by Parks staff when the trees were picked up by members of the public.

**IMPACT IF NOT APPROVED**

Recognizing that planting new trees remains one of the cheapest, most effective means of drawing excess CO<sub>2</sub> from the atmosphere, reducing the rate of new plantings will correspondingly reduce the ability of the urban forest to draw excess carbon from the atmosphere.

**REQUEST**

Request Title: Invasive Plant Species Management  
 Department: Parks, Recreation & Culture

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ANNUAL COST**

- Annualized costs

	2023	2024	2025	2026	2027
Labour		-	-	-	-
Contracted Services	25,000	25,500	26,010	26,530	27,061
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 25,500</b>	<b>\$ 26,010</b>	<b>\$ 26,530</b>	<b>\$ 27,061</b>

**BACKGROUND & JUSTIFICATION**

Invasive plants are not native to B.C. or are outside their natural distribution area. They can spread rapidly, out-compete, and have a significant impact on native species, dominate natural and managed areas, and alter biological communities. Invasive species can negatively impact the environment, people, and economy.

- By monitoring and taking action we can reduce new invasive species introductions while populations are still localized and relatively small.
- Public Education is an important aspect of species management on private lands.

The program was one-time funded in 2022. The focus of 2022 was to address the highest impacted areas of the community, which included many areas of Carr’s Landing and Okanagan Centre.

**IMPACT IF NOT APPROVED**

Free from their natural enemies and other constraints that keep them in check in their native ranges, invasive species are recognized globally as the second greatest threat to biodiversity after direct habitat loss due to humans. By not attempting to specifically address the issue; as is the nature of invasive species, the undesirable

growth would continue and the adverse impact on the native vegetation and habitat it supports would continue to increase.

**REQUEST**

Request Title: Live! in Lake Country  
 Department: Parks, Recreation and Culture

**PRIORITY**

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

**COSTS**

- One-time Cost                       Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	10,000	10,000	10,000	10,000	10,000
Materials & Supplies	5,000	5,000	5,000	5,000	5,000
<b>Total</b>	<b>\$ 15,000</b>				

**BACKGROUND & JUSTIFICATION**

In 2022 the Live! in Lake Country concert series shifted to Friday nights and worked collaboratively with the Lake Country farmers market to animate Swalwell Park for 8 Fridays. For 2022 we also added a new Kiwanis Kids zone that saw 4 or 5 free children’s activities each week. The enhanced shows were funded with unspent sponsorship funds from 2019-2021. The shows attracted an average of 1300 attendees compared to our historical average of 400 attendees for a three-fold increase. The community pride at these events was palpable and many of our citizens loved the exciting return to community events at Swalwell park next to the farmer’s market.

Staff are committed to continue to retain our sponsors while also asking for an increase of our sponsor rates for these larger shows. That said to maintain the new scale of the shows an increase of the base budget will be required for artists fees, sound system, contracted services etc.

Historically we aimed to present one larger signature show per summer. This summer we used the funds to produce three/four signature shows. The increase to base budget will allow cultural staff to continue to present a number significant summer shows that attract over 1000 folks. These attendees also supported local business,

the farmers market and build some strong social connections in our community after a few years of covid impacts

**IMPACT IF NOT APPROVED**

If not approved we will return to our historic performance fee budget, remove the new children’s activity zone, reduce marketing, and the auxiliary costs such as extra porta potties, bigger sound system, stages etc. We expect that attendance will return to our more historic levels of 400 attendees if this budget request is not supported.

**REQUEST**

Request Title: Winter Water Operation – Okanagan to Beaver Lake Source  
 Department: Utilities – Water

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials, Supplies, & U	40,000	40,800	41,616	42,448	43,297
<b>Total</b>	<b>\$ 40,000</b>	<b>\$ 40,800</b>	<b>\$ 41,616</b>	<b>\$ 42,448</b>	<b>\$ 43,297</b>

**BACKGROUND & JUSTIFICATION**



Picture of the Glenmore Booster Station. This facility pumps Okanagan Lake water into the Beaver Lake Distribution System

The Districts’ Beaver Lake source is on a permanent water quality advisory due to the fluctuating turbidity and a lack of adequate water treatment. Further, this source has elevated organic compound levels, which is currently causing disinfection byproduct concentrations that exceeds Canadian Drinking Water Guidelines.

During periods of lower demand (November-April) the District has the ability to use Okanagan Lake source water in the Beaver Lake distribution system. Okanagan Lake water is a higher quality water source

that does not have the same issues the Beaver Lake source does. To date, supplying the Beaver Lake system with Okanagan Lake water has typically only been done during the spring freshet season.

This supplemental budget request is to change operational procedures and supply Okanagan Lake water to the Beaver Lake water system during the lower demand periods. This request will require additional funding for increased pumping (\$35,000) and disinfectant costs (\$5,000).

**IMPACT IF NOT APPROVED**

Beaver Lake water will continue to be supplied through the winter months.





**SUPPLEMENTAL OPERATING  
BUDGET REQUESTS  
2023-Staffing-01**

**REQUEST**

Request  
 Title: Project Coordinator  
 Department: Engineering & Environmental Services

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

Annualized costs  
 Funded through the reallocation of existing budgets (\$40,000)

**BACKGROUND & JUSTIFICATION**

For the 2022 fiscal year, Council approved a Supplemental Operating Budget Request to provide additional ad-hoc administrative support to the Engineering department. During 2022 the department had this work done by a staff member on a casual appointment and there has been a positive impact on the progression of projects. Funding this position on a permanent and ongoing basis will bring continuity to the role and assist in recruitment and retention.

The Project Coordinator will be a permanent part-time position working 24 hours a week, funded through the reallocation of existing budgets and will primarily support the increasing amount of administrative work required to support the departments projects. Historically, the project administrative work has been undertaken by the technical and managerial staff who deliver projects. In most cases, this is not the most efficient or effective use of their time. Project delivery in the Engineering Dept. is a function currently performed by the Senior Engineering Technician, the Public Works Manager and the Director of Engineering & Environmental Services. Below is a summarized list of over 60 key projects that these three roles have been involved with in recent years:

2016 - 2019	2020 - 2022
<ul style="list-style-type: none"> <li>• Carrs Landing Rd (McCrieght Rd)</li> </ul>	<ul style="list-style-type: none"> <li>• Interim Paving Program (Williams Rd, Lodge Rd, Newene Rd, Hebbert Rd, Otley Rd &amp; Woodview Rd)</li> </ul>

• Carrs Landing Rd (Nuyens Park)	• Floral Court Drainage
• Sherman Drive (Lodge Rd to Copper Hill)	• Stormwater Management Bylaw 1127-2020
• Greenhow Rd (Oyama Rd to Young Rd)	• Subdivision and Development Servicing Bylaw 1121, 2020 update
• Woodsdale Rd (Seymour Rd to Bottom Wood Lake Rd)	• Interim Pavement Renewal
• Bottom Wood Lake Rd (Lodge Rd to Berry Rd)	• Janet Court Rd - washout reconstruction
• Oceola Rd (Pretty Rd to Carrs Landing Rd)	• Pelmeash Parkway Route 90 Bus stop at Oyama Rd
• Pelmeash Parkway (Oyama Rd to Hwy 97)	• Kenschuh Rd (Bottom Wood Lake Rd to end)
• Carrs Landing Rd – Pavement Repair Program	• BWL Rd Swalwell Bridge
• Robinson Rd (OK Centre Rd E to Pretty Rd)	• OK Centre Rd E (Jardines Rd to Williams Rd)
• Pretty Rd (Middleton Rd to Oceola Rd)	• Mobility Master Plan
• Pedestrian activated flashers Main Street at Blue Heron	• Okanagan Centre Rd East - Rd Improvements (design)
• Clark Creek Culvert Replacement	• Bottom Wood Lake Rd (Nexus to Beaver Lake Rd)
• Barkley Rd Flood Repair	• Rail Trail Rock fall mitigation - Construction management and coordination
• Oceola Roundabout (Lake Hill Dr to Goldie Rd)	• Oyama School Zone traffic calming
• Lake Country Entrance Signs	• EV Charging Station Investigation
• Interim Pavement Program (Todd Rd to Talbot Rd)	• Davidson Rd (Camp Rd to McGowan Rd)
• Reimche Rd Bridge replacement (design & construct)	• Evans Rd realignment
• Lakestone Emergency Exit	• Glenmore Rd Drainage improvements and Paving
• Pedestrian activated flashers (Lake Hill Drive at Shoreline Way)	• Beaver Lake Rd – Hwy 97 to Jensen Rd Paving
• Berry Rd (OK Centre Re E to Hwy 97)	• Mobility Improvement Program
• Traffic Calming and Rd Safety Policy	• Master Drainage Plan
• Okanagan Centre Rd West washout reconstruction	• Public Works Future Needs Assessment
• Bottom Wood Lake Rd (Berry Rd to McCarthy Rd)	• Transit Study
• Long Rd - Rd Improvements design	• LED Streetlight Conversion
• OK Centre Rd E (Hwy 97 to Berry Rd)	• Lake Country Business Park Development and Servicing Plan
• Pelmeash Pkwy parking lot at Oyama Rd	• Carr's Landing Rd and Okanagan Centre West Survey
• Lodge Rd Pathway connection – Sherman Dr to Rail trail	• Highways Bylaw rewrite
	• Middle Vernon Creek Flood Assessment
	• Infrastructure Asset management software implementation
	• Clearwater Subdivision Drainage Improvements design
	• Shanks Rd surface renewal

The Project Coordinator will also assist in the delivery of other policy and process project work being undertaken by staff within the Engineering and Environmental Services Department.

**IMPACT IF NOT APPROVED**

Technical and managerial staff will continue to undertake the administrative work required when delivering internal policy and process projects leaving less time to concentrate on their 'core' functions. This causes inefficiencies in both the use of time and funds.



**REQUEST**

Request Title: Building Inspection & Bylaw Manager  
 Department: Planning

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

Annualized costs: \$160,000 funded through additional revenues.

**BACKGROUND & JUSTIFICATION**

As the community grows, so does the demand for District services. Council has increased the number of staff in both the building inspection and bylaw departments in the last 3 years. The supervision, management and guidance of those staff has been absorbed by our existing management staff but maintaining the same level of service has become too much of a burden. Furthermore, growth in the community has increased the complexity of development projects, which requires additional cross-departmental collaboration for building permit approval processes, as well as matters relating to bylaw enforcement. This is an opportunity to create additional capacity, as well as improve proficiency in order to manage these two functions without a reduction in service.

There are 5 bylaw staff working 7 days a week, 9 am to 9 pm from May to October (2.5 permanent and an additional 2 FTE temporary staff between May and October). This requires a senior staff member to assist with investigative research, determine appropriate courses of action for complex files and to escalate files and write reports where Council input or direction is required. Senior staff are also required to be on call during the summer months to support Bylaw Officers.

There are 6 building staff, including 4 building officials and 2 supporting clerks. Improvements to the permitting process require a Manager to coordinate reviews and collaborate between departments so that the organizational interests are being comprehensively addressed at the Building Permit stage.

When the leads in either of these departments are on vacation or other leaves, it is very difficult to continue operate as the knowledge required is specific. Adding a manager increases the capacity for these departments to continue even when staff are away.

The property tax impact will be zero as this position will be funded from additional revenues.

**IMPACT IF NOT APPROVED**

Service reductions will be noticeable for both of these functions going forward. For bylaw, time by the responsible director needs to be focused on other duties and will impact the ability to deal with bylaw issues in a timely manner. For building inspection, delays in processing building permits may occur, as well as departmental information gaps when reviewing complex multi-use and high-density residential developments.



## SUPPLEMENTAL OPERATING BUDGET REQUESTS 2023-Staffing-03

### REQUEST

Request Title: Planner

Department: Planning & Development

### PRIORITY

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

### COSTS

- One-time Cost  Ongoing Cost

### ONGOING ANNUAL COSTS

- Annualized costs: \$100,000 funded through additional revenues.

### BACKGROUND & JUSTIFICATION

Currently, in addition to full time staff, contract and term positions are used to support the planning department. This request is to hire an additional 1 FTE as a permanent position. Given that there is a notable backlog in development applications and a consistently high number of applications continuing to be submitted, the District is confident that there is substantial need to shift some contracted/term work to 1 FTE. Hiring full time vs. terms/contracts allows for higher quality recruiting and retention which also leads to efficiencies due to continuity and experience on Lake Country specific files.

### IMPACT IF NOT APPROVED

If not approved, additional reliance will be placed on term/contract employees which expire, lead to higher turnover, and causes business disruptions and loss of work capacity within the department. It is expected that the current workload and file backlog will continue to grow.



**SUPPLEMENTAL OPERATING  
BUDGET REQUESTS  
2023-Staffing-04**

**REQUEST**

Request Title: Two Seasonal Parks Staff - Eight Month (March 15-October 15)  
 Department: Parks, Recreation and Culture

**PRIORITY**

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

**COSTS**

- One-time Cost
- Ongoing Cost

**ONGOING ANNUAL COSTS**

- Annualized costs

	2023	2024	2025	2026	2027
Labour	107,827	110,464	112,673	114,927	117,225
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
<b>Total</b>	<b>\$ 107,827</b>	<b>\$ 110,464</b>	<b>\$ 112,673</b>	<b>\$ 114,927</b>	<b>\$ 117,225</b>

**BACKGROUND & JUSTIFICATION**

The Parks Department oversees the maintenance and operations of the District of Lake Country Parks, Sportsfields, Gardens, Rough Areas, Trees, Beaches, Trails, Irrigation, Playgrounds, Park Furniture installation, and Garbage Collection. To perform these tasks from March through October, it requires 575 FTE Hours per Week or 14.75 FTE Staff. Currently in Parks there are 160 FTE hours per week allotted or 4 FTE staff. Between May 1 and August 31 there are an additional 4 FTE Summer Students hired to help with all the operational duties. The Summer Students are relied upon to work weekends where they must self-supervise and fulfill the operational duties of fulltime staff. Prior to the Summer Students arriving and after they return to school, parks are left with a void that is difficult for existing fulltime staff to fill and offer the required maintenance to the Parks that are in operation.

Parks Staff are at a point where they are no longer able to maintain the determined service levels and are forced to lower the frequency that parks, and amenities are being visited and serviced. As more Parks, Trails and Amenities are built or improved, more staff are required to provide safe, maintained spaces for the public to enjoy.

Adding 2 FTE Seasonally will help with the daily operations along with providing extra staffing for weekend work and supervision of young workers (Summer Students). These positions will also help in the shoulder seasons when park use is high and staffing levels are low.

**IMPACT IF NOT APPROVED**

If the additional staffing is not approved, we run the risk of current staff burning out. Additionally, the levels of service will require being reassessed to determine where priorities for maintenance need to be focused.



LAKE COUNTRY

Life. The Okanagan Way.

# 2023 - 2027 CAPITAL PLAN

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	<b>Development Services</b>									
2023-01	Community Survey	P & D	Operation	18,000	Financial Stabilization	18,000				
2023-52	REDIP Grant - Town Centre and Woodsdale	P & D	Operation	100,000	Grant Dependent	80,000				
	REDIP Grant - Town Centre and Woodsdale	P & D	Operation		Financial Stabilization	20,000				
2023-53	FCM Grant - Town Centre and Woodsdale	P & D	Operation	150,000	Grant Dependent	75,000				
	FCM Grant - Town Centre and Woodsdale	P & D	Operation		Financial Stabilization	75,000				
	OCP Update	P & D	Operation	100,000	Financial Stabilization		150,000			
	Other Strategy Updates	P & D	Operation	35,000	Financial Stabilization			35,000		35,000
	<b>Engineering</b>									
2023-02	Solid Waste Carts	Solid Waste	Furn & Equip	45,000	Solid Waste Reserve	45,000	46,000	47,000	48,000	49,000
	<b>General Government</b>									
2023-03	PS 3280 Asset Retirement Obligation Assessments	Admin	Operation	50,000	Financial Stabilization	50,000				
2023-04	Office Furniture Upgrades	Admin	Furn & Equip	15,000	Facility Reserve	15,000	15,000	15,000	15,000	15,000
2023-05	IT Equipment & Computer Hardware	Admin	IT Infrastructure	195,750	IT Reserve	195,750	145,000	65,000	81,000	75,000
2023-06	GIS Ortho Photos	Admin	Operation	35,000	IT Reserve	35,000		35,000		35,000
	Asset Management	Admin	IT Infrastructure	25,000	IT Reserve		25,000	25,000		
	Electronic Document Records Management	Admin	IT Infrastructure	230,000	IT Reserve		230,000			
	Finance Budget Software	Admin	IT Infrastructure	45,000	IT Reserve		45,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	<i>Infrastructure</i>									
	<i>Facilities</i>									
<b>2023-07</b>	Facility Renewal & Replacement - Construction	Facilities	Building	166,000	Facility Reserve	166,000	180,000	270,000	1,155,000	400,000
	Beasley Park Community Centre Improvements - Construction	Parks	Building	110,000	Capital Works Reserve		110,000			
	Public Works Building Upgrades/Expansion - Design	Water Infrastructure	Building	200,000	Water Capital Reserve		66,667			
	Public Works Building Upgrades/Expansion - Design	Transportation	Building		Road Reserve		66,667			
	Public Works Building Upgrades/Expansion - Design	Fleet	Building		Capital Works Reserve		66,666			
	Public Works Building Upgrades/Expansion - Construction	Water Infrastructure	Building	2,500,000	Unfunded			833,333		
	Public Works Building Upgrades/Expansion - Construction	Transportation	Building		Unfunded			833,333		
	Public Works Building Upgrades/Expansion - Construction	Fleet	Building		Unfunded			833,334		
	RCMP - Ramp Construction	Facilities	Building	50,000	RCMP Reserve			50,000		
	Arena Refrigeration Equipment Replacement - Construction	Facilities	Building	1,020,000	Facility Reserve					
	<i>Parks</i>									
<b>2023-08</b>	Town Centre Parks Concept Design - Design	Parks	Land Improv	80,000	Capital Works Reserve	43,200				
	Town Centre Parks Concept Design - Design	Parks	Land Improv		Parks Dev DCC	36,800				
<b>2023-09</b>	Woodsdale Dog Park Relocation - Design & Construction	Parks	Land Improv	25,000	Capital Works Reserve	25,000				
<b>2023-10</b>	Beasley Rubber Surfacing - Construction	Parks	Land Improv	35,000	Capital Works Reserve	35,000				
<b>2023-11</b>	Nexus Erosion Repair - Construction	Parks	Land Improv	160,000	Climate Action Reserve	160,000				
<b>2023-12</b>	Woodsdale Waterfront Park Site & Cultural Centre - Construction	Parks	Land Improv	2,826,640	Capital Works Reserve	776,120				
	Woodsdale Waterfront Park Site & Cultural Centre - Construction	Parks	Land Improv		Grant Funded	1,866,520				
	Woodsdale Waterfront Park Site & Cultural Centre - Construction	Parks	Land Improv		Parks Dev DCC	184,000				

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	Sports Fields - Design	Parks	Land Improv	100,000	Capital Works Reserve		1,000			
	Sports Fields - Design	Parks	Land Improv		Parks Dev DCC		99,000			
	Swalwell Park & Vernon Creek Trail - Design	Parks	Land Improv	50,000	Gas Tax		27,000			
	Swalwell Park & Vernon Creek Trail - Design	Parks	Land Improv		Parks Dev DCC		23,000			
	Pelmewash Accessible Fishing Pier - Construction	Parks	Land Improv	150,000	Capital Works Reserve		50,000			
	Pelmewash Accessible Fishing Pier - Construction	Parks	Land Improv		Grant Dependent		100,000			
	Pelmewash Accessible Kayak Launch - Construction	Parks	Land Improv	100,000	Grant Dependent		100,000			
	Paddle Trail & Paddle Parks - Design & Construction	Parks	Land Improv	150,000	Capital Works Reserve		75,000			
	Paddle Trail & Paddle Parks - Design & Construction	Parks	Land Improv		Gas Tax		75,000			
	Oyama Boat Launch - Construction	Parks	Land Improv	250,000	Capital Works Reserve		250,000			
	Theatre Sound System Replacement - Construction	Recreation & Culture	Furn & Equip	100,000	Capital Works Reserve		80,000			
					Facilities Reserve		20,000			
	Neighbourhood Park - Design	Parks	Land Improv	50,000	Capital Works Reserve			500		
	Neighbourhood Park - Design	Parks	Land Improv		Parks Dev DCC			49,500		
	Oyama Isthmus Park - Design	Parks	Land Improv	280,000	Capital Works Reserve			2,800		
	Oyama Isthmus Park - Design	Parks	Land Improv		Parks Dev DCC			277,200		
	Swalwell Park & Vernon Creek Trail - Construction	Parks	Land Improv	500,000	Capital Works Reserve			253,847		
	Swalwell Park & Vernon Creek Trail - Construction	Parks	Land Improv		Grant Funded			16,153		
	Swalwell Park & Vernon Creek Trail - Construction	Parks	Land Improv		Parks Dev DCC			230,000		
	Sports Fields - Construction	Parks	Land Improv	1,000,000	Capital Works Reserve			10,000		
	Sports Fields - Construction	Parks	Land Improv		Parks Dev DCC			990,000		
	Mountain Bike Skills Park - Construction	Parks	Land Improv	500,000	Capital Works Reserve			165,000		
	Mountain Bike Skills Park - Construction	Parks	Land Improv		Grant Dependent			335,000		

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	Sports Fields - Design	Parks	Land Improv	100,000	Capital Works Reserve				1,000	
	Sports Fields - Design	Parks	Land Improv		Parks Dev DCC				99,000	
	Oyama Isthmus Park - Construction	Parks	Land Improv	2,800,000	Capital Works Reserve				504,000	
	Oyama Isthmus Park - Construction	Parks	Land Improv		Parks Dev DCC				2,296,000	
	Gable Beach Park - Design & Construction	Parks	Land Improv	25,000	Capital Works Reserve				25,000	
	Neighbourhood Park - Construction	Parks	Land Improv	500,000	Capital Works Reserve				75,000	
	Neighbourhood Park - Construction	Parks	Land Improv		Parks Dev DCC				425,000	
	Neighbourhood Park - Design	Parks	Land Improv	50,000	Capital Works Reserve					500
	Neighbourhood Park - Design	Parks	Land Improv		Parks Dev DCC					49,500
	Sports Fields - Construction	Parks	Land Improv	1,000,000	Grant Dependent					400,000
	Sports Fields - Construction	Parks	Land Improv		Parks Dev DCC					600,000

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	<b>Transportation</b>									
2023-13	Robinson Rd Construction	Transportation	Engineering Structures	2,529,000	Developer Contribution	1,415,000				
	Robinson Rd Construction	Transportation	Engineering Structures		Road DCC	518,344				
	Robinson Rd Construction	Transportation	Engineering Structures		Capital Works Reserve	226,105				
	Robinson Rd Construction	Transportation	Engineering Structures		Road Reserve	369,551				
2023-14	Woodsdale Rd - Construction	Transportation	Engineering Structures	2,850,000	Gas Tax	1,250,000				
	Woodsdale Rd - Construction	Transportation	Engineering Structures		Capital Works Reserve	273,895				
	Woodsdale Rd - Construction	Transportation	Engineering Structures		Road DCC	1,326,105				
2023-15	Hare Road - 6th Street Road and Drainage Renewal	Transportation	Engineering Structures	175,000	Drainage DCC	85,000				
	Hare Road - 6th Street Road and Drainage Renewal	Transportation	Engineering Structures		Gas Tax	90,000				
2023-16	Pelmewash Active Transporation Connection Design	Transportation	Engineering Structures	150,000	Climate Action Reserve	150,000				
2023-17	Pelmewash Slope Stability Mitigation - Construct	Transportation	Engineering Structures	200,000	Capital Works Reserve	200,000				
2023-18	OK Centre Road East Hydro Pole Relocation	Transportation	Engineering Structures	60,000	Road Reserve	60,000				
2023-19	Lakestone Drive Drainage Corridor - Design & Permitting	Transportation	Engineering Structures	150,000	Drainage DCC	148,500				
	Lakestone Drive Drainage Corridor - Design & Permitting	Transportation	Engineering Structures		Road Reserve	1,500				
2023-20	Integrated Transit Study - Phase 2	Transportation	Operation	50,000	Gas Tax	50,000				
	Interim Pavement Renewal	Transportation	Engineering Structures	600,000	Road Reserve		600,000		600,000	
	Drainage DCC Update	Transportation	Operation	30,000	Drainage DCC		29,700			
	Drainage DCC Update	Transportation	Operation		Road Reserve		300			
	OK Centre Rd E (Williams - Davidson)	Transportation	Engineering Structures	1,830,500	Road Reserve		978,768			
	OK Centre Rd E (Williams - Davidson)	Transportation	Engineering Structures		Road DCC		851,732			
	Pelmewash Active Transporation Connection - Construction	Transportation	Engineering Structures	1,950,000	Grant Funded		1,000,000			
	Pelmewash Active Transporation Connection - Construction	Transportation	Engineering Structures		Road Reserve		950,000			
	Carrs Land Rd (Commonage - Commonage) - Design	Transportation	Engineering Structures	270,000	Capital Works Reserve		270,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	Long Road - Construction	Transportation	Engineering Structures	600,000	Capital Works Reserve			600,000		
	OK Centre Rd E (Jardines Rd to Berry Rd)	Transportation	Engineering Structures	3,634,850	Road Reserve			1,543,554		
	OK Centre Rd E (Jardines Rd to Berry Rd)	Transportation	Engineering Structures		Gas Tax			400,000		
	OK Centre Rd E (Jardines Rd to Berry Rd)	Transportation	Engineering Structures		Road DCC			1,691,296		
	Lodge Rd (Sherman - Woodsdale) - Design	Transportation	Engineering Structures	100,000	Capital Works Reserve			100,000		
	Pretty Rd Sidewalk (Existing Sidewalk - Robinson) - Construction	Transportation	Engineering Structures	1,218,000	Gas Tax				350,000	
	Pretty Rd Sidewalk (Existing Sidewalk - Robinson) - Construction	Transportation	Engineering Structures		Road Reserve				868,000	
	Lodge Road - Sherman Drive to Woodsdale Road	Transportation	Engineering Structures	870,000	Road Reserve				115,189	
	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				404,811	
	Carrs Land Rd (Commonage - Commonage) - Construction	Transportation	Engineering Structures	3,006,000	Road Reserve					1,960,000
	Carrs Land Rd (Commonage - Commonage) - Construction	Transportation	Engineering Structures		Gas Tax					346,000
	Carrs Land Rd (Commonage - Commonage) - Construction	Transportation	Engineering Structures		Capital Works Reserve					700,000

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	<b>Vehicles &amp; Equipment</b>									
2023-21	Shop Equipment & Upgrades	Transportation	Vehicle & Mach	30,000	Vehicles & Equipment	30,000	20,000			
2023-22	Parks 1/2 Ton Regular Cab Long Box 4wd Pick-up Truck	Transportation	Vehicle & Mach	60,000	Vehicles & Equipment	60,000				
2023-23	Water 1/2 Ton Regular Cab Long Box 4wd Pick-up Truck	Transportation	Vehicle & Mach	60,000	Vehicles & Equipment	60,000				
2023-24	Electric Ice Edger Arena Ice Maintenance - Replacement	Transportation	Vehicle & Mach	10,000	Vehicles & Equipment	10,000				
2023-25	Unit 2313 - 2013 Chevrolet K1500 Replacement	Transportation	Vehicle & Mach	60,000	Vehicles & Equipment	60,000				
2023-26	Unit 9719 - 2013 Nissan Rogue Replacement	Transportation	Vehicle & Mach	50,000	Vehicles & Equipment	50,000				
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	500,000	Vehicles & Equipment		500,000			
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	598,000	Vehicles & Equipment			598,000		
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	592,000	Vehicles & Equipment				592,000	
	Fleet & Equipment Replacement	Transportation	Vehicle & Mach	312,000	Vehicles & Equipment					312,000
	<b>Protective Services</b>									
2023-27	Firefighter Personal Protective Equipment	Fire	Furn & Equip	150,000	Fire Capital Reserve	150,000				160,000
2023-28	LockBox Upgrade	Fire	Furn & Equip	40,000	Fire Capital Reserve	40,000				
2023-29	Fire Apparatus iPads	Fire	Furn & Equip	10,000	Fire Capital Reserve	10,000				25,000
2023-30	Station 71 Infrared Sauna	Fire	Building	5,000	Fire Capital Reserve	5,000				
2023-31	Operational Guidelines & Safe Work Procedures	Fire	Operation	17,500	Financial Stabilization	17,500				
2023-32	SPU 81 Sprinkler Protection	Fire	Furn & Equip	45,000	Grant Dependant	45,000	45,000	45,000	45,000	
2023-33	Fire & Rescue Power Tools	Fire	Furn & Equip	75,000	Fire Capital Reserve	75,000				
2023-34	Fire Vehicle C72 - 2014	Fire	Vehicle & Mach	110,000	Fire Capital Reserve	110,000				
2023-35	Fire hose, Nozzles & Appliance - Renewal & Replacement	Fire	Furn & Equip	65,000	Fire Capital Reserve	65,000				

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	3-Section 28-Foot & 3-Section 35-Foot Ground Ladder Retrofit	Fire	Furn & Equip	20,000	Fire Capital Reserve		20,000			
	Tender 81 1500 Gallon Tactical Water Tender 4x4	Fire	Vehicle & Mach	750,000	Fire Capital Reserve		750,000			
	Tender 91 1500 Gallon Tactical Water Tender 4x4	Fire	Vehicle & Mach	750,000	Fire Capital Reserve		750,000			
	Fire Truck Computers	Fire	Vehicle & Mach	10,000	Fire Capital Reserve		10,000			
	Station 81 Bathroom Renovation	Facilities	Building	10,000	Fire Capital Reserve		10,000			
	Station 91 Re-Roofing	Facilities	Building	10,000	Fire Capital Reserve		10,000			
	First Responder Kits & AED - Renewal & Replacement	Fire	Furn & Equip	50,000	Fire Capital Reserve		50,000			
	Gas Detection & Thermal Imaging - Renewal & Replacement	Fire	Furn & Equip	50,000	Fire Capital Reserve		50,000			
	Engine 81 & Engine 91 Deck-Gun Retrofit	Fire	Vehicle & Mach	40,000	Fire Capital Reserve		40,000			
	Fire Underwriters Survey - Community Risk Assessment	Fire	Operation	15,000	Financial Stabilization Reserve		15,000			
	Fire Training House & Training Aids - Renewal & Replacement	Fire	Furn & Equip	30,000	Fire Capital Reserve			30,000		
	Tender 71 Fold-A-Tank Retrofit	Fire	Vehicle & Mach	40,000	Fire Capital Reserve			40,000		
	Fire Underwriters Survey - Superior Tanker Shuttle Assessment	Fire	Operation	15,000	Fire Capital Reserve			15,000		
	Car 71 Command/Logistics/Decontamination 1/2 Ton HD 4x4 Pickup	Fire	Vehicle & Mach	112,500	Fire Capital Reserve			112,500		
	Utility 91 Fire/Medical/Marine & Ice Rescue 1 Ton HD 4x4 Pickup	Fire	Vehicle & Mach	250,000	Fire Capital Reserve			250,000		
	Community Risk Reduction - Fire Master Plan	Fire	Operation	60,000	Financial Stabilization Reserve				60,000	
	Car 73 Command/Logistics/Decontamination 1/2 Ton HD 4x4 Pickup	Fire	Vehicle & Mach	115,000	Fire Capital Reserve					115,000
	Engine 71 All-Risk/Interface/Rescue/Engine 4x2	Fire	Vehicle & Mach	1,600,000	Fire Capital Reserve					1,600,000

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	<b>Sewer</b>									
<b>2023-36</b>	City of Kelowna Effluent Connection	Sewer Infrastructure	Sewer System	500,000	Climate Action Reserve	250,000				
	City of Kelowna Effluent Connection	Sewer Infrastructure	Sewer System		Gas Tax	250,000				
<b>2023-37</b>	Lift Station Platform Improvements	Sewer Infrastructure	Sewer System	125,000	Sewer Capital Reserve	125,000				
<b>2023-38</b>	WWTP Electrical Cleanup	Sewer Infrastructure	Sewer System	35,000	Sewer Capital Reserve	35,000				
	WWTP Headworks Screen Replacement	Sewer Infrastructure	Sewer System	300,000	Sewer Capital Reserve		300,000			
	Turtle Bay Sewer Realignment	Sewer Infrastructure	Sewer System	300,000	Sewer Capital Reserve		300,000			
	Lake Country Business Park Sewermain Relocation	Sewer Infrastructure	Sewer System	3,000,000	Unfunded			3,000,000		
	WWTP & Septage Site Improvements & Equipment Replacement	Sewer Infrastructure	Sewer System	4,100,000	Sewer Capital Reserve			909,000		
	WWTP & Septage Site Improvements & Equipment Replacement	Sewer Infrastructure	Sewer System		RDCO Funded			2,300,000		
	WWTP & Septage Site Improvements & Equipment Replacement	Sewer Infrastructure	Sewer System		Sewer WWTP DCC Reserve			891,000		
	McCarthy Lift Station - Design	Sewer Infrastructure	Sewer System	100,000	Sewer Capital Reserve			100,000		
	McCarthy Lift Station - Construction	Sewer Infrastructure	Sewer System	1,000,000	Sewer Capital Reserve				1,000,000	
	Lodge Road Foremain Partial Twinning - Design	Sewer Infrastructure	Sewer System	50,000	Sewer Capital Reserve				50,000	
	Lodge Road Foremain Partial Twinning - Construction	Sewer Infrastructure	Sewer System	800,000	Sewer Capital Reserve					800,000
	Community Retrofit Sewer Design	Sewer Infrastructure	Sewer System	1,000,000	Unfunded					1,000,000
	Community Retrofit Sewer LSA	Sewer Infrastructure	Sewer System	100,000	Unfunded					
	Community Retrofit Sewer Construction	Sewer Infrastructure	Sewer System	50,000,000	Unfunded					
	WWTP Phase VI	Sewer Infrastructure	Sewer System	10,000,000	Unfunded					
	<b>Hydro</b>									
<b>2023-39</b>	Vernon Creek Intake Screen Automation - Construction	Hydrogeneration	Hydro	500,000	Climate Action Reserve	400,000	200,000			
	Hydro Generation Equipment Replacement	Hydrogeneration	Hydro	350,000	Climate Action Reserve	-	350,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	<b>Water</b>									
2023-40	Beaver Lake Treatment System - Functional Design	Water Infrastructure	Water system	800,000	Water Capital Reserve	464,000				
	Beaver Lake Treatment System - Functional Design	Water Infrastructure	Water system		Water DCC	336,000				
2023-41	Okanagan Centre Small Diameter Watermains	Water Infrastructure	Water system	1,500,000	Water Capital Reserve	1,500,000				
2023-42	Woodsdale Road Creek Crossing	Water Infrastructure	Water system	5,000	Water Capital Reserve	5,000				
2023-43	Irvine Road Pump Stn/PRV - Construction	Water Infrastructure	Water system	400,000	Water Capital Reserve	400,000				
2023-44	Water Intake Buoy Marking	Water Infrastructure	Water system	50,000	Water Capital Reserve	50,000				
2023-45	Beaver Lake Intake Tower Replacement Design	Water Infrastructure	Water system	200,000	Water Capital Reserve	200,000				
2023-46	Carr's Landing Local Service Area Strategy	Water Infrastructure	Water system	150,000	Water Capital Reserve	150,000				
2023-47	Tempest Utility Billing Customization	Water Infrastructure	Water system	25,000	Financial Stabilization	25,000				
2023-48	Robinson Road Watermain	Water Infrastructure	Water system	130,000	Water Capital Reserve	130,000				
2023-49	Okanagan Lake Source Protection Plan	Water Infrastructure	Water system	30,000	Grant Funded	30,000				
2023-50	Water Management Plan	Water Infrastructure	Water system	50,000	Grant Funded	10,000				
	Water Management Plan	Water Infrastructure	Water system		Water Capital Reserve	40,000				
2023-51	Okanagan Lake Pump House Pump Refurbishment	Water Infrastructure	Water system	50,000	Water Capital Reserve	50,000	50,000			
	Transmission Main Leak Detection (Smart Ball)	Water Infrastructure	Water system	100,000	Water Capital Reserve		100,000			
	DRS - Crooked & Damer Lake	Water Infrastructure	Water system	75,000	Water Capital Reserve		75,000			
	PRV Confined Space Improvements	Water Infrastructure	Water system	600,000	Water Capital Reserve		300,000	300,000		
	Kalamalka Lake Intake Extension - Design	Water Infrastructure	Water system	200,000	Water Capital Reserve		100,000			
	Kalamalka Lake Intake Extension - Design	Water Infrastructure	Water system		Water DCC	100,000				
	Carr's Landing SD Watermains Improvements (Phase 1) - Design	Water Infrastructure	Water system	150,000	Water Capital Reserve		150,000			
	Woodsdale Watermain Connection - Design	Water Infrastructure	Water system	100,000	Water Capital Reserve		1,000			
	Woodsdale Watermain Connection - Design	Water Infrastructure	Water system		Water DCC	99,000				
	Pretty Rd Sidewalk (Existing Sidewalk - Robinson)	Water Infrastructure	Water system	250,000	Water Capital Reserve		250,000			
	Beaver Lake Intake Tower Replacement Construction	Water Infrastructure	Water system	2,375,000	Water Capital Reserve		1,377,500			
	Beaver Lake Intake Tower Replacement Construction	Water Infrastructure	Water system	-	Water DCC		997,500			
	OK Centre Rd E (Berry - Hwy)	Water Infrastructure	Water system	300,000	Water Capital Reserve		300,000			
	City of Kelowna Bulk Metering Facility	Water Infrastructure	Water system	500,000	Water Capital Reserve		500,000			
	Beaver Lake Treatment System - Detailed Design	Water Infrastructure	Water system	3,000,000	Debt		3,000,000			

CAPITAL NUMBER	PROJECT	DEPARTMENT	CATEGORY	TOTAL PROJECT COST	FUNDING	2023	2024	2025	2026	2027
	OK Centre Rd E (Berry - Jardines)	Water Infrastructure	Water system	100,000	Water Capital Reserve			100,000		
	Lake Country Business Park Watermain Relocation	Water Infrastructure	Water system	3,000,000	Unfunded			3,000,000		
	Woodsdale Watermain Connection	Water Infrastructure	Water system	800,000	Water Capital Reserve			8,000		
	Woodsdale Watermain Connection	Water Infrastructure	Water system		Water DCC			792,000		
	Agricultural Use Plan	Water Infrastructure	Water system	75,000	Water Capital Reserve			75,000		
	Seaton & Read Road PRV Abandonment	Water Infrastructure	Water system	500,000	Water Capital Reserve			500,000		
	Carr's Landing SD Watermains Improvements (Phase 1) - Construction	Water Infrastructure	Water system	1,275,000	Water Capital Reserve			1,275,000		
	Beaver Lake Treatment System - Construction	Water Infrastructure	Water system	80,000,000	Debt			15,366,667		
	Beaver Lake Treatment System - Construction	Water Infrastructure	Water system		Grant Dependant			53,333,333		
	Beaver Lake Treatment System - Construction	Water Infrastructure	Water system		Debt - Water DCC			11,300,000		
	Kalamalka Lake Intake Construction	Water Infrastructure	Water system	1,100,000	Debt			550,000		
	Kalamalka Lake Intake Construction	Water Infrastructure	Water system		Water DCC			550,000		
	Carr's Landing SD Watermains Improvements (Phase 2) - Construction	Water Infrastructure	Water system	2,140,000	Water Capital Reserve				2,140,000	
	Lakepine Connection to Beaver Lake System	Water Infrastructure	Water system	630,000	Water Capital Reserve				630,000	
	Okanagan Centre Small Diameter Watermain Replacement (Phase 2)	Water Infrastructure	Water system	3,230,000	Debt					3,230,000
	Oyama Small Diameter Watermains	Water Infrastructure	Water system	3,200,000	Debt					
	Oyama System Separation	Water Infrastructure	Water system	21,500,000	Grant Dependant					
	Oyama System Separation	Water Infrastructure	Water system		Water Capital Reserve					
	Oyama System Separation	Water Infrastructure	Water system		Water DCC					
	Kalamalka Lake Treatment Plant	Water Infrastructure	Water system	30,000,000	Grant Dependant					
	Kalamalka Lake Treatment Plant	Water Infrastructure	Water system		Water Capital Reserve					
	Kalamalka Lake Treatment Plant	Water Infrastructure	Water system		Water DCC					
						15,302,890	17,546,500	105,147,351	11,929,000	11,907,000

**PROJECT**

Project Name: 2023 Community Survey  
 Short Description: Community wide survey to gauge and better understand community priorities and values  
 Department: Public Engagement/Communications

**COSTS**

- Total Cost \$18,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Financial Stabilization Reserve
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

In 2015 and 2019, in conjunction with the municipal election, staff undertook a community wide survey. The purpose of the survey, that will be administered by a third-party consultant, is to gauge and better understand community priorities and recognize what community members value and don't mind contributing towards, living in Lake Country. The results of the survey will be compiled by the consultant and presented to Council for consideration. 2023 survey results will be helpful for Council to set strategic priorities for the next four years and

allocate sufficient budget dollars towards community priorities that are important to residents. The survey will also extend to local Lake Country businesses, to better understand the challenges and opportunities they are facing.

**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

Yes                       No

If no, please explain:

Survey was identified as being due for an update as the last one was conducted pre-covid and at the beginning of the previous Council term.

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

1<sup>st</sup> half of 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?

Third party consultant will conduct and compile the survey, internal communications team will use the survey to communicate out results to community.

**IMPACT IF NOT APPROVED**

The last community survey was conducted in 2019 (pre-covid) and does not accurately reflect the sentiments of the community in 2022/2023. The community has changed drastically, and a new and revised survey will capture for Council the reality of what residents are thinking and feeling now, which is crucial for Council to make forward thinking decisions, reflective of today's community.



**PROJECT**

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

**COSTS**

Total Cost \$45,000

Funding: *Finance to fill out*

Reserves: Solid Waste

Reserve

Developer Contributions

Other:

Borrowing

User Fees

Grants

**REQUIREMENT**

Master Plan:

Strategic Priority

Safety Requirement

Related to another planned project for 2021

Other: ongoing capital expenditure

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: **10** Years

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	45,000	46,000	47,000	48,000	49,000
Renewal	4,500	4,500	4,500	4,500	4,500
<b>Total</b>	<b>\$ 49,500</b>	<b>\$ 50,500</b>	<b>\$ 51,500</b>	<b>\$ 52,500</b>	<b>\$ 53,500</b>

## BACKGROUND & JUSTIFICATION

Ongoing annual capital purchase of carts to support new residential services and replacement of damaged carts and carts at end of useful life. Budget increase in 2023 and beyond reflects increased cost of resin (cart material) and shipping cost increases.

## TIMING

Was the project slated for 2022 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

*New residential services would be impacted by not having collection carts available. Replacement of damaged or end of life carts would also be impacted.*

**PROJECT**

Project Name: Assessments for new Asset Retirement Obligation Accounting Standard  
 Short Description: Assessments for environmental, asbestos etc. evaluations on District assets required by new accounting standard for Dec 31, 2023 year ended  
 Department: Administration

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other: Public Sector Accounting Board Asset Retirement Obligations Standard PS 3280
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The Public Sector Accounting Board issued a new accounting standard on asset retirement obligations in August 2018 which impacts public sector entities such as the District of Lake Country. Municipalities must implement this standard for the year ended December 31, 2023.

An Asset Retirement Obligation (ARO) is a legal obligation associated with the retirement of a tangible capital asset.

If there is a legal obligation associated with retiring a tangible capital asset as a result of acquiring it, constructing it, developing it or from normal use, an additional liability must be recognized for your best estimate of the costs required to decommission an asset at the end of its life or term of use.

Asset Retirement Obligations have existed in the accounting standards for private (ASPE) and publicly traded companies (IFRS) for a long time and are now being introduced to the public sector.

Examples in other industries:

- Decontaminating a nuclear power plant site
- Gas station with underground tanks
- Reclamation of a mine site

Examples of Asset Retirement Obligations for the public sector:

- Requirement to restore a leased site
- Landfill closure
- Retirement of equipment with dangerous substances such as X-ray machines
- Removal of asbestos that will either need to occur when a building is retired or during a major renovation

Potential Asset Retirement Obligations for the District:

- Buildings
- Leased properties
- Treatment plants
- Docks
- Radio towers
- Pump stations
- Park infrastructure

The implementation of the standard will occur internally lead by the finance team in collaboration with all other departments. We believe the majority of potential obligations would relate to asbestos within buildings or pipes. The majority of this budget request would be for asbestos assessments on District assets. These assessments will also provide value when it comes to the District’s long term asset planning.

**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

- Yes                       No

If no, please explain:

Initial scoping exercise was done in 2022 which identified professional third-party experts will be needed in certain areas (asbestos identification) in 2023.

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

Community will be updated through publication of 2023 Financial Statements as a disclosure will be required per the accounting standards.

**IMPACT IF NOT APPROVED**

Estimates used in 2023 financial statement disclosure may not be accurate and could lead to issues in receiving a clean external audit opinion. Also could lead to inaccurate costing of asset disposal down the line.



**PROJECT**

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

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

## ONGOING ANNUAL COSTS

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

## BACKGROUND & JUSTIFICATION

This is related to 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. An 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 2023 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

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 \$195,750

Funding: *Finance to fill out*  Borrowing

Reserves: IT Reserve  User Fees

Developer Contributions  Grants

Other:

**REQUIREMENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Master Plan:                                | <input checked="" type="checkbox"/> Capital Renewal or Required Replacement |
| <input type="checkbox"/> Strategic Priority                          | <input type="checkbox"/> Legislative change                                 |
| <input type="checkbox"/> Safety Requirement                          | <input type="checkbox"/> Service Level Enhancement                          |
| <input type="checkbox"/> Related to another planned project for 2023 | <input type="checkbox"/> Development Driven                                 |
| <input type="checkbox"/> Other:                                      |   |

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

IT supports all facets of the 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 the importance of the data and day to day process at the District which requires the use of IT resources. Slated for

renewal in 2023 is server replacements, security upgrades and renewal of hardware (laptops, monitors, tablets etc.).

**TIMING**

Was the project slated for 2023 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? 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?

**IMPACT IF NOT APPROVED**

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



**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 2023  Development Driven
- Other:

**ONGOING ANNUAL COSTS**

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

**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 2023 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?

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?

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: Facility Renewal and Replacement - Construction  
 Short Description: Priority renewal and replacement projects for District owned facilities  
 Department: Parks, Recreation and Culture

**COSTS**

- Total Cost \$166,000
- Funding: *Finance to fill out*  Borrowing
- Reserves: Facilities 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 2023  Development Driven
- Other:

**ONGOING ANNUAL COSTS**

- Annualized costs will be required – N/A
- Renewal of the asset will be required – Expected Life: 10 -25 Years

## BACKGROUND & JUSTIFICATION

The project consists of priority renewal or replacement projects as components reach the end of their service life.



## TIMING

Was the project slated for 2023 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 2023 (expected start) to February 2024 (expected completion)

## COMMUNICATION & ENGAGEMENT

Does the community need to be informed?  Yes  No

Is there 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 facility components at the end of their service life would result in increased maintenance and repair costs.

**PROJECT**

Project Name: Town Centre Parks & Trails Concept Design – Design  
 Short Description: Design of new park and trail amenities within Swalwell Park and along the Middle Vernon Creek corridor  
 Department: Parks, Recreation and Culture

**COSTS**

- Total Cost \$80,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Capital Works Reserve - \$43,200  
Parks Dev DCC - \$36,800
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan: 2018 Parks & Recreation Master Plan
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

Swalwell Park serves an important role in Lake Country’s Town Centre as its primary outdoor public gathering space for a multitude of recreational and cultural activities. The amenities within the park such as the skate park, spray park and performance stage, offer unique experiences that draw people from all over the community. Although most of the park has been completed, some areas remain underutilized and prone to unwanted

activity. There is opportunity to add new recreation and cultural amenities to better serve the current programming needs of the park and the growing population of Lake Country and of the Town Centre area itself.

Extending out from Swalwell Park, the Middle Vernon Creek corridor offers wonderful opportunity to create an interconnected series of parks and parkways to serve as the backyard for residents and a destination for visitors, workers and students alike. It can provide much needed connections to nature within an urban setting while also creating pedestrian links throughout Town Centre. Through past developments, the District has acquired large portions of the corridor.

This project involves concept design for improvements to Swalwell Park as well as the design of new trail connections and pocket parks along both sides of Middle Vernon Creek between Bottom Wood Lake Road and Beaver Lake Road. It will support the sustainable development of Lake Country's Town Centre through protection of greenspace, creation of active transportation paths and enhancements to community and cultural gathering spaces. A carefully-planned implementation strategy which anticipates and prioritizes the current and future needs of the community will allow the District of Lake Country to efficiently and effectively meet park development goals, one phase at a time.

### TIMING

Was the project slated for 2023 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 2023 (actual start) – December 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

*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 improvements and to keep residents informed about plans and potential impacts they may experience. The proposed public engagement process is as follows:

- Seek public input on concept design through an on-line survey – Spring 2023
- Inform public about resulting park plans and project next steps through ‘Let’s Talk Lake Country’ platform – Fall 2023

Additionally, District staff will continue to work closely with stakeholders in Swalwell Park and Town Centre, coordinating directly with them regarding the design and communications to their members.

#### **IMPACT IF NOT APPROVED**

Without strategic planning and decision making, capital works and potential opportunities, such as parkland acquisition and improvements through developments cannot be properly considered.

**PROJECT**

Project Name: Woodsdale Dog Park Relocation – Construction  
 Short Description: Construction of a new dog park in Woodsdale to replace a temporary dog park at the former Woodsdale packinghouse site  
 Department: Parks, Recreation and Culture

**COSTS**

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

**REQUIREMENT**

- Master Plan: 2018 Parks & Recreation Master Plan
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other: Maintaining Current Service Level
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The existing temporary dog park at the former Woodsdale packinghouse site will be removed when the proposed Indigenous Cultural Centre and Nature Park construction works begin in 2023. Maintaining an off-leash opportunity for dog owners here is beneficial due to its central location and proximity to quickly densifying residential areas.

This project involves the construction of a new off-leash dog park in the Woodsdale area with fencing, gates and signage improvements.

**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

Yes                       No

If no, please explain:

New opportunity to utilize recently purchased parkland

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

June 2023 (estimated start) – September 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

*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 aim will be to keep stakeholders and residents informed about work timelines and potential impacts they may experience. This will be accomplished through newspaper ads, community bulletins, social media posts, and site signage.

**IMPACT IF NOT APPROVED**

Off-leash dog park opportunity will no longer be provided in the Woodsdale area



**PROJECT**

Project Name: Beasley Park Playground Improvement – Construction  
 Short Description: Installation of rubberized surfacing along playground hill slides  
 Department: Parks, Recreation and Culture

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Capital Renewal or Required Replacement
- Strategic Priority
- Legislative change
- Safety Requirement
- Service Level Enhancement
- Related to another planned project for 2023
- Development Driven
- Other: Maintenance Issues

**ONGOING ANNUAL COSTS**

- Annualized costs will be required – N/A
- Renewal of the asset will be required – Expected Life: 20 Years

**BACKGROUND & JUSTIFICATION**

The children’s play environment at Beasley Park is a significant family destination enjoyed by residents and visitors alike. Play features include swings, slides, monkey bars, spinners, climbers, a water trough, and natural elements.

This project involves the installation of rubberized play surfacing along the hill slides in the Beasley Park playground. The existing slopes were intended to be vegetated however high traffic in these areas has made establishment and maintenance of turf unsuccessful. The slopes are now eroding, resulting in slippery conditions when wet and material releasing down into the slide’s safety fall zones. A rubberized play surface will stop the erosion while maintaining important play value that the hill slope provides for children.



Existing Condition



Rubberized Surfacing Example

**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

Yes                       No

If no, please explain:

This project is identified as a high priority due to maintenance issues and potential safety risk

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

March 2023 (estimated start) – May 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

*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 aim will be to keep stakeholders and residents informed about work timelines and potential impacts they may experience. This will be accomplished through newspaper ads, community bulletins, social media posts, and site signage.

**IMPACT IF NOT APPROVED**

Further erosion around the hill slides will continue to go unaddressed, increasing maintenance levels and leaving potential safety risk.

**PROJECT**

Project Name:     Middle Vernon Creek Erosion Repair - Construction      
 Short Description:     Addressing erosion issues that threaten land and infrastructure at the Nexus Complex      
 Department:     Parks, Recreation and Culture    

**COSTS**

- Total Cost \$160,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Climate Action Reserve
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan: 2018 Parks & Recreation Master Plan (PRMP)
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other: Risk Mitigation
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

During the freshet event of 2017, significant erosion took place at the Nexus Complex along the interface with Middle Vernon Creek. The erosion has gradually increased since and is now encroaching on District property in ways that threaten existing infrastructure and parkland.

The project involves construction for the works needed to repair the eroded creek bank on Middle Vernon Creek. Three locations near the Winfield Arena have been identified to be repaired and are shown below in

Figure 1 – Erosion Locations. At Location 1, the creek has eroded the bank supporting the west end of the parking lot. In Location 2 the erosion has potential to encroach on to the playing field and at Location 3 the creek has eroded the bank supporting the west end of the horseshoe pits area. Grant funding has been applied for through the Infrastructure Canada’s Natural Infrastructure Fund – Small Projects Stream.



Figure 1 - Erosion Locations



**TIMING**

Was the project slated for 2023 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?

August 2023 (expected start) to October 2023 (expected completion) - dependent on Provincial permit approval

**COMMUNICATION & ENGAGEMENT**

Does the community need to be informed?                       Yes                       No

Is there 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?

During the construction phase, the aim will be to keep residents informed about work timelines and potential impacts they may experience. This will be accomplished through newspaper ads, community bulletins, social media posts, and site signage.

#### **IMPACT IF NOT APPROVED**

The potential for further erosion will continue to go unaddressed, leaving District property and infrastructure at risk. Construction of the Vernon Creek Trail cannot proceed until mitigation work is complete.

**PROJECT**

Project Name: Woodsdale Indigenous Cultural Centre & Nature Park – Construction  
 Short Description: Construction of an Indigenous Cultural Centre and Nature Park improvements at the former Woodsdale Packinghouse Site  
 Department: Parks, Recreation and Culture

**COSTS**

- Total Cost \$2,826,640
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants: \$1,866,250
- Reserves: Capital Works Reserve - \$776,120  
Parks Dev DCC - \$184,000
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan: 2018 Parks & Recreation Master Plan
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other: Grant Funding
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ANNUAL COSTS**

- Annualized costs will be required – \$60,000 Maintenance and Operating Expenses
- Renewal of the asset will be required – Expected Life:  Years

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	22,500	45,000	45,900	46,818
Materials & Supplies	-	7,500	15,000	15,300	15,606
Renewal	-	-	40,000	40,000	40,000
Total	\$ -	\$ 30,000	\$ 100,000	\$ 101,200	\$ 102,424

## BACKGROUND & JUSTIFICATION

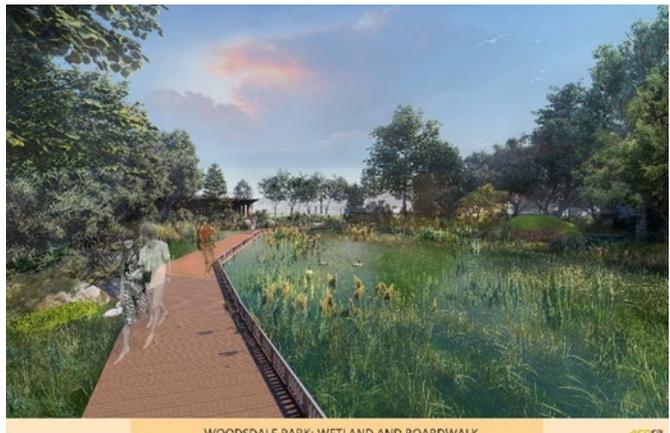
This project involves the construction of an Indigenous Cultural Centre and Nature Park improvements in Lake Country to celebrate the history of the Okanagan People in this region and to acknowledge the relationship that the Okanagan People share with this land. This project will also provide a unique 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: CULTURAL CENTRE AND PUBLIC PATIO

ecora



WOODSDALE PARK: WETLAND AND BOARDWALK

ecora

Renderings from Grant Funding Application

## TIMING

Was the project slated for 2023 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?

July 2023 (estimated start) – July 2024 (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

*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?

During the construction phase of the project, the aim will be to keep stakeholders and residents informed about work timelines and potential impacts they may experience. This will be accomplished through newspaper ads, community bulletins, social media posts, and site signage.

Overall, significant engagement with Okanagan Indian Band (OKIB) and other project stakeholders is very important to the success of the project and will continue throughout all phases.

## IMPACT IF NOT APPROVED

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

**PROJECT**

Project Name: Robinson Road Improvements (Artela Drive to 11474 Petrie Road)  
 Short Description: Robinson Road Mobility Improvement Program Capital Road Renewal and Improvement and Water Upgrades (Artela Drive to 11474 Petrie Road)  
 Department: Engineering & Environmental Services

**COSTS**

Total Cost \$2,529,000

Funding: *Finance to fill out*  Borrowing

Reserves:  User Fees

Roads DCC - \$518,344

Capital Works Reserve - \$226,105

Road Reserve - \$369,551

Developer Contributions: \$1,415,000  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 2022  Development Driven

Other:

**ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

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

\*Construction Phase

## BACKGROUND & JUSTIFICATION

Active transportation and mobility project driven by the development and active transportation users in this area. This Mobility Improvement Program project began as part of the Safe Routes to School initiative as Robinson Road lacks sidewalks for children walking to school and other vulnerable users. The road surface is narrow, in poor condition and requires repair to the road structure and a solution for drainage. This portion of Robinson Road serves to connect neighborhoods to Davidson Road school, the commercial areas around Hwy 97 and Oceola Road and to the downtown core via the Pretty Road - Newene Rd pathway. The proposed road improvements along Robinson include a sidewalk, curbing, road renewal and drainage upgrades between OK Centre Rd E and Pretty Road. The roadway crossfall and profile will also be improved to improve drainage and reduce the steepest gradients of the roadway respectively.

In addition to the District funded road works, water upgrades are required to service re-development of 11474 Petrie Road (former Airport Inn site). Water upgrades include a new watermain from Artela Drive to the south of the Robinson Road frontage of the property as well as a new PRV station at Robinson Rd and Pretty Rd. The development (11474 Petrie Road) will be responsible for the water upgrade costs through the cash-in-lieu process (offsite requirements paid for by development but delivered by the District). The water upgrades required for the 11474 Petrie Road development make up a significant portion of the project (approximately 56%). The project will only proceed if cash-in-lieu funding is available as it would not make economic sense to proceed without completing the water upgrades as part of the roads capital project. **A commitment to provide the cash-in-lieu funding is required by January 31<sup>st</sup>, 2023 in order for the DLC to proceed with an RFP procurement process and delivery of this project in the 2023 construction window.** Delaying procurement of construction services until later in the year reduces the probability of favourable pricing due to reduced contractor availability and the reduced construction window.

As part of the water upgrades a District funded watermain will be installed from the PRV at Robinson Rd and Pretty Rd west towards Woodview Road to improve water pressure zones in this area. A water utility budget request for this work has been submitted for this funding.

The Robinson Road design was one of several completed some time ago and, in addition to Council direction to complete shovel ready designs before embarking on new designs, it needs implementation before it becomes outdated and requires significant and costly revision.

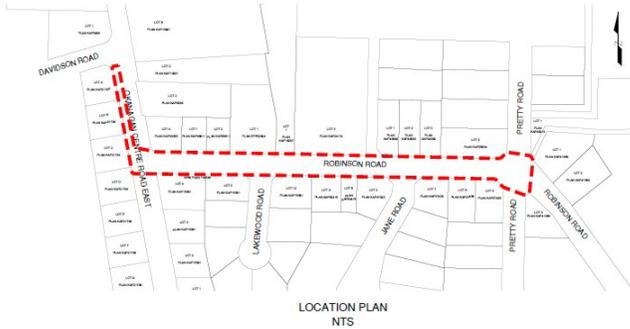
# TRANSPORTATION FOR TOMORROW

## ROBINSON ROAD

### CONTRACT No. -



ISSUED FOR 100% DESIGN



#### DRAWING INDEX:

SHEET TITLE	No.	DESCRIPTION	SCALE
GENERAL	C-000	COVER	N/A
	C-100	NOTES & LEGEND	N/A
SITE PLAN	C-101	OVERALL SITE PLAN	1:500
	C-102	COMPOSITE UTILITY PLAN	1:500
REMOVALS	C-200	OK CENTRE RD EAST	1:250
	C-201	ROBINSON RD - STA. 1+000 TO STA. 1+980	1:250
ROADS & STORM	C-300	OK CENTRE RD EAST	1:250
	C-301	ROBINSON RD - STA. 1+050 TO STA. 1+200	1:250
	C-302	ROBINSON RD - STA. 1+250 TO STA. 1+300	1:250
CURB RETURNS	C-400	ROBINSON RD & OK CENTRE RD EAST	1:100
	C-401	ROBINSON RD & PRETTY RD	1:100
DETAILS	C-600	TYPICAL SECTIONS & DETAILS	N/A
SECTIONS	C-801	ROBINSON RD - STA. 1+025 TO STA. 1+050	1:100
	C-802	ROBINSON RD - STA. 1+050 TO STA. 1+080	1:100
	C-803	ROBINSON RD - STA. 1+080 TO STA. 1+100	1:100
	C-804	ROBINSON RD - STA. 1+100 TO STA. 1+110	1:100
	C-805	ROBINSON RD - STA. 1+110 TO STA. 1+210	1:100
	C-806	ROBINSON RD - STA. 1+210 TO STA. 1+250	1:100
	C-807	ROBINSON RD - STA. 1+250 TO STA. 1+280	1:100
	C-808	ROBINSON RD - STA. 1+280 TO STA. 1+300	1:100
	C-809	ROBINSON RD - STA. 1+300 TO STA. 1+350	1:100

PROJECT No. 161-07924-04  
2016-12-06



Figure 1. Plan of Robinson Road Project Area

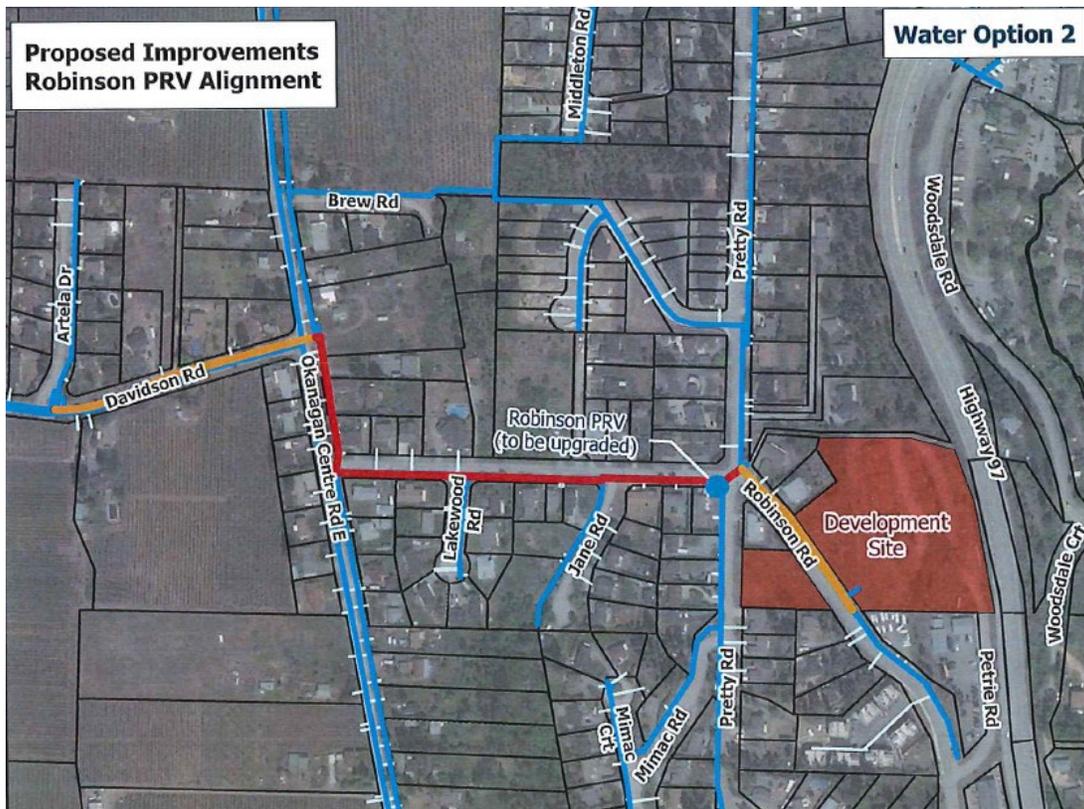


Figure 2. Plan of the Water Upgrades - Artela Drive to 11474 Petrie Road (Development Funded)





Figure 4. Existing Robinson Road

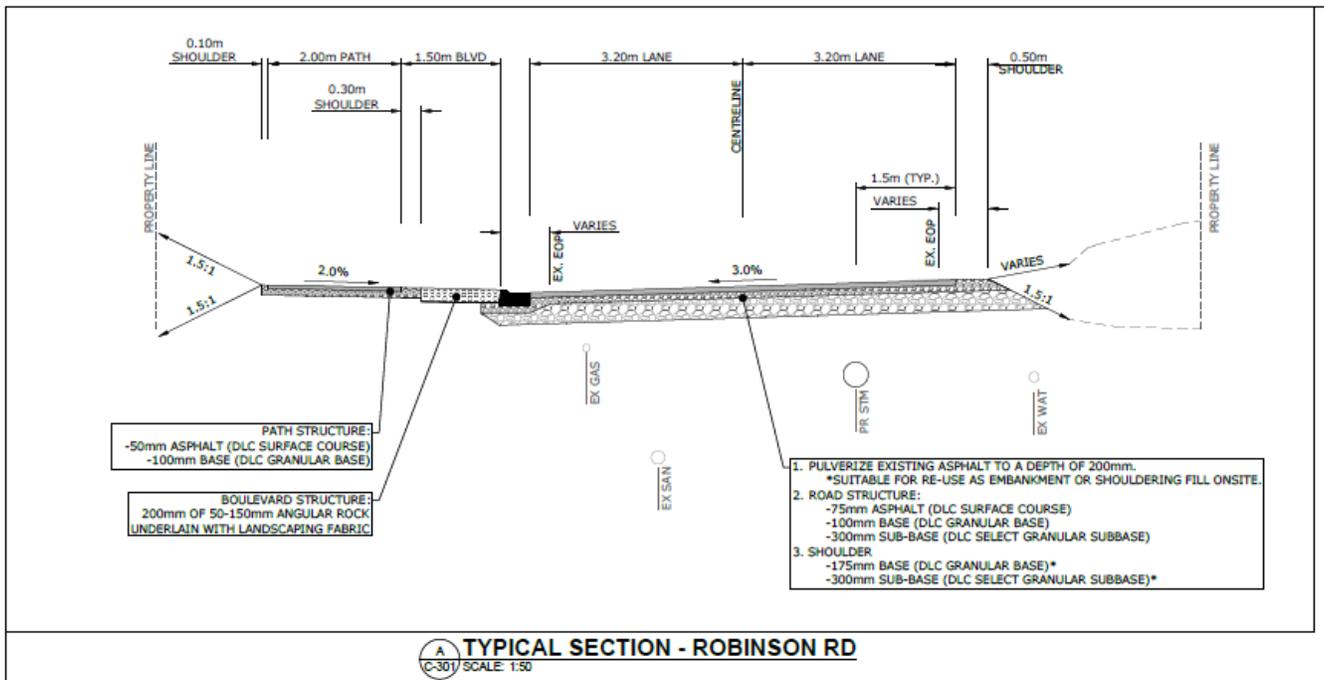


Figure 5. Typical Road Section Showing Robinson Road Improvements

## TIMING

Was the project slated for 2022 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 2023 to End of 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?

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.
- A neighbourhood meeting will be held if circumstances allow, particularly Public Health Orders.
- Stakeholders meetings (businesses, public, service providers such as emergency services, transit and waste collection)

**Cost Estimate:** The communication strategy is estimated to cost between \$2,500 - \$5,000.

## IMPACT IF NOT APPROVED

The current infrastructure network will not support the neighborhoods mobility requirements causing functionality, connectivity, and safety issues and infrastructure required for development will not be available.

**PROJECT**

Project Name: Woodsdale Road Improvements (Hwy 97 to Rail Trail)  
 Short Description: Mobility Improvement Program construction project from Hwy 97 to the Rail Trail  
 Department: Engineering & Environmental Services

**COSTS**

Total Cost \$2,850,000

Funding: *Finance to fill out*  Borrowing

Reserves:  User Fees

Roads DCC\* - \$1,326,105

Gas Tax - \$1,250,000

Capital Works Reserve - \$273,895

Developer Contributions  Grants

Other:

\* Note: Given our Roads DCC rates are set at 47% attributable to development and that the rates have been set at fixed dollar amounts since 2016 and the cost of construction has more than doubled since the time those rates were set, we don't currently have adequate DCC funds coming in to deliver projects as intended. This will partially be addressed in the 2023 review of DCCs however even then due to rules around in stream applications we will not start to realize increased Roads DCCs for several years. As it currently stands delivering this project along with the Robinson Road project will likely result in Roads DCCs being in a negative balance as at December 31, 2023. There are variables such as project timing and the amount of new DCCs that will come in between now and then which will impact this. 2024 & onward projects will be adjusted and likely pushed back if the reserve is in deficit position. Given the immediate need of this project it is preferable to proceed even if internal borrowing is required on a short-term basis.

**REQUIREMENT**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Master Plan:       | <input type="checkbox"/> Capital Renewal or Required Replacement |
| <input type="checkbox"/> Strategic Priority            | <input type="checkbox"/> Legislative change                      |
| <input checked="" type="checkbox"/> Safety Requirement | <input checked="" type="checkbox"/> Service Level Enhancement    |

- Related to another planned project for 2022       Development Driven  
 Other:

## ONGOING ANNUAL COSTS

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

\*Construction Phase

## BACKGROUND & JUSTIFICATION

Active transportation and mobility project driven by the increased development, recreation, and active transportation users in this area. District staff have repeatedly heard concerns from the public regarding the increasing vulnerable user conflicts in this area. The volume of pedestrians and cyclists utilizing the Okanagan Rail Trail and Pelmeash 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” and those seeking activity and outdoor respite during COVID-19, or simply prioritizing a healthy, active lifestyle. The Woodsdale neighbourhood, with its proximity to Wood Lake and ease of access to services in the town core, is rapidly growing and developing as envisioned in the OCP.

The District's OCP sets the Goals and Polices for the Woodsdale neighbourhood:

- Walkable.
- Residents can access commercial, institutional, and recreational opportunities.
- Facilitate transit options and active transportation opportunities; and
- Include sidewalks and bike lanes.

As Lake Country continues to grow, this mobility and recreational hot spot becomes more and more integral to the "core" of meeting our OCP and Master Plan mobility objectives. For example, the Mobility Master Plan includes: "Prioritize multi-modal street projects in the core area including Woodsdale Road, Main Street Bike Lanes, Bottom Wood Lake Road corridor, connection to Okanagan Rail Trail, and the downtown mobility hub."

The Woodsdale area is growing fast in terms of development, as an active transportation corridor and as a recreational destination. This area also serves some vulnerable users from "Connect Communities" in the center of this area. Connect (<https://connectcommunities.ca/contact/bc/>) provides complex and specialized services for people living with brain injury and stroke in a nurturing and innovative community environment. The majority of the residents at Connect require motorized mobility devices as demonstrated with Brandon's story (link below); and this area is the only opportunity they have to be mobile and enjoy some freedom to travel around the community. Adjacent to Connect is the Society of Hope's "Woodsdale Place" which provides independent affordable rental housing for seniors. This corridor will also see an Indigenous Cultural Centre and Nature Park created in the near future. With all these increasing mobility demands on this corridor it is crucial the proposed active transportation and mobility improvements are made sooner than later. Recent undesirable/adverse outcomes have been noted in an increasing number of conflicts between vehicles and vulnerable users.

Community engagement through specific interactions with residents, in-person events, surveys, and online forums to develop the Transportation for Tomorrow Plan(replaced by the Mobility Master Plan and Mobility Improvement Program), Cycling and Pedestrian Plan, and Parks and Recreation Plan that have been compiled into a Mobility Master Plan to better meet the community's needs in the immediate and long term.

The project will provide consistent and continuous active transportation facilities including multiuse pathways, bike lanes and sidewalks.

To create the space required for active transportation upgrades all existing on-street parking will be eliminated on the Woodsdale Road corridor.

The section from the Hwy to Seymour Road currently has a gravel and asphalt pathway that requires a midblock crossing. The section from Seymour Road to Bottom Wood Lake Road currently has bike lanes and a sidewalk on one side (constructed in 2016). The area to the east of Bottom Wood Lake Road has sidewalk for some portions and no bike lanes at all.

The intent of the design is to provide as consistent as possible user experience with bike lanes and a sidewalk as per the goals in our Mobility Plan. This is a retrofit of a long corridor and the design aims to maintain as much of the existing hard surface (curb and sidewalk) to keep the project financially viable. This project is envisioned as the initial phase of upgrades and as noted, the design considers existing infrastructure and current constraints.

The proposed section from Hwy 97 to Seymour Road has a 3m multiuse pathway as until the adjacent property develops, width constraints do not allow for bike lanes and a sidewalk consistently. The section from Seymour Road to Bottom Wood Lake Road doesn't change as the noted 2016 upgrades created bike lanes and a sidewalk. The section from Bottom Wood Lake Road to the Rail Trail creates bike lanes and varying widths of sidewalk or multiuse pathway. All on street parking will be replaced by Active Transportation components.

The ultimate section envisioned for this corridor will have bike lanes and a multiuse path on at least one side for the entire length, achieved through future development and future District projects.

Link to "Brandon Story" Article <https://www.lakecountrycalendar.com/news/walk-around-lake-country-completes-pathway-on-woodsdale-road/>

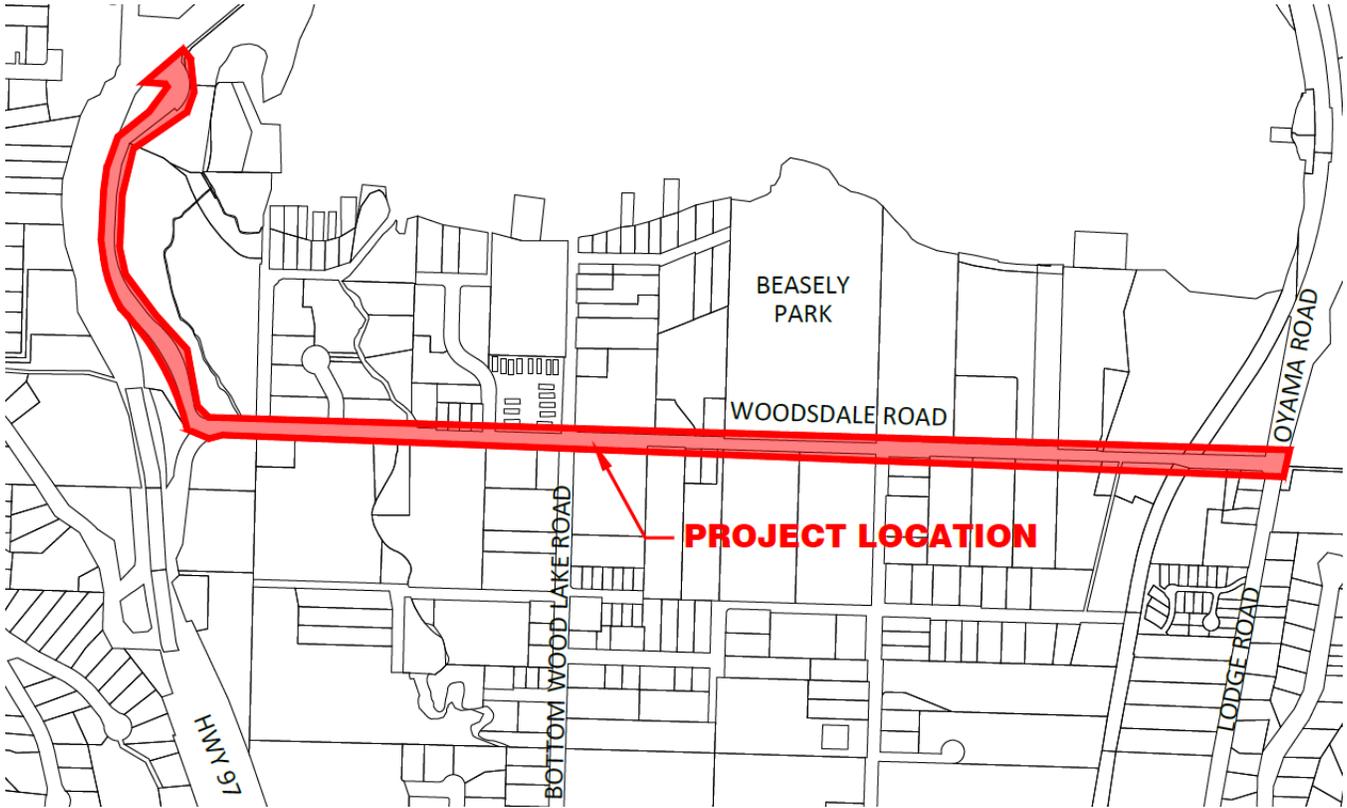


Figure 1. Plan of the Woodsdale Road Project Area

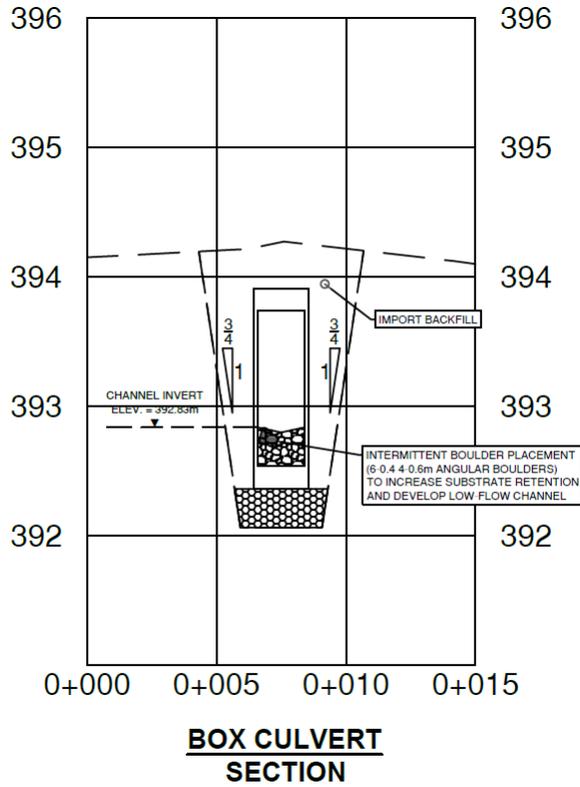
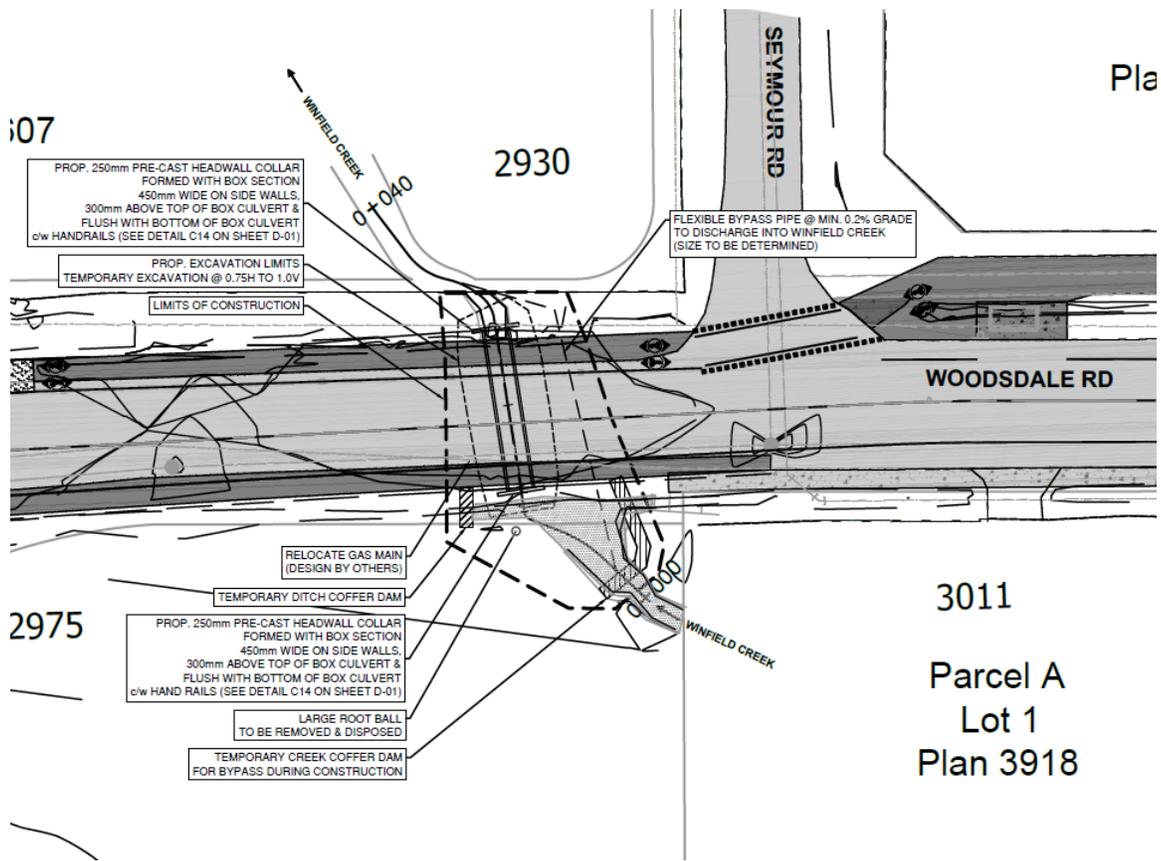


Figure 2. Plan of the Winfield Creek Crossing Replacement

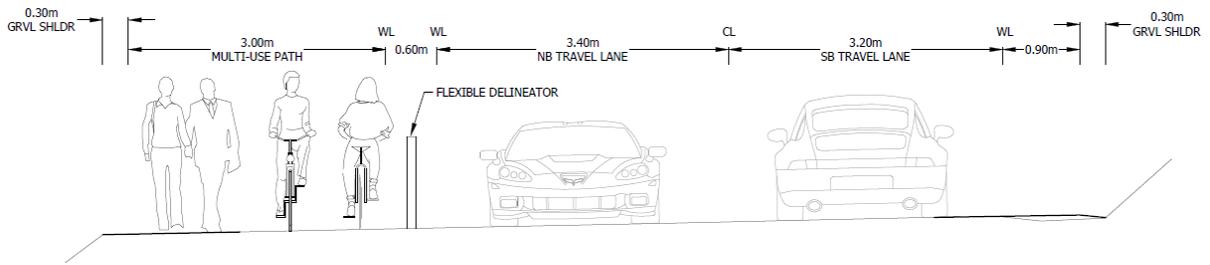


*Existing Woodsdale Road - Hwy 97 to Seymour Road*

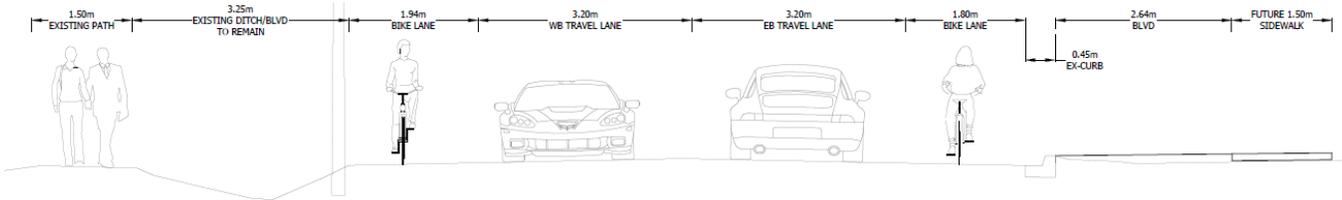


*Existing Woodsdale Road at "The Spot"*

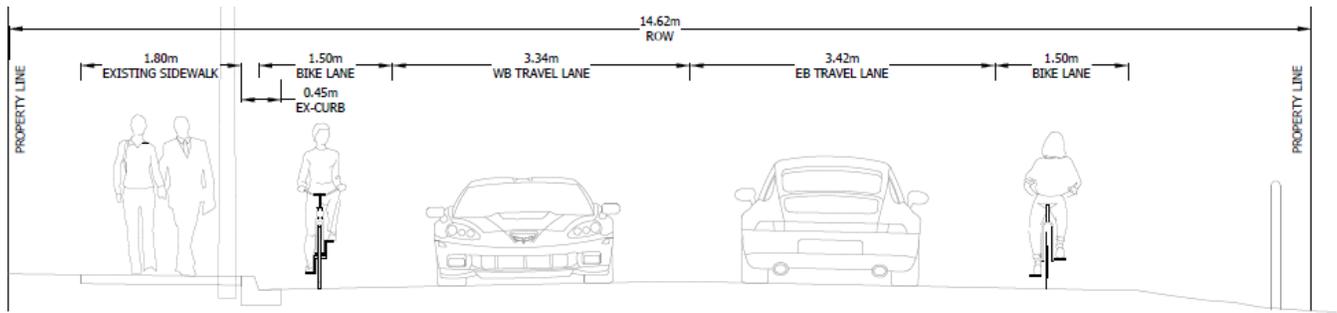
**Figure 3. Existing Woodsdale Road Corridor**



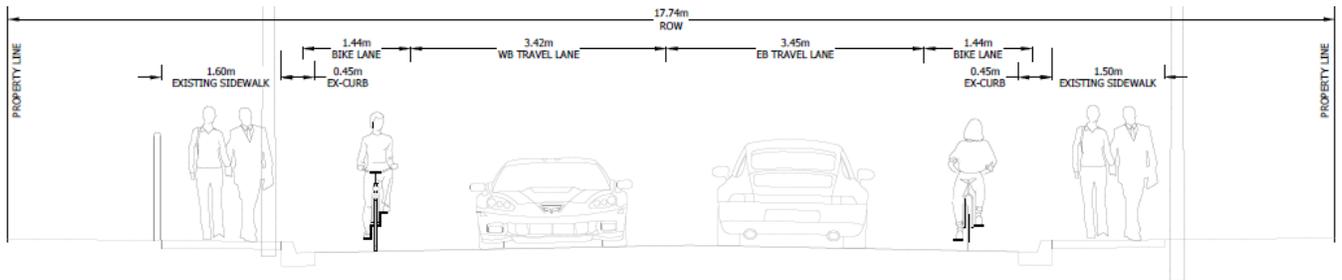
**Typical Road Section Hwy 97 to Seymour Road**



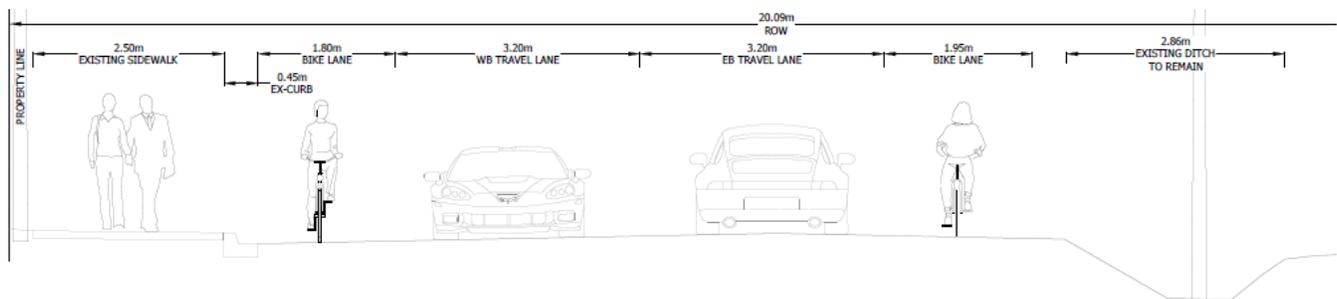
**Typical Road Section Seymour Road to Middle Vernon Creek**



**Typical Road Section Middle Vernon Creek to Rogers Road**



**Typical Road Section Rogers Road to Bottom Wood Lake Road**



**Typical Road Section Bottom Wood Lake Road to Rail Trial**

**Figure 4. Typical Road Section showing proposed Woodsdale Road improvements**  
 (Note: Road Sections shown for general context and do not detail exact configuration of all sections)

## TIMING

Was the project slated for 2022 during the previous 5 year financial plan?

Yes  No

If no, please explain:

Continuation of Woodsdale Road Design

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

Spring 2023 to End of 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?

### **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.
- Neighbourhood meeting once contractor is engaged.
- 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 existing and new development in the area as well as rail trail and Pelmewash Parkway.

**PROJECT**

Project Name: 6<sup>th</sup> Street East Road and Drainage Renewal  
 Short Description: Construction of road and drainage improvements at the West end of 6<sup>th</sup> Street East  
 Department: Engineering and Environmental Services

**COSTS**

Total Cost \$175,000

Funding: *Finance to fill out*  Borrowing

Reserves: Drainage  User Fees

DCC - \$85,000

Gas Tax - \$90,000

Developer  Grants

Contributions

Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement

Strategic Priority  Legislative change

Safety Requirement  Service Level Enhancement

Related to another planned project for 2023  Development Driven

Other:

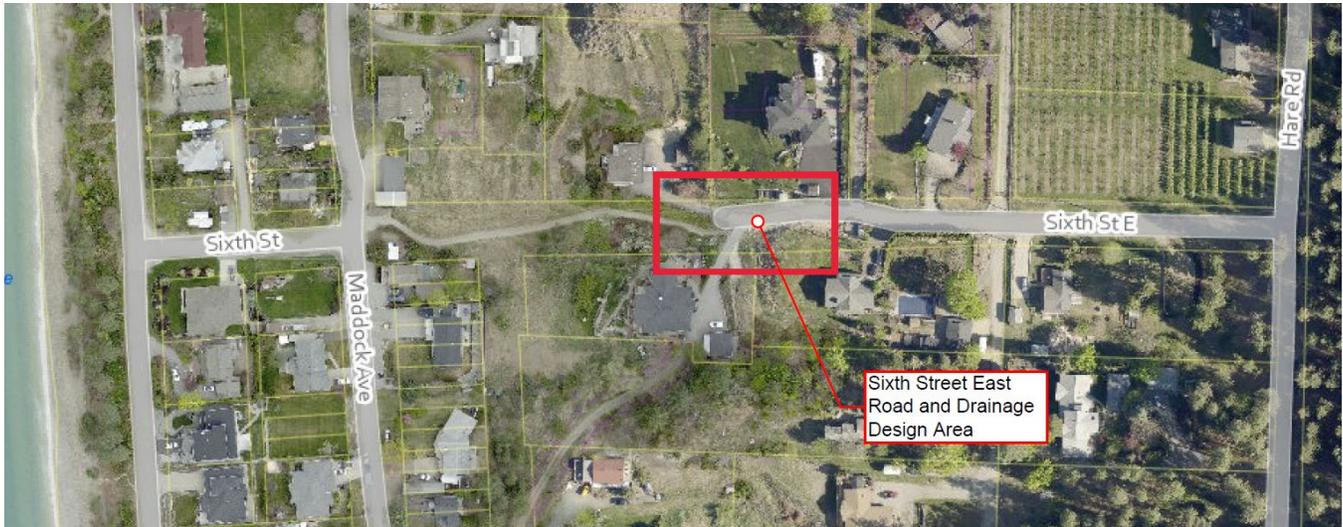
**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

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

## BACKGROUND & JUSTIFICATION

Contribution to the construction budget for road and drainage improvements as part of the Utility Department's Okanagan Centre Small Diameter Watermains – construction project, to be completed in 2023. Road improvements will include drainage and turnaround upgrades at the west end of Sixth Street East.



Sixth Street East

## TIMING

Was the project slated for 2023 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 2023 to Fall 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?

**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.

**Cost Estimate:** The communication strategy is estimated to cost between \$1,000 - \$2,000. (Included in budget request amount)

**Staff Time:** It is estimated that 10 hours of engineering staff time will be dedicated to communications related to this project.

**IMPACT IF NOT APPROVED**

Traffic movement will continue to be limited and drainage infrastructure will be less effective at the West end of 6<sup>th</sup> Street East. These shortcomings will continue to be dealt with operationally.

**PROJECT**

Project Name: Pelmewash Active Transportation Connection Design  
 Short Description: Design of Active Transportation connection adjacent to Hwy 97 from Woodsdale Road to Pelmewash Parkway  
 Department: Engineering & Environmental Services

**COSTS**

Total Cost \$150,000

Funding: *Finance to fill out*  Borrowing

Reserves: Climate Action 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 2023  Development Driven

Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: 25 Years

\*Design Phase

**BACKGROUND & JUSTIFICATION**

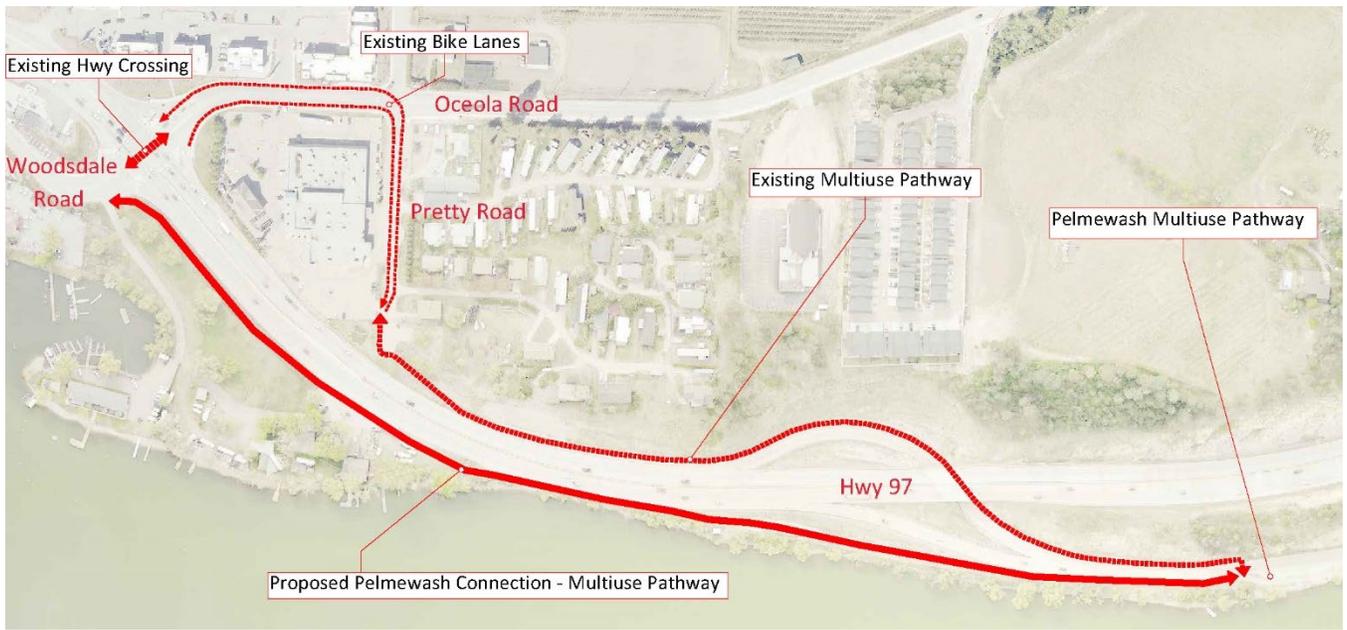
This active transportation and mobility project is being driven by the increased volume of pedestrians and cyclists utilizing the Okanagan Rail Trail, Woodsdale Road and Pelmewash Parkway. In recent years utilization of this recreational corridor has risen rapidly and has led to an increase of users completing the “Wood Lake Loop”. While a connection exists from Woodsdale Road to the Pelmewash

pathway via Oceola Road, Pretty Road and a multiuse path under the highway, many users are choosing to use the east shoulder of Hwy 97 to make the connection as it is a more direct route and requires no crossing of Hwy 97. This route is not optimized for active transportation use, with users often going both with and against highway traffic flow, creating a safety concern. Council and District staff have heard these concerns from the public regarding the increasing vulnerable user conflicts in this area. Through the 2022 budget process, Council approved staff to investigate a formalized connection as part of the Woodsdale Road design project. Preliminary work completed by District staff includes creation of a functional design, investigation of environmental, archaeological, and geotechnical issues and work with the Ministry of Transportation towards obtaining a license to construct and maintain the pathway or the Hwy 97 corridor. This project would complete the above tasks to create a construction ready design for future construction by the District.

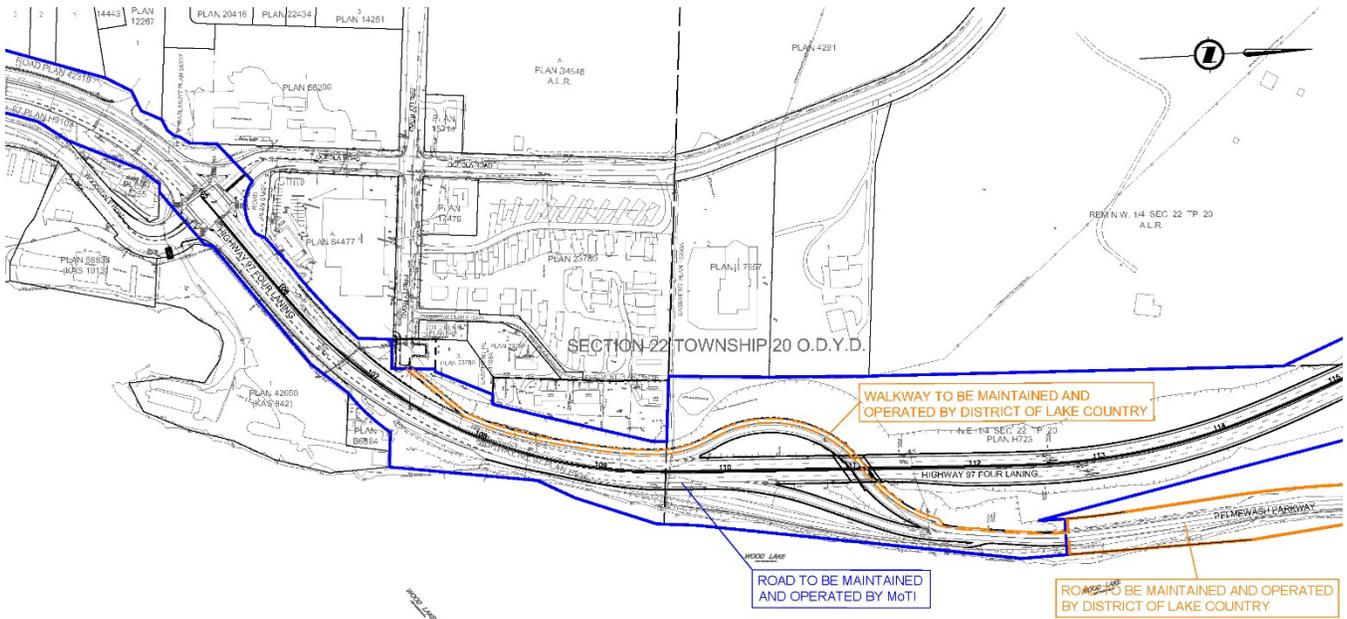
The active transportation link will include a 3m multiuse pathway, matching the existing Pelmewash pathway.

Project work Includes:

- Completion of MoT agreement.
- Environmental approvals.
- Archaeological approvals.
- Completion of design to RFP ready state.



**Figure 1. Plan of the Woodsdale Road to Pelmeash Parkway Connection**



**Figure 2. Plan of DLC & MoT Corridor Maintenance and Operations Areas**

**TIMING**

Was the project slated for 2023 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?

Current to End of 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?

It is assumed that the District Communications team will communicate that this work is being undertaken through the existing communication platforms and tools. It is envisioned that there will be no community input or feedback sought as this is technical work required to complete the design process.

### IMPACT IF NOT APPROVED

The design process will be incomplete and the project will not advance and therefore the potential to improve safety and the useability of the "Wood Lake Loop" will not be realized.

**PROJECT**

Project Name: Pelmewash Slope Stability Mitigation  
 Short Description: Mitigation in 3 priority areas along Pelmewash Parkway  
 Department: Engineering - Transportation

**COSTS**

Total Cost \$200,000  
 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 2023  Development Driven  
 Other: Council resolution

**ONGOING ANNUAL COSTS**

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

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	10,000	10,200	10,404	10,612
Renewal	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,200</b>	<b>\$ 10,404</b>	<b>\$ 10,612</b>

## BACKGROUND & JUSTIFICATION

The previous Council directed staff to bring this request forward to provide slope stability mitigation for identified rock fall areas along Pelmewash parkway. Several different solutions have been proposed based on the location, condition and type of rock fall debris that has been observed. At this time District staff have identified three areas where there is potential for rockfall that will allow for each proposed solution to be implemented.

### Area 1



Map of Potential Rockfall

-  Area of Observation
-  Area of Proposed Solution

**Area #1 - Draped Netting with Rock Anchors \$70,000**

In order to direct the potential rock fall debris into the existing rock catchment area, it is proposed that approximately 900 Square meters of draped netting secured at the top of the rockface by rock anchors be installed in the indicated red zone shown above. This netting would drape down the rock face to contain the bulk of the rock debris and control the falling trajectory to within the existing rock catchment area. The draped netting has a lifespan of approximately 10 years without damage from rocks. Metal netting would add \$ 115,000 to the cost and would have a lifespan longer than 50 years without rock damage.

**Area 2**



Map of Potential Rock Fall

- Area of observation
- Area of Proposed Solution

**Area 2 - Single Lane Alternating Traffic \$102,000**

In order to allow for an adequate rock fall catchment area approximately 91 meters along Pelme Wash Parkway will be changed to single lane alternating traffic. This would be achieved by directing all traffic to the northbound lane along with the use of jersey barriers to secure the proposed rock catchment area, fencing along the top of the jersey barriers maybe considered after the barrier installation. This section of road would function the same as a single lane bridge found throughout many communities. This cost includes solar powered traffic signals to assist with traffic flow and safety. This traffic pattern change could see a minor increase in commercial truck traffic on Oyama Road. The District has limited enforcement options, as Bylaw officers cannot stop moving vehicles. Truck routes could be established but would rely on user compliance with limited enforcement by provincial Commercial Vehicle Enforcement staff. Further traffic calming measures could be implemented based on the District’s Traffic Calming Policy if required after implementation.

**Area 3**



Map of Potential Rock Fall

 Area of observation/Proposed Solution

**Area 3 - Jersey Barriers with Chain Link Fencing**

**\$28,000**

In conjunction with the existing rock catchment area a series of concrete “Jersey” barriers with 8’ high chain link fence mounted to the top would be installed along the shoulder of the existing roadway for a length of approximately 61 meters. The Barriers will contain the majority of the larger rock fall debris and the fencing will provide containment for the smaller “bouncing” rock fall debris.

**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

- Yes                       No

If no, please explain:

Per Council resolution on September 20, 2022, staff have brought this request forward for further deliberation.

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

Spring 2023 to Fall 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?

**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.

**Cost Estimate:** The communication strategy is estimated to cost between \$1,000 - \$2,000. (Included in budget request amount)

**Staff Time:** It is estimated that 10 hours of engineering staff time will be dedicated to communications related to this project.

**IMPACT IF NOT APPROVED**

Staff would continue to follow Slope Stability Management Policy 191, 2021 with regard to slope inspection and maintenance.



**PROJECT**

Project Name: OK Centre Road East Hydro Pole Relocation  
 Short Description: Relocate Hydro poles  
 Department: Engineering and Environmental Services

**COSTS**

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

**REQUIREMENT**

- Master Plan:
  - Capital Renewal or Required Replacement
  - Legislative change
  - Service Level Enhancement
  - Development Driven
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

Mobility Improvement Program projects on Okanagan Centre Road East in 2023 and 2024 require Hydro poles to be relocated to facilitate construction. This is proactive work being undertaken prior to construction to mitigate delays created by BC Hydro’s timeframes.



Figure 1 - Negative outcome of hydro delay

## TIMING

Was the project slated for 2023 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 2023 to Fall 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?

**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: Lakestone Drive Drainage Corridor – Design & Permitting  
 Short Description: Drainage corridor design and permitting – Okanagan Center Road West to 1809 Lakestone Drive  
 Department: Engineering & Environmental Services

**COSTS**

Total Cost \$150,000

Funding: *Finance to fill out*  Borrowing  
 Reserves: Road Reserve \$1,500  User Fees  
 Drainage DCC - \$148,500  
 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 2023  Development Driven  
 Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The performance of the Stormwater drainage system along the Okanagan Centre Road West corridor has been compromised for numerous years. The system has failed on two occasions in recent years resulting in damage to private and public property. Staff is negotiating a Statutory Right-of-Way with three property owners to allow

for a drainage outfall to the lake through an existing natural drainage corridor. This request is to fund the design the required works and obtain the appropriate permits to allow for future construction. Construction is planned for 2024 and will be undertaken by the District.



Storm event damage to OK Centre Rd West



Drainage corridor location

## TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain:

Staff have recently completed negotiations with three property owners to establish a Statutory Right-of-Way to allow for design and construction of a drainage outfall.

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

Spring 2023 to Spring 2024

## 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

Not funding this work would delay the project and continue to expose the District to the risk of storm events damaging public and private infrastructure in this area, the District would be responsible for the cost of any future repairs caused by the failure of the District's storm system.

**PROJECT**

Project Name: Integrated Transit Study-Phase 2  
 Short Description: Phase 2 of the four-phase project is to develop the operationalization plan  
 Department: Engineering & Environmental Services

**COSTS**

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

**REQUIREMENT**

- Master Plan:
  - Capital Renewal or Required Replacement
  - Legislative change
  - Service Level Enhancement
  - Development Driven
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

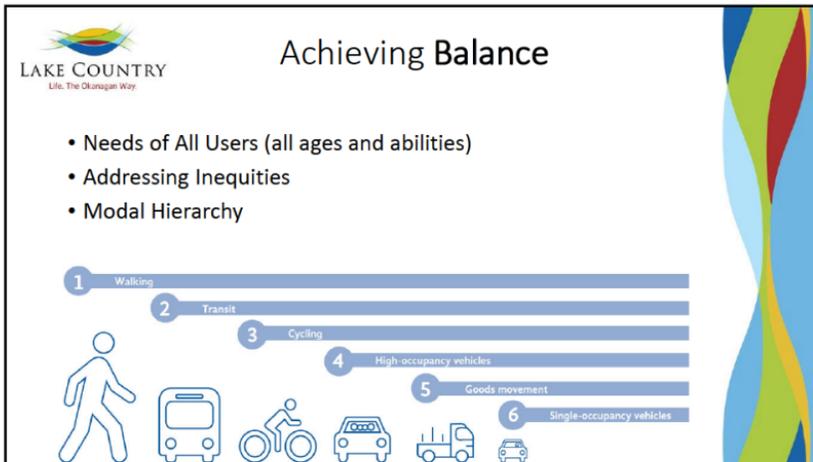
Council adopted the Mobility Master Plan on 16th Feb 2021, within the plan are 12 recommendations to be carried out over the next 5 years. One recommendation is to “Investigate methods to improve transit ridership to 10%”.

**MOBILITY  
MASTER PLAN**



getting around Lake Country in safe and enjoyable ways

An effective and efficient transit system is at the core of the Mobility Master Plan philosophy of addressing inequity in our mobility systems by providing safe, efficient, and affordable travel options for all ages and abilities.

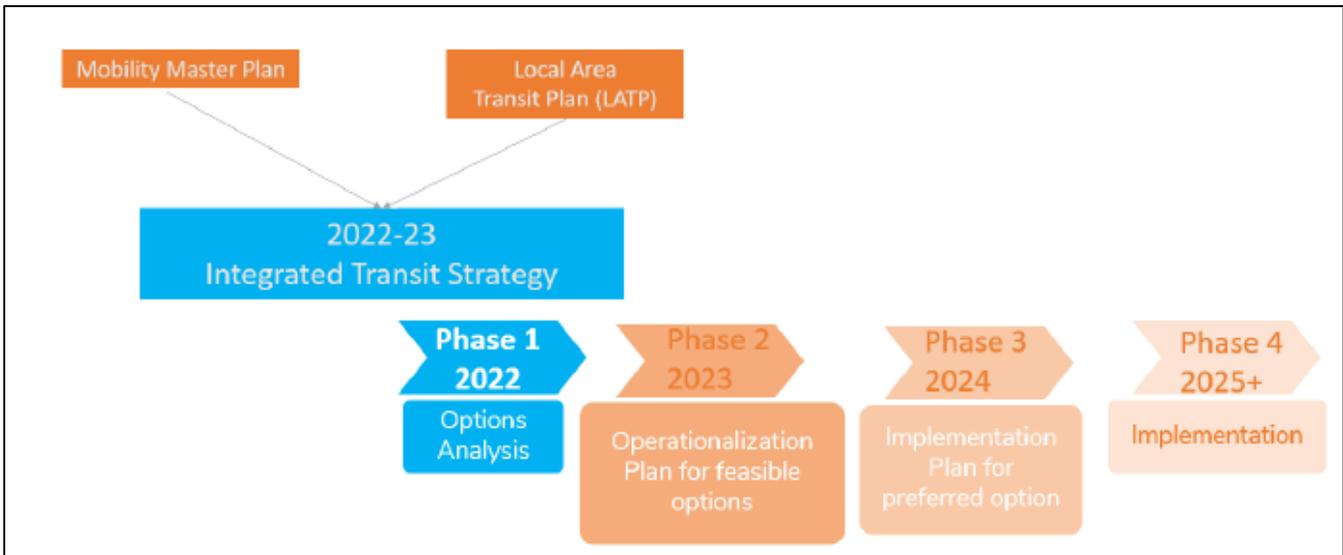


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Council directed staff to undertake a District led study in 2022 to assess all the potential options and take the first step in answering the question of “how does the District reach the 10% transit/bus ridership goal?”.

The Integrated Transit Strategy is a four-phase project completed within a four-year timeframe, each phase will be approved by Council prior to commencing the next phase, the four phases are:

- **Phase 1 – Option Analysis** (completed in 2022). A toolbox of options for increasing ridership has been developed. Council decided to take Service Strategy #5 into Phase 2 for further detailed study.
- **Phase 2 – Operationalization Plan.** Service Strategy #5 from Phase 1 will be developed into operational plans with costing and implementation timelines.
- **Phase 3 – Implementation Plan.** An Implementation Plan will be created in Phase 3 for the preferred option. The Implementation Plan will provide a roadmap for the District to go from idea to reality and will include all aspects of implementation from infrastructure improvements, costing, phasing, marketing and branding as needed.
- **Phase 4 – Implementation.** Phase 4 works through the Implementation of the chosen option(s).



In Oct 2022 Council directed staff to advance the proposed transit services from Service Strategy #5 as identified in the Integrated Transit Strategy Phase 1 – Options Analysis, to Phase 2 - Operationalization Plan. The Council Meeting package is here [link](#).

This budget request enables Phase 2 of the study to take place in 2023 to further assess Service Strategy #5 which consists of the following service elements:

- Highway 97 Rapid Bus
- Route 90 (Vernon to Kelowna)
- Free Summertime Shuttle
- Free Digital on Demand Transit (DODT)
- HandyDart

Phase 2 of the study will develop the operational, capital and level of service options of Service Bundle #5 for further detailed analysis and deliberation by Council. There will also be a public engagement element incorporated into this phase.

The proposed work program for Phase 2 is as follows:

District of Lake Country_ Phase 2 draft duration and costs		
Item	Scope	Duration
Options Analysis and costing	Develop routing options: min, medium, max service levels	6 to 8 weeks
	Develop schedules and run times based on service levels	
	Develop costing: service, capital, infrastructure with Optibus	
Workshop with Council	Ppt for Workshop	2 to 4 weeks
	Workshop	
	Changes based on workshop	
Engagement	Open houses+ plus surveys	6 to 8 weeks
	Engagement results summary	
	Changes based on engagement	
Workshop with Council	Ppt for Workshop+ engagement results	2 to 4 weeks
	Draft recommendations+ draft implmeentaiton plan	
Final report	Final report: recommendation+ implementation plan+ engagement results summary	4 to 6 weeks

## TIMING

Was the project slated for 2023 during the previous 5-year financial plan?

Yes  No

If no, please explain:

The overall 4-year plan to complete the Integrated Transit Study was contemplated with Phase 1 of the study in 2022. Each subsequent phase is considered individually by Council for approval.

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

It is anticipated that the project will start in Spring 2023 and be completed by Summer of 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

Phase 2 of the transit study includes a communication plan involving the District's communications team and led by the consultant. As part of the communications plan the public will be engaged and provided the opportunity to review the Phase 2 information and provide feedback which will be presented and reviewed by Council.

*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 Communications plan for Phase 2 is included in the budget request. The public will have the opportunity to engage through an open house and surveys.

## IMPACT IF NOT APPROVED

The 10% ridership goal will not be achieved, the Mobility Master Plan guiding principles will not be met either. The inequalities within our current mobility system based on our accepted modal hierarchy will not be addressed preventing some of the community from "getting around lake country in safe and enjoyable ways".

**PROJECT**

Project Name: Fleet - Shop Equipment & Upgrades  
 Short Description: Outfitting shop for fleet maintenance and repair needs  
 Department: Engineering & Environmental Services - Fleet

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Capital Renewal or Required Replacement
- Strategic Priority
- Legislative change
- Safety Requirement
- Service Level Enhancement
- Related to another planned project for 2023
- Development Driven
- Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

Council previously approved funding to procure shop equipment needed in conjunction with creating a Fleet Technician position, pricing increases and required upgrades to Camp Road Shop have driven the need for further funding to complete this. Cabinets, storage facilities and CVI facility equipment are some of the main

items outstanding. These items are required to ensure a safe workplace and for operational effectiveness of the shop. It is being proposed that the additional funding needed is spread over a 3 year period, this would be year 2 of this funding.



**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

Yes                       No

If no, please explain:

Council previously approved monies for shop equipment with the new Fleet Technician position, pricing increases and required upgrades to Camp Road Shop have driven the need for further funds to complete this.

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

Spring 2023 to Fall 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?

## IMPACT IF NOT APPROVED

Some aspects of fleet repair and maintenance will continue to be outsourced, which may increase costs. Operational effectiveness is more challenging without the correct tools and equipment.

**PROJECT**

Project Name: Fleet & Equipment: New  
 Short Description: ½ ton regular cab long box 4wd pick-up truck  
 Department: Parks

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The Parks Dept. requires a new 1/2-ton 4wd, long box pick-up truck. Currently the Parks Dept. does not have the capacity to get all their crews to sites independently. This has created logistical issues for the transportation of employees, which is currently being solved by having another crew transporting some of the mowing crew to their site and having to pick them up after. This creates obvious inefficiencies within the Parks Dept. and can be solved through the use of another pick-up truck with the capacity to carry more passengers.



New truck to be similar to unit 7287

## TIMING

Was the project slated for 2023 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 2023 – Summer 2033

## 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**

Not approving this request will impact the Parks dept efficiency in completing their work.

**PROJECT**

Project Name: Fleet & Equipment: New  
 Short Description: ½ ton regular cab long box 4wd pick-up truck  
 Department: Utilities - Water

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The Water Utilities Dept. requires a new 1/2-ton 4wd, long box pick-up truck. Currently the Water Dept. does not have the capacity to get all their crews to sites independently. This will create logistical issues for the transportation of employees, and creates inefficiencies within the Water Dept. This can be solved through the use of another pick-up truck with the capacity to carry staff and tools.



New truck to be similar to Unit 7287

### TIMING

Was the project slated for 2023 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 2023 – Summer 2033

### 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**

Not approving this request will impact the Water dept efficiency in completing their work.

**PROJECT**

Project Name: Fleet & Equipment: Replacement  
 Short Description: Electric Ice Edger for Arena Ice Maintenance  
 Department: Parks, Recreation and Culture

**COSTS**

Total Cost \$10,000

Funding: *Finance to fill out*  Borrowing

Reserves: Equipment Acquisition and Replacement Reserve  User Fees

Developer Contributions  Grants

Other:

**REQUIREMENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Master Plan:                                | <input checked="" type="checkbox"/> Capital Renewal or Required Replacement |
| <input type="checkbox"/> Strategic Priority                          | <input type="checkbox"/> Legislative change                                 |
| <input type="checkbox"/> Safety Requirement                          | <input type="checkbox"/> Service Level Enhancement                          |
| <input type="checkbox"/> Related to another planned project for 2023 | <input type="checkbox"/> Development Driven                                 |
| <input type="checkbox"/> Other:                                      |   |

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The current Arena Ice Edger has exceeded it’s expected service life and is due for replacement.



## TIMING

Was the project slated for 2023 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 2023 – Summer 2038

## 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 arena ice cannot be maintained without this piece of equipment.

**PROJECT**

Project Name: Fleet & Equipment: Replacement  
 Short Description: Unit 2313 - 2013 Chevrolet K1500  
 Department: Engineering & Environmental Services / Utilities - Water

**COSTS**

Total Cost \$60,000

Funding: *Finance to fill out*  Borrowing

Reserves: Equipment Acquisition and Replacement Reserve  User Fees

Developer Contributions  Grants

Other:

**REQUIREMENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Master Plan:                                | <input checked="" type="checkbox"/> Capital Renewal or Required Replacement |
| <input type="checkbox"/> Strategic Priority                          | <input type="checkbox"/> Legislative change                                 |
| <input type="checkbox"/> Safety Requirement                          | <input type="checkbox"/> Service Level Enhancement                          |
| <input type="checkbox"/> Related to another planned project for 2023 | <input type="checkbox"/> Development Driven                                 |
| <input type="checkbox"/> Other:                                      |   |

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

Unit 2313 has reached it's expected service life and is due for replacement.



### TIMING

Was the project slated for 2023 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 2023 – Summer 2033

### 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**

Not replacing Unit 2313 would result in increased maintenance and repair costs.

**PROJECT**

Project Name: Fleet & Equipment: Replacement  
 Short Description: Unit 9719 – 2013 Nissan Rogue  
 Department: Engineering & Environmental Services / Corporate Services - Bylaw

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

Unit 9719 has reached it’s expected service life and is due for replacement. This vehicle will be replaced with a ¼ ton pick-up truck to better meet the needs of the Bylaw department. The budget is based on getting a hybrid or electric version of this vehicle, but delivery timing may impact this decision.



## TIMING

Was the project slated for 2023 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 2023 – Summer 2033

## 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**

Not replacing Unit 9719 would result in increased maintenance and repair costs.

**PROJECT**

Project Name: Firefighter Personal Protective Equipment (WorkSafe BC Compliant)  
 Short Description: Renewal of Firefighter Personal Protective Equipment to ensure that the health and safety of firefighters is maintained  
 Department: Protective Services - Fire

**COSTS**

Total Cost \$150,000

Funding: *Finance to fill out*  Borrowing

Reserves: Fire Facilities and Equipment Reserve  User Fees

Developer Contributions  Grants

Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement

Strategic Priority  Legislative change

Safety Requirement  Service Level Enhancement

Related to another planned project for 2023  Development Driven

Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: **8 to 10** Years

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	160,000	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ -</b>

## BACKGROUND & JUSTIFICATION

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan did not identify the required replacement of Firefighter Personal Protective Equipment. Traditionally, the replacement of Firefighter Personal Protective Equipment has been managed within annual operating budgets. This legacy financial practice has placed the LCFD in a dilemma, as these budget amounts have consistently fallen behind replacement schedules for Firefighter Personal Protective Equipment. Over the past few years inflationary pressure in the North American Fire Apparatus Equipment Industry has compounded this financial shortfall.

There are Two (2) key regulations under WorkSafe BC Occupational Health and Safety Regulations for Firefighter Personal Protective Equipment. WorkSafe BC Part – 8 Personal Protective Clothing and WorkSafe BC Part 31 – Firefighting establish the guidelines that an employer must follow within the Province of British Columbia. There are numerous National Fire Protection Association Standards (NFPA) that pertain to Firefighter Personal Protective Equipment. WorkSafe BC and NFPA both require regular maintenance, testing and replacement of Firefighter Personal Protective Equipment. In Q3 and Q4 of 2022 a significant amount of Firefighter Personal Protective Equipment failed during annual inspections. These critical assets require replacement as soon as possible.

The 2023 Capital Request for the replacement of Firefighter Personal Protective Equipment will work synergistically with this 2023 Operating Budget for Turnout Gear and Apparel. The operational funding can be used for annual testing, repairs, and unplanned replacements. Over the long-term, the LCFD needs to move towards a planned replacement schedule that maintains regulatory compliance and provides long-term financial sustainability. Shifting these assets into a realistic renewal and replacement schedule as part of the greater LCFD Capital Plan will ensure this is accomplished.

Retired Firefighter Personal Protective Equipment can be assigned to the LCFD Training Division for use during POC Recruit Training and LCFD Junior Firefighters Training. The LCFD Junior Firefighter Program operates in cooperation with George Elliot Senior Secondary School and Central Okanagan School District 23.

A portion of retired Firefighter Personal Protective Equipment could be donated to Firefighters Without Borders. This Canadian based charity collects, repairs, and distributes Firefighting Equipment to fire departments in Central and South America. Firefighters Without Borders also provide free training to their clients. Were it not for these donations, many of these organizations would have to make do without any Firefighting Equipment, Personal Protective Equipment, and Firefighter Training.

## TIMING

Was the project slated for 2023 during the previous 5-year financial plan?

Yes  No

If no, please explain:

As was mentioned above, The 2022 District and LCFD Capital Plan did not identify the required replacement of Firefighter Personal Protective Equipment. Traditionally, the replacement of Firefighter Personal Protective Equipment has been managed within annual operating budgets. This legacy financial practice has placed the LCFD in a dilemma, as these budget amounts have consistently fallen behind replacement schedules for Firefighter Personal Protective Equipment. Over the past few years inflationary pressure in the North American Fire Apparatus Equipment Industry has compounded this financial shortfall.

The 2023 Capital Request for replacement of Firefighter Personal Protective Equipment will work synergistically with this 2023 Operating Budget for Turnout Gear and Apparel. The operational funding can be used for annual testing, repairs, and unplanned replacements. Over the long-term, the LCFD needs to move towards a planned replacement schedule that maintains regulatory compliance and provides long-term financial sustainability. Shifting these assets into a realistic renewal and replacement schedules as part of the greater LCFD Capital Plan will ensure this is accomplished.

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

LCFD Staff are seeking early approval for this request. If Council approves this request for early approval, Fire Staff will begin the procurements process in Q1 of 2023. The project is expected to take 6-months to 12-months to complete. This project timeline is due to procurement process time requirements however, the most significant impact is the current demands on the North American Fire Apparatus and Equipment Industry that are being compounded by global supply chain issues.

## 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 the replacement of Firefighter Personal Protective Equipment is not approved in the 2023 Budget, the LCFD will have to operate with the current compliment of equipment for an additional year. Delaying the purchase could carry additional risk as our firefighters would be operating in Personal Protective Equipment that is at the end of its service life.

**PROJECT**

Project Name: KnoxBox Electronically Secured Key Access System  
 Short Description: Implement new KnoxBox Electronically Secured Key Access systems to enhance security, accountability, and risk management  
 Department: Fire Department

**COSTS**

Total Cost \$40,000.00

Funding: *Finance to fill out*  Borrowing  
 Reserves: Fire Facilities and Equipment Reserve  User Fees  
 Developer Contributions  Grants  
 Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement  
 Strategic Priority  Legislative change  
 Safety Requirement  Service Level Enhancement  
 Related to another planned project for 2023  Development Driven  
 Other:

**ONGOING ANNUAL COSTS**

Annual costs will be required for maintenance and/or operation  
 Renewal of the asset will be required – Expected Life: **10 to 15** Years

## BACKGROUND & JUSTIFICATION

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan did not identify the replacement and/or upgrade of Legacy LockBoxes. This capital request is intended to provide the LCFD with modern LockBox systems that protect from ‘illegal break and enters’ and manage the risk of misplacing access keys.

The LCFD LockBox Program was established in 2001 and has been very successful. Today, District Bylaw 800 establishes the framework to work directly with businesses that have emergency access challenges, sprinkler systems and commercial alarm systems. This Bylaw also allows the LCFD to work with other businesses and agencies that choose to participate in the LockBox program on a voluntary basis. This program provides firefighters with rapid access to various occupancies for firefighting, alarm investigation and emergency medical services.

Due to numerous ‘illegal break an enters’ of Legacy LockBoxes, fire departments across British Columbia have been upgrading to KnoxBox systems to enhance security and key tracking. KnoxBox hardware is significantly stronger when compared to Legacy LockBoxes that have been in service for over 20-years. Several Legacy LockBoxes were compromised in the District during 2022 and similar issues were reported by regional fire departments. LCFD Staff have worked with Lake Country RCMP to establish interim protective measures. All LockBox Program participants have been advised of their increased risk. These clients are aware that the LCFD is working on an improved solution and are anxiously awaiting these options as part of the 2023 LCFD Budget.

In 2022, a fire department in British Columbia accidentally ‘misplaced’ a set of Legacy LockBox keys. The result was an emergency key replacement that reportedly cost that fire department close to \$250,000. LCFD Staff have estimated that the District’s current exposure to a lost Legacy Access key to be in excess of \$75,000 in as well as reputational risks and possible damages. The LCFD does have manual systems to track keys, however the KnoxBox system offers a superior electronic tracking system. The KnoxBox “Cloud Based” applications manage risk for fire service, police service and emergency medical service agencies using their systems across North America. Every time a key is utilized, it is actively tracked until it is placed back into the security system onboard the fire apparatus or fire support vehicle. If a key were to go missing, KnoxBox has an application that will assist in rapid recovery and/or immediate deactivation.

KnoxBox electronic keys have a double security protocol built into them. The electronic key needs to be released from the onboard security device with a unique access code. Then a second unique activation code is required to make the key ready for service. If the electronic key is unused for several minutes, it will shut down until the activation code is re-entered. An electronic key will only allow firefighters a few attempts to re-enter the activation code before locking itself out.

The following image from [KnoxBox](#) shows a KnoxBox commercial grade LockBox, a KnoxBox E-Key, and a KnoxBox Key-Secure 6. These units are becoming the industry standard in the Central Okanagan Regional District due to the enhanced security and risk management they offer when compared to Legacy LockBoxes.



KnoxBox systems does provide the LCFD with opportunities to work with Lake Country RCMP. The user agreement with KnoxBox allows police services and fire services to share access as deemed necessary by the local authority having jurisdiction.

#### TIMING

Was the project slated for 2023 during the previous 5-year financial plan?

Yes

No

If no, please explain:

As was mentioned above, The 2022 District and LCFD Capital Plan did not identify the replacement and/or upgrade Legacy LockBoxes. This capital request is intended to provide the LCFD with modern LockBox systems that protect from 'illegal break and enters' and manage the risk of misplacing access keys. Due to numerous 'illegal break an enters' of Legacy LockBoxes, fire departments across British Columbia have been upgrading to KnoxBox systems that provide enhanced security and risk management. Several Legacy LockBoxes were compromised in the District during 2022 and similar issues were reported by other regional fire departments. LCFD Staff have worked with Lake Country RCMP to develop and establish interim protective measures. All LockBox Program participants have been advised of their increased risk and are awaiting options from the LCFD.

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

LCFD Staff are seeking early approval for this request. If Council approves this request, Fire Staff will begin the procurements process in Q1 of 2023. The project is expected to take 3-months to 6-months to complete. This project timeline is due to procurement process time requirements however, the most significant impact is the current demands on the North American Fire Apparatus and Equipment Industry that are being compounded by global supply chain issues. KnoxBox systems would be placed into service after LCFD Staff training is complete.

#### 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 the replacement of Legacy LockBox with KnoxBox systems is not approved in the 2023 Budget, the LCFD will have to operate with the current compliment of legacy equipment for an additional year. Delaying the purchase could place additional risk on the District due to the emerging issues with Legacy LockBox equipment.



**PROJECT**

Project Name: Fire Apparatus and Support Vehicle iPad Upgrade (NFPA Compliant)

Short Description: Ten (10) new iPads with Mobile Fire Dispatch Connection, Pre-Incident Planning Applications and Response Mapping Applications

Department: Protective Services - Fire

**COSTS**

Total Cost \$10,000

Funding: *Finance to fill out*  Borrowing  
 Reserves: Fire Facilities and Equipment Reserve  User Fees  
 Developer Contributions  Grants  
 Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement  
 Strategic Priority  Legislative change  
 Safety Requirement  Service Level Enhancement  
 Related to another planned project for 2023  Development Driven  
 Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating  
 Renewal of the asset will be required – Expected Life: **5** Years

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal					25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

\*Note that 2027 renewal is referring to 10 iPads already in use in addition to the 10 iPads in this request

## BACKGROUND & JUSTIFICATION

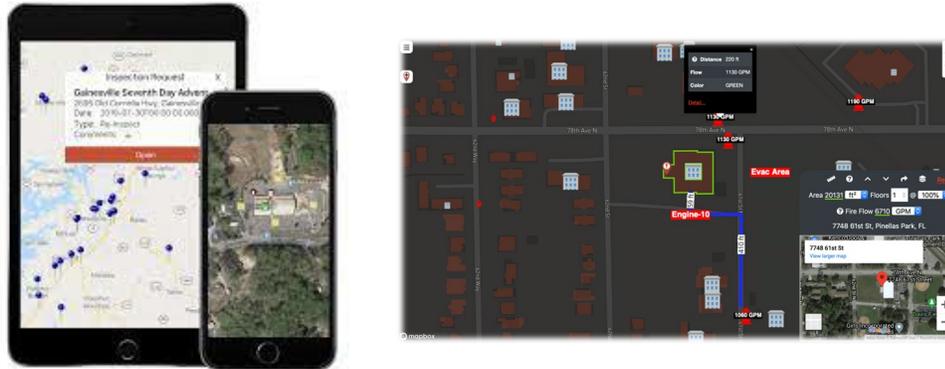
The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan identified the purchase of Two (2) new Tough Tablets in 2022 and the purchase of new Fire Pagers in 2023. Due to a rapidly emerging issue, LCFD Staff are requesting that 2023 capital funding for Fire Pagers be allocated to the purchase of Ten (10) new iPads in 2023. In Q3 of 2022 the company that provides the software for Computer Aided Dispatch (CAD) and Records Management System (RMS) unexpectedly announced that both products were at end of life. Their plan is to fully retire both products in 12-months to 24-months.

This announcement forced Staff to pivot in Q4 of 2022. While the future of CAD and RMS are unknown, there is a limited number of options for these fire service specific applications. District IT Staff and LCFD Staff are bridging the technology gap with two new applications and deployment of Apple iPads through the LCFD. This positions the LCFD for a transition to the next generation of CAD and RMS when a decision point is reached by our Fire Dispatch Provider. In the meantime, this has created an opportunity to improve access to emergency response information to all the fire apparatus and support vehicles throughout the LCFD by shifting from Tough Tablets to Apple iPads.

Over the past 18-years, the District of has invested in the safety of the community by purchasing Tough Tablets. These units provide onboard computer access to Pre-Incident Plans and Emergency Response Mapping. While these Tough Tablets were impactful to safe operations, they were also very cost prohibitive and were not available to all firefighters. Historically, the LCFD only installed Tough Tablets on select fire apparatus and support vehicles.

The lower purchase price of the iPad and lower application costs allows the District IT Department to supply the LCFD with Five (5) iPads for the cost of every One (1) Tough Tablet. The economics of Apple iOS based hardware and applications supports equitable distribution of information and tools to all LCFD Firefighters, regardless of what station they operate from or what apparatus they are riding on.

At the end of 2022, approximately half of LCFD apparatus and support vehicles were being outfitted with new iPads. The requirement for 10 additional iPads in 2023 will allow the LCFD to equip every fire apparatus, support vehicle and fire inspector with an iPad. There are additional safety enhancements provided by having iPads on all LCFD fire apparatus and support vehicles. When a wildfire, flood or a snowstorm hits the Central Okanagan, the regional fire and emergency radio network can become very busy. LCFD fire apparatus and support vehicles do not have assigned cellular phones. Having the ability to use applications such as Apple FaceTime and Apple Messenger, provides incident commanders and company officers with a means to communicate via a secure cellular network. While this wouldn't be the primary method of communication, it does provide a reasonable backup and the ability to discuss tactical matters without tying up radio channels.



The images above are from [APX Data SmartMap™](#) application that links pre-incidents plans, and fire inspection data with a live 'response' database that pulls information for various mapping sources to keep firefighters informed of changes in the community. This is one of the innovate solutions Staff are current rolling out to replace the old RMS.



The images above are from [Vector Solutions](#) which has a scheduling application, learning management system application and asset management application that allow LCFD firefighters access from any internet connect 24 hours a day. By combining these technologies the LCFD will not necessarily need an end-to-end solution in the next generation of CAD and RMS. This is one of the innovate solutions Staff are current rolling out to replace the old RMS.

## TIMING

Was the project slated for 2023 during the previous 5-year financial plan?

Yes  No

If no, please explain:

The 2022 District and LCFD Capital Plan identified the purchase of Two (2) new Tough Tablets in 2022 and the purchase of new Fire Pagers in 2023. Due to a rapidly emerging issue, LCFD Staff are requesting that 2023 capital funding for Fire Pagers be allocated to the purchase of Ten (10) new iPads in 2023. In Q3 of 2022 the company that provides the software for Computer Aided Dispatch (CAD) and Records Management System (RMS) unexpectedly announced that both products were at end of life. Their plan is to fully retire both products in 12-months to 24-months.

This announcement forced Staff to pivot in Q4 of 2022. While the future of CAD and RMS are unknown, there is a limited number of options for these fire service specific applications. District IT Staff and LCFD Staff are bridging

the technology gap with two new application suites and deployment of Apple iPads through the LCFD. At the end of 2022 approximately half of LCFD apparatus and support vehicles were outfitted with new iPads using funding from the 2022 capital budget. The requirement of 10 additional iPads in 2023 will allow the LCFD to equip every fire apparatus, support vehicle and fire inspector with an iPad Pro.

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

LCFD Staff are seeking early approval for this capital request. If Council approves, Fire Staff will begin the procurement process in Q1 of 2023. The project is expected to take 3-months to 6-months to complete. This project timeline is due to procurement process time requirements however, the most significant impact is the current demands on the global supply chain for consumer electronics.

**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.*

**IMPACT IF NOT APPROVED**

As technology evolves in the fire service, Apple iOS based hardware and applications combined with mobile access to databases 'On The Cloud' via secure cellular networks is the best long-term solution of the LCFD. If this capital request is not approved in 2023, the LCFD technology replacement program becomes more fragmented and the LCFD will have to operate for an additional year with uneven deployment of technology and information.



**PROJECT**

Project Name: Infrared Sauna (LCFD Safety Program & Wellness Program)  
 Short Description: Infrared Sauna for Firefighter Wellness, Post Fire Detox and Prevention of Occupational Diseases Associated with Firefighting  
 Department: Protective Services - Fire

**COSTS**

Total Cost \$5,000

Funding: *Finance to fill out*  Borrowing

Reserves: Fire Facilities and Equipment Replacement Reserve  User Fees

Developer Contributions  Grants

Other:

**REQUIREMENT**

- |  |  |
|--|--|
| <input type="checkbox"/> Master Plan:                                | <input type="checkbox"/> Capital Renewal or Required Replacement |
| <input type="checkbox"/> Strategic Priority                          | <input type="checkbox"/> Legislative change                      |
| <input checked="" type="checkbox"/> Safety Requirement               | <input type="checkbox"/> Service Level Enhancement               |
| <input type="checkbox"/> Related to another planned project for 2023 | <input type="checkbox"/> Development Driven                      |
| <input type="checkbox"/> Other:                                      |  |

**ONGOING ANNUAL COSTS**

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: **5-10** Years

**BACKGROUND & JUSTIFICATION**

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital had identified the addition of an Infrared Sauna at Fire Station 71 in 2023 for \$2,500. Unfortunately, the

budget number that was previously submitted, is not adequate to purchase a unit suitable for use in the fire station environment.

There is conflicting science on the protocols and efficacy surround the use of Infrared Saunas as a prophylactic against the various cancers that disproportionately impact firefighters. Due to the risks associated with their job, Firefighters are disproportionately impacted by cancers when compared to the general population across North America. The same conflict exists around Infrared Sauna Protocols and efficacy for their use a prophylactic against the increased risk of heart attack and stroke that firefighters while serving their communities. What is emerging from this body of research is various protocols that are producing positive results. The research timelines will take decades to prove a correlation between Sauna Protocols and a reduction in occupational cancer and medical issues amongst Firefighters.

There is a growing body of research as well as anecdotal evidence indicate that Sauna Protocols are impacting Firefighter wellness in terms of stress reduction, inflammation reduction and sleep normalization. Fire Stations in the District are busy places. The workload associated training, maintenance, administration, and incidents call-outs can wear of Firefighters mentally and physically. Utilizing a Sauna Protocol as part of an overall Wellness Program can have very positive results. The LCFD is stating a peer driven Firefighter Health and Wellness Committee. The initial meeting was held in Q4 of 2022 and regular meetings will be held going forward. Approval of this Capital Request will support LCFD Firefighters in their pursuit of their personal and professional Wellness Goals.

Infrared Saunas are gaining wide acceptance across the British Columbia Fire Service. Many of the LCFD's neighboring fire departments have been using Infrared Saunas as part of their Safety Programs and Wellness Programs for well over a decade. This proposed unit would be placed into service at Fire Station 71, however all LCFD Staff would be able to book time to use the Infrared Sauna.

**TIMING**

Was the project slated for 2023 during the previous 5-year financial plan?

Yes                       No

If no, please explain:

The original amount of funds earmarked for this Capital request was \$2,500. LCFD Staff has researched options and has adjusted the amount to \$5,000. This Capital Request is being submitted to seek Councils approval to purchase of an Infrared Saunas at Fire Station 71 in 2023 at the revised budget price of \$5000.

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

LCFD Staff are seeking early approval for this request. If Council approves this request for early approval, Fire Staff will begin the procurements process in Q1 of 2023. The project is expected to take 3-months to 6-months to complete. This project timeline is due to procurement process time requirements however, the most significant impact is the current demands on the North American supply chain.

**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 the purchase of a new Infrared Sauna at Fire Station 71 in 2023 is not approved, the LCFD will continue to operate with the current compliment of fitness and wellness equipment on hand. LCFD Staff would plan to bring this request back to Council for consideration in the 2024 Budget.

**PROJECT**

Project Name: Safe Work Procedures (WorkSafe BC Compliant)  
 Short Description: Rewrite of Fire Department Safe Work Procedures to ensure Firefighter Safety and Regulatory Compliance with WorkSafe BC  
 Department: Protective Services - Fire

**COSTS**

- Total Cost \$17,500
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Financial Stabilization Reserve
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan did not identify the rewrite of Fire Department Safe Work Procedures. This is a One (1) time upgrade to ensure that the LCFD has the required Safe Work Procedures and supporting Risk Assessments to provide for Firefighter Safety and ensure that the District is fully compliant with WorkSafe BC Occupational Health and Safety Regulations.

The current complement of Safe Work Procedures used by the LCFD was originally authored in 2001. A partial rewrite was conducted in 2007. Since that time these critical documents have not been updated in a holistic fashion. In 2022 the Fire Chiefs Association of British Columbia (FCABC) and WorkSafe BC published a model set of Safe Work Procedures that would be considered the minimum requirement in the British Columbia Fire Service. These documents cover basic fire department operations and require modification to meet the unique circumstances of each fire department across the province.

LCFD Staff conducted a gap analysis to compare the Legacy LCFD Safe Work Procedures against the FCABC Model Safe Work Procedures. WorkSafe BC Occupational Health and Safety Regulations do not detail all the technical requirements needed to safely operate a modern fire service organization. When WorkSafe BC is silent on a specific matter, it is considered best practice for fire service organizations to refer to National Fire Protection Association (NFPA) Standards for technical safety standards. NFPA is a global self-funded nonprofit organization, devoted to eliminating death, injury, and economic loss from fire and related hazards. NFPA has approximately 30,000 members who deliver information and knowledge through more than 300 consensus codes and standards.

LCFD conducted a second gap analysis to compare the merged Legacy LCFD Safe Work Procedures and FCABC Model Safe Work Procedures against NFPA Standards. This process identified additional gaps that require attention to ensure that these are addressed in order to be fully compliant with WorkSafe BC Occupational Health and Safety Regulations and largely compliant with NFPA Standards.

LCFD Staff have identified a group of approximately One-Hundred and Seventy-Five (175) Safe Work Procedures from various sources that need to be consolidated into a new Safe Work Procedures Manual for the LCFD. This Manual will support firefighter safety and service delivery over the next Ten (10) years or more. LCFD Staff are seeking Councils approval to engage the services of Canadian Registered Safety Professional to review and rewrite these Safe Work Procedures and develop the required Risk Assessments.

## **TIMING**

Was the project slated for 2023 during the previous 5-year financial plan?

Yes  No

If no, please explain:

As was mentioned above, The 2022 District and LCFD Capital Plan did not identify the rewrite of Fire Department Safe Work Procedures. This is a One (1) time upgrade to ensure that the LCFD has the required Safe Work Procedures and supporting Risk Assessments to support Firefighter Safety and ensure that the District is fully compliant with WorkSafe BC Occupational Health and Safety Regulations LCFD Staff have identified a group of approximately One-Hundred and Seventy-Five (175) Safe Work Procedures from various sources that need to be consolidated into a new Safe Work Procedures Manual for the LCFD. This Manual will support firefighter safety and service delivery over the next Ten (10) years or more. LCFD Staff are seeking Councils approval to engage the services of Canadian Registered Safety Professional to review and rewrite these Safe Work Procedures and develop the required Risk Assessments.

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

LCFD Staff are seeking early approval for this capital request. If Council approves, Fire Staff will begin the consulting process in Q1 of 2023. The project is expected to take 6-months to complete with the goal of rollout and training LCFD Firefighters to be complete by the end of 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?

**IMPACT IF NOT APPROVED**

If the rewrite of Fire Department Safe Work Procedures is not approved in the 2023 Budget, the LCFD will have to operate with the current compliment of Legacy Safe Work procedures for an additional year. LCFD Staff would bring this proposal back in the 2024 Budget.

**PROJECT**

Project Name: Structure Protection Unit (BCWS Compliant)  
 Short Description: Year (1) of a Four (4) Year project to build a Structure Protection Unit for the LCFD that is 100% Funded by the UBCM CRI Grant  
 Department: Protective Services - Fire

**COSTS**

Total Cost \$45,000

Funding:

*Finance to fill out*

Borrowing

Reserves

User Fees

Developer Contributions

Grants: UBCM CRI 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 2023

Development Driven

Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

Renewal of the asset will be required – Expected Life: **10 to 20** Years

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	45,000	45,000	45,000	45,000	-
Renewal	-	-	-	-	-
<b>Total</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>

## BACKGROUND & JUSTIFICATION

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan did not identify the addition of a BC Wildfire Service (BCWS) compliant Structure Protection Unit for the District. Traditionally, the addition and replacement of fire department assets has been managed through the 5 year and 10 year capital plans. This project is new in 2023 and uses a funding model that is fully grant-dependent. Council approved application to the UBCM Community Resiliency Investment Fund (CRI) in 2022. Since that approval, LCFD Staff have been working with Staff at the UBCM and BCWS to secure funding. The UBCM CRI grant involves several closely related projects. When staff reach an agreement with UBCM, a follow-up report will be brought to Council.

In Q2 of 2022, LCFD Staff conducted a thorough needs and condition analysis of the current Fire Fleet and complement of firefighting equipment. Using the UBCM CRI grant to procure a Structure Protection Unit is an opportunity to support service levels and shift the Fire Fleet and Firefighting Equipment to better meet the wildland and wildland urban interface challenges facing the District. While the LCFD has a Fire Fleet capable of responding to Wildland and Wildland Urban Interface incidents, Staff have determined that further investment in these tools is prudent.

The basic design of the Structure Protection Unit will allow the LCFD to redeploy a small amount of its existing Firefighting Equipment onto a new 20-foot tandem-axle cargo trailer that meets BCWS Standards. The UBCM CRI grant funding will allow the LCFD to add tools while they build out the project over four (4) years. This funding source will incrementally enhance the ability of the LCFD to respond to Wildland and Wildland Urban Interface incidents within the District as well as in support of Regional Mutual Aid Partners.

The 2023 Capital Request for this new Structure Protection Unit will work synergistically with the 2023 Capital Request for replacement of municipal fire hose, nozzles, and appliances. The UBCM CRI grant funding is very prescriptive, but it will support the purchase of wildland fire hose, nozzles, and appliances. This will allow the LCFD to direct funding from the LCFD Fire Facilities and Equipment Reserve towards the renewal of municipal fire Hose, nozzles, and appliances.

Utilizing the UBCM CRI grant funding to enhance service to the District will allow the LCFD Fleet to manage renewal and replacement through a defined 25-year Fire Fleet and Equipment Plan that is supported by balanced financial planning.

## TIMING

Was the project slated for 2023 during the previous 5-year financial plan?

Yes

No

If no, please explain:

As was mentioned above, the 2022 District and LCFD Capital Plan did not identify the addition of a BCWS complaint Structure Protection Unit for the District. Traditionally, the addition and replacement of fire department assets has been managed through the 5-year and 10-year capital plans. This project is new in 2023 and uses a funding model in that it is fully grant dependent. Council approved application to the UBCM Community Resiliency Investment Fund (CRI) in 2022. Since that approval, LCFD Staff have been working with Staff at the UBCM and

BCWS to secure funding. The UBCM CRI grant involves several closely related projects. When staff reach an agreement with UBCM, a follow-up report will be brought to Council.

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

This project is expected to start at the end of Q2 in 2023, pending a successful application to the UBCM CRI. Year one (1) of the project is expected to take 12 to 18 months to complete. This project timeline is due to procurement process time requirements. However, the most significant impact is the current demands on the North American fire apparatus and equipment industry that are being compounded by global supply chain issues.

**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 the award of funding is not received from the UBCM CRI for Year one (1) of the BCWS complaint Structure Protection Unit for the District, LCFD Staff will provide Council with an update. The District is lacking some Wildland and Wildland Urban Interface Firefighting Equipment. If a delay were to occur alternative procurement plans may have to be developed.



**PROJECT**

Project Name: Fire Rescue Tools and Power Equipment (NFPA Compliant)  
 Short Description: Upgrade and Renewal of Fire Rescue Tools and Equipment to ensure that critical firefighting equipment is updated and distributed  
 Department: Protective Services - Fire

**COSTS**

Total Cost \$75,000

Funding: *Finance to fill out*  Borrowing  
 Reserves: Fire Facilities and Equipment Reserve  User Fees  
 Developer Contributions  Grants  
 Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement  
 Strategic Priority  Legislative change  
 Safety Requirement  Service Level Enhancement  
 Related to another planned project for 2023  Development Driven  
 Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

A review of the Fire Rescue Tools and Power Equipment addition/renewals program has identified some areas where better distribution of tools capabilities could be achieved through the community

The LCFD currently operates a Heavy Rescue Truck with one (1) set of Battery-Powered Vehicle Rescue Tools that were supplied by the Regional Rescue Program. The LCFD also operates a Legacy Rescue-Pumper with a ‘backup’ set of Gasoline-Powered Vehicle Rescue Tools that are retired from the Regional Rescue Program. These tools were retired due to age and condition. In Q3 of 2022, LCFD Staff redeployed these backup tools from the Heavy Rescue Truck onto a Legacy Rescue-Pumper. This immediately improved operational effectiveness and supported equitable service levels across a greater portion of the community.

The Gasoline-Powered Vehicle Rescue Tools are not suitable for use on modern vehicles with ultra-high strength steel alloys. They simply lack the cutting force required to manage the challenges presented by modern vehicles. These Legacy Vehicle Rescue Tools have been discontinued by the manufacturer and spare parts are no longer available.

Under the Regional Rescue Program, each participating Fire Department is provided basic tools and equipment for a specific technical discipline. The LCFD currently participates in Vehicle Rescue, Ice Rescue, Marine Rescue and Low-Angle Rescue. Other services such as High-Angle Rescue, Confined Space Rescue and Hazardous Materials Response are provided by the Kelowna Fire Department and West Kelowna Fire Rescue.

In Q3 of 2022, LCFD Staff conducted a thorough needs and condition analysis of the departments current Fire Fleet and Firefighting Equipment with the intention to ‘Right Size’ assets over the next several years. Through this research, LCFD Staff developed a revised deployment model for the District that advocates the addition of Battery-Powered Combination Rescue Tools and the replacement of complimentary power tools on Fire Engines. This model will support current service levels and provide equitable distribution of capabilities throughout the community. The result is that each Fire Engine in the community will have the ability to perform Light Vehicle Rescue, Industrial Rescue, Heavy Lifting, Firefighter Rescue and Heavy Forcible Entry.

When snowstorms and bad weather impact the community, the LCFD can become very busy. The capabilities of the Heavy Rescue Truck are at a premium during these times. Having Fire Engines that can perform Light Vehicle Rescue creates operational redundancy, reliability, and resiliency across the community. This operational flexibility is important when serving the public across large and diverse geographic areas.

The following images show a Battery-Powered Combination Rescue Tool, a Battery-Powered Cut-Off Saw and a Battery-Powered Sawzall. These tools utilize interchangeable rechargeable batteries, have zero emissions, and can be used by LCFD Firefighters on a wide range of fire and rescue related tasks.



The 2023 Capital Request for new Battery-Powered Combination Rescue Tools and complimentary Power Equipment will work synergistically with the Regional Rescue Program funding model. The cost of the tools on the Heavy Rescue Truck are supported through the external funding model. This allows the LCFD to build a complement of tools that are well suited for Light Vehicle Rescue, Industrial Rescue, Heavy Lifting, Firefighter Rescue and Heavy Forcible Entry. Whether performing vehicle rescue, forcing entry through a heavy gate on an industrial property or cutting security bars on a commercial building, these tools would be able to handle a broad range of challenges.



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 the addition of Battery-Powered Combination Rescue Tools and replacement of complimentary Power Equipment to the front-line Fire Engines is not approved in the 2023 Budget, the LCFD will have to operate with the current compliment of legacy equipment for an additional year. LCFD Staff would bring this proposal back in the 2024 Budget.

**PROJECT**

Project Name: Half-Ton 4x4 Incident Command Pick-Up Truck (NFPA Compliant)  
 Short Description: One (1) Half-Ton 4x4 Incident Command Pick-Up Truck to replace a Pick-Up Truck cancelled in the 2022 Budget  
 Department: Protective Services - Fire

**COSTS**

- Total Cost \$ 110,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Fire Facilities and Equipment Reserve
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: 10 to 15 Years

**BACKGROUND & JUSTIFICATION**

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan identified the replacement of one (1) Pick-Up Truck in 2022 and the replacement of one (1) Rescue-Pumper in 2024. Unfortunately, these proposed budget numbers were not adequate given inflationary pressures in the global economy and more specifically the North American fire apparatus and equipment industry. Compounding these

financial issues was the immediate need to replace aging SCBA in Q3 of 2022. Based on budget pressures, both projects have been revised as part of an overall Fire Fleet and Firefighting Equipment needs assessment.

In Q3 of 2022, LCFD Staff conducted a thorough needs and condition analysis of the current Fire Fleet and firefighting equipment. Staff have identified opportunities to ‘Right Size’ the complement of fire apparatus and support vehicles over the next several years. This is not a proposal to reduce current fire service levels in the District. However, this is an opportunity to support service levels and shift the Fire Fleet to better meet the emerging wildland urban interface challenges facing the District.

The LCFD is currently operating with a deficit of support vehicles in the Fire Fleet. In Q1 of 2021, the LCFD transferred a One Ton 4X4 Light Rescue / Utility Truck to District Parks and Facilities Department. The age and condition of this unit made it unsuitable for continued use as an emergency response vehicle. In Q2 of 2021 the LCFD had to dispose of a Half Ton 4x4 Pick-Up Truck due to a significant mechanical failure. Amid these challenges, LCFD Staff also grew when a new FTE joined the organization in Q3 of 2022.

The basic design of the proposed Half Ton 4X4 Incident Command Pick-Up Truck will be a departure from past pick-up truck purchases by the LCFD. This proposed unit would be optimized for use by an incident commander and/or taskforce leader on emergency incidents. Whether responding to a structure fire, transporting training props, or pulling the Regional Fire and Life Safety Education Trailer, this basic design can meet the current and future needs of the LCFD. The basic design and overall lack of customization would allow an easier transfer of the asset into another District Department when its age condition is no longer suitable for use as an emergency response vehicle.

From an environmental perspective, the new Half-Ton 4x4 Incident Command Pick-Up Truck will be equipped with an idle reduction module that reduces idling while at the scene of an incident. Idle reduction modules allow the use of LED emergency lighting via the vehicle's regular battery system and as the vehicle battery is drawn down the module will automatically start the engine to recharge as required.

#### [Idle Smart – Idle Reduction Module](#)

In terms of health and safety, the basic design of the Half Ton 4X4 Incident Command Pick-Up Truck will facilitate the transport of firefighters while their contaminated personal protective equipment and firefighting equipment is kept in a separate compartment covered with a canopy. This will help protect firefighters from secondary exposure to harmful chemicals, compounds, and biohazards while in transit.

Procuring fire apparatus and support vehicles that are designed to incorporate operational flexibility is imperative for operational success and financial stability. Incorporating this flexibility into a 25 year Fire Fleet and Equipment Plan for the LCFD that is ‘Right Size’ for the District will ensure community fire and life safety is supported by sound financial management.

### **TIMING**

Was the project slated for 2023 during the previous 5-year financial plan?

Yes                       No

If no, please explain:

As was mentioned above, this proposal is a re-evaluation of a 2022 Capital Project that was cancelled. The 2022 version of the Capital Plan identified the replacement of a Pick-Up Truck in 2023 and the replacement of a Rescue-

Pumper in 2024. Unfortunately, these proposed budget numbers were not adequate given inflationary pressures in the global economy and more specifically the North American fire apparatus and equipment industry. Based on budget pressures, both projects have been revised as part of an overall Fire Fleet and firefighting equipment needs assessment.

The basic design of the proposed Half Ton 4X4 Incident Command Pick-Up Truck will be a departure from past pick-up truck purchases by the LCFD. This proposed unit would be optimized for use by an incident commander and/or taskforce leader on emergency incidents. Whether responding to a structure fire, transporting training props or pulling the Regional Fire and Life Safety Education Trailer this basic design can meet the current and future needs of the LCFD. The basic design and overall lack of customization would allow an easier transfer of the asset into another District Department when its age condition is no longer suitable for use as an emergency response vehicle.

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

The project is expected to start at the end of Q2 in 2023, pending Council Approval in the 2023 Budget Process. It is estimated that the project will take 6 to 18 months to complete. This timeline is due to procurement process time requirements. However, the most significant impact is the current demands on the North American fire apparatus and fire equipment industry. It is possible that the replacement units may not arrive until Q1 of 2025 and will be placed into service after LCFD Staff training.

**COMMUNICATION & ENGAGEMENT**

Does the community need to be informed?  Yes  No

Is there 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 the purchase of a Half Ton 4x4 Incident Command Pick-Up Truck is not approved in the 2023 Budget, the LCFD will have to operate the current Fire Fleet for an additional year. The North American Fire Apparatus and Equipment Industry is being impacted by inflation that is compounded by global supply chain issues. The future cost to purchase and assemble a Half Ton 4x4 Incident Command Pick-Up Truck is likely to increase and future availability of components is difficult to predict.



**PROJECT**

Project Name: Municipal Fire Hose, Nozzles and Appliances (NFPA Compliant)  
 Short Description: Renewal of Municipal Fire Hose, Nozzles and Appliances to ensure that critical firefighting equipment is adequately maintained  
 Department: Protective Services - Fire

**COSTS**

Total Cost \$ 65,000

Funding: *Finance to fill out*  Borrowing  
 Reserves: Fire Facilities and Equipment Reserve  User Fees  
 Developer Contributions  Grants  
 Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement  
 Strategic Priority  Legislative change  
 Safety Requirement  Service Level Enhancement  
 Related to another planned project for 2023  Development Driven  
 Other:

**ONGOING ANNUAL COSTS**

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

	2023	2024	2025	2026	2027
Labour	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	67,500
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,500</b>

## BACKGROUND & JUSTIFICATION

The 2022 District of Lake Country (District) and Lake Country Fire Department (LCFD) Capital Plan identified the required replacement of Municipal Fire Hose, Nozzles and Appliances. Traditionally, the replacement of fire department assets has been managed through 5 year and 10 year capital plans. In addition to capital plans, funding from annual operating budgets has been used for incidental repairs and replacements. However, these combined budget amounts have consistently fallen behind replacement costs.

The two (2) primary standards that govern the use, care and replacement of Fire Hose and Appliances are NFPA 1962 - Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances (NFPA 1962) and WorkSafe BC Occupational Health and Safety Regulations Part 31 – Firefighting (WCB-Part 31). NFPA 1962 and WCB-Part 31 require regular maintenance and testing of these critical firefighting assets.

In 2022 a significant amount of Municipal and Wildland Fire Hose failed during annual testing and had to be removed from service. The LCFD used Wildland Fire Hose from a partner agency throughout the summer of 2022 to bridge the operational gap. The 2022 version of the Capital Plan identified the replacement of Fire Hose in 2023 and again in 2026. Unfortunately, the proposed budget numbers are inadequate given inflationary pressures on the North American Fire Apparatus and Equipment Industry.

Fortunately, LCFD Staff see a short-term solution that will help the District to address the equipment deficit with a reduced impact on strategic reserves. The 2023 Capital Request for a new Structure Protection Unit will work synergistically with this 2023 Capital Request for replacement of Municipal Fire Hose, Nozzles and Appliances. The cost of the Structure Protection Unit will be funded via UBCM Community Resiliency Investment (CRI) grant funding. The UBCM CRI grant funding is very prescriptive, but it will permit the purchase of Wildland Fire Hose, Nozzles and Appliances. This allows the District to direct funding from the LCFD Fire Facilities and Equipment Reserve towards the renewal of Municipal Fire Hose, Nozzles and Appliances.

The LCFD needs to move towards a planned replacement schedule that maintains regulatory compliance and at the same time provides for long-term financial sustainability. Shifting these assets into a realistic renewal and replacement schedules as part of the greater LCFD Capital Plan will ensure this is accomplished.

Some of the retired Municipal Nozzles and Appliances could be donated to Firefighters Without Borders. This Canadian based charity collects, repairs, and distributes Firefighting Equipment to fire departments in Central and South America. Firefighters Without Borders also provide free training to their clients. Were it not for these donations, many of these organizations would have to make do without any Firefighting Equipment, Personal Protective Equipment or Firefighter Training.

## TIMING

Was the project slated for 2023 during the previous 5-year financial plan?

Yes

No

If no, please explain:

As was mentioned above, the replacement of fire department assets has been managed through 5 year and 10 year capital plans. In addition to capital plans, funding from annual operating budgets has been used for incidental repairs and replacements. However, these combined budget amounts have consistently fallen behind replacement costs. LCFD Staff see a short-term solution that will help the District to address the equipment deficit with a reduced impact on strategic reserves. The 2023 Capital Request for a new Structure Protection Unit will work synergistically with this 2023 Capital Request for replacement of Municipal Fire Hose, Nozzles and Appliances.

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

The project is expected to start at the end of Q2 in 2023, pending Council Approval in the 2023 Budget Process and will take 12 months to complete. This project timeline is due to procurement process time requirements however, the most significant impact is the current demands on the North American Fire Apparatus and Equipment Industry. It is possible that the replacement units may not arrive until Q2 of 2024 and would not be placed into service after LCFD Staff training is complete.

**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 the replacement of Municipal Fire Hose, Nozzles and Appliances is not approved in the 2023 Budget, the LCFD will have to operate with the current compliment of legacy equipment for an additional year. Delaying the purchase could impact the Districts ability to match firefighting tools and equipment with a growing community.



**PROJECT**

Project Name: City of Kelowna Effluent Connection  
 Short Description: Forcemain and control works at Wastewater Plant to enable connection to City of Kelowna sanitary sewer  
 Department: Utilities - Wastewater

**COSTS**

- Total Cost \$500,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Climate Action Reserve\* - \$250,000
- Community Works Gas Tax Reserve - \$250,000
- Developer Contributions
- Other:

\*Note: The purpose of the Climate Action Reserve Fund per the current reserve policy is as follows: *"The District recognizes the importance of reducing greenhouse gas (GHG) emissions through projects that reduce fossil fuel consumption Reducing GHG emissions is part of Lake Country's commitment as a signatory to the BC Climate Action Charter. Funds in this reserve will be used for projects that reduce greenhouse gas emissions, replacement of equipment in the Hydroelectric Generating Station or early retirement of related debt, as funds permit."* It is the District's view that Council's focus has shifted from not just addressing GHG emissions but to improving the environment on a broader scale as evidenced by Council's strategic priority **Environment - Maintaining a healthy and natural environment through responsible use, protecting, and sustainable practices. 2022 Priority: Preserve, Protect and Enhance Our Natural Environment"**. As such, we are proposing a portion of this project to be funded from the Climate Action Reserve Fund as mitigating the risk of uncontrolled effluent released into the environment is in line with this Council strategic priority. Updated wording to the Reserve Policy will be brought forward to Council in 2023 to address this inconsistency.

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

Other: solution is required in the near term to address effluent disposal limitations required to support ongoing community growth

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating \$100,000/year

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

	2023	2024	2025	2026	2027
Labour	5,000	10,000	10,200	10,404	10,612
Contracted Services	45,000	90,000	91,800	93,636	95,509
Materials & Supplies	-	-	-	-	-
Renewal	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 102,000</b>	<b>\$ 104,040</b>	<b>\$ 106,121</b>

**BACKGROUND & JUSTIFICATION**

The District is nearing effluent disposal capacity to ground at the central Wastewater Treatment facility. The City of Kelowna has recently agreed to accept 15 litres per second of treated effluent on an ongoing basis for a period of 10 years. This flow accounts for about one half of the current discharge rate and represents wastewater contributions from over 2,000 homes.

The District is working on finalizing our Liquid Waste Management Plan (LWMP) which includes major infrastructure improvements required to return cleaned wastewater to the environment by discharging to Okanagan Lake. Directing treated effluent to the City of Kelowna has the major benefit of providing a solution now to the effluent discharge challenges we currently face and allows time to complete our LWMP and delays the need to construct new and costly infrastructure. Delaying infrastructure improvements has numerous benefits including providing more time work towards securing senior government funding support, allows building of capital reserves and retiring some of our existing debt for previously constructed wastewater projects, and delays expenditures that would otherwise need to be financed through further borrowing.

**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain:

Recent negotiations regarding joint infrastructure servicing for the Jim Bailey Industrial Park and Okanagan Indian Band IR #7 lands between the City, the Band and the District resulted in new agreements.

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

Project is expected to start in the spring of 2023 to be completed by early summer.

## 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

A solution is required in the near term to address effluent disposal limitations required to support ongoing community growth. The discharge of effluent to the environment is highly regulated to ensure the protection of the environment and public health. The solution, as identified in the Stage 2 LWMP report, is costly and will take multiple years to complete. Impacts if not approved involve risk of uncontrolled effluent release to the environment and the only practical management methodology would be to halt development within the community denying building permits to properties that would need to connect to sewer.

**PROJECT**

Project Name: Lift Station Platform Improvements  
 Short Description: Safety improvement to lift stations by adding platforms to stand and work from  
 Department: Utilities - Wastewater

**COSTS**

Total Cost \$125,000

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 2023

Development Driven

Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

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

## BACKGROUND & JUSTIFICATION

Throughout the community there are wastewater lift stations that pump sewage enroute to the wastewater treatment plant. Occasionally a wastewater operator will need to enter a lift station for maintenance purposes. So long as the operator can stand on a raised platform, the work is able to be completed in a much more efficient and safe manner. Furthermore, the work safe requirements to entering a lift station with a platform is much less stringent than ones without.

Unfortunately, many of our list stations do not have the raised platforms. This budget request will have platforms installed in locations that are deemed practical and possible.



*Image above shows a lift station with a platform to work from*

## TIMING

Was the project slated for 2023 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?

Project will take multiple years. Completion expected by 2025.

## 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**

Accessing lift stations without platforms will remain challenging.

**PROJECT**

Project Name: WWTP – Electrical Cleanup  
 Short Description: Removal of abandoned wiring at the wastewater treatment plant  
 Department: Utilities - Wastewater

**COSTS**

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

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

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

## BACKGROUND & JUSTIFICATION



With the ongoing upgrades at the Wastewater Treatment Plant many operational changes have been made, resulting in an abundance of abandoned wiring. The abandoned wiring takes up a lot of space and restricts additional cabling from being installed. Furthermore, the abandoned wiring has resulted in the lockout of many breakers from the motor control center (MCC) panel. Removal of the abandoned cabling will be required to continue with additional upgrades of the Wastewater Treatment Plant in future.

## TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes

No

If no, please explain: Recent upgrades to the WWTP rendered several breakers on the motor control center (MCC) panel obsolete. Staff were only advised of the need to remove the abandoned wiring in summer 2022.

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

Start and finish summer 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?

**IMPACT IF NOT APPROVED**

The work will be completed using the operational budget which may cause the operational budget to be exceeded.

**PROJECT**

Project Name: Vernon Creek Intake Screen Automation Assessment - Construction  
 Short Description: Retrofitting the Vernon Creek Intake with debris screens that have self-cleaning capabilities  
 Department: Hydrogeneration

**COSTS**

Total Cost \$400,000

Funding:

*Finance to fill out*  Borrowing

Reserves: Climate Action 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 2023

Development Driven

Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

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

**BACKGROUND & JUSTIFICATION**



Vernon Creek Intake

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

A recent feasibility study determined a cost-effective solution that recommended the installation of self-cleaning screens, reducing the need for frequent manual cleaning. Although the self-cleaning screens are an enhancement, further automating the intake screen cleaning process is required to fully eliminate safety concerns. Budget to

complete design of the proposed screen process was approved in 2022. Design is currently underway and will be completed in early 2023.

Approval of this budget request will allow for the purchase and installation of the self-cleaning screens, and implementation of an automated process for cleaning the screens.



Existing Vernon Creek intake screens about to be manually cleaned

Proposed screens that are sloped to allow for self-cleaning



**TIMING**

Was the project slated for 2023 during the previous 5 year financial plan?

Yes                       No

If no, please explain:

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

Start in 2023, complete in 2025

**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**

Manual process of screen cleaning will continue. Some safety improvements will be completed using operations budget.

**PROJECT**

Project Name: Beaver Lake Treatment System – Functional Design  
 Short Description: Design work on the Beaver Lake Water Treatment Facility’s Functionality  
 Department: Utilities - Water

**COSTS**

Total Cost \$800,000

Funding: *Finance to fill out*  Borrowing  
 Reserves: Water Capital Reserve - \$464,000  User Fees  
 Water DCC - \$336,000  
 Developer Contributions  Grants  
 Other:

**REQUIREMENT**

Master Plan:  Capital Renewal or Required Replacement  
 Strategic Priority  Legislative change  
 Safety Requirement  Service Level Enhancement  
 Related to another planned project for 2023  Development Driven  
 Other:

**BACKGROUND & JUSTIFICATION**

**ONGOING ANNUAL COSTS**

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

Currently in the design phase. When the facility is constructed, there will be operational and renewal cost.



Properties connected to the Beaver Lake water source are on a year-round water quality advisory due to the lack of treatment. The 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 requiring the District to complete.

Construction of a water treatment facility for the Beaver Lake source water 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 and piloting before moving into the design phase. A feasibility study was completed at the end of

2021 indicating the cost of a full treatment plant to be approximately \$80,000,000. In 2022, funding to conduct piloting was approved. The piloting phase of the project is still in progress. The Next phase, the design work for the water treatment plant, will commence during or after the completion of the piloting phase. With a project of this size the first component of the design phase is considering functionality. This functional design task will include items such as building siting and approach, office and staff needs, residuals storage and treatment considerations, utility servicing, and a high-level operation control narrative for instrumentation requirements.

**TIMING**

Was the project slated for 2023 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?

Project will take multiple years. Completion expected by 2025 or 2026. Proceeding with the project currently contingent on receiving senior government support.

**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**

Design work on the treatment plant will remain halted until additional funding is approved.

**PROJECT**

Project Name: Okanagan Centre Small Diameter Watermains - Construction  
 Short Description: Replace and upsize watermains to improve fire protection to Okanagan Centre.  
 Department: Utilities - Water

**COSTS**

- Total Cost \$1,500,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Water Capital Reserve
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

- Annualized costs will be required – Maintenance and operating budget already captured within existing water operations budget.
- Renewal of the asset will be required – Expected Life: 75 Years

**BACKGROUND & JUSTIFICATION**



In 2022 the watermain on the south end of Hare Road, and part of Sixth St, was replaced and upsized. This was done with the goal of increasing fire flow and replacing aging infrastructure.

The next phase of this project will be to continue upsizing the watermain from Sixth St down into the lower Okanagan Centre Area. This project was identified in the Small Diameter Watermain report from 2016, and a detailed design was completed in 2022. Other improvements included in the project are eliminating a confined space by bringing a PRV station above ground, and roads/drainage improvements at the top of the sixth street trail.

**TIMING**

Was the project slated for 2023 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?

2023

**COMMUNICATION & ENGAGEMENT**

Does the community need to be informed?                       Yes                       No

Will 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?

A local engagement strategy will be required to notify residents of what can be expected during construction.

**IMPACT IF NOT APPROVED**

Okanagan Center would continue to be serviced by undersized watermains, which fail to meet modern fire protection standards.

**PROJECT**

Project Name: Woodsdale Corridor Improvements (Pelmewash Pkwy to Rail Trail)  
{Creek Crossing}

Short Description: Construction of a casing under Winfield creek for future water works.

Department: Utilities – Water

**COSTS**

- Total Cost \$5,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Water Capital Reserve
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan:
  - Capital Renewal or Required Replacement
  - Legislative change
  - Service Level Enhancement
  - Development Driven
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2022
- Other:

**ANNUAL COSTS**

- Annualized costs will be required – maintenance or operating
- Renewal of the asset will be required – Expected Life: 100 years

\*Construction Phase

**BACKGROUND & JUSTIFICATION**

As Woodsdale Road is improved by adding pathways and bike lanes, it is important to consider subsurface improvements at the same time. Part of this project will be working at or near Winfield Creek. Adding a casing for a future watermain crossing may be considered wise to complete as part of this project.

This budget request allocates funding to install a casing under Winfield Creek as part of the Woodsdale Corridor Improvements.



**TIMING**

Was the project slated for 2022 during the previous 5 year financial plan?

Yes  No

If no, please explain:

Continuation of Woodsdale Road Design

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

Spring 2023 to End of 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?

**IMPACT IF NOT APPROVED**

A casing under Winfield creek will not be installed.

**PROJECT**

Project Name: Irvine Road Booster Pump Station - Construction  
 Short Description: Replacement of a confined space subsurface water pressure boosting station with an above ground facility.  
 Department: Utilities - Water

**COSTS**

Total Cost \$ 400,000

Funding: *Finance to fill out*

Reserves: Water Capital Reserve

Developer Contributions

Other:

Borrowing

User Fees

Grants

**REQUIREMENT**

Master Plan:

Strategic Priority

Safety Requirement

Related to another planned project for 2023

Other:

Capital Renewal or Required Replacement

Legislative change

Service Level Enhancement

Development Driven

**ONGOING ANNUAL COSTS**

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

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

**BACKGROUND & JUSTIFICATION**

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

*Picture of inside the existing Irvine Booster station*



A design to bring the facility above ground was completed in 2021. In 2022 budget deliberation, \$1.6M dollars was approved for construction, but construction was deferred to 2023 due to inflationary pressures causing concerns that the approved budget was insufficient.

The proposed request increases the budget for the construction to occur in 2023. Any approved funding that is unused will be transferred back to the originating reserve at the end of the project.

**TIMING**

Was the project slated for 2023 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?

2024

**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?

A local engagement strategy will be required to notify residents of what can be expected during construction.

**IMPACT IF NOT APPROVED**

Staff will proceed with the project to determine if the project can be delivered within the approved budget. If the budget is insufficient, staff will likely request additional funding from Council. This is not the preferred method, as going back to Council for additional funding is a time-consuming inefficient process.

**PROJECT**

Project Name: Water Intake Buoy Marking  
 Short Description: Marking the water intakes at lower stem lakes  
 Department: Utilities - Water

**COSTS**

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

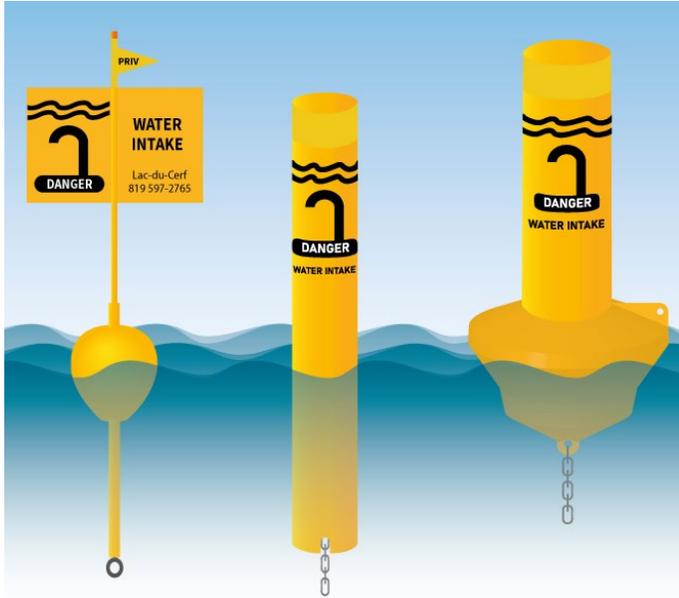
**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other: Preventative measure to reduce risk of damage to raw water intakes
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

- Annualized costs will be required – Maintenance and operating budget already captured within existing water operations budget.
- Renewal of the asset will be required – Expected Life: 30 Years

## BACKGROUND & JUSTIFICATION



With the exception of the Coral Beach water intake, all of the District's water intakes are unmarked.

When the intakes are marked with buoys, they will be less likely to be damaged by boats anchoring. Private property owners will also be more likely to avoid setting their own buoys close to intakes, which if occurs can lead to damage of the water intakes.

Approval of this request will see water intake marking completed at the Okanagan intake, Lakepine intake, and Kalamalka intake.

## TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain: Recently identified initiative.

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

2023

## COMMUNICATION & ENGAGEMENT

Does the community need to be informed?  Yes  No

Will 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?

Information will be posted on the District's website.

**IMPACT IF NOT APPROVED**

Water intakes will remain unmarked and vulnerable to damage.

**PROJECT**

Project Name: Swalwell Intake Tower Upgrades – Design  
 Short Description: The Swalwell Lake dam tower and outlet structure is aging, and replacement is required.  
 Department: Utilities – Water

**COSTS**

Total Cost \$200,000

Funding: *Finance to fill out*  Borrowing

Reserves: Water Capital Reserve  User Fees

Developer Contributions  Grants

Other:

**REQUIREMENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Master Plan:                                | <input checked="" type="checkbox"/> Capital Renewal or Required Replacement |
| <input type="checkbox"/> Strategic Priority                          | <input type="checkbox"/> Legislative change                                 |
| <input checked="" type="checkbox"/> Safety Requirement               | <input checked="" type="checkbox"/> Service Level Enhancement               |
| <input type="checkbox"/> Related to another planned project for 2021 | <input type="checkbox"/> Development Driven                                 |
| <input type="checkbox"/> Other:                                      |   |

**ONGOING ANNUAL COSTS**

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

Currently in design phase, but there will be renewal cost assuming the project is approved to proceed to construction.

**BACKGROUND & JUSTIFICATION**

# Beaver Lake Dam



The tower outlet structure at the Beaver Lake Dam controls the releases from Beaver Lake into Upper Vernon Creek. The tower outlet structure has been identified as requiring replacement. Previous repairs to the tower outlet structure were completed in the 1980's. A 2017 tower replacement review identified structural concerns and that significant improvements or replacement needed to be considered. A scoping report was completed in 2019, and the detailed design is a multi-year project requiring funding increases for various phases of that design.

In 2022 all predesign work was completed. From predesign, the scope of detailed design has been increased to include facilitating future raising of the dams, access to additional storage, and automating the outlet release valve. This budget request will authorize finalization of the detailed design, including the additional scope items, and working to receiving environmental approvals to proceed to construction.

## TIMING

Was the project slated for 2023 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 Upgrade project started in 2019 and is expected to be complete by 2024.

## 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 referrals to First Nations prior to acquiring permits to construct.

### **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.

**PROJECT**

Project Name: Carr's Landing Local Service Area Strategy  
 Short Description: Development of a Carr's Landing Servicing Strategy  
 Department: Utilities – Water

**COSTS**

Total Cost \$150,000

Funding:

*Finance to fill out*

Borrowing

Reserves: Water Capital Reserve

User Fees

Developer Contributions

Grants

Other:

**REQUIREMENT**

Master Plan:

Capital Renewal or Required Replacement

Strategic Priority

Legislative change

Safety Requirement

Service Level Enhancement

Related to another planned project for 2023

Development Driven

Other:

**ONGOING ANNUAL COSTS**

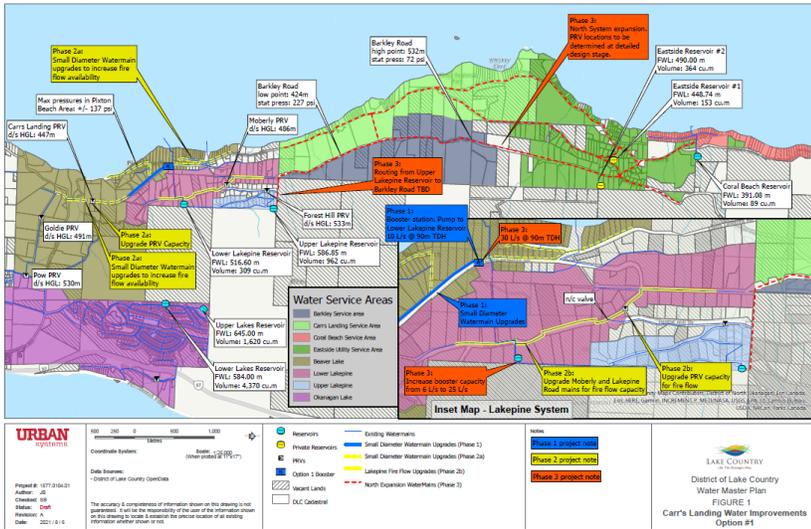
Annualized costs will be required – maintenance or operating

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

## BACKGROUND & JUSTIFICATION

The Water Master Plan update included the development of a servicing concept for the Carr’s Landing area and gauged interest in the implementation of that servicing concept. Through the communications work in 2022, there appeared to be community interest in proceeding to the next phase of developing a servicing plan.

The servicing plan will consider delivering the project in a phased approach over time in order to extend the water system in a cost-efficient manner and account for potential grant funding opportunities. Although this is contrary to current District policy, Council has indicated during discussions that they are willing to consider this delivery approach.



This project is also expected to include a two-phase communication plan; first seeking to understand support for the concept in different areas, and second to communicate the prudent information related to an eventual Local Service Area vote.

If approved, the previously Council determined Moberly Local Service Area will be included in this servicing strategy. This is a recommendation from the Water Service Advisory Committee:

*It was moved and seconded*

*“THAT the Water Services Advisory Committee recommends to Council that the Committee, upon review, supports the 2021 Moberly Local Service Area servicing and funding strategy.*

*AND THAT, going forward, the Moberly Local Service Area be included as part of the overall Carr’s Landing Servicing Strategy.”*

*Carried*

## TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes

No

If no, please explain:

Determined through 2022 Water Master Plan public engagement that proceeding to a next phase is warranted.

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

Once the Water Master Plan update is complete, staff is expected to have the capacity to begin this work. The Water Master Plan could be entertained by Council for adoption in early 2023.

It is expected to take 1-2 years to reach a Council endorsed servicing plan that the properties would then consider.

## 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 plan encompasses properties that receive their water in many different methods (i.e. private, private utility, public utility). It is critical to have a robust engagement plans that considers the benefits of being serviced by a District water utility for each property type, and how best to communicate that to them. Budget for the communications has been incorporated into this request.

#### **IMPACT IF NOT APPROVED**

Staff will not proceed with development of the servicing plan until directed by Council.

**PROJECT**

Project Name: Tempest Modifications  
 Short Description: Customize the newly implemented Tempest Utility Billing system.  
 Department: Utilities - Water

**COSTS**

- Total Cost \$25,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants
- Reserves: Financial Stabilization Reserve (COVID-19 Safe Restart Grant Funds)
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan:
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- Other:
- Capital Renewal or Required Replacement
- Legislative change
- Service Level Enhancement
- Development Driven

**ONGOING ANNUAL COSTS**

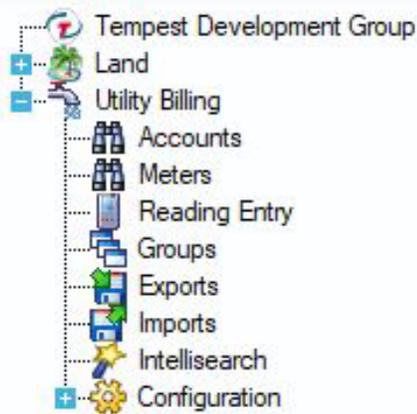
- Annualized costs will be required – Maintenance and operating budget already captured within existing water operations budget.
- Renewal of the asset will be required – Expected Life:  Years

**BACKGROUND & JUSTIFICATION**



In 2021 and 2022, the District began implementation of its new financial enterprise system. Utility billing was one of the first functions to be switched over from the old system in early 2022. Following the changeover,

### Tempest



several functional improvements were identified to enhance the functionality of the software, both for staff and customers. Modifications to the Tempest interface would help reduce staff time, reduce duplicated efforts, more reliably manage assets, and provide an overall greater level of customer service.

If approved, this request will allow staff a budget to implement some of the identified improvements.

### TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain: Switching to the Tempest system was first rolled out early 2022 and the software functions and applications were not fully known. Now that sufficient time has elapsed to explore the new system, some efficiencies have been identified that would provide a service level enhancement.

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

Start spring 2023, finish fall 2023

### COMMUNICATION & ENGAGEMENT

Does the community need to be informed?  Yes  No

Will 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

Tempest would continue to operate with some operational challenges. Some improvements may be made using the operations budget.

**PROJECT**

Project Name: Robinson Road Corridor (Artela Drive to 11474 Petrie Road)  
 Short Description: Robinson Road and OK Centre Road E Capital Road Renewal and Improvement and Water Upgrades (Artela Drive to 11474 Petrie Road)  
 Department: Utilities - Water

**COSTS**

Total Cost \$130,000

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 2022  Development Driven  
 Other:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating  
 Renewal of the asset will be required – Expected Life: 100 Years

**BACKGROUND & JUSTIFICATION**



New watermain servicing properties with high water pressure

Properties east of Lakewood Road along Robinson currently receive water with very high pressure. This budget request would enable the installation of an additional lower pressure water main adjacent to the new watermain required for an adjacent development developer. As the low pressure watermain is not required for the development to proceed, it is considered the responsibility of the District to pay for the low pressure watermain. This aspect of the project will be delivered in conjunction with the Robinson Road Corridor project (Artela Drive to 11474 Petrie Road).

**TIMING**

Was the project slated for 2022 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 2023 to End of 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?

Communication plan will be delivered as consistent with the Robinson Road transportation capital budget request.

**IMPACT IF NOT APPROVED**

Properties will continue to receive water at a higher than optimal pressure.

**PROJECT**

Project Name: Okanagan Lake Source Protection Plan  
 Short Description: An update of the 2010 Source Protection Plan for the Okanagan Lake Intake.  
 Department: Utilities - Water

**COSTS**

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

**REQUIREMENT**

- Master Plan: Water Master Plan
- Strategic Priority
- Safety Requirement
- Related to another planned project for 2023
- 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

## BACKGROUND & JUSTIFICATION



In 2022 the District applied and successfully secured a grant through the Okanagan Basin Water Board (OBWB) to update the 2010 Source Protection Plan for the Okanagan Lake intake. The project will also be examining the effects of the White Rock Lake wildfire that occurred in 2022 to determine any potential effects on the quality of drinking water sources.

Source Protection Plans help communities develop sustainable long-term management of their drinking water assets. With the high recreational use of Okanagan Lake, along with multiple intakes, outfalls, and ever-changing climate, it is essential for the District to ensure the safety of our drinking water supply. Studying the effects of the White Rock Lake wildfire may also provide key indicators of changes in water quality, while advocating for basin-wide source water protection.

*To the left, a map of North Okanagan area impacted by the White Rock Lake Wildfire and intakes of various water purveyors.*

## TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain:

A grant opportunity arose through the Okanagan Basin Water Board, which provided additional funding to carry out the plan. Another deliverable of this project includes findings from the effects of the 2022 White Rock Lake wildfire on Okanagan Lake water.

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

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?

This project has been posted on the District website and a press release will be sent out late 2022.

**IMPACT IF NOT APPROVED**

Remaining funding requirements of the source protection plan will be secured through the operational budget.

**PROJECT**

Project Name: Water Management Plan  
 Short Description: A plan created in collaboration with the Province to ensure water security for the community  
 Department: Utilities – Water

**COSTS**

- Total Cost \$50,000
- Funding: *Finance to fill out*
  - Borrowing
  - User Fees
  - Grants: OBWB - \$10,000
- Reserves: Water Capital Reserve - \$40,000
- Developer Contributions
- Other:

**REQUIREMENT**

- Master Plan: Water 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

**ONGOING ANNUAL COSTS**

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

**BACKGROUND & JUSTIFICATION**

Middle Vernon Creek at Beaver Lake Road Crossing  
September 2021



While working through the Water Master Plan update one of the first tasks staff endeavored to complete was a report that analyzed the amount of water our community would need over the next 20 years, and how to best supply it. Initially, staff determined that with the District's four primary sources, Swalwell (Beaver) Lake, Oyama Lake, Kalamalka Lake, and Okanagan Lake, the community had enough water to facilitate future growth and continued agricultural use.

It was also determined that the upper storage reservoirs (Beaver/Oyama) were vulnerable to multi-year droughts, however, it was concluded that these multi-year droughts may be manageable using various water conservation tactics and supplementing the upland water sources with our lowland water sources (Kalamalka/Okanagan).

The Okanagan valley experienced a significant dry period in 2021, and at the end of the summer the Department of Fisheries and Oceans (In consultation with the Province of BC) ordered that a large amount of the Beaver Lake storage be released for environmental purposes.

Being ordered to release this storage volume put some of the long-term water availability assumption on this source into question, thus prompting the need to complete a Water Management Plan with the Province to solidify the community's water allocation.

Much of the scoping prework to create a Water Management Plan terms of reference was completed in 2022, but additional funding for completing the project is required.

The District did establish an agreement to receive \$10,000 in financial contribution from the Okanagan Basin Water Board (OBWB). This funding was to aid in the completion of the project, and to solidify a partnership between the OBWB and the District to better determine a long-term sustainable solution for the Beaver Lake watershed.

## TIMING

Was the project slated for 2022 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 would start in early 2022 and is planned to be complete by end of 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?

Much of the cost related to communications will be accrued from the consultant's time that is required to gather and engage with the various rightsholders. This cost has been considered in the budget request.

**IMPACT IF NOT APPROVED**

The Water Management plan may exceed approved budget.



**PROJECT**

Project Name: Okanagan Lake Pump House Pump Repair  
 Short Description: Assessing the condition and potential repairs of older pumps at the pumping facility  
 Department: Utilities – 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:

**ONGOING ANNUAL COSTS**

Annualized costs will be required – maintenance or operating

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

**BACKGROUND & JUSTIFICATION**



The Okanagan Lake Pumphouse is equipped with three 750HP high-capacity pumps, which are responsible for supplying water to the Okanagan Lake distribution system. This facility is the largest supplier of domestic water within our community, thus making it critical to ensure continued smooth operation.

Pumps #1 & #2 have not been refurbished since 2005. Pump #3 was recently rebuilt during the Okanagan Lake Pumphouse and UV Treatment Project.

Recently, operations staff noticed that pump #2 needed servicing which would require the removal of the pump. Since the last refurbishment of pump #2 was more than 15 years ago the staff would like to take the opportunity to conduct a thorough refurbishment of the pump to extend its life while the pump is pulled out.

Utility staff will plan to refurbish pump #1 in 2024.

**TIMING**

Was the project slated for 2022 during the previous 5 year financial plan?

Yes                       No

If no, please explain:

Smaller operational needs are not always captured in a 5 year plan.

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

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?

**IMPACT IF NOT APPROVED**

*Having these pumps not functional is not an option from the perspective of a reliable water supplier. The required repairs will be performed using the water operations budget.*

**PROJECT**

Project Name: REDIP Grant – Town Centre and Woodsdale

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Short Description: Grant application to Ministry of Jobs, Economic Recovery and Innovation for creating an integrated land use, transportation and infrastructure plan that connects the Town Centre and Woodsdale neighborhoods

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Department: Planning & Development

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**COSTS**

- Total Cost \$100,000
- Funding: *Finance to fill out*  Borrowing
- Reserves: Financial Stabilization Reserve - \$20,000  User Fees
- Developer Contributions  Grants: REDIP Grant - \$80,000
- Other:

**REQUIREMENT**

- Master Plan:  Capital Renewal or Required Replacement
- Strategic Priority  Legislative change
- Safety Requirement  Service Level Enhancement
- Related to another planned project for 2023  Development Driven
- Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND**

Lake Country continues to grow, creating an expanding need to better define and establish an integrated land use, transportation and infrastructure plan that connects the Town Centre and Woodsdale neighborhoods. These 2 areas of the community are the commercial, institutional, recreational and cultural hubs of Lake Country and are currently experiencing significant growth pressure. This growth is expected to increase over the next several years with the development of numerous public and privately owned lands. The outcome of this proposed plan would be action-oriented and capitalize on existing opportunities and overcoming challenges. It

would be a framework to ensure development takes place in a coordinated fashion enabling Town Center and Woodsdale to continue their transformation into a sustainable, diverse and vibrant place for both residents and visitors to Lake Country.

Designed with input from Lake Country residents and the broader business community, the plan will establish a coordinated vision that assists developers to understand community and District expectations prior to submitting development applications. It is anticipated that the plan will include a list of actional initiatives for future private and publicly-driven development. These expectations will be communicated between all parties, particularly when staff work with developers during the development application process, and when Council is asked to make decisions regarding development approvals.

In conjunction with the Official Community Plan (OCP) and Mobility Master Plan, a key deliverable of the project will be to enhance the development of the Town Centre as the commercial, institutional and cultural core of the community. In conjunction with Town Center development planning, a safe and connected corridor that links with the Woodsdale neighborhood will be envisioned and ultimately established. Discussions for the future of Woodsdale will likely include a plan for a mixed-use and walkable neighborhood supported by higher residential densities adjacent to Bottom Wood Lake and Woodsdale Roads. One of the purposes of this development vision will be to preserve the surrounding rural and agricultural areas, and also protect and enhance the foreshore of Wood Lake with public access.

The Town Centre plan area can be defined in many ways, but for the purposes of this project it is anticipated that the Town Center will be defined as Main Street between Lodge Road to the north and Beaver Lake Road to the south. The Woodsdale neighborhood is bounded by Wood Lake to the immediate north, Lodge Road to the east, Highway 97 to the west, and property within the Agricultural Land Reserve to the south. The key transportation linkages between the neighborhoods are Bottom Wood Lake Rd. and the adjacent Highway 97 corridor.

## TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain:

Over the last 2-3 years, there has been significant developer-initiated interest in both Main Street and Woodsdale. The level of this interest was unexpected and strong. This project would likely only happen if the grant funding is approved. Previous land use projects related to the planning of Main Street and Woodsdale are no longer pragmatic or useful given the changes to market-related development pressures, community needs (for public spaces, civic facilities and other amenities), and modernized active transportation systems. Furthermore, the community has changed and there are now different stakeholders who would need to be engaged during the development of a modernized Main Street/Woodsdale planning project.

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

Following the approval of a grant application (ideally late spring 2023). A project consultant would be used to execute most components 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?

Is community engagement and/or input required?  Yes  No  
 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?

A variety of engagement events would be planned, including Open Houses, surveys, walking tours and project booths (at events such as Live! In Lake Country concerts)

### **IMPACT IF NOT APPROVED**

If a Planning project such as this one does not proceed, then future development applications for Main Street and Woodsdale will be evaluated based on limited direction contained within current bylaws and OCP policy. Furthermore, there would be no direction for future proposals such as locating civic facilities within the Town Center, creating a coordinating approach for public space/squares, or evaluating large developments for mixed-use buildings in Woodsdale.

**PROJECT**

Project Name: Federation of Canadian Municipalities: Sustainable Neighborhood Action Plan

Short Description: Grant Request for Future Project for Town Center/Woodsdale Neighborhood

Department: Planning & Development

**COSTS**

- Total Cost \$150,000
- Funding: *Finance to fill out*  Borrowing
- Reserves: Financial Stabilization Reserve - \$75,000  User Fees
- Developer Contributions  Grants: FCM Grant - \$75,000
- Other:

**REQUIREMENT**

- Master Plan:  Capital Renewal or Required Replacement
- Strategic Priority  Legislative change
- Safety Requirement  Service Level Enhancement
- Related to another planned project for 2023  Development Driven
- Other:

**ONGOING ANNUAL COSTS**

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

**BACKGROUND**

This project will link together the Main Street/Town Center area to the Woodsdale neighbourhood.

Over the last 2-3 years, both of these areas (Main Street and Woodsdale) have generated significant developer and investment-related interest for multi-family and commercial development, and these areas are critical to the success of developing a sustainable and vibrant community core. Developers and land investors are seeking guidance on a variety of form and design questions, including intensity of land use. This project would provide developers with some confidence regarding what the District would like to see in these areas. Furthermore, the municipality should consider the future locations for civic facilities and public spaces, particularly because there

is District-owned land which is integral to future development of the entire community. The municipality needs to establish a modernized analysis for a green energy strategy for the area (ie. to develop a location for vehicle charging stations, but also potentially a future district-energy geothermal facility), a localized and environmentally friendly waste and water management plan (which includes Vernon Creek), development of a pedestrian/transportation network to establish important linkages between major developments and to the Vernon Creek pathway system, and a land use strategy which will focus on public spaces, built-form, and establishing a vibrant Main Street. This project also would aim to generate significant community excitement regarding the future of Main Street, through an innovative public consultation and stakeholder engagement process.

The intent would be to hire a Planning & Urban design consultant (through an RFP process) to undertake this project. Further information regarding the FCM Grant program can be found at:

<https://greenmunicipalfund.ca/funding/plan-sustainable-neighbourhood-action-plan>

### TIMING

Was the project slated for 2023 during the previous 5 year financial plan?

Yes  No

If no, please explain:

Over the last 2-3 years, there has been significant developer-initiated interest in both Main Street and Woodsdale. The level of this interest was unexpected and strong. This project would likely only happen if the FCM Grant funding is approved. Previous land use projects related to the planning of Main Street land Woodsdale are no longer pragmatic or useful given the changes to market-related development pressures, community needs (for public spaces, civic facilities and other amenities), and modernized active transportation systems. Furthermore, the community has changed and there are now different stakeholders who would need to be engaged during the development of a modernized Main Street/Woodsdale planning project.

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

Following the approval of a grant application through FCM (ideally late spring 2023). A project consultant would be used to execute most components 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?

A variety of engagement events would be planned, including Open Houses, surveys, walking tours and project booths (at events such as Live! In Lake Country concerts)

#### **IMPACT IF NOT APPROVED**

If a Planning project such as this one does not proceed, then future development applications for Main Street and Woodsdale will be evaluated based on limited direction contained within current bylaws and OCP policy. Furthermore, there would be no direction for future proposals such as locating civic facilities within the Town Center, creating a coordinating approach for public space/squares, or evaluating large developments for mixed-use buildings in Woodsdale.