

# FINANCIAL PLAN

2023-2027

VERNON,  
BRITISH COLUMBIA,  
CANADA

**DRAFT**



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# CHIEF ADMINISTRATIVE OFFICER'S REPORT



November 1, 2022

The proposed 2023 Operating and Capital Budget, submitted within the context of the 2023-2027 Financial Plan, are an amalgam of direction arising from the most recent Council, including the June 2022 Priorities Workshop; the completion of the 2019-2022 Council Strategic Plan; numerous service level adjustment reports presented to Council in 2022; the rolling 4 Year Capital Plan; maintenance of typical municipal services and continued work on major projects. Early in 2023 Council will develop its 4 Year Strategic Plan to guide the programs and services delivered by the Administration for the term of Council. The Strategic Plan will impact budget priorities in 2024 forward.

The focus of the 2023 Budget is carefully managed progress supporting an attractive family oriented urban city; a commitment to implementation of the Council approved Climate Action Plan; public safety; working towards the delivery of diverse new housing and welcoming investment into the community.

The City of Vernon has worked diligently with the Province, with many Ministries and their respective administrations to build sound, respectful relationships as we tackle complex issues including: accessible housing and support services for those in our community that need assistance; protection of our water shed and natural habitats; fire-smarting the City by reducing fuel loads to address the potential of wild fires; industry leading work on flood risk mitigation; minimizing the City's impact on our airshed. The proposed 2023 Budget support continuation and enhancement of this work and more.

Ms. Debra Law, the City's Chief Financial Officer has summarized the proposed budget in her covering letter. All Directors worked with their departments to bring in an Operating Budget well within Council's direction. In a challenging, inflation driven environment the overall Operating Budget is held to a 1.68% increase. On Council's direction the proposed budget includes the last year of the 1.9% Infrastructure levy. No other city in Canada has taken the bold initiative to tackle municipal infrastructure renewal in the progressive approach endorsed and directed by three consecutive Councils.

The proposed Operating Budget includes 12 service level enhancements to increase the commitment to public safety (2 additional RCMP Officers, an additional Bylaw Officer, an additional Senior Fire Officer); four areas of improvement to snow clearing practices; the start of a fire apparatus life cycle replacement program; a number of day-to-day service improvements (library Sunday opening, public washroom access); and support to the City's ability to recruit and retain skilled staff in an ever-tightening market.

The newly elected Council has numerous significant, community building initiatives in the four years ahead. The Active Living Centre will be a stunning addition to recreation services and the well-being of our residents; Kin Race Track Park will complete planning and begin construction; the Cultural Centre, a Regional District project is planned to begin construction; Polson Park planning will be initiated.

The City of Vernon is a hub of activity, attracting new development and investment and new residents. Yet we remain family friendly, safe, attractive and a City with heart.

A handwritten signature in blue ink, appearing to read 'Will Pearce'.

Will Pearce  
Chief Administrative Officer

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# CHIEF FINANCIAL OFFICER'S EXECUTIVE SUMMARY



October 31, 2022

In accordance with the requirements of Section 165 of the Community Charter, Administration is presenting the 2023-2027 Proposed Financial Plan to Council on November 14, 2022 for consideration and deliberation on December 5 and 6, 2022. At its June 9, 2022 Special Regular meeting, Council directed Administration to submit a 2023 operating budget that is within a 3.0% tax revenue increase, excepting Recreation Services, and to continue the Infrastructure Renewal Program at the yearly incremental commitment of 1.9%. During the past several months, Council has been presented with several service level change requests to consider for the 2023 budget year. Administration's initial estimate for the non-market growth in taxation revenues is \$750,000 for 2023 (approximately 1.54% of taxation).

During 2022, Administration has been fortunate to benefit from an increase in some revenues due to the economic situation in the City of Vernon and Canada. On March 3, 2022 the Bank of Canada started to increase its short-term interest rates from the lowest ever of 0.25% to 3.75% as of the date of this report. This substantial increase has allowed Administration to increase its 2023 Investment Income budget substantially – from \$1.0 million in 2022 to \$2.1 million in 2023. In addition, the City has been fortunate to see ongoing strength in the development community. Administration has reviewed building permit revenue over the past five years and increased this budget from \$969,000 in 2022 to \$1.328 million in 2023.

Due to the revenue increases described above, Administration is presenting an operating budget increase totaling \$815,819 or a 1.68% total taxation increase. This includes the addition of \$161,171 of tax funded approved service level increases: \$24,270 for Lakeview Pool operations; \$42,901 for Civic Memorial Park operations; \$80,000 for Park Field Lining; \$14,000 for property insurance for two new Child Care Facilities.

During the year Administration presented several proposed service level increases requiring tax funding to Council, for consideration during the 2023 budget deliberations. Three requests are to create additional full-time positions in the City: Coordinator, Talent Acquisition and Retention - \$87,500; Deputy Fire Chief - \$171,321; and Bylaw Compliance Officer - \$92,741. The RCMP Detachment is requesting the addition of two new members - \$414,000. Fire Rescue Services is requesting the start of regular contributions to the Fire Apparatus reserve - \$350,000. Operations has several requests: Marshall field washroom maintenance - \$35,000; Service level increases due to development - \$105,567; and various snow removal service level increases - \$275,000. If approved, the total taxation effect of the proposed service level increases is \$1,549,857 or 3.2%.

2023 is the tenth year of the planned ten-year 1.9% Infrastructure Renewal program. Total taxation dedicated to the Strategic Infrastructure Investment Plan for 2023 is \$6,941,705. There are 27 capital projects totaling \$21.5 million presented to Council for consideration – 20 projects are fully or partially tax funded and 13 projects are fully or partially funded by sewer user rates. Other major sources of funds for capital projects will be Sewer reserves - \$3.845 million; Kin Race Track reserve - \$3.117 million; and Casino reserve - \$1.95 million.

2023 promises to be the start of an exciting four-year term for Council and residents. The residents of the City endorsed a referendum for the addition of a \$121 million Active Living Centre. Administration has committed to residents that this project will be substantially complete in four years. I am looking forward to reporting on this project to our residents over that time. The City is positioned to complete this project and continue with its Strategic Infrastructure Investment Plan going forward.

A handwritten signature in cursive script, appearing to read 'Debra Law'.

Debra Law, CPA, CMA  
Director of Financial Services  
Chief Financial Officer



## OUR STORY

Nestled among the hills and valleys of the North Okanagan, you'll find Vernon, B.C., which is situated on the traditional territory of the Syilx People of the Okanagan Nation.

Vernon is a vibrant community bursting with small-city charm and world-class amenities. More than 44,900 people call Vernon home, which is the commercial hub of the North Okanagan. We have world-class resorts, boutique shopping, live theatre, music, championship golf courses, wineries, cideries, meaderies, distilleries, breweries, and terrific markets and restaurants.

We have so much to share with you and are excited to have our story become part of your story. Come and make Vernon your home away from home as you enjoy everything this stunning region has to offer.

As you spend time in Vernon, we invite you to take a walk through our downtown core and view our history. Let our story unfold in front of you on the 29 larger-than-life murals that can be found on the sides of downtown buildings. The murals of Vernon have become known by people around the world for their depiction of the history, culture, scenery, and folklore that have made Vernon what it is today.

If adventure is calling your name, we have an exceptional outdoor playground waiting for you with plenty of ways to energize yourself. We celebrate the valley by embracing the four seasons of outdoor living by hiking, biking, swimming, snowshoeing, cross-country skiing and downhill skiing. Just pick your own adventure and go, anytime, anywhere!

We are proud to live here and we're proud to share it with you. Looking forward, we want Vernon to remain a place where community members and visitors embrace a high quality of life and fully enjoy the beautiful natural surroundings for generations to come. The City of Vernon wants to preserve our beautiful region and we invite you to do the same as you spend time with us, and continue to help us write our story.

Welcome to the place where you can Activate Life. Welcome to Vernon!





## ACTIVATE LIFE

### SPRING

Take a deep breath and delight in the sweet smells of spring. Hiking is a great way to see the natural wonders in and around Vernon. We have trails that start in the city and wander the historic Grey Canal irrigation channel. Take a stroll down the cedar-lined trails that border BX Creek and Falls Trail. Hear the roar of water as it rushes down from the mountains during spring thaw.

For those who love to fish, you've come to the right place. On Okanagan Lake you'll find kokanee, lake whitefish, burbot, and rainbow trout that can reach well over 20 lbs!

If golf is more to your liking, then get your pars on one of the area's five golf courses that range from a quick nine-hole to a 36-hole championship course.

Spend time with the kids at the Okanagan Science Centre. Get hands on and meet the critters or take a spin on the gyro chair. Come hear the stories about the night sky at the Planetarium Show.

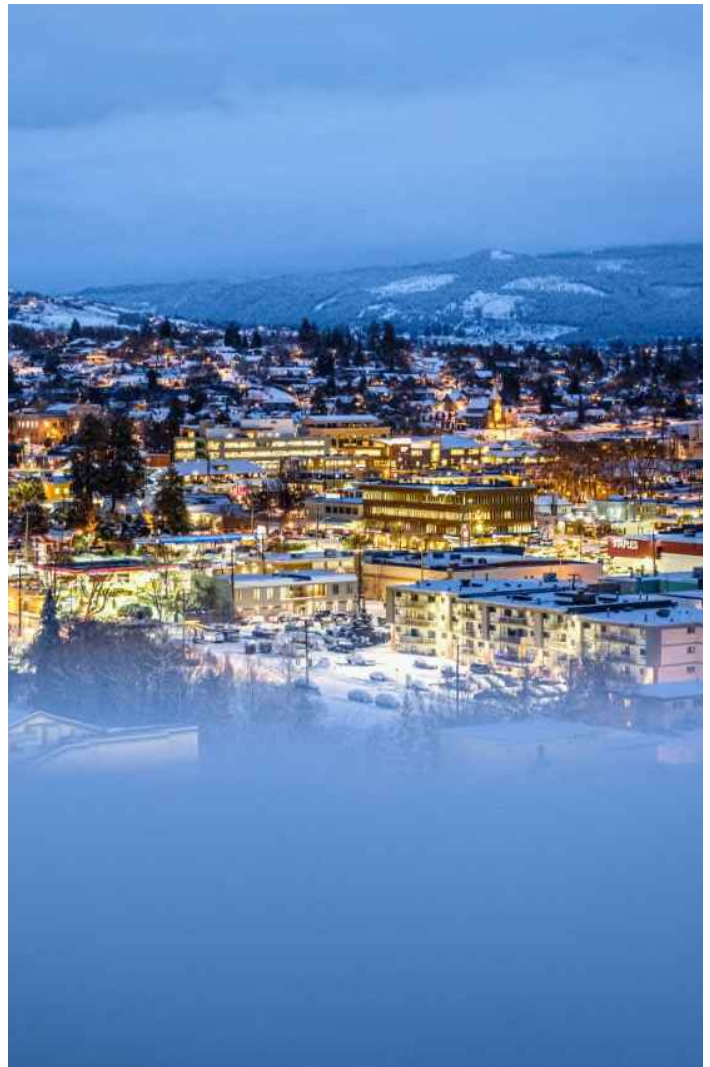
### SUMMER

Being outdoors is where it's at in Vernon in the summer. Beaches, lakes, outdoor adventure, fishing, mountains, orchards full of fruit, fresh vegetables and farmers' markets are all here for you to discover. Whatever you decide to do, make sure you pack sunscreen, a water bottle, and a hat.

Bask in the sun and have some water fun at one of the many area beaches. It may be hot out, but you'll keep cool as you wake surf, waterski, kneeboard, stand-up paddleboard, kayak and snorkel the day away. You can rent boats and equipment or hire someone to teach and guide you.

Explore the iconic Okanagan Rail Trail, which connects the North Okanagan to neighbouring communities to the south. Ride, run or walk this mostly level, newly repurposed CN Rail corridor which extends a total of 52 km to Kelowna. The trail has more than 22 parks and 21 recreation and cultural points of interest within 500 m of its path.





## ACTIVATE LIFE

### FALL

Vernon in the fall has a cornucopia of things to do, places to go, and sites to see. From September to mid-October, it's harvest time. You can stock up on pears, apples, pumpkins, plums and other fall harvest goodies.

Get on your bike, put on your walking shoes, or grab your paddleboard, canoe, or kayak and connect with the natural beauty of the area as you breathe in the crisp fall air.

In Vernon, you'll find our parks are like no other. Discover the high country where waterfalls, lookouts, and abandoned cabins will fill you with delight. We have trails to suit your mood and ability: cool walks lined with birch trees, hikes up to spectacular views, or dips down to marshlands and wildlife preserves.

There are also plenty of fall festivals and events like the month-long Family Pumpkin Festival, or get your fright on at the Field of Screams at the Historic O'Keefe Ranch.

### WINTER

The Okanagan is known for great winter skiing and there's plenty of it. You can find excellent Nordic (cross-country) or downhill skiing and snowboarding just 20 minutes from town. You can also savour this winter wonderland by tubing and ice skating.

Cyclists and mountain bikers no longer have to wait for warm weather to get on their bikes and ride. Vernon is great for fat biking and has become quite popular with those who love to ride their bike all year long.

Snowmobiling is popular here. There are more than 200 km (124 mi) of snowmobile trails in the area, some of which are found in provincial parks and others that intersect with cross-country trails.

Cozy up to the warmth of our winter traditions with Western Canada's largest winter carnival. Vernon Winter Carnival runs for two weeks every February. Check out the parade, the people, or the party as we celebrate the region.



# VERNON DEMOGRAPHICS

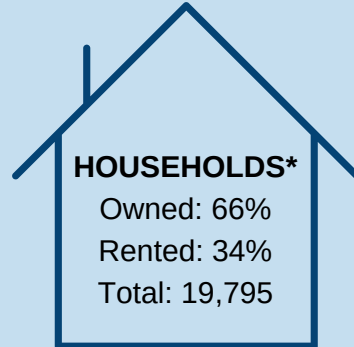


## POPULATION\*\*

44,916

## HOUSEHOLD INCOME\*

Median income \$34,800



## HOUSEHOLDS\*

Owned: 66%

Rented: 34%

Total: 19,795

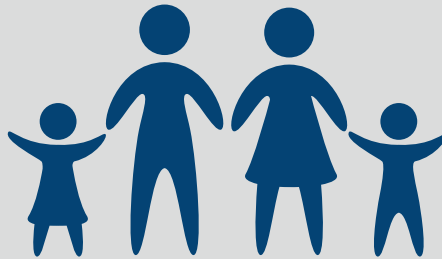
## AGE\*

0-14 Years: 13.5%

15-64 Years: 58.3%

65+ Years: 28.1%

85+: 4.8%



## FAMILIES\*

2 Persons: 60%

3 Persons: 18%

4 Persons: 15%

5+ Persons: 7%

Average size: 2.6



Fire hydrants: 1,306

Storm sewer pipes: 203 Kilometers

Sanitary sewer pipes: 280 Kilometers

Commercial & other sewer connections 1,276

Sewer system average daily flow: 12,369 cubic meters



Taxable area: 7,662 Hectares

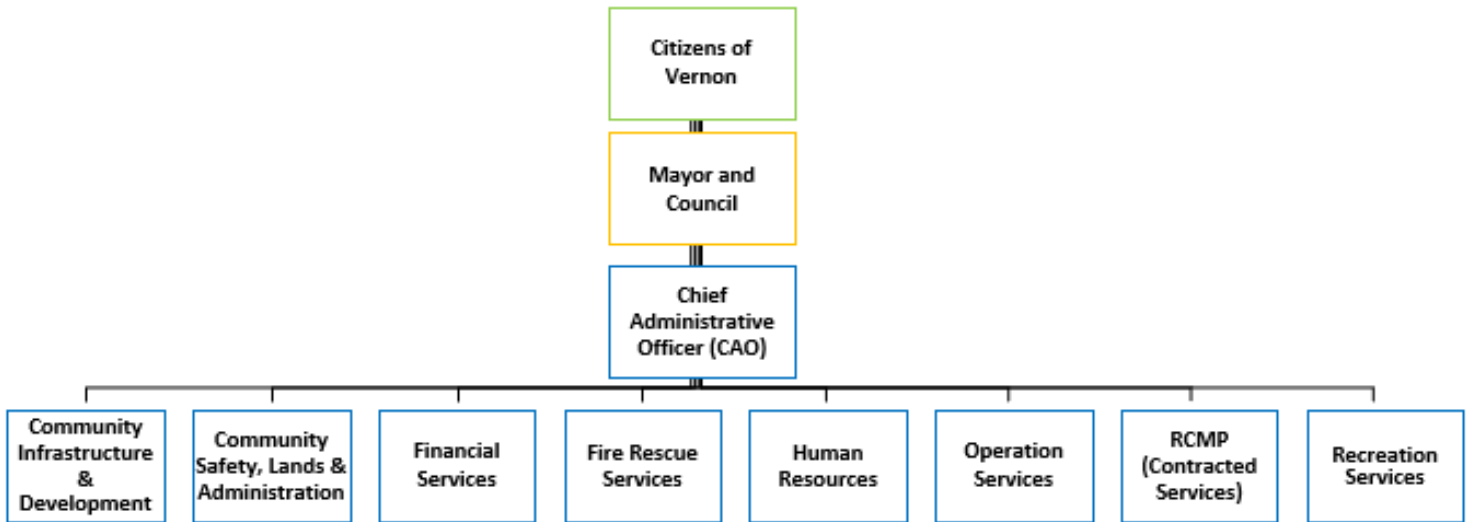
Total area: 11,765 Hectares

Paved roads: 300 Kilometers

\*Statistics Canada

\*\*BC Statistics

# ORGANIZATIONAL STRUCTURE



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# MISSION STATEMENT

"To deliver effective and efficient local government services that benefit our citizens, our businesses, our environment and our future"





ACTIVATE LIFE



CITY OF  
Vernon

# COUNCIL'S STRATEGIC PLAN

## 2019 – 2022

UPDATE — SEPTEMBER 2022

## SUMMARY of Strategic Priorities, Actions and Measures of Success

The following table summarizes all the required actions identified in the Strategic Plan.

| Strategic Priority Area                    | Actions Required to Achieve Vision  | How We Measure Success  |
|--|---|---|
| <b>Recreation, Parks &amp; Open Space</b>  | <ul style="list-style-type: none"> <li>• Complete Recreation Feasibility Study</li> <li>• Commence construction of priority recreation facilities at Kin Park</li> <li>• Complete Polson Park Master Plan</li> <li>• Commence priority Polson Park projects</li> <li>• Develop a strategy for acquisition of mountaintop parks</li> <li>• Develop a minimum of one lake access site per year</li> </ul>   | <ul style="list-style-type: none"> <li>• Annual investment in Kin Park and Polson Park</li> <li>• Acquisition of an off-leash dog park</li> <li>• Acquisition of natural park areas on mountaintops in acres</li> <li>• Number of lake access sites developed annually</li> </ul>   |
| <b>Affordable &amp; Attainable Housing</b> | <ul style="list-style-type: none"> <li>• Develop a City Housing First Strategy</li> <li>• Continue to partner with BC Housing, not-for-profits and the development community on affordable housing, including the use of City-owned land</li> <li>• Review and streamline residential development approval process</li> <li>• Complete a Housing Needs Assessment to inform the Affordable and Attainable Housing Implementation Strategy and the next Official Community Plan review</li> </ul>  | <ul style="list-style-type: none"> <li>• Increased vacancy rate</li> <li>• Number of new units by type and neighbourhood</li> <li>• % of all homes within 500 m of active transportation, services and parks</li> <li>• Time to process a single family building permit and a multi family development permit</li> </ul>    |
| <b>Vibrant Downtown</b>                    | <ul style="list-style-type: none"> <li>• Identify incentives to encourage redevelopment and upgrades to existing buildings</li> <li>• Increase events and amenities in the Downtown</li> <li>• Investigate the potential closure of 30th Avenue to vehicular traffic from 29th Street to 35th Street</li> <li>• Create parking for the Okanagan Rail Trail in the redevelopment of the Civic Arena site</li> <li>• Support economic development initiatives that attract skilled labour to the area</li> <li>• Identify and implement actions to address drug use, vagrancy and safety concerns, the role of Bylaw Services &amp; increased RCMP presence</li> <li>• Evaluate and seek Council direction on the impact of retail cannabis stores Downtown</li> <li>• Promote the Okanagan Rail Trail through marketing, trail connections and other initiatives</li> <li>• Support the Folks on Spokes program and other clean up initiatives in the Downtown core</li> </ul> | <ul style="list-style-type: none"> <li>• Annual investment in public events and amenities and event attendance</li> <li>• Private investment in new development and building upgrades</li> <li>• Number of calls for Bylaw Services</li> <li>• Number of new housing units in the City Centre, by type and value</li> </ul> |



| Strategic Priority Area                | Actions Required to Achieve Vision   | How We Measure Success   |
|--|--|--|
| <b>Organization Priorities</b>         | <ul style="list-style-type: none"> <li>• Increase public participation in the development of strategies and plans</li> <li>• Investigate new approaches to engage citizens (e.g. on-line platforms)</li> <li>• Investigate opportunities to enhance the transparency of decision making</li> <li>• Review application processes to ensure they are efficient as possible</li> <li>• Implement more on-line application types</li> <li>• Develop a learning and development framework and coaching and mentoring programs for the organization</li> <li>• Support continued implementation of health and wellness initiatives</li> <li>• Investigate options to provide additional space for the RCMP</li> <li>• Prioritize staff recruitment</li> </ul>  | <ul style="list-style-type: none"> <li>• Number of people engaged in public participation annually</li> <li>• Number of processes reviewed annually</li> <li>• Number of new on-line applications annually and number received annually</li> <li>• Number of learning and development opportunities provided to/accessed by staff</li> <li>• Number of staff vacancies</li> </ul>  |
| <b>Regional Relationships</b>          | <ul style="list-style-type: none"> <li>• Continue and build upon CEDI partnership with OKIB</li> <li>• Improve communication/consultation with RDNO</li> <li>• Work with RDNO on the acquisition of natural parkland in the city</li> <li>• Obtain RDNO approval to consult with City staff on In Camera issues at RDNO</li> </ul>   | <ul style="list-style-type: none"> <li>• Number of activities between the City and OKIB annually</li> <li>• Acquisition of natural parkland in the City of Vernon by RDNO, in acres</li> </ul>   |
| <b>Other Sustainability Priorities</b> | <ul style="list-style-type: none"> <li>• Investigate methods to increase recycling &amp; alternatives to recycling, including an organics diversion plan</li> <li>• Support the provision of affordable childcare</li> <li>• Promote transit oriented mixed use development</li> <li>• Adopt a Climate Action Plan</li> <li>• Encourage initiatives to support green buildings, including the BC Energy Step Code</li> <li>• Update the Landscaping Standards Bylaw to require sustainable and Fire Smart landscaping</li> <li>• Identify ways to foster innovation in technology and manufacturing (business retention and expansion)</li> <li>• Continue to implement Fire Smart principles in the wildfire interface area and improve communication with residents throughout the year, in addition to emergency events</li> <li>• Review and implement the Fire and Rescue Services Strategic Plan</li> <li>• Undertake drainage studies, risk and threat assessments and related bylaw amendments</li> <li>• Continued commitment to the development and implementation of asset management plans</li> <li>• During the next review of the Master Transportation Plan, revisit the highway bypass and explore alternatives to transit in low density areas</li> <li>• Support the extension of water along Eastside Road</li> </ul> | <ul style="list-style-type: none"> <li>• Number of new residential units within walking distance of a transit stop</li> <li>• Number of businesses in the technology and manufacturing sectors</li> <li>• Tonnage of organics diverted from the landfill, annually</li> <li>• Number of childcare spaces in the community, by age group</li> <li>• Tonnage of GHGe emitted annually, corporately and community-wide</li> <li>• Number of acres treated to reduce fuel load (wildlands/City lands)</li> </ul> |



# Recreation, Parks and Natural Spaces

## VISION 2022

The comprehensive plan for the Kin Park lands is completed, informed by the Recreation Master Plan feasibility study and public participation. New recreation facilities are under development on the site. A new fenced off-leash dog park has just opened. The Polson Park Master Plan is complete and improvements are underway to better showcase the jewel of the Vernon urban parks system to the many residents and visitors that use the park and as a connection to the Okanagan Rail Trail. New natural area parks are being acquired at Turtle Mountain, Adventure Bay, the Foothills and the Commonage, supported by our regional partners where possible.

## WHAT DID WE DO IN 2019?

- Released RFP to acquire a consultant to conduct the Active Living feasibility study and conduct public consultation to determine what specific recreation facilities the community wants and can afford
- Completed fencing of Marshall Field off leash area
- Worked with parties on the potential for new parkland
- Adopted Parks DCC Bylaw
- Completed the demolition of Kin Race Track buildings/area
- Applied for BC-Canada Recreation Infrastructure Grant for Lakeview Pool revitalization
- Completed priority lake access improvements at Beachcomber Bay Road

## WHAT DID WE DO IN 2020?

- Designed the planning process for Kin Race Track Lands
- Completed public engagement as part of the Active Living Centre feasibility study process and released the draft results to the Greater Vernon elected officials and the public
- Revised the draft after receiving feedback and provide the elected officials and the public with a final report including a preferred option in the spring for the Active Living Centre
- Worked with parties on the potential for new parkland
- Identified lake access to be improved in 2021 through the Budget 2021 process (capital funding supported in budget process with Site #1 identified at Council's Regular Meeting of January 5, 2021)
- Plan for new fenced off leash park

## WHAT DID WE DO IN 2021?

- Ensured Dog Control bylaw can be implemented in contract with RDNO
- Confirmed Council direction on the next lake accesses to be developed
- Secured (partial) funding for Kin Race Track Lands Park
- Completed consultation and design for Civic Memorial Park
- Purchased park land as appropriate

## WHAT DID WE DO IN 2022?

- Conducted public participation and worked towards the referendum for Active Living Centre in the fall of 2022
- Requested approval of the Active Living Centre by resolution from all regional and Greater Vernon partners (City of Vernon, District of Coldstream and Electoral Areas B & C)
- Conducted planning and consultation process for Kin Race Track Lands incorporating results of the Recreation Feasibility Study (considered residential component on the site)

- With the successful BC-Canada Recreation Infrastructure Grant application, undertook Lakeview Pool revitalization
- Continued to implement the Recreation Master Plan
- Purchased park land as appropriate
- Completed construction of Civic Memorial park
- Purchased a sport flooring system for Kal Tire Place and Kal Tire Place North that can be used to host dry floor sporting events

## WHAT ARE WE STILL WORKING ON?

- Complete Canadian Lakeview Estates upgrades, Pottery Ravine Park improvements, Whitecourt to Foothills Place Trail Connections
- Complete priority lake access improvements at 8797 Okanagan Landing Road
- Develop planning process to update Polson Park Master Plan
- Conduct public engagement for Polson Park

## HOW DO WE MEASURE SUCCESS?



Annual (capital) investment in Kin Park and Polson Park

**\$3,000** (2018)  
**\$5,000** (2020)  
**\$474,487** (2021)  
**\$724,118** (2022 YTD)



New off-leash dog parks

**1** (2019)  
**0** (2020)  
**0** (2021)  
**0** (2022 YTD)



Acquisition of mountaintop natural park area in acres

**5.8** (2019)  
**0** (2020)  
**0** (2021)  
**0** (2022 YTD)



Number of lake access sites developed annually

**2** (2018)  
**1** (2019)  
**0** (2020)  
**2** (2021)  
**0** (2022 YTD)



# Affordable and Attainable Housing

## VISION

Finding affordable and attainable housing has gotten easier. The vacancy rate is up and there are new housing options available across the continuum. The City has partnered with BC Housing, local not-for-profits and the development community on new affordable rental units on City-owned land. A streamlined residential development approval process is helping private developers deliver new units more efficiently. New family housing options are provided close to services and active transportation routes, and upscale options are under development in the Downtown.

## WHAT DID WE DO IN 2019?

- Commenced short term rentals policy/bylaw consultation
- Investigated and pursued opportunities for affordable/attainable housing partnerships, as appropriate
- Identified any available parcels of land in advance of the Spring 2020 BC Housing call for funding
- Completed Lease and Housing Agreement for 4005 Pleasant Valley Road in partnership with BC Housing and Vernon Land Trust
- Participated in provincial review of development requirements
- Worked with RDNO to oversee regional housing assessment

## WHAT DID WE DO IN 2020?

- Worked with RDNO on a Regional Housing Strategy to ensure City needs are reflected
- In conjunction with Social Planning Council, investigated potential City owned lands for affordable housing
- Worked with BC Housing and other agencies on project development
- Investigated and pursue opportunities for affordable/attainable housing partnerships, as appropriate



## WHAT DID WE DO IN 2021?

- Assessed residential development approval process and identified areas to streamline
- Completed review of impediments to secondary suites and carriage homes
- Worked with BC Housing and other agencies on project development
- Investigated and pursued opportunities for affordable/attainable housing partnerships, as appropriate
- Continued to proactively identify lands to develop affordable housing

## WHAT DID WE DO IN 2022?

- Developed short term rentals policy/bylaw for Council's consideration
- Integrated outcomes of housing needs assessment into Housing Strategy Implementation Plan

## WHAT ARE WE STILL WORKING ON?

- Complete implementation of development process review recommendations
- Develop public materials to increase awareness of development processes and timelines
- Reviewing impediments to tiny homes
- Adopt Housing Strategy Implementation Plan
- Implement Housing Strategy Implementation Plan priorities

## HOW DO WE MEASURE SUCCESS?



Increased vacancy rate

**1.5%** (2018)  
**1.9%** (2019)  
**1%** (2020)  
**0.9%** (2021)  
**0.9%** (2022 YTD)



Active Transportation

**n/a** (2018)  
**87** (2019)  
**88** (2020)  
**88** (2021)  
**86** (2022 YTD)



Services

**n/a** (2018)  
**21** (2019)  
**24** (2020)  
**25** (2021)  
**21** (2022 YTD)



Parks

**n/a** (2018)  
**84** (2019)  
**84** (2020)  
**86** (2021)  
**87** (2022 YTD)

% of all homes within 500m of:



| 2018          |              | 2019          |              | 2020          |              | 2021          |              |  |  |
|---------------|--------------|---------------|--------------|---------------|--------------|---------------|--------------|--|--|
| Single Family | Multi Family | Single Family | Multi Family | Single Family | Multi Family | Single Family | Multi Family |  |  |

### Number of new units, by type and neighbourhood

|   |            |            |             |             |             |             |             |             |           |            |
|---|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|------------|
| City Centre   | <b>1</b>   | <b>60</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>7</b>    | <b>0</b>    | <b>100</b>  | <b>0</b>  | <b>0</b>   |
| Neighbourhood District                                | <b>53</b>  | <b>215</b> | <b>44</b>   | <b>282</b>  | <b>47</b>   | <b>180</b>  | <b>54</b>   | <b>61</b>   | <b>41</b> | <b>169</b> |
| Hillside Residential and Agricultural District        | <b>102</b> | <b>73</b>  | <b>78</b>   | <b>51</b>   | <b>56</b>   | <b>41</b>   | <b>98</b>   | <b>57</b>   | <b>75</b> | <b>34</b>  |
| Time to process a building/development permit (weeks) | <b>n/a</b> | <b>n/a</b> | <b>3.99</b> | <b>12.5</b> | <b>3.65</b> | <b>16.5</b> | <b>4.25</b> | <b>16.5</b> | <b>7</b>  | <b>17</b>  |

# Vibrant Downtown

## VISION 2022

The Downtown is bustling with shoppers and employees enjoying the many outdoor patios, events and amenities. The new multi family units in the City Centre have increased the number of residents in the area, including families and affluent residents. Crime has been trending down and the streets are free from litter and unwanted graffiti. New mixed use development is complemented by the investment business owners have taken in their buildings, all contributing to a vibrant Downtown. Fully connected into the Okanagan Rail Trail, the Downtown has seen a surge of new tourists enjoying our many restaurants, stores and amenities.

## WHAT DID WE DO IN 2019?

- Continued to promote infill and redevelopment opportunities in the City Centre
- Provided Council update on the Revitalization Tax Exemption and continued program
- Continued investment in City Centre capital projects
- Successful application to Destination BC for Okanagan Rail Trail promotion in partnership with ORTC, TOTA and Tourism Kelowna
- Installed new downtown public washroom
- Replacement of existing public washrooms at the Transit Exchange
- Increased visibility of Bylaw and RCMP with joint patrols on foot and bike
- Business outreach through DVA and Chamber to provide “Who to call information”
- Provided off hours sharps pickup when needed
- Monitored Folks on Spokes program
- Continued to find locations for sharps drop boxes on COV buildings and properties to expand coverage and support the Folks on Spokes and Street Clinic weekly clean ups
- Collaborated with the Province’s Community Safety Unit (CSU) to direct enforcement toward unlicensed cannabis retailers and monitor licensed stores for compliance
- Supported Anti-Tag team program with compliance letters and enforcement when necessary
- Investigated alternative aggregate products for grit application during snow and ice control season to reduce dust and air quality issues in the downtown
- Worked with Canada Day Society to limit liability and enable safe fireworks display
- Increased DVA Maintenance Funding
- Worked with DVA to enhance the downtown with new parking signage, planters at 29th street parking lot, etc.
- Completed annual mural maintenance including cleaning and protective coatings as required
- Collected on and off-street parking data over the summer
- Participated in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon (three year program launches January 2020)
- Hosted Emergency Vehicle Technician Association British Columbia conference (third consecutive year)

## WHAT DID WE DO IN 2020?

- 32nd Ave rehabilitation including improved street lights, sidewalks and road
- Continued outreach to businesses and residents to address concerns
- New Okanagan Rail Trail website launched through ORTC. Additional Rail Trail promotion included in Tourism Vernon 2020 Marketing Plan
- Continued collaboration with service providers to connect clients to available services
- Promoted new City DCC Bylaw and working to minimize increases in RDNO Water DCC Bylaw rates
- Expanded joint patrols with RCMP in hot spots and parks close to downtown core and the BIA
- Continued funding of Folks on Spokes based on a measured success of pilot project through community feedback
- Continued with Revitalization Tax Exemption
- Continued to participate in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon
- Met with Downtown Vernon Association and business owners to discuss opportunity of closing 30th Avenue to vehicular traffic
- Purchased new sweeper to focus on removal of surface dust particles and improve air quality as well as providing higher level of service for street sweeping in the downtown (delivery April 2021)
- Implement improved aggregate products for winter maintenance to reduce dust and improve air quality



## WHAT DID WE DO IN 2021?

- Continued funding of Folks on Spokes based on a measured success of pilot project through community feedback: Submitted a Service Level Adjustment for the 2021 Budget for funding to continue the Folks on Spokes program
- Continued funding of Anti-Tag Team based on a measured success of pilot project through business feedback and reduced visual impact: Submitted a Service Level Adjustment for the 2021 Budget for funding to continue the Anti-Tag Team program
- Submitted a Service Level Adjustment for the 2021 Budget for funding to continue the weekly clean up initiative by service providers in the downtown
- Increased funding for Bylaw's part time Seasonal Enforcement Unit (.5 position) from 4 hours per day to 7 hours per day to enable additional service delivery hours Saturdays to Tuesdays
- Promoted Okanagan Rail Trail in Tourism Vernon 2021 Marketing Plan
- Trialed closure of 30th Avenue (2900 block) to vehicular traffic for a period of two months
- Continued road and utility upgrade projects radiating from the downtown core including 30th Street to improve and relieve traffic in the downtown
- Continued to provide support for the new Innovation Centre which opened downtown in Summer 2020
- Upgraded the parking lot at the downtown transit exchange to include new electric vehicle charging, landscaping, paving and amenity space
- Continued outreach to businesses and residents to address concerns in the downtown
- Continued to participate in Rural and Northern Immigration Pilot Program (RNIP) to attract skilled workers to Vernon
- Continued to collaborate with BC Hydro to identify opportunities to underground overhead wires (Vernon Block completed in 2021)
- Promoted infill/redevelopment opportunities in the City Centre





## WHAT DID WE DO IN 2022?

- Increased promotion of Folks on Spokes program through traditional/social media channels

## WHAT ARE WE STILL WORKING ON?

- Identify potential parking lot locations based on parking congestion

## WHAT DO WE STILL HAVE TO GET TO?

- Explore other incentive opportunities to encourage building upgrades (e.g. façade improvement grants)

## HOW DO WE MEASURE SUCCESS?



Annual investment in Downtown public events and amenities

**n/a** (2018)  
**\$119,150** (2019)  
**\$8,578** (2020)  
**\$32,578** (2021)  
**\$51,717** (2022 YTD)



Annual attendance at Downtown public events

**n/a** (2018)  
**30,900** (2019)  
**4,050** (2020)  
**28,774** (2021)  
**8,000** (2022 YTD)



Private investment in new development and building upgrades

**n/a** (2018)  
**\$1.32M** (2019)  
**\$4.3M** (2020)  
**\$34.2M** (2021)  
**\$120M** (2022 YTD)



Number of calls for Bylaw Services in the Downtown

**1,494** (2018)  
**1,235** (2019)  
**924** (2020)  
**634** (2021)  
**488** (2022 YTD)



Number of calls for RCMP in the Downtown

**6,810** (2018)  
**7,330** (2019)  
**6,274** (2020)  
**6,531** (2021)  
**3,985** (2022 YTD)



Number of new housing units in the City Centre, by type and value

**60 (\$14.91M)** (2018)  
**n/a** (2019)  
**7 (\$1.19M)** (2020)  
**100 (\$19.7M)** (2021)  
**n/a** (2022 YTD)

# Organization Priorities

## VISION 2022

The City of Vernon is a customer focused organization. Decision making is increasingly transparent and accountable through the use of various tools, including those on-line. Citizens are offered lots of opportunity for participation in the development of strategies and plans. Application processes have been reviewed and streamlined where possible, including the increased use of on-line applications. Staff vacancies are at a minimum and learning and development are fostered across the organization to ensure that we have a capable and contemporary workforce.

## WHAT DID WE DO IN 2019?

- Constructed and commissioned the septage receiving station at VWRC
- Implemented the 2019 Capital Projects
- Engaged the public with the Budget survey in May, as directed by Council
- Expanded use of EFT payments, eHOG applications, PAWS payments and Utility auto-debits
- Investigated eTax (electronic mailing of property tax notice)
- Council held a Town Hall Meeting on June 4, 2019
- Added video of COW Meetings and Public Hearings
- Initiated a one year radio advertising pilot on Beach Radio
- Launched the Vernon Connect app
- Participated in the Provincial review of the development approval processes
- Completed the DCC Bylaw update, lowering DCCs across the city
- Updated the Mobile Vending Policy
- Implemented new ways of engaging community members for the development of the Climate Action Plan
- Included staff from all Divisions in the Climate Action planning process
- Emergency Program and Emergency Operations Center training was ongoing throughout the organization
- Posted the Vernon Fire Rescue Services Eight Year Strategic Plan 2018 - 2025 on the website
- VFRS developed shared core values, mission, vision and a philosophy of operations reflective of the City mission statement and the management team participated in training to communicate more effectively
- VFRS provided "Project All In" and a presentation for members regarding mental health and building resiliency
- Constructed sidewalks and multi-use paths and install additional bike parking
- Developed and launched the City of Vernon Learning and Development Framework
- Allocated and refined resources to manage high volume requirements related to talent acquisition
- Conducted a corporate Values Workshop
- Attracted, engaged and retained talent from different backgrounds, age groups, genders, and nationalities
- Developed a mentoring program
- Undertook capacity building around employee development to recognize and support diversity in leadership roles
- Surveyed and performed a gap analysis on strategic (capacity) development and leadership at the senior management, management and supervisory levels

- Developed the Module Three Strategic Capacity and Leadership Development Program
- Conducted the annual review of Bullying and Harassment Policy and bi-annual review of Fit for Work Policy
- Held a Day of Mourning Event
- Held an Employee Wellness Fair
- Implemented Return to Work/ Stay at Work and Employee Care Coordination
- Conducted a cyber security review
- Upgraded the City's information systems infrastructure equipment
- Investigated options to replace the City's HR/Payroll systems and ERP (Financials)
- Electronic Records Management (ERMS): Recreation and Operations Divisions templates built and launched
- Summer grant workers scanned and secured 10 full shelving units of permanent property file records into ERMS
- Updated financial policies to reflect contemporary practices (Purchasing Policy)
- Ensured financial reporting meets all new legislative and public sector accounting standards
- Introduction of the provincial Mobile Response Team (MRT) Training to City staff for outreach and short term psychosocial support education
- Reviewed Corporate and RCMP space needs (North Okanagan Traffic terminating lease of December 31, 2019 in the annex area of City Hall), expanding space for RCMP and City staff

## WHAT DID WE DO IN 2020?

- Implemented extensive COVID protocols to protect staff and the public. All public services, except Recreation Services maintained in 2020
- Hired a Land Agent to assist the Real Estate Department to negotiate and secure statutory rights of way and road dedications to support capital, drainage and sewer projects
- Draw down treated water holding reservoir
- Budget survey conducted in September, as directed by Council
- Pilot project completed to implement electronic mailing of property tax notices
- Created informational videos for public to explain MyCity and Utility billing
- Investigated Tempest for e-billing business license renewals
- Utilized engagevernon.ca for large planning processes and small "check ins" with the community
- Hired two full time career firefighters
- Revised VFRS auxiliary application process for online applications
- Conducted a hiring intake for paid-per-call members
- Conducted public engagement for Civic Arena Park
- Activated Mental Wellness Initiative using the Guarding Minds survey to establish benchmarks/programming guidelines
- Hired IS Security Technician
- VFRS formalized programs for breathing air, PPE, confined space rescue, hazardous materials response, decontamination, etc. in line with industry best practices and safety standards
- Addressed gaps in WSBC coverage for ESS volunteers
- Developed a stakeholder engagement template to help Capital project managers engage citizens more effectively and not just "after the fact" to inform them
- Implemented Capital Strategic Communications Plan, identifying key external stakeholders, objectives and tactics to build relationships and identify opportunities for collaboration and public participation







- Implemented project management principles and methodology to procurement of capital projects
- Hired a Drainage Engineer
- Hired Exempt Assistant Manager - Protective Services to assist manager with staffing, scheduling, budget, investigation, service delivery, work with community partners
- The Vernon Emergency Program Support Committee is providing direct feedback and information exchange from public stakeholder groups to the Vernon Emergency Program
- Emergency Program and Emergency Operations Centre training is ongoing throughout the organization
- Empowered local residents with the ability to accept or reject sewer projects in the Okanagan Landing area
- Provision of space determined in vacated NOTS area in City Hall for municipal staff and COV RCMP
- Development of a City of Vernon Train the Trainer Workshop
- Completed corporate call for mentors/mentees to test the City of Vernon Mentoring Program Framework

- Developed a coaching program
- Priority on Return to Work/ Stay at Work and Employee Care Coordination
- Carry out “lunch & learn” sessions put on by staff, local consultants and webinars
- Delivery of Managing Yourself to Manage Your Time
- Continue with the provincial Mobile Response Team (MRT) Training to City staff for outreach and short term psychosocial support education
- Annual review of Bullying and Harassment Policy

### WHAT DID WE DO IN 2021?

- Completed conveyance line from VWRC to Okanagan Spring Brewery
- Reviewed and implemented new sewer rates
- Reviewed development processes and assessed residential development approval process and identified areas to streamline
- Maintained extensive COVID protocols and strictly followed public health orders

- Developed public engagement tools for the flood mapping study
- Redefined and launched Vernon Employee Recognition Program
- City of Vernon Values follow-up and launch
- Developed and delivered Public Speaking & Presentation Workshop
- Delivered HR Literacy (fundamentals)
- Recommitment to the City of Vernon Performance Leadership Planning Process
- Developed and delivered Module Three Strategic Capacity and Leadership Development Program
- Developed internal communication framework to support learning and development activities and promote opportunities for staff
- Ensured financial reporting meets all new legislative and public sector accounting standards
- Completed roll out of Electronic Records Management System
- Implemented proof of vaccination policy for all staff and volunteers

### WHAT DID WE DO IN 2022?

- Identified and implemented new on-line applications, where possible
- Hired two career fire fighters as per Vernon Fire and Rescue Services Eight Year Strategic Plan and completed the hiring strategy
- Reviewed City of Vernon owned media channels and determined areas for improvement to increase public participation in the development of strategies and plans
- Updated financial policies to reflect contemporary practices: Reserve Management Policy, Purchasing Policy and Investment Policy

- Ensured appropriate resource allocation and that adequate staffing is in place and available to manage and deal with high volume/gap
- Created Financial Competency Framework to guide staff training in City financial systems requirements
- Develop partnerships with Mercer to apply to WorkSafe BC for funding to research, develop, and design a multi-dimensional ACTIVATE wellness program, specific to City of Vernon employee requirements to address and capture specific needs using the City of Vernon ACTIVATE Guarding Minds (R) Survey data

### WHAT ARE WE STILL WORKING ON?

- Develop a City of Vernon Talent Acquisition and Retention Framework

### WHAT DO WE STILL HAVE TO GET TO?

- Develop public engagement and communication toolkit based on IAP2 principles
- Zoning Bylaw #5000 Update (e.g. several housekeeping and relatively minor updates)

### HOW DO WE MEASURE SUCCESS?

(data not available for 2018)



Number of people engaged in public participation annually

**15,728** (2019)  
**3,634** (2020)  
**4,604** (2021)  
**4,491** (2022 YTD)



Number of processes reviewed annually

**22** (2019)  
**99** (2020)  
**101** (2021)  
**93** (2022 YTD)



Number of staff vacancies (as of December 31)

**13** (2019)  
**12** (2020)  
**36** (2021)  
**30** (2022 YTD)



Number of learning and development opportunities:

Provided to staff by City or City staff

**109** (2019)  
**141** (2020)  
**121** (2021)  
**155** (2022 YTD)

Accessed by staff

**1,522** (2019)  
**1,305** (2020)  
**1,992** (2021)  
**1,653** (2022 YTD)



Number of on-line applications received annually

**6,183** (2019)  
**6,087** (2020)  
**6,734** (2021)  
**4,806** (2022 YTD)

Number of new on-line applications annually

**1** (2019)  
**5** (2020)  
**7** (2021)  
**5** (2022 YTD)





# Regional Relationships

## VISION 2022

Vernon residents believe their voice is better reflected in decisions by the Regional District of North Okanagan (RDNO) Board. Water issues are resolved to everyone's satisfaction and progress is made on issues of mutual concern. The new Cultural Centre is under construction in the Downtown. Productive relationships support the acquisition of major natural areas. The City and the Okanagan Indian Band are continuing to build on the relationship established through the Community Economic Development Initiative.

## WHAT DID WE DO IN 2019?

- Continued the Community Economic Development Initiative (CEDI) Partnership with OKIB
- Held CEDI Workshop #4 on June 6 and 7, 2019
- Held CEDI monthly working group meetings
- Participated in the regional Emergency Program Coordinators meetings
- Met regularly with RDNO staff and participated in joint working groups
- Continued open and effective communication with RDNO regarding operation and maintenance of the water distribution infrastructure within the City and Electoral Areas B and C
- Connected with RDNO around opportunities to acquire natural parkland in the City as they arise
- Resolution of RDNO Board (May 22, 2019) permits members to share In Camera Items from RDNO and GVAC at respective jurisdictions at In Camera meetings



## WHAT DID WE DO IN 2020?

- C2C Meeting with OKIB (virtual)
- Continuation of the CEDI partnership with OKIB until completion in mid 2020
- CEDI monthly working group meetings
- Meet regularly with RDNO staff and participate in joint working groups
- Continued open and effective communication with RDNO regarding operation and maintenance of the water distribution infrastructure within the City and Electoral Areas B and C

## WHAT DID WE DO IN 2021?

- Transitioned CEDI partnership with OKIB to ongoing working group that meets monthly
- C2C Meeting with OKIB (virtual)
- Involved a cultural monitor in construction projects to identify objects of cultural and archaeological significance
- Consulted with OKIB on the BX Creek project
- Addressed outstanding issues related to water meter location and development charges
- Shared flood mapping results with OKIB

- Connected with RDNO around opportunities to acquire natural parkland and regional trail connections in the City as they arise
- Meet regularly with RDNO staff and participate in joint working groups
- Involved Electoral Areas B & C in drainage studies and works where impacts are cross boundary

## WHAT ARE WE STILL WORKING ON?

- Look into naming opportunities of streets and creeks that incorporate First Nations history and culture
- Work with BX/Swan Lake Fire Rescue and Coldstream Fire Rescue to develop “Automatic Aid” in areas where another’s resources are located to better serve the area

## WHAT DO WE STILL HAVE TO GET TO?

- Address pending Water DCC Bylaw rate increases
- Involvement of OKIB in development of Polson Park Master Plan
- Support amalgamation study if brought forward by the District of Coldstream and / or Regional District of North Okanagan

## HOW DO WE MEASURE SUCCESS?



Number of activities  
between the City and  
OKIB annually

**21** (2018)

**19** (2019)

**13** (2020)

**11** (2021)

**8** (2022 YTD)



Acquisition of  
natural parkland in  
the City of Vernon  
by RDNO, in acres

**0** (2018)

**0** (2019)

**0** (2020)

**3** (2021)

**4** (2022 YTD)

# Other Sustainability Priorities

## VISION 2022

Vernon is promoting best practices in sustainable infrastructure, agriculture and landscaping, including updated bylaw standards. Fire Smart principles are utilized more widely in the city, reducing our risk of wildfires. Water is being extended down Eastside Road to better protect against fire in this area. Vernon residents have been trying out a pilot organics diversion plan while recycling options have been expanded. New childcare spaces are making it easier for families to find affordable options to meet their needs. Transit oriented mixed use development is putting more households within walking distance of a transit stop. New jobs are being created, particularly in the technology and manufacturing sectors locally and regionally, to help diversify our employment base.

## WHAT DID WE DO IN 2019?

- Secured provincial grant to look at establishing additional childcare facility
- Partnered with Community Futures on a feasibility study and business plan for an Innovation Centre
- Piloted community organics bins, assessed success and reviewed options to expand the program
- Purchased second all electric vehicle
- Added electric bikes to the City fleet
- Updated DCC Bylaw to further encourage growth in City Centre and Neighborhood Districts
- Implemented Sustainability events program, including sponsoring a workshop(s) for Step Code and Air Tightness
- Implemented Sustainability Grants Program
- Investigated methods of increasing boulevard and roadside recycling options
- Implemented the Okanagan Landing sewer expansion program
- Continued implementation of OCP growth strategy to prevent sprawl
- Increased the use of lining technology/ trenchless technology for sanitary laterals to reduce the GHG from the large equipment used in the excavations and restorative works
- Completed the design of a dedicated anaerobic treatment process to deal specifically with high strength waste at the VWRC
- Constructed alum chemical dosing building at the VWRC to ensure permit compliance for treated effluent discharged to Okanagan Lake, should the need arise
- VWRC participated in the BC Hydro Strategic Energy Cohort to identify potential energy savings
- Completed design and installation of the boiler replacement in City Hall, which supplies heat to City Hall, RCMP, Fire Hall #1 and Museum (switching to high efficiency will reduce our natural gas consumption)

- Completed Cemetery Master Plan
- Provided Fire Smart training for two managers
- Held stakeholder meeting, door-to-door information, and media release regarding a prescribed burn in the Foothill
- Provided “The Era of Mega Fires” presentation to Council, the public and Fire Services personnel to increase awareness
- Provided regular fire safety messaging through the website and PSAs
- Conducted FireSmart Community Champions Workshop and facilitated FireSmart community registration programs
- Integrated FireSmart community sessions into Sustainability Events and Climate Action Planning
- Vernon Emergency Program Support provided feedback and information exchange from public stakeholder groups to the Vernon Emergency Program
- Inspected and completed FireSmart work adjacent to cemetery maintenance building and storage area
- Integrated FireSmart principles into landscape bylaw update
- Fire, Planning and Operations collaborated regarding implementation of Fire Smart to City lands and buildings
- Removed dead cedars and trimmed others in line with Fire Smart at Stations 1 and 2
- Modernized the fire prevention program with updated process and electronic inspection tools
- Utilized new technology to provide safe and environmentally friendly fire extinguisher training

- Purchased fire/rescue engine and ladder truck and removed end of life engine, rescue, and ladder from service
- Removed creek bedload material from BX Creek at intake (Star Road)
- Upgraded the City fleet’s GPS system with a focus on the ability to monitor idle emissions, route planning and vehicle usage to reduce fuel consumption

## WHAT DID WE DO IN 2020?

- Completed needs analysis for childcare centre
- Applied for two \$3 million provincial grants for child care centres
- Phase 2 of Compost Pilot
- Explored other opportunities for regional organics diversion, including with RDNO to provide community organics collection program
- Conducted detailed review of hazards related to climate change as well as planning to address hazards as part of Climate Action Plan
- Removed creek bedload material from Pleasant Valley Road and 48th Avenue sediment basins
- Established fleet reserve base funding
- Implemented the Sustainability events program, including support development community in transition to Step Code and the Sustainability Grants Program
- Completed the design and construction of a dedicated anaerobic treatment process to deal specifically with high strength waste at the VWRC
- Obtained better data on roads for asset management
- Application made for Forest Enhancement Grant funding to address City owned lands WUI fuel loads and leverage the project to

encourage Provincial (Ellison Park), private land owners, and stratas to address the wildfire risk at the far end of Eastside Road

- Developed year-round FireSmart messaging campaigns for social and traditional media channels
- Hired two career fire fighters
- Seasonal staffing of Fire Hall 3 during high risk periods
- Hired a Drainage Engineer
- Okanagan Landing sewer expansion program implementation
- Seek to treat MOTI lands adjacent to Eastside Road to decrease the likelihood of a road blockage due to downed power lines or trees during a wildfire
- Leachate Containment at Regional Bio solids Composting Facility

## WHAT DID WE DO IN 2021?

- Adopted Climate Action Plan
- Implemented the Step Code for housing into the Building Bylaw
- Updated the 2014 Transit Future Plan Work with BC Transit and regional partners including reviewing density and changes to travel patterns after the anticipated changes in ride sharing/taxi licensing
- Explored community wide composting program
- Explored other opportunities for regional organics diversion, including with RDNO to provide community organics collection program
- Coordinated buy local program in conjunction with Greater Vernon Chamber of Commerce, Downtown Vernon Association and other community economic development agencies
- Secured grant funds for two childcare centres and initiated construction





- Incorporated the latest road data collection and assessment into a modernized pavement management system
- Completed the Lower BX Creek detailed flood mapping, risk analysis and mitigation
- Completed Vernon Creek detailed flood mapping, risk and threat assessment and mitigation (grant funding secured)
- Completed Flood Risk Study with maps to set the basis for future bylaws
- Studied the impacts of flooding and drainage and planning for it
- Implemented recommendations from the waste management practices review
- Applied for 2021 CRI FireSmart grant funding to continue Eastside Road and other projects (grant was successful)
- Implemented the VFRS Strategic Plan 2021: Replace radios & hazardous materials equipment (reserve funded)
- Treated 30 ha to reduce fuel load
- Seasonal staffing of Fire Hall 3 and support to BC Wildfire Services
- Opened and operated Reception Centre and Emergency Support Services, supporting 3,000 evacuees

## WHAT DID WE DO IN 2022?

- Supported the extension of sanitary sewer servicing to the Okanagan Landing area using the municipal fee model, as approved by Council
- Worked with the development community on the roll out of the Step Code
- Continued implementation of OCP growth strategy to prevent sprawl
- Began work on the Parks Asset Management Plan
- Undertook study of Okanagan Lake North drainage area
- Continued developing and implementing year-round FireSmart messaging for traditional and contemporary media channels
- Grew the number of local FireSmart boards (and assessments for them to prioritize neighbourhood level FireSmart work)
- Continued to implement Community Resiliency Investment (CRI) FireSmart grant projects
- Continued to champion connecting City fuel management projects with those of others to achieve landscape level treatments
- Implemented City of Vernon lands fuels treatment program
- Hired two career firefighters in (new ongoing funds)

## WHAT ARE WE STILL WORKING ON?

- Complete drainage studies and implement findings of Tassie Creek study, Okanagan Lake South Shore Study, and Okanagan Lake north slope drainage area and Smith Creek Study
- Present a drainage and water resources policy and bylaws gap analysis report to Council

- Construction and commissioning of high strength waste facility at VWRC (anaerobic digester)
- Implement the VFRS Strategic Plan: Increase service level from Predator Ridge Fire Station:
  - Exterior operations (limited scope)
  - Live-in program
- Review Tree Protection Bylaw #4152 to better encourage FireSmart practices
- Update and implement the Landscaping Standards Bylaw
- Train staff on the implementation of the landscape bylaw with FireSmart principles
- Address Wildland-Urban Interface (WUI) fuel treatment of City owned lands at Predator Ridge

## WHAT DO WE STILL HAVE TO GET TO?

- Research options and funding for a building retrofit program, including a budget request if necessary
- Explore opportunities to showcase local businesses within planned City of Vernon Community Enews
- Municipal Wastewater Regulation (MWR) registration
- Implement the VFRS Strategic Plan 2021:
  - External service review in preparation for Fire Underwriters Survey (one time funding)
  - Fund fleet reserve (ongoing)
- Implementation of pilot project for biomass planting to provide for sustainable feedstock for Regional Biosolids Composting Facility

## HOW DO WE MEASURE SUCCESS?



Number of new residential units  
within walking distance of a  
transit stop

**n/a** (2018)      **178** (2021)  
**132** (2019)      **187** (2022 YTD)  
**204** (2020)



Hours of transit  
service annually

**48,100** (2018)      **48,200** (2021)  
**48,500** (2019)      **32,200**  
**48,000** (2020)      (2022 YTD)



Number of businesses  
in the technology and  
manufacturing sectors

**116** (2018)      **117** (2021)  
**105** (2019)      **122** (2022 YTD)  
**109** (2020)



Metres of new sidewalk

**1,505** (2018)  
**740** (2019)  
**447** (2020)  
**2,067** (2021)  
**350** (2022 YTD)

Metres of new multi-use path

**735** (2018)  
**815** (2019)  
**2,310** (2020)  
**953** (2021)  
**230** (2022 YTD)



Number of childcare spaces in  
the community, by age group

|                        | 2019         | 2020         | 2021         | 2022         |
|------------------------|--------------|--------------|--------------|--------------|
| Birth - 36 months      | 112          | 112          | 124          | 172          |
| 36 months - School Age | 342          | 342          | 386          | 536          |
| Licensed Pre-school    | 286          | 270          | 270          | 270          |
| School Age             | 466          | 484          | 525          | 525          |
| Multi-Age              | 64           | 64           | 64           | 64           |
| Family Child Care      | 133          | 134          | 120          | 120          |
| In-Home Multi-Age      | 8            | 8            | 8            | 8            |
| <b>Total</b>           | <b>1,411</b> | <b>1,412</b> | <b>1,497</b> | <b>1,695</b> |

Tonnage diverted  
from the landfill,  
annually:

Recycling from single  
family homes

**1,417** (2018)  
**1,206** (2019)  
**1,498** (2020)  
**1,597** (2021)  
**1,732** (2022 YTD)



Organics

**n/a** (2018)  
**105,233 kg** (2019)  
**142,202 kg** (2020)  
**379,280 kg** (2021)  
**350,000 kg** (2022 YTD)

Tonnage of GHGe  
emitted annually

Corporate

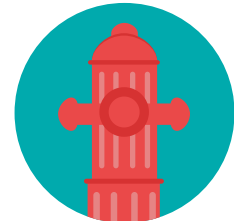
**3,639** (2018)  
-- (2019)  
-- (2020)  
-- (2021)  
-- (2022)



Community  
(only available every  
five years)

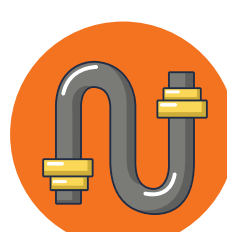
**309,407** (2019)

# SERVICES PROVIDED TO RESIDENTS



- Airport operation
- Boulevard and other landscape maintenance
- Building approval and inspection
- Bylaw compliance
- Cemetery operation
- Collection authority for other taxing jurisdictions
- Drainage system maintenance

- Economic development
- Emergency preparedness planning and co-ordination
- Engineering services
- Environmental protection services
- Fire rescue protection
- Garbage, Curbside Composting and yard recycling services
- Legislative (adoption of bylaws; approval of development permits; adoption of corporate policies and procedures)



- Parking control and parkade operation
- Parks maintenance and operation
- Planning services
- Policing
- Public transit, including HandiDart operation
- Recreation programs and facilities operation and maintenance
- Safeguarding of assets

- Sanitary sewer collection system operation, maintenance and construction
- Sanitary sewer operation, collection, treatment and spray irrigation
- Street lighting
- Street, sidewalk, and lane maintenance, construction and reconstruction
- Tourism
- Traffic signal operation
- Water systems operation on behalf of the Regional District of North Okanagan



# BEST BUDGET PRACTISES



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Vernon  
British Columbia**

For the Fiscal Year Beginning

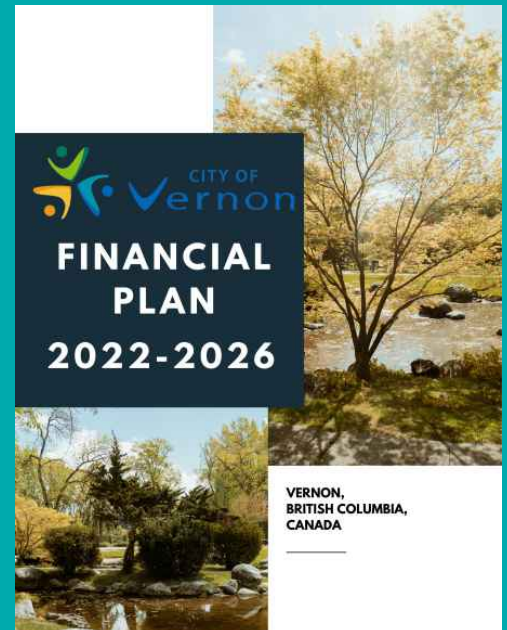
**January 01, 2022**

*Christopher P. Morill*

Executive Director

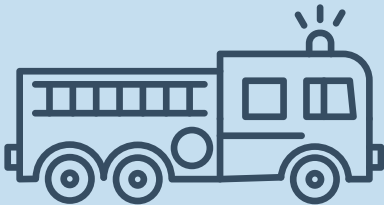
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Vernon, British Columbia for the Annual Budget beginning January 01, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# PERFORMANCE MEASURES


## PUBLIC SAFETY

|   | Fire incidents     | Fire inspections   | Emergency fire calls |
|---|--------------------|--------------------|----------------------|
|  | <b>2022*</b> - 329 | <b>2022*</b> - 639 | <b>2022*</b> - 3,306 |
|   | <b>2021</b> - 428  | <b>2021</b> - 1056 | <b>2021</b> - 3,943  |
|   | <b>2020</b> - 184  | <b>2020</b> - 551  | <b>2020</b> - 2,698  |


### Bylaw calls for service

|  |                      |
|--|----------------------|
|  | <b>2022*</b> - 4,502 |
|  | <b>2021</b> - 5,354  |
|  | <b>2020</b> - 6,102  |

### RCMP calls for service

|   |                       |
|---|-----------------------|
|  | <b>2022*</b> - 15,227 |
|   | <b>2021</b> - 21,023  |
|   | <b>2020</b> - 19,091  |


### Submissions to Crown for charge approval

|   |                    |
|---|--------------------|
|  | <b>2022*</b> - 646 |
|   | <b>2021</b> - 804  |
|   | <b>2020</b> - 837  |


### Prisoners (Vernon only)

|  |                     |
|--|---------------------|
|  | <b>2022*</b> - 947  |
|  | <b>2021</b> - 1,274 |
|  | <b>2020</b> - 1,236 |

### Impaired drivers taken off the road

|   |                   |
|---|-------------------|
|  | <b>2022*</b> - 65 |
|   | <b>2021</b> - 178 |
|   | <b>2020</b> - 89  |

### Traffic- Violation Tickets & Written Warnings

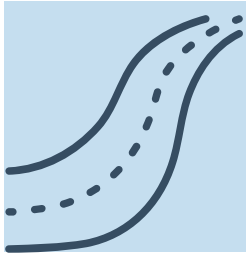
|  |                      |
|--|----------------------|
|  | <b>2022*</b> - 2,249 |
|  | <b>2021</b> - 3,174  |
|  | <b>2020</b> - 2,878  |

\*As of September 30, 2022

# PERFORMANCE MEASURES

## COMMUNITY

### Total length of paved roads



**2022\*** - 598

**2021** - 593

**2020** - 586

### # of municipal parks



**2022\*** - 68

**2021** - 67

**2020** - 67

### Total volume of water delivered

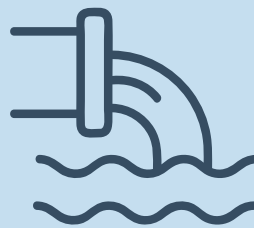


**2022\*** - 3,595,327 m3

**2021** - 4,682,024 m3

**2020** - 4,676,024 m3

### Total volume of wastewater treated

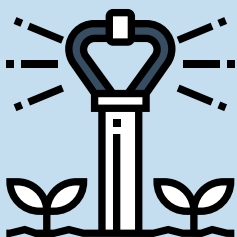


**2022\*** - 3,484,327 m3

**2021** - 4,514,180 m3

**2020** - 4,777,531 m3

### Annual spray irrigation volume



**2022\*** - 3,340,070 m3

**2021** - 4,345,210 m3

**2020** - 3,044,450 m3

### Total tonnage solid waste

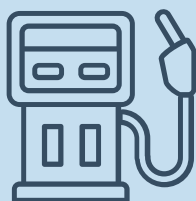


**2022\*** - 4,054

**2021** - 5,977

**2020** - 6,290

### Total fuel consumption



**2022\*** - 296,034

**2021** - 427,202

**2020** - 421,791

### # of snow events



**2022\*** - 10

**2021** - 24

**2020** - 23

\*As of September 30, 2022



# PERFORMANCE MEASURES

## ORGANIZATION PRIORITIES

---

### # of position competitions



**2022\*** - 159

**2021** - 152

**2020** - 123

### WorkSafe BC Certification of Recognition Funding



**2022** - \$75,858

**2021** - \$75,858

**2020** - \$73,444

### Grants received



**2022\*** - \$3,094,133

**2021** - \$4,904,557

**2020** - \$7,684,915

### Property leases



**2022\*** - \$408,891

**2021** - \$545,852

**2020** - \$497,202

### # Licensed vehicles

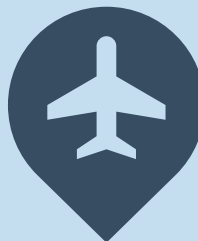


**2022\*** - 190

**2021** - 191

**2020** - 183

### # of Aircraft movements



**2022\*** - 14,328

**2021** - 17,948

**2020** - 17,399

\*As of September 30, 2022

# PERFORMANCE MEASURES

## ECONOMY

### % Tax increases

|                | <u>2020</u> | <u>2021</u> | <u>2022</u> |
|----------------|-------------|-------------|-------------|
| Operating      | 2.91%       | 2.52%       | 5.06%       |
| Infrastructure | 1.90%       | 0.00%       | 1.90%       |
| <b>Total</b>   | 4.81%       | 2.52%       | 6.96%       |

### Average residential assessment



**2022** - \$611,532

**2021** - \$475,210

**2020** - \$461,747

### Building Permit value



**2022\*** - \$165,362,005

**2021** - \$173,490,795

**2020** - \$104,234,267

### Housing starts

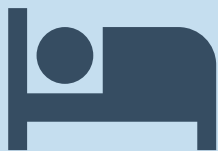


**2022\*** - 393

**2021** - 371

**2020** - 331

### Hotel revenue



**2022\*\*** - \$22,806,329

**2021** - \$32,955,585

**2020** - \$24,600,000

### Commercial & Industrial Building Permit value



**2022\*** - \$27,056,800

**2021** - \$42,438,721

**2020** - \$16,723,169

### Accounts Payable invoices processed



**2022\*** - 9,583

**2021** - 13,271

**2020** - 12,987

### Average monthly Purchase Order value



**2022\*** - \$35,855,487

**2021** - \$17,681,811

**2020** - \$17,027,645

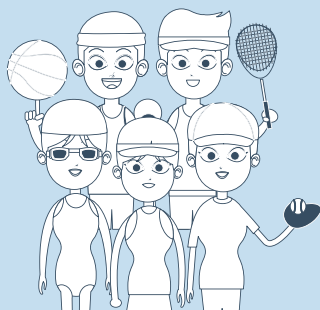
\*As of September 30, 2022

\*\*As of July 31, 2022

# PERFORMANCE MEASURES

## RECREATION

### Recreation program registered participants (excludes aquatics)



**2022\*** - 4,368

**2021** - 3,357

**2020** - 2,403

**2019** - 6,029

### Aquatic Centre user visits (excludes Learn to Swim)



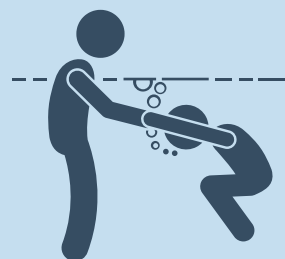
**2022\*** - 66,143

**2021** - 68,212

**2020** - 64,071

**2019** - 172,579

### Learn to Swim user visits



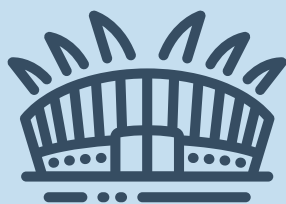
**2022\*** - 33,638

**2021** - 23,771

**2020** - 25,289

**2019** - 58,861

### Arena hours booked



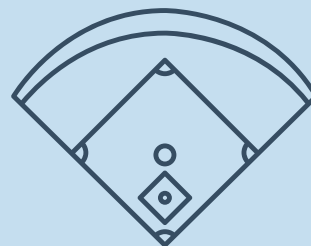
**2022\*** - 5,256

**2021** - 7,357

**2020** - 4,723

**2019** - 8,291

### Park & field hours booked



**2022\*** - 27,585

**2021** - 13,488

**2020** - 9,316

**2019** - 20,252

\*As of September 30, 2022



# READER'S GUIDE

## Introduction

A Financial Plan is a tool to enhance local government accountability and service delivery, and sets out the City's legal expenditure authority. Various parts of legislation establish the requirements of the Financial Plan and the deadlines for adoption.

The Financial Plan must be adopted in accordance with the *Community Charter* and must include:

- Current fiscal year and the next four fiscal years (five-year plan)
- Proposed expenditures such as operating, capital, interest and principal on debt,
- Funding sources such as taxes, fees, grants, new borrowing from debt, and
- Transfers to and from reserve funds and surplus.
- Objectives and policies regarding the distribution of funding sources, property taxes and the use of permissive tax exemptions.

A municipality must not budget for a deficit where planned expenditures and transfers to funds exceed planned revenues, transfers from funds and other cash contributions.

The Financial Plan must be adopted before the adoption of the annual tax rate bylaw which is due before May 15 annually.

Prior to adopting the financial plan, a local government must undergo public consultation. This includes opportunities for citizens to review, comment and pose questions regarding the financial plan at a local government meeting.

The Financial Plan establishes a local government's expense authority. A local government cannot make an expenditure that is not included in the financial plan. If an unexpected expenditure arises in the year, the financial plan must be amended by council resolution prior to the expenditure taking place.

## Using this document

The Financial Plan document is grouped into five sections:

### 1. Overview

This section is intended to give readers an overview about the community and summary information about its financial profile. It includes the Chief Administrative Officer's report, Chief Financial Officer's executive summary, community profile, population demographics, organizational structure, mission statement, services provided by the City, the department structure and segmentation, the planning timeline as approved by Council, relevant legislation and budget guidelines.

### 2. Financial Reports

The financial reporting section provides information about the City's debt, impact of Taxation on residents, summaries of revenues and expenses by category and by division, authorized positions (full time equivalents – FTE's), and reserve summary information.

### 3. Department Summaries

This section provides complete division overviews including a division organization chart, FTE's, overall budget impact, comparisons to previous year, strategic priorities as well as detailed departmental budgets.

### 4. Change requests

This section contains summary and detailed information about all service level change requests for approval. For the proposed budget all of the requests are in addition to the proposed budgets presented in each department summary. For the approved budget, all approved requests are imbedded in each department summary.

### 5. Capital

The Capital section starts with asset condition assessments called Infrastructure Report Card. Then a summary of the proposed projects and the funding sources is provided. For each proposed project there is a detailed summary page including a map and/or photo and detailed description.

# BUDGET PROCESS

The City has a comprehensive budget process that includes strategic planning sessions with Council and senior management, public participation opportunities and discussions with department managers. Each new budget cycle is a year long process ending with the approval of the Tax Rate bylaw prior to May 15 each year.

Following the completion of one budget cycle, the next budget cycle starts with a review of the previous year's process and consideration for changes in the next budget cycle.

During the month of May a website survey is open to citizens to provide feedback on their priorities for the next year's budget. The survey results are provided to Council at its Budget Workshop meeting in June.

At the start of June Council and senior management meet to discuss the strategic priorities of Council and determine the budget objectives for the next budget cycle.

Finance staff start the budget cycle by updating salaries based on related collective agreements and preparing training documentation for managers.

At the end of June managers are required to attend budget training prior to working on their budgets. The purpose of the training is to update managers on Council's priorities and the "budget process" improvements prior to working on their next year budgets.

The first working day in July managers who have completed the required budget training begin updating their department budgets for the upcoming year.

During the month of September managers meet with the Chief Administrative Officer (CAO) and the Chief Financial Officer (CFO) to review the updated Department summaries, Change Requests and proposed Capital Infrastructure Program. Any adjustments required by managers resulting from these meetings are to be completed by the end of September.

Directors are asked to do a final review of their divisional budgets at the end of October. During this time Finance staff are summarizing the detailed department information and creating the Overview and Financial Reporting sections. As well, summaries of the Change Requests and Capital Infrastructure Program are completed for easy reference for the reader.

The first Council meeting in November is when the budget binder is provided to Council for their review in preparation for budget deliberations at the beginning of December.

Once budget deliberations are complete, Finance staff insure the budget is updated with any changes, approved change requests and approved Capital Infrastructure Projects so that total Taxation can be finalized.

All this information is required to prepare the Financial Plan Bylaw which is presented to Council for first, second and third readings the first meeting in January, with fourth and final reading potentially the last meeting in January.

The Revised Roll of Assessed property values are provided to the City in March from BC Assessment. These values form part of the calculation of the tax mill rates for each property. Once the other taxing jurisdictions (Regional District of North Okanagan, Municipal Finance Authority, BC Assessment, Province of BC, Regional Hospital District) provide their requisition amounts at the beginning of April then the Tax Rates Bylaw can be completed and presented to Council. This bylaw is required to be passed before May 15 each year, but after the Financial Plan Bylaw.

Once the Financial Plan Bylaw has been adopted, amendments to the Financial Plan require a resolution of Council authorizing the additional expenditure. Once the Tax Rates Bylaw has been adopted, all amendments to the financial plan require funding sources other than taxation. Amendments are generally related to one-time project opportunities, unknown operating expenditures incurred after the Financial Plan adoption or an emergency.

# 2023 BUDGET PLANNING TIMELINE

## JUNE 9

Special Committee of the Whole meeting -  
2019-2022 Strategic Plan Review and issues  
influencing the 2023 - 2027 Financial Plan

## JUNE 15 - 30

Budget Training for Managers

## JULY 4

2023-2027 Budget software  
(Questica) opened to Managers

## JULY 4 - AUGUST 26

Manager meetings with Financial  
Services Staff

## AUGUST 31

Department budgets due to  
Financial Services, Questica closed

## SEPTEMBER 1 - OCTOBER 3

CAO/CFO review with  
Directors/Managers

## OCTOBER 3

Last day for changes to department  
budgets done by Finance

## OCTOBER 14-22

Directors review of Financial Plan  
package

## NOVEMBER 14

Presentation of Proposed  
Financial Plan to Council

## DECEMBER 5-6

Council deliberations of  
Proposed Financial Plan

## JANUARY 9

Financial Plan Bylaw - First 3  
readings



# BASIS OF ACCOUNTING/BUDGETING

## Unique Characteristics of Government (PSAS 1100 Appendix A)

Governments are inherently different from businesses. The Financial Plan is one tool available to Council to assess accountability to its citizens. Some of the unique characteristics of government that have financial reporting implications include:

- Government's goal is to provide services and redistribute resources, not make a profit.
- Most government tangible capital assets are different in nature than those held by a business.
- Government capital spending may not focus on maximizing financial return because government objectives are broader.
- The principal source of revenue for governments is taxation.
- Governments operate in a non-competitive environment.
- Government budgets portray public policy, establish estimates of revenue, expense, expenditure and financing requirements and is an important part of the government accountability cycle.
- Governments are held to a higher standard of accountability than a business or a not-for-profit organization.

## Basis of Accounting

The basis of accounting refers to when revenue and expenditures are recognized (recorded) in the financial accounts and reported in the financial statements. The City of Vernon's financial statements are prepared on an accrual basis:

- Revenues and related accounts receivable are recognized in the period in which they become earned and measurable.
- Expenditures are recognized in the accounting period in which the goods or services are acquired and the liability is incurred.
- Inventory is valued at the lower of cost or replacement cost.
- Portfolio investments are recorded at cost.
- Tangible capital assets on the balance sheet are shown at cost less amortization.
- Tangible capital assets are written down when non-contributing.
- Amortization and write-downs of tangible capital assets are charged against annual income.

## Basis of Budgeting

The basis of budgeting is on the modified accrual basis. The acquisition of capital assets and the repayment of long-term debt are considered as expenditures in the Financial Plan. Revenues are budgeted in the year they will become measurable and available to finance expenditures. Proceeds from borrowing are considered revenues. Proceeds from the sale of assets are considered revenues whereas the related gain or loss is not. These transactions are recorded, for budget purposes, on a cash basis as they represent actual inflows and outflows of cash.

# COMMUNITY CHARTER

The City is required to prepare a five-year Financial Plan each year based on the following legislation:

## Section 165 – Financial plan

- (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.*
- (2) For certainty, the financial plan may be amended by bylaw at any time.*
- (3) The planning period for a financial plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years.*
- (3.1) The financial plan must set out the objectives and policies of the municipality for the planning period in relation to the following:*
  - (a) for each of the funding sources described in subsection (7), the proportion of total revenue that is proposed to come from that funding source;*
  - (b) the distribution of property value taxes among the property classes that may be subject to the taxes;*
  - (c) the use of permissive tax exemptions.*
- (4) The financial plan must set out the following for each year of the planning period:*
  - (a) the proposed expenditures by the municipality;*
  - (b) the proposed funding sources;*
  - (c) the proposed transfers to or between funds.*
- (5) The total of the proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.*
- (6) The proposed expenditures must set out separate amounts for each of the following as applicable:*
  - (a) the amount required to pay interest and principal on municipal debt;*
  - (b) the amount required for capital purposes;*
  - (c) the amount required for a deficiency referred to in subsection (9);*
  - (d) the amount required for other municipal purposes.*
- (7) The proposed funding sources must set out separate amounts for each of the following as applicable:*
  - (a) revenue from property value taxes;*
  - (b) revenue from parcel taxes;*
  - (c) revenue from fees;*
  - (d) revenue from other sources;*
  - (e) proceeds from borrowing, other than borrowing under section 177 [revenue anticipation borrowing].*
- (8) The proposed transfers to or between funds must set out separate amounts for*
  - (a) each reserve fund under Division 4 of this Part, and*
  - (b) accumulated surplus.*

## Section 166 – Public process for development of financial plan

A council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

## Section 197(1) – Annual property tax bylaw

- (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for*
  - (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and*
  - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.*

# DEPARTMENT STRUCTURE & SEGMENTATION

## Administration Services

Administrative Services is comprised of the Chief Administrative Officer (CAO) and Council.

- The CAO directs and coordinates the general management of business affairs of the corporation in accordance with the bylaws, policies and plans approved by Council to insure delivery of effective and efficient local government services that benefit our citizens, businesses, environment and future.
- The CAO is responsible for innovative programs and services that are developed and implemented to meet the ever-changing needs of the community while insuring fiscal responsibility.
- The organizational purpose of an elected Council is to provide leadership through policy and bylaws for delivery of City services. City Council consists of six Councilors and one Mayor elected for a four-year term.

## Community Infrastructure and Development

Community Infrastructure and Development is comprised of those departments primarily engaged in the planning and development process, transportation and implementation of the City's growth strategy as outlined in the Official Community Plan (OCP).

- Building and Licensing is responsible for the administration and enforcement of the BC Building Regulations and other applicable development regulations plus the assessment and collection of building licenses.
- Economic Development is responsible for managing, coordinating and promoting economic development activities within the City. This department also oversees the Tourism function.
- Tourism is responsible for the external promotion of the community, and creating awareness of Vernon as a four-season destination.
- Current Planning is responsible for the implementation of municipal bylaws and policies related to the planning and sustainable growth of the community including residential land use planning, subdivision, rezoning and development permit applications, variance applications, affordable housing, heritage planning and community outreach.
- Long Range Planning & Sustainability is responsible for the development of the OCP, neighborhood plans, parks planning, environmental management, sustainability programs and events and other growth management initiatives. It also manages OCP amendments, Agricultural Land Reserve exclusions, boundary extensions, and the Climate Action Plan.
- Development Services is responsible for the implementation of municipal services, bylaws and policies related to offsite infrastructure required as a condition of development approval.
- Transportation is responsible for the management and development of the road, transit, pedestrian and cycle networks. The department responds to requests for traffic management, parking management and road safety improvements from the community. This department oversees the contract with BC Transit.

## Community Safety Lands and Administration

Corporate Services provides the communication link between Council, Division managers and the general public. This Division is responsible for Legislative Services, Communications and Grants, Land Services, Information Services, Protective Services and RCMP Support Services.

- Legislative Services is responsible for the preparation and preservation of all minute books and records of Council and its committees, preparation of agendas, management of corporate records, processing Freedom of Information requests and conducting local government elections or referenda.
- Communications and Grants coordinates all aspects of media and public relations and engagement, crisis communications, internal communications and grant coordination.
- Land Services manages City owned lands, assists Infrastructure and Development in securing statutory right of ways and road dedications, assists with encroachments and provides recommendations to Council regarding legal ramifications involving land issues.
- Information Services provide technical and administrative support for the City's network infrastructure. It also provides support for mobile devices.
- Protective Services encompasses Bylaw Compliance and on street parking, Community Safety Office and Crime Prevention. Bylaw Compliance oversees the administration and compliance for regulatory bylaws plus Council directives and policies with a priority on education and voluntary compliance. They also assist other City departments for issues related to business licensing, sign bylaws and zoning bylaws.
- The Community Safety Office is staffed with community volunteers working on core programs such as Citizens on Patrol, Speed Watch, Block Watch plus they provide referrals to community agencies.
- Crime Prevention is responsible for programs and people that help create and promote, through education and active community participation, a safer environment for City residents.
- RCMP Municipal Services provides clerical and administrative support to the City of Vernon funded members of the Vernon RCMP Detachment. This includes client services, court liaison, exhibits security and records management throughout the life cycle of all police records. This functions also oversees the operation of the RCMP Detention Centre.



# DEPARTMENT STRUCTURE & SEGMENTATION

## Financial Services

Financial Services is responsible for all financial administrative matters of the City. This includes billing and collection, payment for goods and services, cemetery administration, financial reporting, investment management, debt administration, risk management, financial planning and procurement services.

- Accounting is responsible for the day-to-day operations of all financial transactions within the City. It also includes the financial planning and reporting requirements under the Community Charter.
- Procurement Services provides centralized, cost effective procurement services to the entire City for the acquisition of goods and services, logistics.
- Fiscal Services records transactions related to debt financing, Utility taxes, Local Area Service taxes, Grants in Lieu of Taxes, Community Works Gas Tax grant, Gaming grant and Fortis BC Gas revenues.
- The Grants department records the donation of monies to the City and grants paid to other organizations.
- Collections To/From Others tracks the collection and remittance of taxes for other taxing authorities including the Province, Regional District, Regional Hospital District, Regional Library, Municipal Finance Authority and BC Assessment.
- Taxation represents the amount of property taxes required to fund City services authorized by Council per the annual Tax Bylaw.

## Fire Rescue Services

Vernon Fire Rescue is responsible for the delivery of emergency services such as rescue, fire suppression, fire prevention, hazardous materials response, public education, first medical response, management of the City's emergency program and emergency support services.

- Fire Department General represents transactions relating to administrative resources, professional development and fire hydrant maintenance.
- Fire Fighting represents the direct cost of providing fire and rescue services. This department records the cost for all full time and paid-per-call staff, their training, equipment and other service delivery costs for all three fire stations.
- Emergency Management for the City is a provincially legislated requirement. Its focus is understanding local hazards and risks and then creating a plan of preparedness, and developing community capacity for responses and recovery from emergency events.

## Human Resources

Human Resources Division provides strategic leadership, programs for continuous improvement plus human resources services and guidance to other Divisions in the City. It is also responsible for payroll and the Occupational Health and Safety function at the City.

- Human Resources General includes costs for staff resources focused on policy development, labour relations, payroll, learning and development, talent acquisition and retention, and payroll.
- Human Resources Corporate focusses on corporate-wide programs related to building corporate capacity, union bargaining, staff awards and any legal fees required.
- Occupational Health and Safety is focused on compliance with WorkSafe BC regulations and best practices. It is responsible for developing, maintaining, and improving the City Safety Management System. This department manages occupational injury claims and non-occupational injuries related to Return-to-Work programs.

# DEPARTMENT STRUCTURE & SEGMENTATION

## Operations Services

Operations is comprised of activities related to Public Works, Airport, Parks, Infrastructure Management, Utilities (including Sewer, Storm and Water Operations), Fleet Services, Facility Services, Water Reclamation Centre and Spray Irrigation.

- Public Works oversees the operation and maintenance of works relating to roads including pavement, sidewalks, street lights, traffic signals, traffic signs, boulevard landscaping, street trees, parking lots, snow and ice control, ditching and drainage plus garbage collection and cemetery maintenance.
- The Vernon Regional Airport helps support business and industry in the community by providing for runway maintenance, snow clearing, vegetation control, wildlife control, airport lighting, safety beacons, security and fueling services.
- Parks is responsible for the care, control and maintenance of local parks, subregional parks and sports fields in the City.
- Infrastructure Management is responsible for identifying the highest priority Capital Infrastructure projects and completing them through the implementation of the 4 Year Capital Plan, as endorsed by Council. The majority of the City's asset information is housed in the City's Geographical Information Service (GIS) that is maintained and updated by staff based on routine condition assessments and risk analysis.
- Sewer Operations is responsible for the daily operation, maintenance and repair of the sanitary collection infrastructure (gravity mains, force mains, manholes and residential and commercial connections) and the sanitary lift stations (including flush chambers, meter vaults and odor control injection sites).
- Storm operations include, maintenance and repair of storm infrastructure including storm mains, manholes, culverts, catch basins, creek channels, ditches and storm retention facilities.
- Water Operations is a contracted service provided to the Regional District of North Okanagan (RDNO). It is responsible for the maintenance and repair of the water infrastructure (transmission, distribution and storage) owned by the RDNO.
- Fleet Services is responsible for the life cycle management (acquisition, maintenance, and disposal) of city owned vehicles and equipment for the City including Fire Rescue and Recreation vehicles and equipment.
- Facility Services is responsible for the operation and maintenance of all city owned facilities and attached grounds. It is also responsible for overseeing energy management including educating staff, promoting energy conservation and insuring City facilities are operated as efficiently as possible.
- Water Reclamation Centre provides waste water treatment for the City and parts of Coldstream and disposal through the Regional Composting facility in partnership with the City of Kelowna.
- The Spray Irrigation program is an alternative to lake discharge. It provides beneficial reuse of reclaimed water to four seed orchards, three golf courses, grazing land and pastures, soccer fields and baseball diamonds.

## RCMP Contract

The RCMP Detachment provides policing services to six policing jurisdictions in the region. The RCMP Contract represents the City's costs for its share of RCMP members including costs for vehicles and equipment.

- The City of Vernon funded fifty-six RCMP members in 2018.
- The District of Coldstream also operates at the RCMP Detachment in Vernon with the related costs paid by Coldstream.
- Other RCMP resources are funded by the federal and provincial governments.

## Recreation Services

Recreation Services is responsible for the management, programming and operation of the recreation facilities located in the City and Lavington including gymnasiums, indoor arenas, outdoor rinks, aquatic facilities, outdoor pools, multi-use facilities, recreation grounds and concessions.

- The Arena Department provides for the day-to-day maintenance and operation of the Kal Tire Place Facility (including the parking lot), Priest Valley Arena, Centennial Outdoor Rink and the new Kal Tire Place North facility. It also oversees the Concession function.
- The Recreation Centre Office provides support for program registrations, collection of fees, public inquiries, facility bookings and clerical support to other Recreation Services staff.
- Recreation Programming is responsible for the delivery of a variety of recreation programs for all age groups and abilities. The goal is to develop positive and productive relationships in the community.
- The Aquatics Department is responsible for the management, maintenance and operation of the facility which includes a 25 metre lane lap pool, leisure pool, hot tub, steam room, sauna and fitness gym. Visitors enjoy public swimming, lane swimming, public swim lessons, school swim lessons, aquatic fitness classes, swim club training and spectating. The manager of this function also oversees the operation of the Lakeview and Lavington Outdoor pools in the summer.
- Recreation Centre Facilities and Major Maintenance Projects are provided based on a commitment by the City to its regional partners to insure the appropriate level of maintenance required to operate the facilities in a sustainable manner.

# LEVELS OF SERVICE

The annual budget preparation will be undertaken based upon the following level of service:

## Personnel

- The City staffing level should be maintained at a consistent level; special projects and most capital works are to be undertaken using an appropriate amount of internal funding (1.9% Infrastructure Levy) and external grants.
- Overall City wage levels should be reflective of the community wage levels, but sufficiently competitive to attract and retain properly qualified and motivated personnel.
- The City should institute personnel policies and procedures to provide consistent and acceptable personnel practices.
- The personnel level should be maintained to provide for a pro-active approach to the delivery of services and planning for the community and the organization.
- The City should invest in on-going training and development of its staff in order to provide the best service possible.

## Regulatory and Protection of Persons and Property

- Infractions of bylaws are to be handled on a “complaints only” basis, except as directed by Council.
- Building inspection services will be retained by the City of Vernon except for the MAP program, which is an initiative of the Canadian Homebuilders’ Association.
- Police Protection for the City is to be provided utilizing volunteer services and civilian staff wherever possible to allow the trained police officers to concentrate on operational duties.
- Fire protection is to be provided by the paid staff, supplemented by volunteer firefighters.

## Operational

- The City is financially responsible for the maintenance and replacement of existing infrastructure.
- The cost of any new works, in an existing area are the responsibility of the benefiting landowners, through a specified area project. Council may provide for new works in existing areas through the annual budget process.
- The City is responsible for the extension and overseeing of all services to support new development (exclusive of on-site works). However, if funds are not available, the development will not be allowed to proceed unless the developer provides or pays for these services. In most cases, the developer will be eligible to recover a portion of these costs through a Latecomer Bylaw.
- If the new works constructed by development are included in the City’s current Development Cost Charge (DCC) Bylaw, the development will be subject to a credit of the appropriate DCC levy up to the lesser of the value of this work, or to the value of the DCC levy.
- The City may consider infrastructure works (overseeing) which provide a benefit to the community as funding becomes available through the annual budget process.
- The City will maintain the necessary means to respond to emergency situations on a 24 hours a day basis for both the utility operation and Public Works.
- Newly annexed areas will be serviced through the use of existing staff and/or contractors. The utilities and other services may be maintained by City staff only as they are integrated with the City system.
- The water, wastewater, drainage and transportation systems shall be operated to consistently meet or exceed the minimum acceptable limits to ensure public safety. This includes the treatment of wastewater and the use of reclaimed water in accordance with Provincial regulations; the management of storm water in accordance with recognized practice and the operation of a transportation system in accordance with recognized standards.
- The City will maintain its fleet of equipment and machinery in a safe and efficient state to minimize down time. The equipment is to be maintained in a clean and presentable manner in order to provide a good image to the community.
- The City will attempt to maintain a 100% land-based reclaimed water system.

## Planning

- The City will adopt and regularly review an Official Community Plan (OCP) in order to provide the basis for the enactment of regulatory bylaws that implement the community’s land use goals and objectives.
- The City will prepare structure plans for major growth areas in order to provide greater detail than contained within the OCP on items such as area characteristics, environmental considerations, development potential, access, services, fire protection and public land requirements.



# LEVELS OF SERVICE

- The City will establish the basic format and criteria for neighborhood plans and subdivision pre-plans that applicants are required to provide as part of the development approval process.
- The City will process land use applications, such as zoning bylaw amendments, OCP amendments, road closures, road exchanges, subdivision applications, development permits, development variance permits, heritage alteration permits, heritage revitalization agreements, heritage covenants and land use contract amendments in a timely manner.
- The City will review, on an as needed and reasonable time basis, bylaws related to land use and regulations related to planning in order to ensure that such regulations meet current public, industry and government standards and objectives.
- The City will provide guidelines and processes to encourage new development and redevelopment projects to be of a high quality that integrate attraction and functionally into the community.
- The City shall provide community planning services, respond to land use inquiries, assign civic addresses and road names, maintain accurate zoning, property and subdivision records, respond to citizens' concerns and complaints, and other related services expected by the public.

## Support Services

- Provide Council with recommendations based on complete information and analysis in a timely manner to allow it to make an informed and knowledgeable decision.
- Provide the operational departments with the technical and administrative support to provide services to taxpayers in a consistent, efficient and effective manner.
- Dedicate the necessary resources to update the required City records, and ensure that they are maintained in an efficient, effective and timely manner.
- Ensure that all actions of the City conform to legal requirements.
- Ensure that all legal requirements, including the acquisition of rights-of-way, are met before any City works are undertaken.
- Ensure that all reporting deadlines to senior levels of government are met.
- Provide the necessary administrative resources to promote and develop the airport lands; to provide expansion capability for existing businesses; and to provide opportunities for new airport-related businesses.
- Ensure that the City develops risk management policies in its various areas of operation to minimize its liability exposure from an insurance point of view.

## Financial

- Equipment and machinery are to be replaced only when warranted, based on an evaluation conducted by the user departments. A recommendation for replacement will be based on its mechanical condition, anticipated future repairs, anticipated future usage, anticipated future downtime, and its general efficiency.
- Any grants or other funds received from other sources for capital purposes will be used only to increase the capital works program.
- Developer Cost Charges should be established to ensure that new development does not impose an undue financial burden on existing taxpayers.
- Reserve funds should be adequately funded to ensure that major equipment and infrastructure can be properly maintained and replaced as necessary.
- Major facilities costing several millions of dollars (i.e. new sewage treatment plant), should be financed from DCC reserve funds and possible borrowing (new debt), with a period appropriate to the project nature.
- Fees for services provided to the public should be set to recover the cost of providing that service.
- Ensure billings to customers are timely and accurate.
- The annual budget should be set to provide for certainty and continuity in the rate structure for both the utility rates and the taxation rates.
- The utilities are to remain as self-liquidating operations, with an overall goal of the user rates being set to result in the charge being proportionate to the use made of the system.
- The utilities are to maintain sufficient unallocated reserves to meet expected and unexpected, major expenditures.
- The provision of services to other organizations should be based on a contract with the price reflecting the full cost, including administration and all overhead costs of providing that service.



# FINANCIAL REPORTING

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# SCHEDULE B

## 2022-2026 FINANCIAL PLAN REVENUE POLICY

*(to be updated for the 2023-2027 approved Financial Plan)*

***“Under the requirements of the Community Charter Sec 165 (3.1) the Financial Plan must set out the objectives and policies of the municipality.”***

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### Property Value taxes

Taxation Revenue of the Corporation of the City of Vernon (the City) will be determined by Council each year according to the operating needs of the community and the 1.9% cumulative infrastructure levy, as part of the annual budget process.

Taxation will be allocated to the various property classes as follows;

- The utility class will be taxed at the maximum combined rate per thousand dollars of value permitted by legislation.
- All remaining classes of property will receive an equal allocation of the percent change in the annual tax levy.
- The City will strive to maintain a business to residential multiplier range not exceeding 3.2 to 1 under optimal conditions by adjusting the allocation of the percent change in the annual tax levy if needed.

The City recognizes the benefits provided to the community through the efforts and activities of volunteer organizations and community groups. Permissive tax exemptions will be extended to such groups and must be renewed annually. New applications will be reviewed each year to ensure the applicants meet the guidelines of the City's Tax Exemption policy.

### Taxation

- The proportion of revenues to be raised from taxation in 2022 is 53.5% of total revenue.

### Municipal Fees

- Service fee recovery should reflect the full costs of program delivery.
- The proportion of revenues to be raised from fees and charges in 2022 is 33.2% of total revenue.

### Other Revenue

- Investment income will be based on prudent investments of taxpayer funds.
- Other revenue flows should be developed and enhanced to maximize the value derived for the benefit of the City's residents.
- The proportion of revenues to be raised from other revenue in 2022 is 13.3% of total revenue.

### Parcel Taxes

- Specified areas will bear the net cost of all debt incurred to finance the local improvements.
- The proportion of revenues to be raised from parcel taxes in 2022 is less than 1.0% of total revenue.

### Infrastructure

- Commencing for 2013, Council committed to rebuilding the capacity of the City to fund its capital infrastructure obligations. To this end 1.9% annual taxation increase is to be levied cumulatively for capital infrastructure funding; however, due to the COVID-19 pandemic, the 2021 1.9% increase has been deferred until 2022 with the program being extended an additional year to 2023.

## LONG TERM DEBT

A municipality's ability to borrow funds (debt capacity) is based on their ability to make principal and interest payments (liability servicing). The liability servicing limit, the maximum allowable principal and interest payments a municipality can make in a year, is based on a percentage of applicable Municipal Revenues and determines how much debt a Municipality can service.

| <b>MUNICIPAL REVENUES</b> (in 000's)          | <b>2018</b>     | <b>2019</b>     | <b>2020</b>     | <b>2021</b>     | <b>2022</b>     |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Municipal portion of Property Tax revenue     | \$39,861        | \$43,811        | \$45,723        | \$47,471        | \$51,550        |
| Sale of Services                              | 23,213          | 23,472          | 23,777          | 26,520          | 31,140          |
| Other Revenue                                 | 8,607           | 5,773           | 333             | 1,528           | 442             |
| Investment Income                             | 1,510           | 2,096           | 1,400           | 1,148           | 1,494           |
| Unconditional Government Transfers            | 542             | 567             | 591             | 557             | 503             |
| <b>Less:</b>                                  |                 |                 |                 |                 |                 |
| Actuarial adjustments on long term debt       | (1,508)         | (1,657)         | (588)           | (336)           | (420)           |
| <b>TOTAL MUNICIPAL REVENUES</b>               | <b>\$72,225</b> | <b>\$74,062</b> | <b>\$71,236</b> | <b>\$76,838</b> | <b>\$84,709</b> |
| Liability Servicing factor                    | 25%             | 25%             | 25%             | 25%             | 25%             |
| <b>LIABILITY SERVICING LIMIT</b>              | <b>\$18,056</b> | <b>\$18,516</b> | <b>\$17,809</b> | <b>\$19,210</b> | <b>\$21,177</b> |
| <b>LIABILITY SERVICING COST</b>               |                 |                 |                 |                 |                 |
| Debt Servicing for Authorized and Issued Debt | 2,865           | 3,825           | 1,269           | 779             | 773             |
| Estimated Debt Servicing for Unissued Debt    | 270             | 223             | 237             | 237             | 237             |
| <b>TOTAL LIABILITY SERVICING COST</b>         | <b>\$3,135</b>  | <b>\$4,048</b>  | <b>\$1,506</b>  | <b>\$1,016</b>  | <b>\$1,010</b>  |
| <b>LIABILITY SERVICING CAPACITY AVAILABLE</b> | <b>\$13,966</b> | <b>\$14,468</b> | <b>\$16,303</b> | <b>\$18,194</b> | <b>\$20,167</b> |

## ISSUED AND OUTSTANDING DEBT

All long-term debt outstanding is bond debt issued by the Municipal Finance Authority (MFA). Bond borrowing differs from conventional consumer debt in that the principal payments made to extinguish the debt are not paid to the debt holder until the bond is due at expiry. In the period of time between the issuance of the bond and its expiry the principal payments made to satisfy the debt are invested by the MFA. The earnings are held by and applied to the payment of the bond at expiry. Those earnings are referred to as actuarial payments.

### SEWER FUND BOND DEBT

| <b>Year</b> | <b>Principal</b> | <b>Interest</b> | <b>Total</b> |
|-------------|------------------|-----------------|--------------|
| 2023        | 527,249          | 245,842         | 773,091      |
| 2024        | 527,249          | 245,842         | 773,091      |
| 2025        | 527,249          | 245,842         | 773,091      |
| 2026        | 527,249          | 245,842         | 773,091      |
| 2027        | 527,249          | 245,842         | 773,091      |

### THE STRUCTURE OF OUTSTANDING DEBT

| <b>Sewer Debt</b>              | <b>Bylaw</b> | <b>Amount Borrowed</b> | <b>Term</b> | <b>Rate of Interest</b> | <b>Expiry</b> |
|--------------------------------|--------------|------------------------|-------------|-------------------------|---------------|
| Sewage Treatment Plant Draw #1 | 4680         | 5,000,000              | 25 Years    | 1.47%                   | 2027          |
| Sewage Treatment Plant Draw #2 | 4680         | 2,037,900              | 25 Years    | 2.85%                   | 2028          |
| Water Reclamation Plant        | 4791         | 12,556,250             | 25 Years    | 0.91%                   | 2030          |



## IMPACT ON RESIDENTIAL TAXPAYER

### Estimated Cumulative Impact of Vernon Tax Increase

| AVERAGE HOME<br>Assessment Value |                   |           |                |
|----------------------------------|-------------------|-----------|----------------|
|                                  | 2022              |           | 2023           |
| LAND                             | \$ 282,079        | \$        | 282,079        |
| IMPROVEMENTS                     | 338,915           |           | 338,915        |
| <b>TOTAL</b>                     | <b>\$ 620,994</b> | <b>\$</b> | <b>620,994</b> |

\* 2023 Assessments not available; 2022 Assessments used as comparative.

### ILLUSTRATION OF TAX LEVY DISTRIBUTION

#### City of Vernon Changes Only

|                | 2022            | 2023<br>ESTIMATE | DIFFERENCE   |
|----------------|-----------------|------------------|--------------|
| OPERATING LEVY | \$ 1,536        | \$ 1,588         | \$ 53        |
| CAPITAL LEVY   | 217             | 250              | 33           |
| <b>TOTAL</b>   | <b>\$ 1,753</b> | <b>\$ 1,838</b>  | <b>\$ 86</b> |

## BUDGETED REVENUES & EXPENSES CASH BASIS

Excludes Tax Payments To/From Other Governments

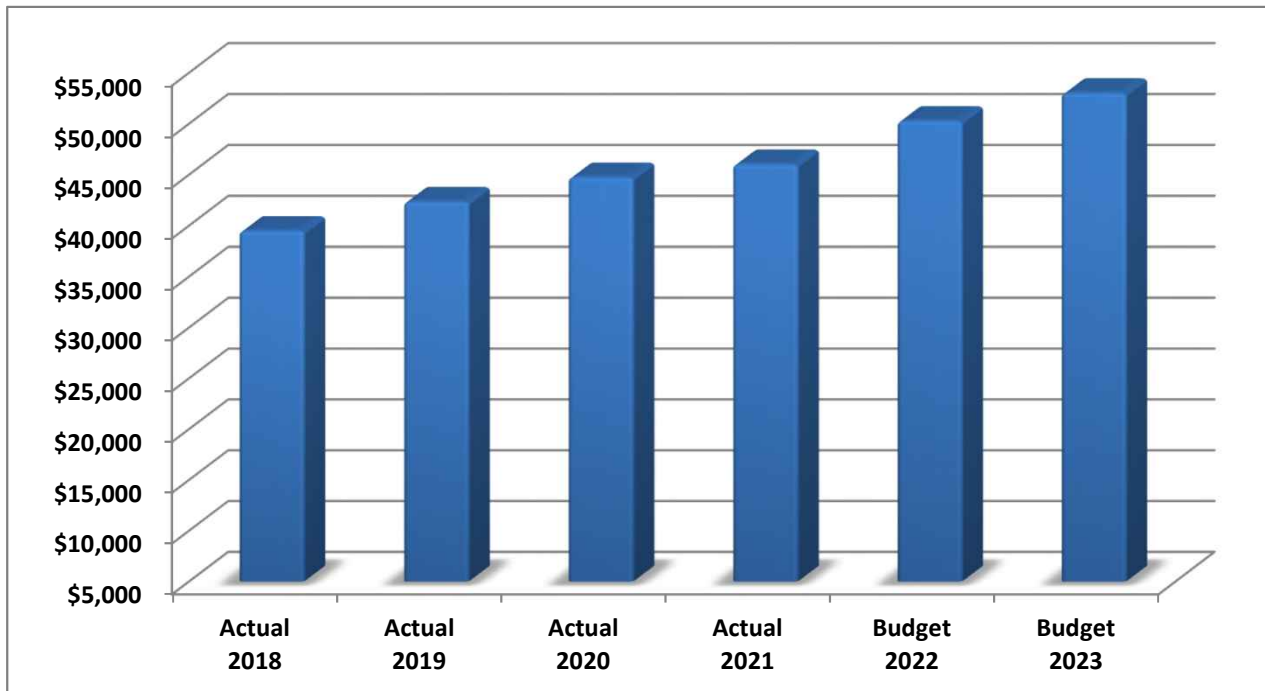
|                                       | 2022 AMENDED<br>BUDGET | 2023 PROPOSED<br>BUDGET | GENERAL<br>FUND ONLY | SEWER<br>FUND ONLY |
|---------------------------------------|------------------------|-------------------------|----------------------|--------------------|
| <b>REVENUE</b>                        |                        |                         |                      |                    |
| Taxation revenues                     | \$ 50,281,671          | \$ 53,017,833           | \$ 52,991,844        | \$ 25,989          |
| Sale of services                      | 15,807,083             | 16,914,858              | 16,914,858           | -                  |
| Sewer fees & charges                  | 10,998,735             | 11,541,211              | -                    | 11,541,211         |
| Government transfers                  | 20,584,139             | 9,778,246               | 9,682,546            | 95,700             |
| Services to other governments         | 2,930,032              | 2,996,550               | 2,496,550            | 500,000            |
| Natural gas system                    | 441,712                | 480,000                 | 480,000              | -                  |
| Sale of goods                         | 1,403,564              | 1,461,652               | 1,461,652            | -                  |
| Interest, penalties & gains           | 5,720,499              | 19,074,403              | 18,694,634           | 379,769            |
| Developer contributions               | 7,898,241              | 1,328,927               | 1,036,000            | 292,927            |
| <b>TOTAL REVENUE</b>                  | <b>116,065,676</b>     | <b>116,593,680</b>      | <b>103,758,084</b>   | <b>12,835,596</b>  |
| <b>EXPENSES</b>                       |                        |                         |                      |                    |
| Salaries, wages & benefits            | 37,796,276             | 39,691,496              | 36,967,012           | 2,724,484          |
| Contracts for services                | 59,308,881             | 43,335,574              | 42,007,167           | 1,328,407          |
| Amortization                          | 11,512,623             | 11,860,146              | 9,134,097            | 2,726,049          |
| Goods, materials & supplies           | 14,256,350             | 13,249,035              | 8,904,958            | 4,344,077          |
| Communications, insurance & utilities | 4,633,169              | 4,914,721               | 3,690,451            | 1,224,270          |
| Interest, charges & losses            | 366,129                | 477,141                 | 231,299              | 245,842            |
| Cost of goods sold                    | 710,500                | 666,000                 | 666,000              | -                  |
| <b>TOTAL EXPENSES</b>                 | <b>128,583,928</b>     | <b>114,194,113</b>      | <b>101,600,984</b>   | <b>12,593,129</b>  |
| <b>SURPLUS(DEFICIT)</b>               | <b>(12,518,252)</b>    | <b>2,399,567</b>        | <b>2,157,100</b>     | <b>242,467</b>     |
| <b>RECONCILIATION TO CASH BASIS:</b>  |                        |                         |                      |                    |
| <b>BUDGETED SURPLUS (DEFICIT)</b>     | (12,518,252)           | 2,399,567               | 2,157,100            | 242,467            |
| Add: Amortization                     | 11,512,623             | 11,860,146              | 9,134,097            | 2,726,049          |
| Add: Transfers from reserves          | 50,139,040             | 24,290,733              | 20,285,570           | 4,005,163          |
| Less: Proposed Infrastructure Program | (40,278,884)           | (21,236,818)            | (17,482,318)         | (3,754,500)        |
| Debt principal payments               | (527,249)              | (527,249)               | -                    | (527,249)          |
| Transfers to reserves                 | (8,327,278)            | (15,742,465)            | (13,050,535)         | (2,691,930)        |
| <b>SURPLUS (DEFICIT)</b>              | <b>\$ -</b>            | <b>\$ 1,043,914</b>     | <b>\$ 1,043,914</b>  | <b>\$ -</b>        |

## REVENUE REPORTING PROPERTY TAXATION

Property Taxation is the single largest revenue source for the City of Vernon, similar to almost all Canadian Municipalities. Proposed Taxation represents 45.7% of total revenues as reported on a consolidated basis.

1.9% of the increase in Taxation relates to the Infrastructure Levy funding asset replacement projects. For 2023, \$750,000 has been estimated as the amount of extra taxation that will be received from non-market change in assessed property values. Non-market change largely represents the addition of tax paying properties recently developed that will be paying Property Taxes in 2023, but did not in 2022.

| Year<br>(in \$1,000's) | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Taxes</b>           | \$ 39,491      | \$ 42,362      | \$ 44,749      | \$ 46,030      | \$ 50,282      | \$ 53,018      |
| <b>Total Revenue</b>   | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| <b>Percentage</b>      | 41.9%          | 34.6%          | 48.7%          | 48.4%          | 43.3%          | 45.5%          |

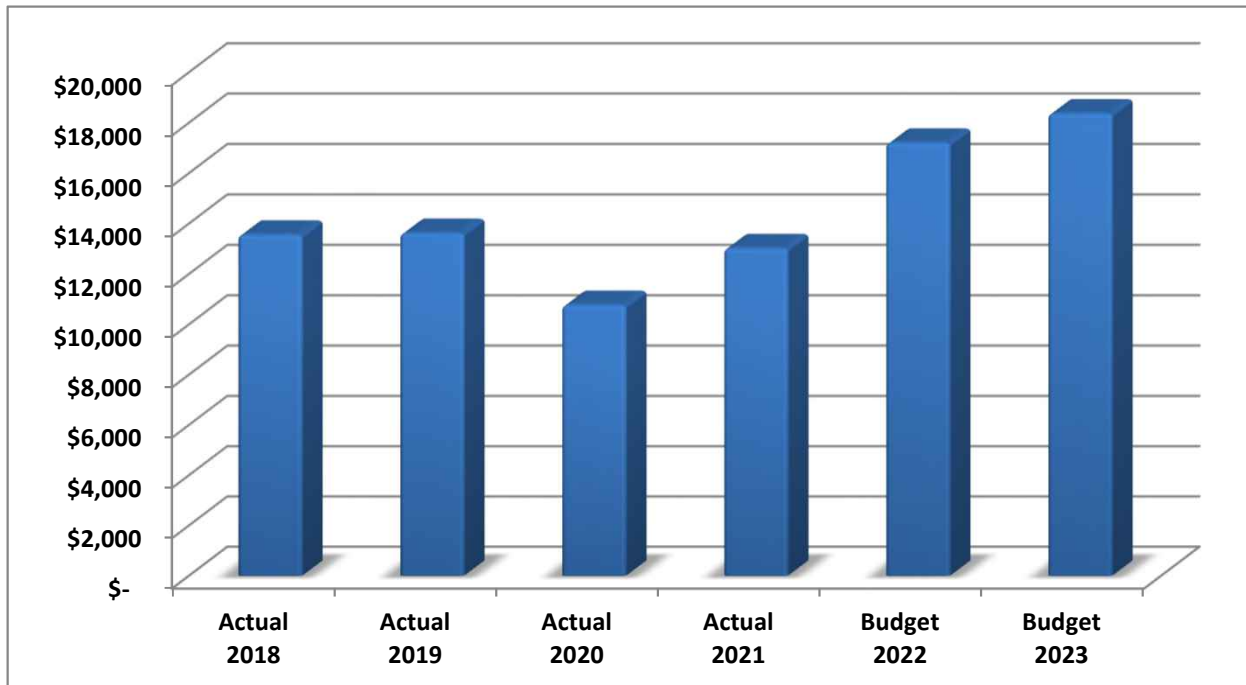


## REVENUE REPORTING

### SALE OF GOODS & SERVICES

Sales of Goods & Services reflects the fee and service revenues collected by the City, excluding Sewer Utility revenues. Most fees have remained relatively stable with minimal increases. The 2023 proposed budget anticipates higher fees due to increased building permits and recreation programs. Sale of Goods & Services include fees for Recreation programs, the City's portion of Transit fees, development permit fees, solid waste and recycling charges, parking fees and fines, City owned property rentals as well as facility rentals, Airport fuel sales and miscellaneous revenue.

| Year<br>(in 1,000's)                | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Sale of Goods &amp; Services</b> | \$ 13,568      | \$ 13,632      | \$ 10,775      | \$ 13,032      | \$ 17,211      | \$ 18,377      |
| <b>Total Revenue</b>                | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| <b>Percentage</b>                   | 14.4%          | 11.1%          | 11.7%          | 13.7%          | 14.8%          | 15.8%          |



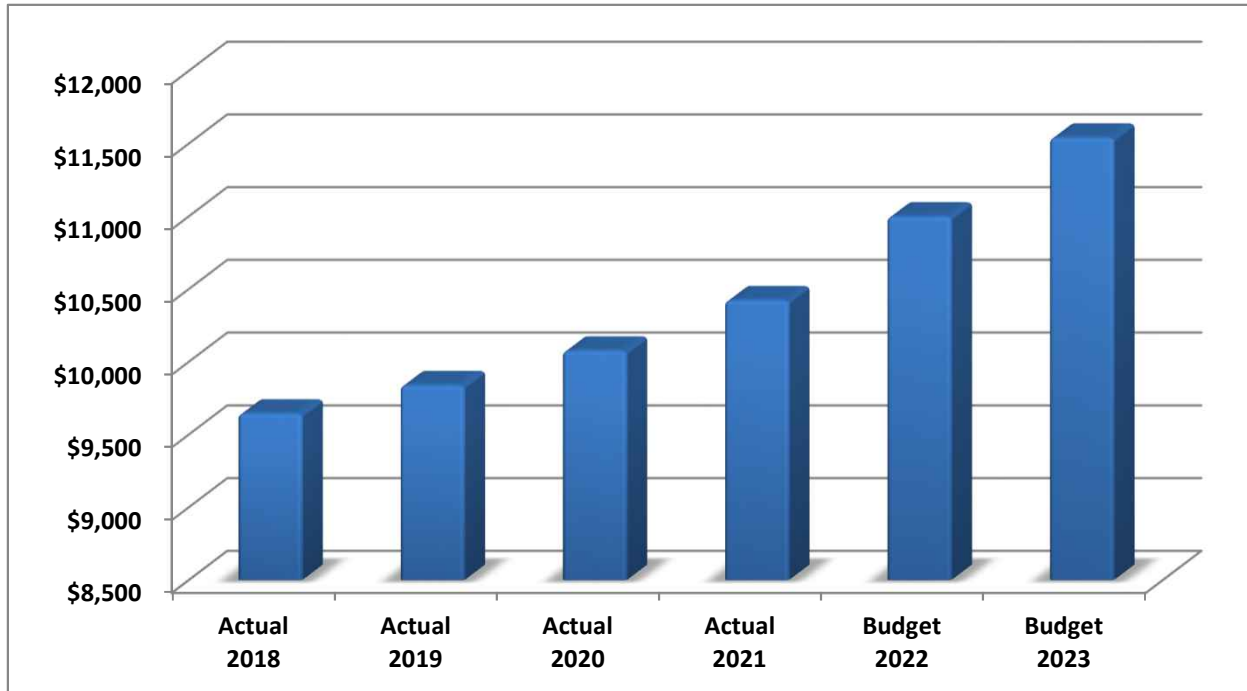


## REVENUE REPORTING

### SANITARY SEWER FEES

Sewer Utility revenue includes usage charges, base fees, flat fees, connection charges, and reclaimed water spray irrigation charges. Steady overall utility revenue over the last few years is due to stable rates and is based largely on water consumption which is metered to encourage water conservation. The proposed 2023 budget anticipates higher sewer user fees due to a 3% rate increase. The Regional District of North Okanagan is responsible for the water, and the water infrastructure, provided to residents of Vernon.

| Year<br>(in 1,000's)       | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Sanitary Sewer Fees</b> | \$ 9,645       | \$ 9,840       | \$ 10,077      | \$ 10,423      | \$ 10,999      | \$ 11,541      |
| <b>Total Revenue</b>       | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| <b>Percentage</b>          | 10.2%          | 8.0%           | 11.0%          | 10.9%          | 9.5%           | 9.9%           |

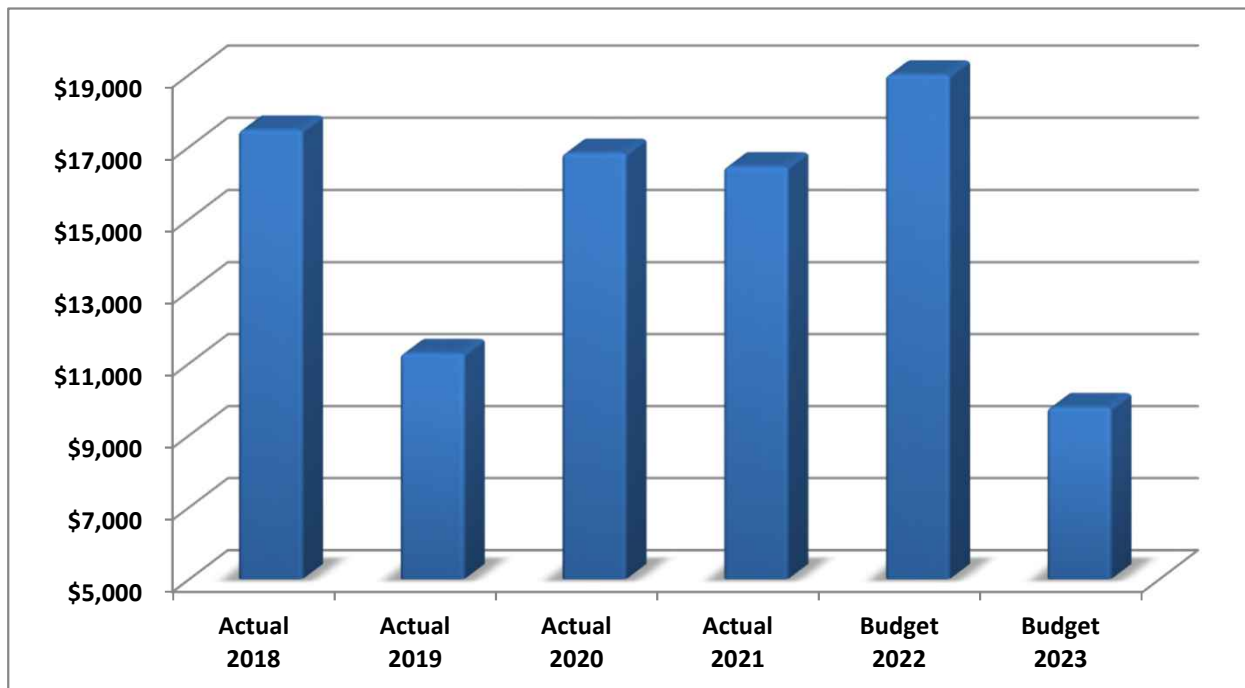


## REVENUE REPORTING

### GOVERNMENT GRANTS

Grants include Federal, Provincial and Regional grants. Federal government grant funding is mostly grant payments for capital projects. Provincial grant funding includes amounts received for Traffic Fine revenue sharing, gas tax, gaming grant and hotel tax. 2018 included funds transferred to the City from the Regional District of the North Okanagan for the construction of Kal Tire North arena which replaced the Civic Arena. Government Grant revenue is projected to decrease in 2023 due to one time grant projects approved in 2022, such as the Childcare Facility construction grants, and parks funding from the RDNO. The Casino Gaming Grant is anticipated to increase in 2023 as Casinos are experiencing post-pandemic rebounds.

| Year<br>(in \$1,000) | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Grants</b>        | \$ 17,473      | \$ 11,281      | \$ 16,832      | \$ 16,456      | \$ 20,584      | \$ 9,778       |
| <b>Total Revenue</b> | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| <b>Percentage</b>    | 18.5%          | 9.2%           | 18.3%          | 17.3%          | 17.7%          | 8.4%           |

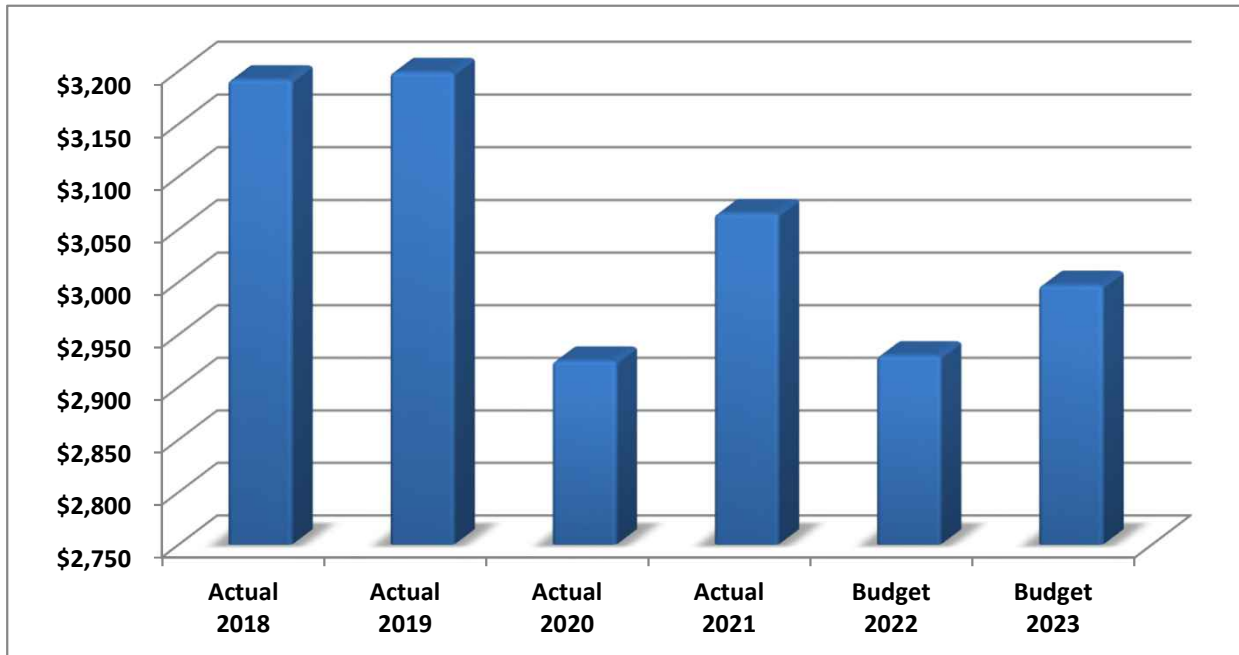


## REVENUE REPORTING

### SERVICES PROVIDED TO OTHER GOVERNMENTS

Services to Other Governments include inter-municipal recoveries for all services exchanged between the City and surrounding local governments. It includes fees for bylaw services, shared transit recoveries, inter-municipal sanitary sewer charges, fees for emergency services such as confined space rescue and hazardous materials response, fees for training and management of the Fire Training Centre, and RCMP support services and detention facility recoveries.

| Year<br>(in \$1,000)         | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Services to other Government | \$ 3,192       | \$ 3,199       | \$ 2,925       | \$ 3,065       | \$ 2,930       | \$ 2,997       |
| Total Revenue                | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| Percentage                   | 3.4%           | 2.6%           | 3.2%           | 3.2%           | 2.5%           | 2.6%           |

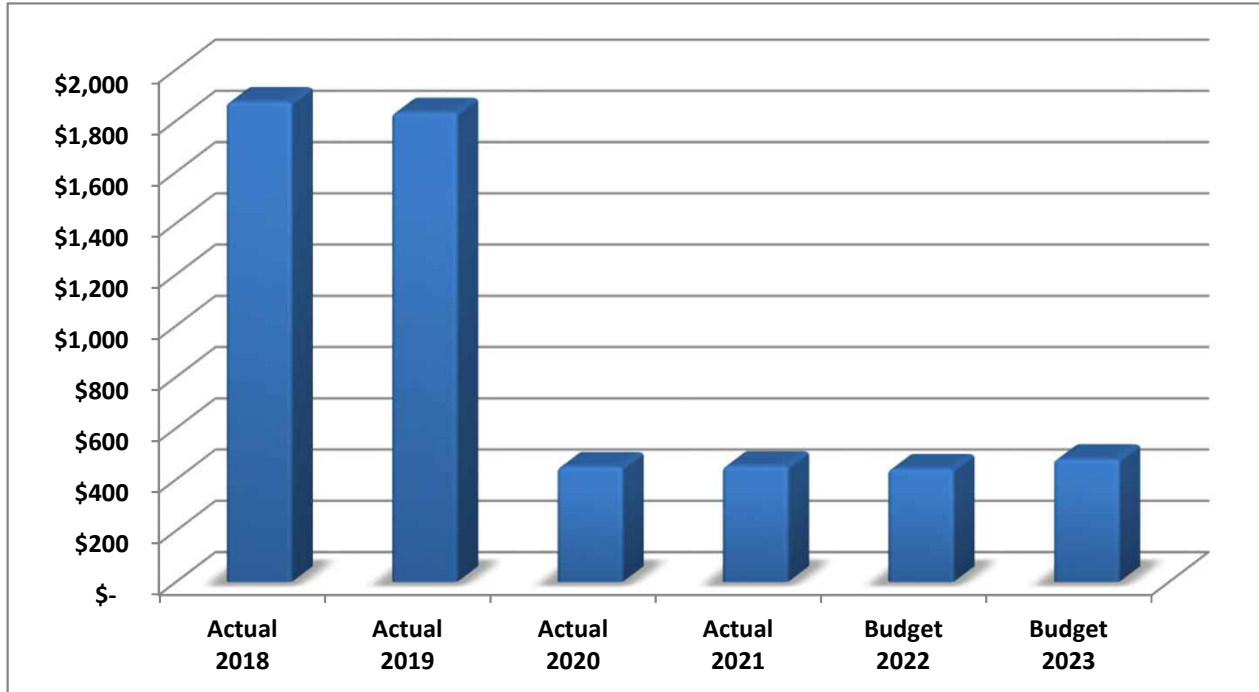


## REVENUE REPORTING

### NATURAL GAS REVENUE

The City of Vernon entered into an agreement with BC Gas Utility, now known as Fortis BC Gas Inc (Fortis) in 2002. The agreement took the form of a sale and leaseback of the natural gas distribution system in Vernon. There is a long term debt obligation and an operating lease. Funding comes from Fortis as lease revenue. During 2019 the long term debt had been fully repaid and Fortis notified the City that they will not be renewing the operating lease. Based on the agreement this required them to pay the City a termination payment of over \$12 million, which was received and transferred to the BC Gas/Fortis Legacy reserve. The City will continue to receive a franchise fee payment from Fortis.

| Year<br>(in \$1,000)      | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Natural Gas System</b> | \$ 1,874       | \$ 1,832       | \$ 450         | \$ 453         | \$ 442         | \$ 480         |
| <b>Total Revenue</b>      | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| <b>Percentage</b>         | 2.0%           | 1.5%           | 0.5%           | 0.5%           | 0.4%           | 0.4%           |



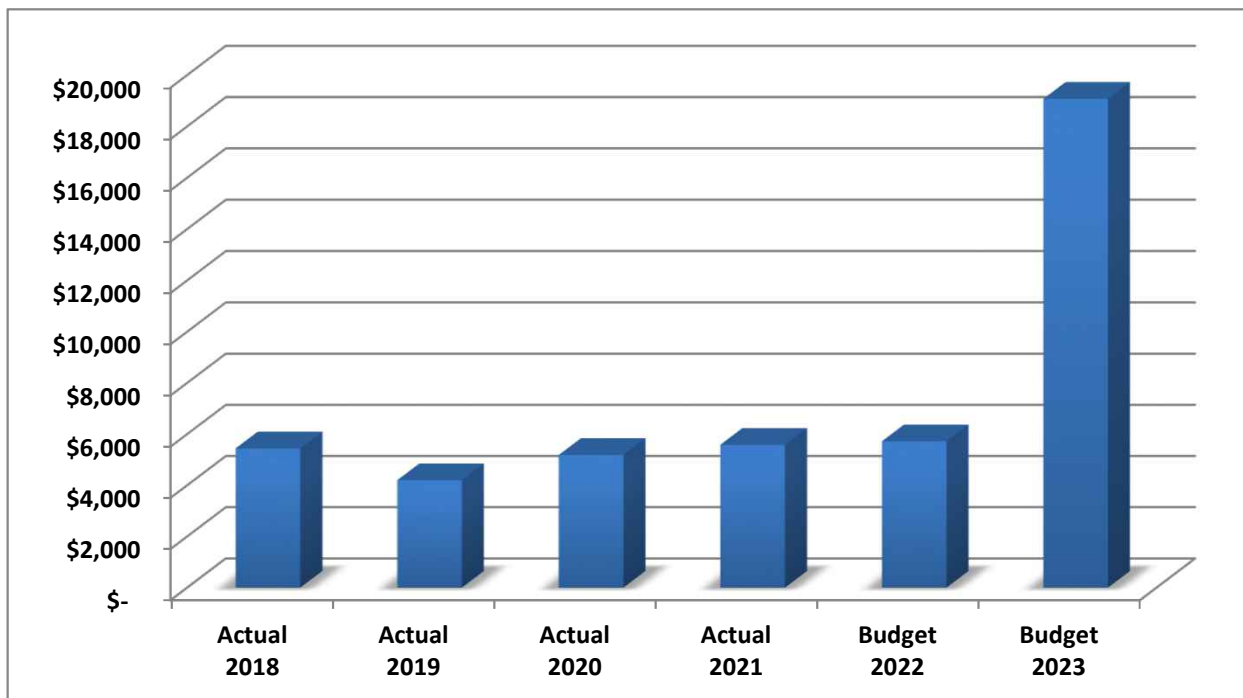


## REVENUE REPORTING

### FISCAL SERVICES

Fiscal Services revenue encompasses interest revenue on overdue receivables, investment income, interest and penalties on outstanding taxes and overdue utilities and proceeds from borrowing. Fiscal services revenue is anticipated to increase in 2023 due to Common Service Allocations (CSA), and recoveries from the 1.9% levy for operating increases. CSA represent the City's General Fund charging other areas that are not funded by property taxation but benefit from common services that property taxation funds. These other areas include Recreation Services and the Sewer Fund, and include charges for property rental space, financial and office administration, and procurement services. With rising interest rates, investment interest has sharply increased. In addition, the Active Living Centre project is scheduled to commence in 2023 utilizing \$12.0 million of the \$121 million in long-term debt authorized by Council and the public over the next 5 years. The 2023 budget figure includes debt proceeds from this loan.

| Year<br>(in \$1,000)    | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|-------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Fiscal Services Revenue | \$ 5,443       | \$ 4,198       | \$ 5,185       | \$ 5,584       | \$ 5,720       | \$ 19,074      |
| Total Revenue           | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| Percentage              | 5.8%           | 3.4%           | 5.6%           | 5.9%           | 4.9%           | 16.4%          |



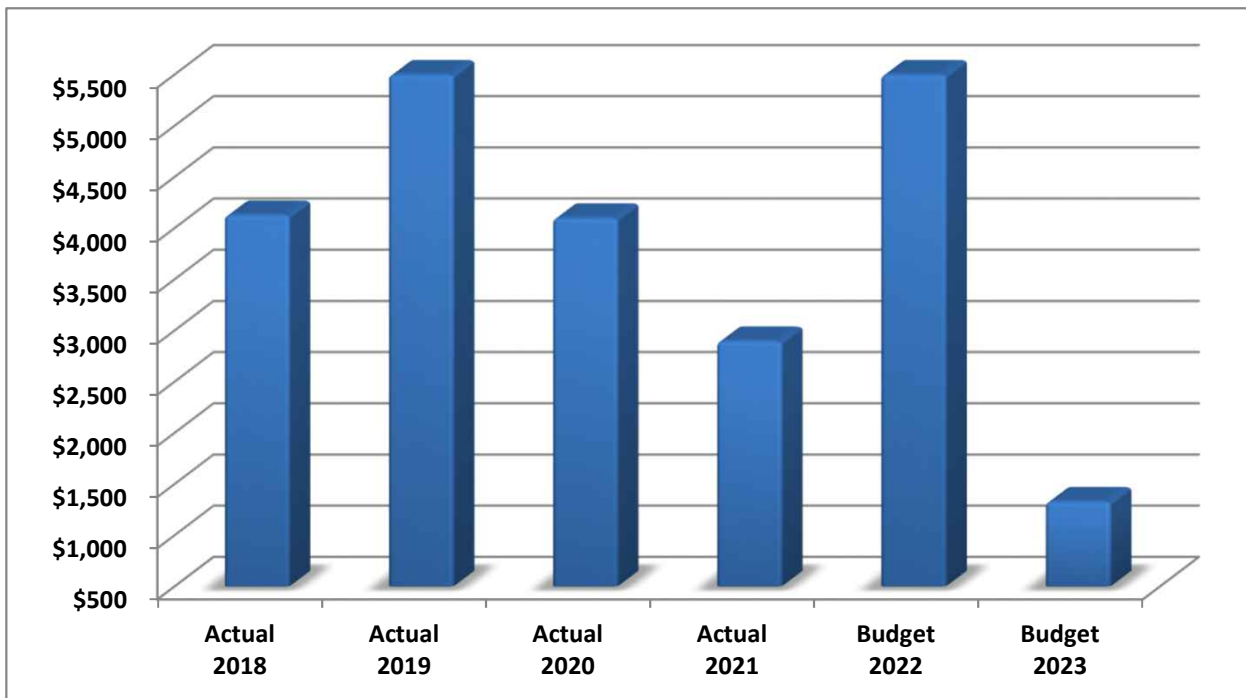
## REVENUE REPORTING

### CONTRIBUTIONS FROM DEVELOPERS

Contributions from Developers is the draw down of deferred revenue for the completion of Capital projects. The funds are levied through Development Cost Charges (DCC's) on new development.

Subsequent years also include revenue amounts equal to the value of assets contributed to the City where developers constructed the required infrastructure in lieu of paying DCC's. When constructed, these assets are then contributed to the City for maintenance and eventual replacement (*eg. roads, sidewalks, storm and sanitary mains, etc.* ).

| Year<br>(in \$1000's)                | 2018<br>Actual | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2023<br>Budget |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Contributions from Developers</b> | \$ 4,128       | \$ 36,976      | \$ 4,100       | \$ 2,897       | \$ 7,898       | \$ 1,329       |
| <b>Total Revenue</b>                 | 94,295         | 122,573        | 91,823         | 95,198         | 116,066        | 116,594        |
| <b>Percentage</b>                    | 4.4%           | 30.2%          | 4.5%           | 3.0%           | 6.8%           | 1.1%           |



## REVENUE AND EXPENDITURES BY DIVISION

| Division Costing Center                              | 2023 Proposed<br>Budget | Transfers To/<br>From Reserves | Note                | 2023 Proposed<br>Budget |
|--|-------------------------|--------------------------------|---------------------|-------------------------|
| <b>Revenues</b>                                      |                         |                                |                     |                         |
| Administration                                       | \$ 1,000                |                                |                     | \$ 1,000                |
| Community Infrastructure & Development Services      | 8,264,288               | (516,948)                      |                     | 7,747,340               |
| Community Safety, Lands & Administration             | 2,879,935               | (644,000)                      |                     | 2,235,935               |
| Facilities   | 27,500                  | (10,000)                       |                     | 17,500                  |
| Fleet  | 1,432,390               | (1,431,000)                    |                     | 1,390                   |
| Financial Services                                   | 11,092,701              | (279,483)                      |                     | 10,813,218              |
| Finance - Collections for Other Governments          | 36,717,382              |                                | a) (36,717,382)     | -                       |
| Finance - Taxation                                   | 51,342,010              |                                |                     | 51,342,010              |
| Fire Rescue  | 196,626                 | (61,200)                       |                     | 135,426                 |
| Human Resources                                      | 99,718                  | (34,718)                       |                     | 65,000                  |
| Operations General                                   | 2,358,778               | (220,503)                      |                     | 2,138,275               |
| Parks Maintenance                                    | 844,944                 |                                |                     | 844,944                 |
| Public Works   | 4,917,651               |                                |                     | 4,917,651               |
| Capital Projects Budget                              | 14,452,175              | (12,559,113)                   |                     | 1,893,062               |
| RCMP Contract  | 500,946                 |                                |                     | 500,946                 |
| Recreation (includes Laker's Clubhouse)              | 19,081,521              | (1,280,400)                    |                     | 17,801,121              |
| Sewer  | 12,929,197              | (311,663)                      |                     | 12,617,534              |
| Storm  | 65,000                  |                                |                     | 65,000                  |
| Water  | 3,456,328               |                                |                     | 3,456,328               |
| <b>Total Revenues</b>                                | <b>170,660,090</b>      | <b>(17,349,028)</b>            | <b>(36,717,382)</b> | <b>116,593,680</b>      |
| <b>Expenditures</b>                                  |                         |                                |                     |                         |
| Administration                                       | 1,004,833               | (4,636)                        |                     | 1,000,197               |
| Amortization   | 11,860,146              |                                |                     | 11,860,146              |
| Community Infrastructure & Development Services      | 13,043,211              | (33,480)                       |                     | 13,009,731              |
| Community Safety, Lands & Administration             | 8,715,975               | (367,384)                      |                     | 8,348,591               |
| Facilities   | 1,709,894               |                                |                     | 1,709,894               |
| Financial Services                                   | 7,827,734               | (3,810,306)                    |                     | 4,017,428               |
| Finance - Collections for Other Governments          | 36,717,382              |                                | a) (36,717,382)     | -                       |
| Fire Rescue  | 7,684,049               | (109,956)                      |                     | 7,574,093               |
| Fleet  | 1,432,390               | (678,527)                      |                     | 753,863                 |
| Human Resources                                      | 1,899,902               | (5,992)                        |                     | 1,893,910               |
| Operations General                                   | 2,299,485               | (6,449)                        |                     | 2,293,036               |
| Parks Maintenance                                    | 4,572,399               |                                |                     | 4,572,399               |
| Public Works   | 10,702,524              | (20,000)                       |                     | 10,682,524              |
| Infrastructure Program Budget                        | 21,393,880              |                                | c) (21,393,880)     | -                       |
| RCMP Contract  | 11,945,622              |                                |                     | 11,945,622              |
| Recreation (includes Laker's Clubhouse)              | 21,909,163              | (1,072,100)                    |                     | 20,837,063              |
| Sewer  | 12,882,803              | (2,691,930)                    | b) (527,249)        | 9,663,624               |
| Storm  | 418,602                 |                                |                     | 418,602                 |
| Water  | 3,456,328               |                                |                     | 3,456,328               |
| <b>Total Expenditures</b>                            | <b>181,476,322</b>      | <b>(8,800,760)</b>             | <b>(58,638,511)</b> | <b>114,037,051</b>      |
| <b>Net Surplus (Deficit), including Amortization</b> | <b>(10,816,232)</b>     | <b>(8,548,268)</b>             | <b>21,921,129</b>   | <b>2,556,629</b>        |
| Add: Amortization                                    |                         |                                |                     | <b>11,860,146</b>       |
| Add: Transfers from reserves                         |                         |                                |                     | <b>17,349,028</b>       |
| Less: Infrastructure Program                         |                         |                                |                     | <b>(21,393,880)</b>     |
| Less: Debt principal payments                        |                         |                                |                     | <b>(527,249)</b>        |
| Less: Transfers to Reserves                          |                         |                                |                     | <b>(8,800,760)</b>      |
| <b>Net Surplus (Deficit)</b>                         |                         |                                |                     | <b>\$ 1,043,914</b>     |
| a) Collections to/from other governments             |                         |                                | \$ 36,717,382       |                         |
| b) Debt principal payments                           |                         |                                | \$ 527,249          |                         |
| c) Infrastructure Projects                           |                         |                                | \$ 21,393,880       |                         |

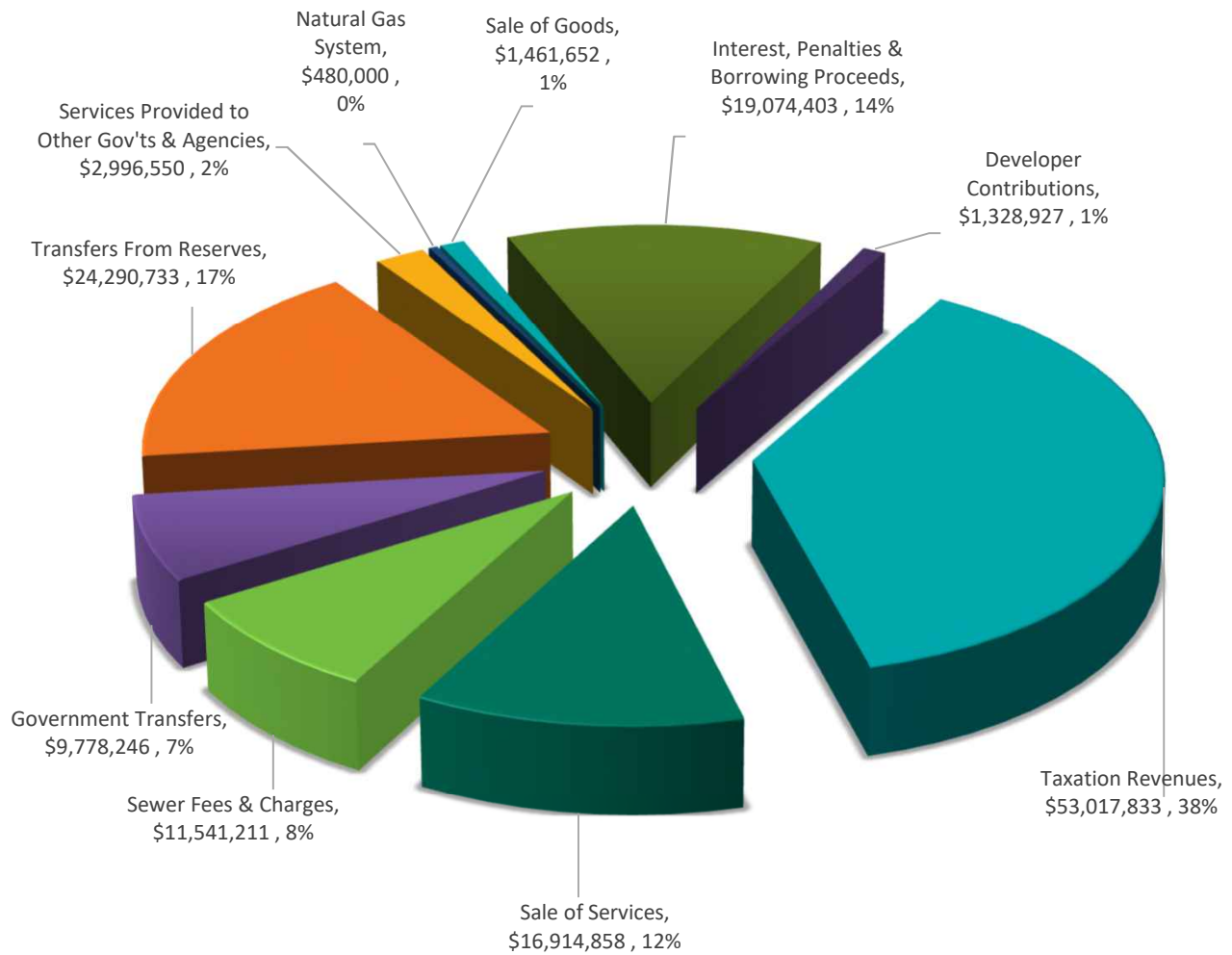
## REVENUE & EXPENSES BY CATEGORY

Includes Transfers To/From Reserves; Excludes Collections To/For Other Governments

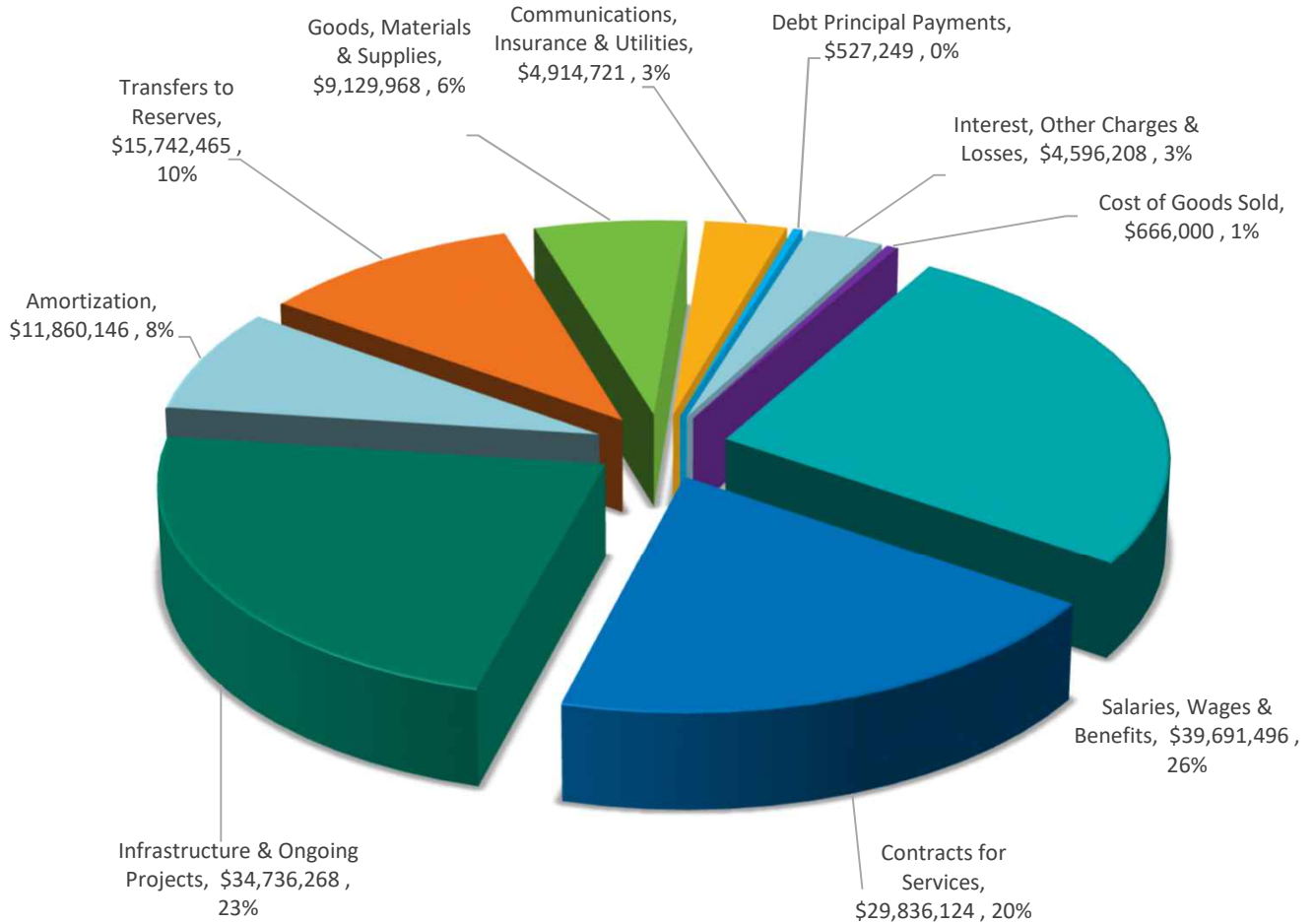
|  | 2022 AMENDED<br>BUDGET | 2023 PROPOSED<br>BUDGET |
|--|------------------------|-------------------------|
| <b>REVENUE</b>                               |                        |                         |
| Taxation Revenues                            | \$ 50,281,671          | \$ 53,017,833           |
| Sale of Services                             | 15,807,083             | 16,914,858              |
| Sewer Fees & Charges                         | 10,998,735             | 11,541,211              |
| Government Transfers                         | 20,584,139             | 9,778,246               |
| Transfers From Reserves                      | 50,139,040             | 24,290,733              |
| Services Provided to Other Gov'ts & Agencies | 2,930,032              | 2,996,550               |
| Natural Gas System                           | 441,712                | 480,000                 |
| Sale of Goods                                | 1,403,564              | 1,461,652               |
| Interest, Penalties & Borrowing Proceeds     | 5,720,499              | 19,074,403              |
| Developer Contributions                      | 7,898,241              | 1,328,927               |
| <b>Total Revenue</b>                         | <b>166,204,716</b>     | <b>140,884,413</b>      |
| <b>EXPENDITURES</b>                          |                        |                         |
| Salaries, Wages & Benefits                   | 37,796,276             | 39,691,496              |
| Contracts for Services                       | 29,505,289             | 29,836,124              |
| Infrastructure & Ongoing Projects            | 70,082,476             | 34,736,268              |
| Amortization                                 | 11,512,623             | 11,860,146              |
| Transfers to Reserves                        | 8,327,278              | 15,742,465              |
| Goods, Materials & Supplies                  | 10,149,979             | 9,129,968               |
| Communications, Insurance & Utilities        | 4,633,169              | 4,914,721               |
| Debt Principal Payments                      | 527,249                | 527,249                 |
| Interest, Other Charges & Losses             | 4,472,500              | 4,596,208               |
| Cost of Goods Sold                           | 710,500                | 666,000                 |
| <b>Total Expenditures</b>                    | <b>177,717,339</b>     | <b>151,700,645</b>      |
| <b>Net Cost, Including Amortization</b>      | <b>(11,512,623)</b>    | <b>(10,816,232)</b>     |
| <b>Net Cost, Excluding Amortization</b>      | <b>\$ -</b>            | <b>\$ 1,043,914</b>     |



## REVENUE BY CATEGORY



## EXPENSE BY CATEGORY

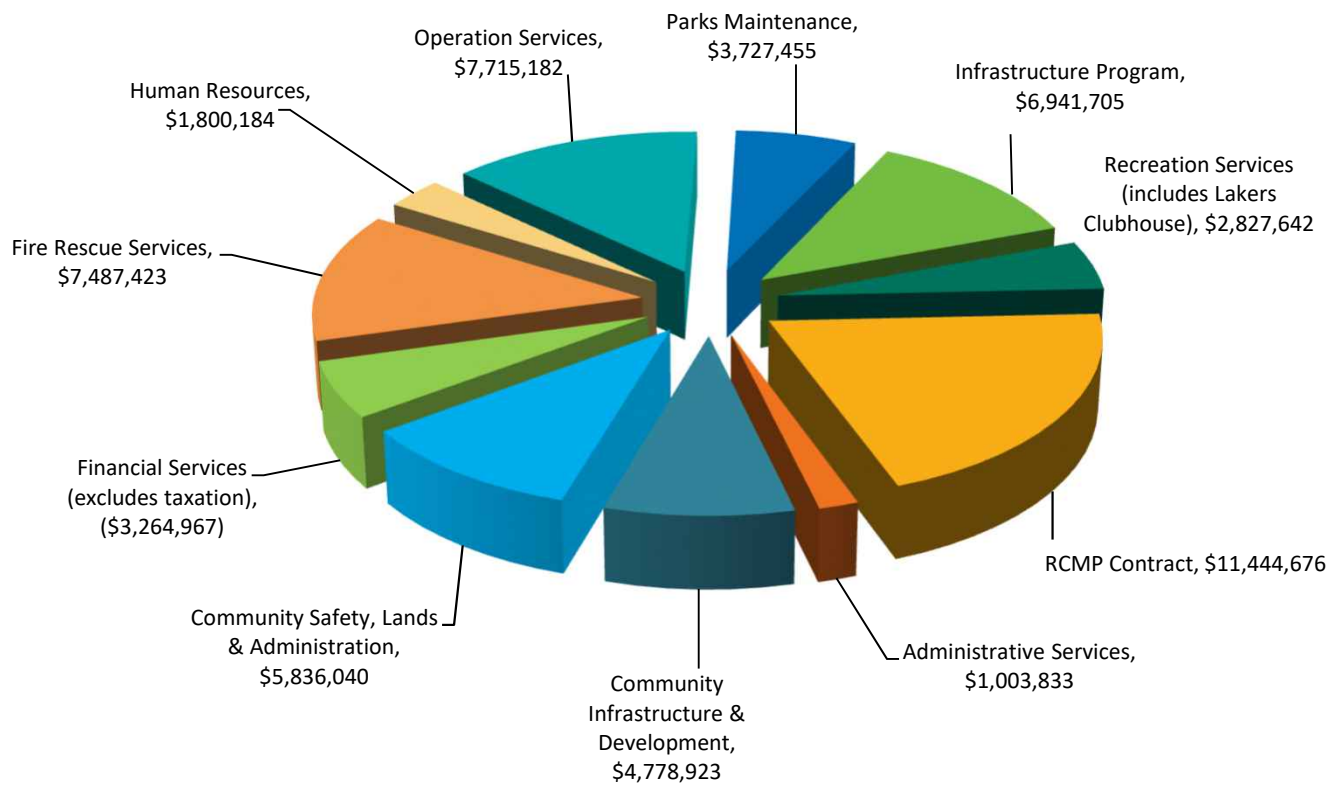


## GENERAL FUND: NET TAX REQUIREMENT BY DIVISION

(excludes Amortization)

| DIVISION  | 2022 NET TAX<br>REQUIREMENT | 2023 NET TAX<br>REQUIREMENT | \$ INCREASE<br>(DECREASE) IN<br>BUDGET | % INCREASE<br>(DECREASE) IN<br>BUDGET |
|---|-----------------------------|-----------------------------|--|---------------------------------------|
| Administrative Services                         | \$ 935,953                  | \$ 1,003,833                | \$ 67,880                              | 7.3%                                  |
| Community Infrastructure & Development          | \$ 4,784,311                | \$ 4,778,923                | \$ (5,388)                             | -0.1%                                 |
| Community Safety, Lands & Administration        | \$ 5,446,746                | \$ 5,836,040                | \$ 389,294                             | 7.1%                                  |
| Financial Services (excludes taxation)          | \$ (2,329,943)              | \$ (3,264,967)              | \$ (935,024)                           | -40.1%                                |
| Fire Rescue Services                            | \$ 7,244,297                | \$ 7,487,423                | \$ 243,126                             | 3.4%                                  |
| Human Resources                                 | \$ 1,747,784                | \$ 1,800,184                | \$ 52,400                              | 3.0%                                  |
| Operation Services                              | \$ 7,529,616                | \$ 7,715,182                | \$ 185,566                             | 2.5%                                  |
| Parks Maintenance                               | \$ 3,622,251                | \$ 3,727,455                | \$ 105,204                             | 2.9%                                  |
| Infrastructure Program                          | \$ 6,017,207                | \$ 6,941,705                | \$ 924,498                             | 15.4%                                 |
| Recreation Services (includes Lakers Clubhouse) | \$ 2,606,975                | \$ 2,827,642                | \$ 220,667                             | 8.5%                                  |
| RCMP Contract                                   | \$ 11,052,582               | \$ 11,444,676               | \$ 392,094                             | 3.5%                                  |
| <b>TOTAL</b>                                    | <b>\$ 48,657,779</b>        | <b>\$ 50,298,096</b>        | <b>\$ 1,640,317</b>                    | <b>3.4%</b>                           |

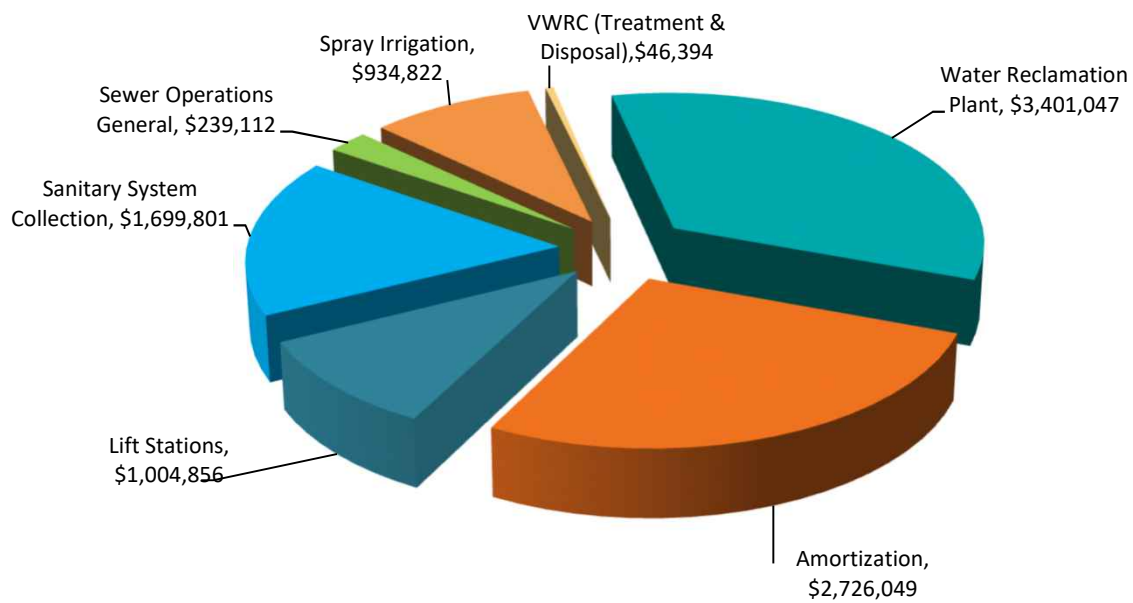
## GENERAL FUND: 2023 NET TAX REQUIREMENT



## SEWER FUND: 2022 TO 2023 COMPARISON

|                             | 2022<br>AMENDED<br>BUDGET | 2023<br>PROPOSED<br>BUDGET | \$ INCREASE<br>(DECREASE)<br>IN BUDGET | % INCREASE<br>(DECREASE)<br>IN BUDGET |
|-----------------------------|---------------------------|----------------------------|--|---------------------------------------|
| <b>DEPARTMENT</b>           |                           |                            |  |                                       |
| Amortization                | \$ 2,692,633              | \$ 2,726,049               | \$ 33,416                              | 1.24 %                                |
| Fiscal Services - Sewer     | (6,424,827)               | (7,326,032)                | (901,205)                              | 14.03 %                               |
| Lift Stations               | 1,014,143                 | 1,004,856                  | (9,287)                                | -0.92 %                               |
| Sanitary System Collection  | 1,544,132                 | 1,699,801                  | 155,669                                | 10.08 %                               |
| Sewer Operations General    | 210,765                   | 239,112                    | 28,347                                 | 13.45 %                               |
| Spray Irrigation            | 934,642                   | 934,822                    | 180                                    | 0.02 %                                |
| VWRC (Treatment & Disposal) | 45,443                    | 46,394                     | 951                                    | 2.09 %                                |
| Water Reclamation Plant     | 2,675,702                 | 3,401,047                  | 725,345                                | 27.11 %                               |
| <b>SUB TOTAL</b>            | 2,692,633                 | 2,726,049                  | 33,416                                 | <b>1.24 %</b>                         |
| <b>AMORTIZATION</b>         | <b>2,692,633</b>          | <b>2,726,049</b>           | <b>33,416</b>                          | <b>1.24 %</b>                         |
| <b>NET</b>                  | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ -</b>                            |                                       |

### 2023 SEWER FUND DEPARTMENT (excluding Fiscal Services)

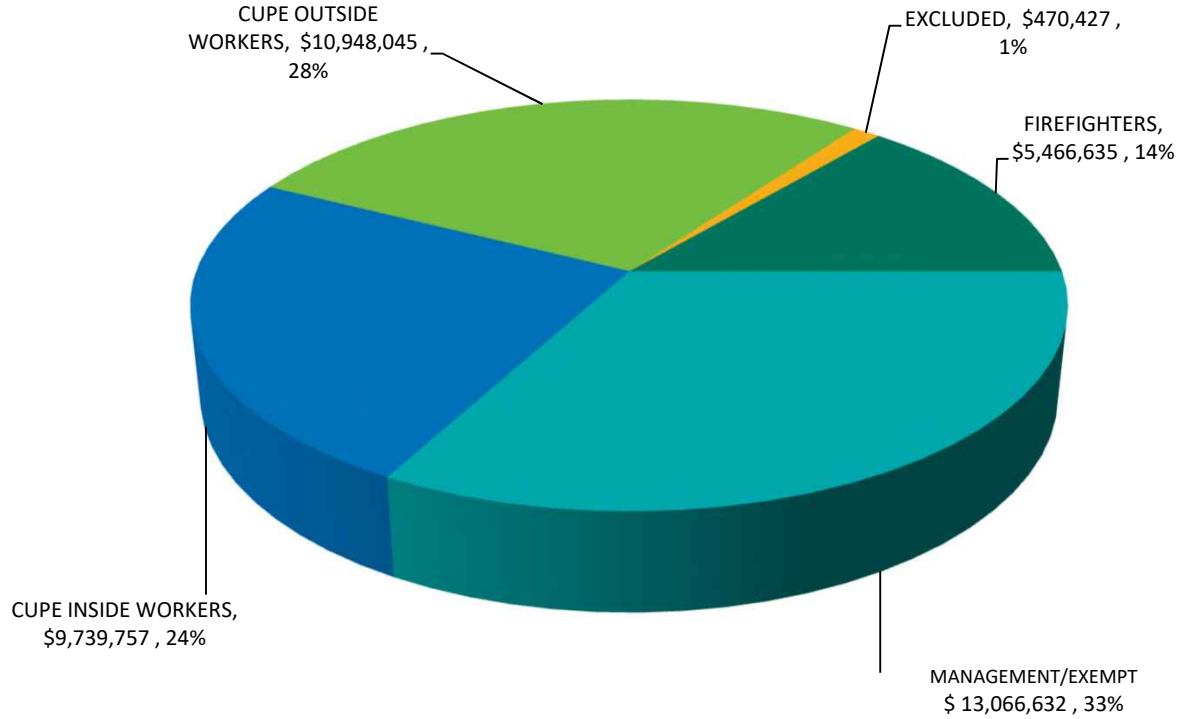




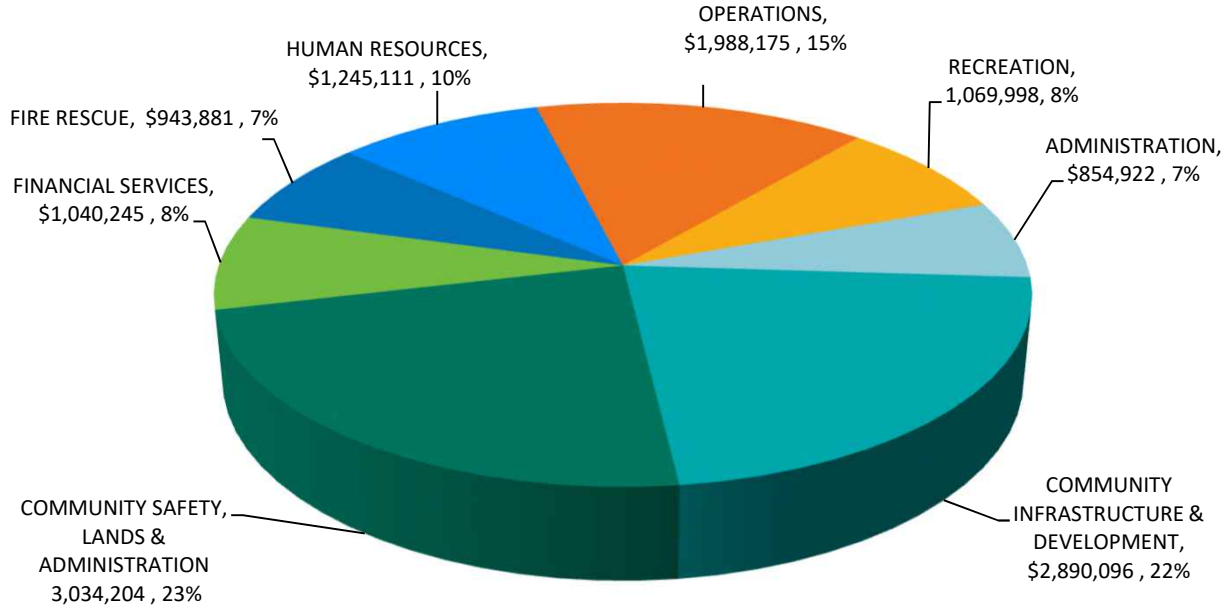
**SALARIES, WAGES & BENEFITS - BY DIVISION**

|  |                 |                        | CUPE               |                   |              |                   |                   | \$ INCREASE<br>(DECREASE) | % INCREASE<br>(DECREASE) |
|--|-----------------|------------------------|--------------------|-------------------|--------------|-------------------|-------------------|---------------------------|--------------------------|
|  | MGMT/<br>EXEMPT | CUPE INSIDE<br>WORKERS | OUTSIDE<br>WORKERS | EXCLUDED<br>STAFF | FIREFIGHTERS | TOTAL FOR<br>2023 | TOTAL FOR<br>2022 | OVER PRIOR<br>YEAR)       | OVER PRIOR<br>YEAR)      |
| DIVISION                                 |                 |                        |                    |                   |              |                   |                   |                           |                          |
| Administrative Services                  | \$ 854,922      |                        |                    |                   |              | \$ 854,922        | \$ 786,447        | \$ 68,475                 | 8.71%                    |
| Community Infrastructure & Development   | 2,890,096       | 1,876,441              | 521                |                   |              | 4,767,058         | 4,534,849         | 232,209                   | 5.12%                    |
| Community Safety, Lands & Administration | 3,034,204       | 3,923,515              | 1,927              |                   |              | 6,959,646         | 6,490,782         | 468,864                   | 7.22%                    |
| Financial Services                       | 1,040,245       | 1,180,348              | 91,203             |                   |              | 2,311,796         | 2,110,973         | 200,823                   | 9.51%                    |
| Fire Rescue Services                     | 943,881         | 35,179                 | 38,887             |                   | 5,466,635    | 6,484,582         | 6,334,207         | 150,375                   | 2.37%                    |
| Human Resources                          | 1,245,111       | 87,672                 | 11,104             |                   |              | 1,343,887         | 1,278,450         | 65,437                    | 5.12%                    |
| Recreation Services                      | 1,069,998       | 1,609,545              | 1,498,244          | 470,427           |              | 4,648,214         | 4,400,354         | 247,860                   | 5.63%                    |
| OPERATIONS:                              |                 |                        |                    |                   |              |                   |                   |                           |                          |
| Operations General                       | 914,879         | 956,144                | 243,397            |                   |              | 2,114,420         | 2,016,152         | 98,268                    | 4.87%                    |
| Facility Services                        | 142,826         |                        | 442,488            |                   |              | 585,314           | 573,520           | 11,794                    | 2.06%                    |
| Fleet Servcies                           | 142,826         |                        | 567,860            |                   |              | 710,686           | 695,606           | 15,080                    | 2.17%                    |
| Parks Maintenance                        | 185,407         |                        | 1,482,911          |                   |              | 1,668,318         | 1,554,030         | 114,288                   | 7.35%                    |
| Public Works                             | 248,884         |                        | 1,757,640          |                   |              | 2,006,524         | 1,953,231         | 53,293                    | 2.73%                    |
| Sewer Services                           | 257,826         | 70,913                 | 2,395,745          |                   |              | 2,724,484         | 2,605,458         | 119,026                   | 4.57%                    |
| Storm Services                           | 31,842          |                        | 250,760            |                   |              | 282,602           | 276,994           | 5,608                     | 2.02%                    |
| Water Services                           | 63,685          |                        | 2,165,358          |                   |              | 2,229,043         | 2,185,223         | 43,820                    | 2.01%                    |
| OPERATIONS Total                         | 1,988,175       | 1,027,057              | 9,306,159          | -                 | -            | 12,321,391        | 11,860,214        | 461,177                   | 3.89%                    |
| GRAND TOTAL                              | \$ 13,066,632   | \$ 9,739,757           | \$ 10,948,045      | \$ 470,427        | \$ 5,466,635 | \$ 39,691,496     | \$ 37,796,276     | \$ 1,895,220              | 5.01%                    |

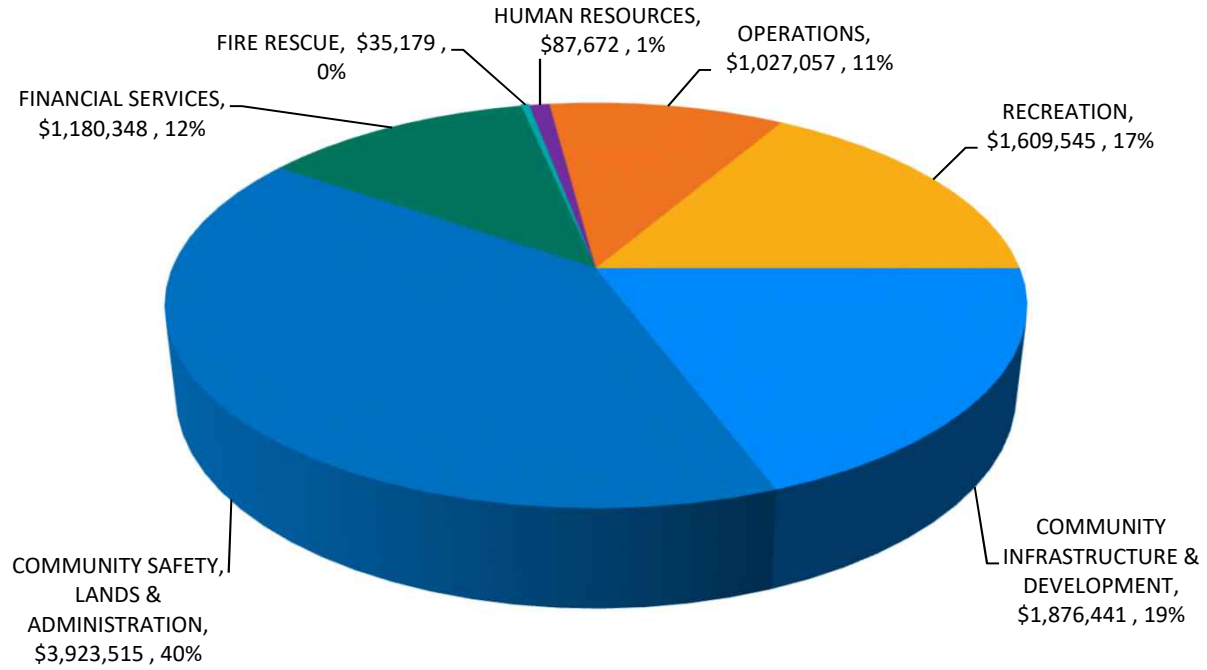
### TOTAL LABOUR



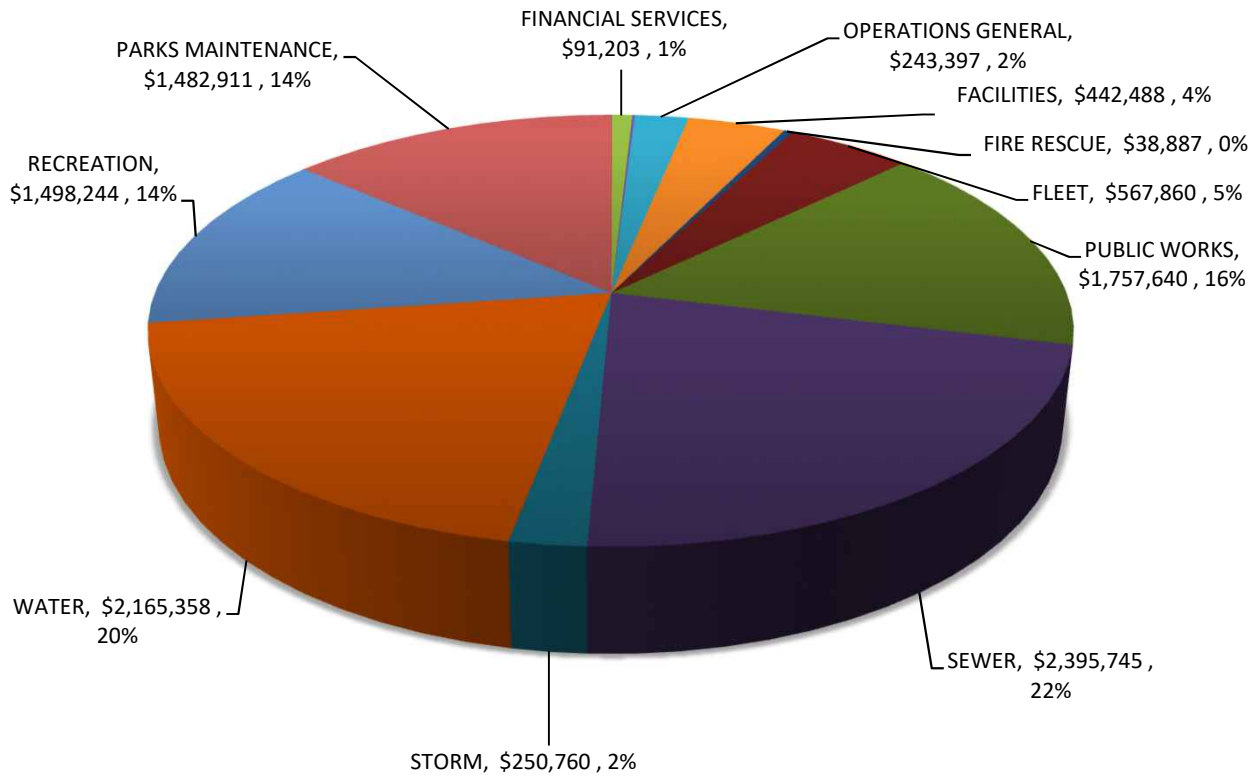
### MANAGEMENT/EXEMPT



### CUPE INSIDE WORKERS



### CUPE OUTSIDE WORKERS



## 2023 FULL TIME EQUIVALENT POSITIONS (FTE)

|   | 2021<br>FULL-TIME<br>EQUIVALENT | 2022<br>FULL-TIME<br>EQUIVALENT | POSITION<br>CHANGES | NOTES | 2023<br>FULL-TIME<br>EQUIVALENT |
|---|---------------------------------|---------------------------------|---------------------|-------|---------------------------------|
| <b>DIVISION</b>                                 |                                 |                                 |                     |       |                                 |
| Administrative Services                         | 2.1                             | 2.1                             |                     |       | 2.1                             |
| Community Infrastructure & Development Services | 37.3                            | 41.3                            | 0.5                 | a)    | 41.8                            |
| Community Safety, Lands & Administration        | 66.5                            | 71.0                            | 2.0                 | b)    | 73.0                            |
| Financial Services                              | 19.5                            | 20.9                            | 0.7                 | c)    | 21.6                            |
| Fire Services                                   | 41.9                            | 43.9                            | (0.2)               | d)    | 43.7                            |
| Human Resources Services                        | 10.0                            | 10.2                            | 0.2                 | e)    | 10.4                            |
| Recreation Services                             | 50.1                            | 56.0                            | 1.6                 | f)    | 57.6                            |
| Infrastructure Program                          | 7.4                             | 7.4                             |                     |       | 7.4                             |
| <b>OPERATIONS</b>                               |                                 |                                 |                     |       |                                 |
| Operations General                              | 3.5                             | 17.5                            |                     |       | 17.5                            |
| Facility Services                               | 5.4                             | 5.5                             |                     |       | 5.5                             |
| Fleet Services                                  | 5.7                             | 6.1                             |                     |       | 6.1                             |
| Parks Maintenance                               | 16.3                            | 18.2                            | 0.9                 | g)    | 19.1                            |
| Public Work Services                            | 21.0                            | 20.7                            |                     |       | 20.7                            |
| Sewer Services                                  | 25.9                            | 26.2                            |                     |       | 26.2                            |
| Storm Services                                  | 2.9                             | 2.9                             |                     |       | 2.9                             |
| Water Services                                  | 23.1                            | 23.1                            |                     |       | 23.1                            |
| <b>GRAND TOTAL</b>                              | <b>338.6</b>                    | <b>373.0</b>                    | <b>5.8</b>          |       | <b>378.8</b>                    |

### Notes:

- a) Addition of one full-time Development Clerk for a full year.
- b) Addition of Specialist, Information Services position and one temporary Exhibit Custodian for RCMP Support Services.
- c) Addition of one full-time position in Financial Services.
- d) Small adjustment to Auxiliary Firefighter to reflect historical actuals.
- e) Increase for temporary Coordinator, Talet Acquisition & Retention.
- f) Increases of 0.8 fte for part-time staff throughout Recreation Services plus 0.8 fte increase for Lakeview Pool operation.
- g) Addition of 0.7 fte for Equipment Operator at various local parks and 0.3 fte for Civic Memorial Park maintenance.

## RESERVE ACCOUNTS CONTINUITY PROJECTIONS

|                                | 2023 PROPOSED BUDGET |           |            |              |            |
|--------------------------------|----------------------|-----------|------------|--------------|------------|
|                                | PROJECTED            | OPERATING |            | PROJECTS     | PROJECTED  |
|                                | BALANCES             | TRANSFERS | TRANSFERS  | TRANSFERS    | BALANCE    |
|                                | JAN 01/23            | OUT       | IN         | OUT          | DEC 31/23  |
| OPERATING GROUP                |                      |           |            |              |            |
| Abandoned Camp Reserve         | \$ 60,001            |           |            |              | \$ 60,001  |
| Emergency Planning             | 24,004               |           |            |              | 24,004     |
| Mural Maintenance              | 107,366              | (10,000)  | 10,000     |              | 107,366    |
| Arts and Culture               | 20,982               |           |            |              | 20,982     |
|                                | 212,353              | (10,000)  | 10,000     | 0            | 212,353    |
| TAX EQUALIZATION GROUP         |                      |           |            |              |            |
| Insurance Proceeds             | 534,740              |           |            |              | 534,740    |
| Snow Removal                   | 230,502              |           |            |              | 230,502    |
| Development Excess Revenue     | 1,428,743            | (345,456) |            |              | 1,083,287  |
| RCMP Contingency               | 1,986,293            | (85,000)  |            |              | 1,901,293  |
| Election                       | 30,000               |           | 30,000     |              | 60,000     |
| Legal Fees                     | 200,000              |           |            |              | 200,000    |
| Salary                         | 482,882              |           |            |              | 482,882    |
| COVID-19 Safe Restart Grant    | 605,749              | (200,000) |            |              | 405,749    |
|                                | 5,498,909            | (630,456) | 30,000     | 0            | 4,898,453  |
| CAPITAL GROUP                  |                      |           |            |              |            |
| Data Processing                | -                    |           |            |              | 0          |
| Civic Buildings                | 292,831              |           | 33,619     |              | 326,450    |
| Casino Grant                   | 592,796              |           | 1,750,000  | (1,950,000)  | 392,796    |
| Vehicles & Equipment           | 133,777              |           | 678,527    | (121,000)    | 691,304    |
| Fire Apparatus Reserve         | 107,733              |           |            |              | 107,733    |
| Fire Equipment Reserve         | 221,483              |           | 104,334    | (60,000)     | 265,817    |
| Infrastructure Reserve         | 1,013,182            |           | 6,941,705  | (7,246,318)  | 708,569    |
| Polson Park Reserve            | 16,977               |           |            |              | 16,977     |
| IS Equipment Reserve           | 557,212              |           | 355,538    | (359,000)    | 553,750    |
| MFA Refund Res - General       | 143,265              |           |            |              | 143,265    |
| Fortis BC Gas LILO Bylaw       | 102,996              |           |            |              | 102,996    |
| RCMP Building Reserve          | 2,171,504            |           |            |              | 2,171,504  |
| Ice Plant Equipment            | 13,400               |           | 12,000     |              | 25,400     |
| Hesperia Landfill Reserve      | 514,270              |           | 20,000     |              | 534,270    |
| Recreation IT Equipment        | 43,425               | (22,800)  | 20,000     |              | 40,625     |
| Rec Vehicle & Equipment        | 109,434              |           | 25,500     |              | 134,934    |
| CWF Gas Tax                    | 3,765,165            |           | 1,902,817  | (3,511,000)  | 2,156,982  |
| Kin Race Track Park reserve    | 8,278,914            | (116,995) |            | (3,000,000)  | 5,161,919  |
| Airport Reserve                | 268,548              |           |            |              | 268,548    |
|                                | 18,346,912           | (139,795) | 11,844,040 | (16,247,318) | 13,803,839 |
| SPECIAL PURPOSE & LEGACY GROUP |                      |           |            |              |            |
| Affordable Housing             | 377,475              |           | 75,000     |              | 452,475    |
| Emergency Response             | 27,526               |           |            |              | 27,526     |
| Transit Expansion              | 1,546,486            |           |            |              | 1,546,486  |
| Hotel Tax                      | 996,390              | (375,000) | 25,000     |              | 646,390    |
| Climate Action Revolving Fund  | 702,865              |           | 68,361     |              | 771,226    |
| Ammonia Chloride Reserve       | 61,067               | (1,200)   |            |              | 59,867     |
| Fortis BC Gas Lease Legacy     | -                    |           |            |              | 0          |
| Parks Reserve                  | 146,083              |           |            |              | 146,083    |
| Extreme Wildfire               | 142,336              |           |            |              | 142,336    |
| Unexpended Uncommitted Balance | 154,528              | (34,718)  |            |              | 119,810    |
|                                | 4,154,756            | (410,918) | 168,361    | 0            | 3,912,199  |

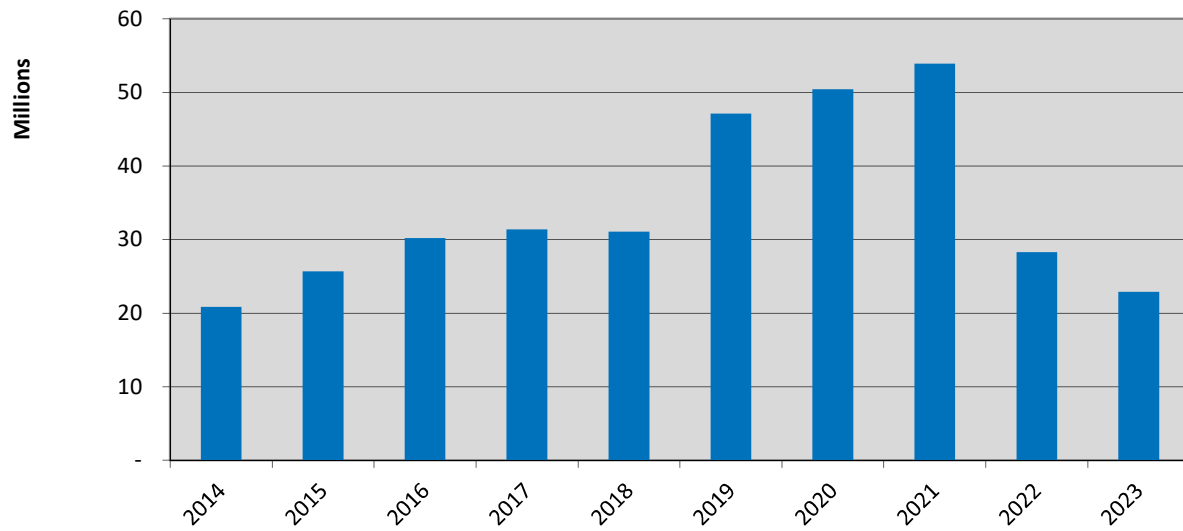


## RESERVE ACCOUNTS CONTINUITY PROJECTIONS

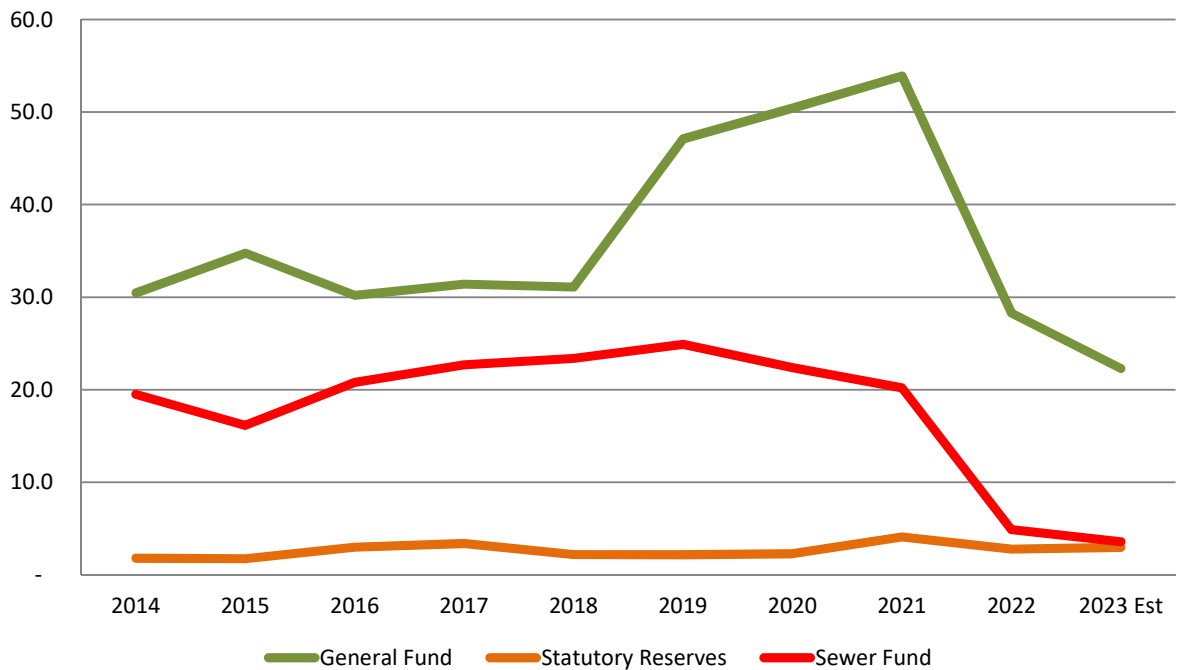
|                                       | PROJECTED<br>BALANCES<br>JAN 01/23 | 2023 PROPOSED BUDGET<br>OPERATING<br>TRANSFERS OUT      TRANSFERS IN |               | PROJECTS<br>TRANSFERS<br>OUT | PROJECTED<br>BALANCE<br>DEC 31/23 |
|---------------------------------------|------------------------------------|--|---------------|------------------------------|-----------------------------------|
| BUDGET CARRYOVERS                     |                                    |  |               |                              |                                   |
| Budget Carry-Over General             | 3,955                              |  |               |                              | 3,955                             |
| Heritage Program                      | 33,854                             |  |               |                              | 33,854                            |
| Special Projects                      | 34,481                             |  |               |                              | 34,481                            |
|                                       | 72,290                             | 0  | 0             | 0                            | 72,290                            |
| TOTAL GENERAL RESERVES                |                                    |  |               |                              |                                   |
|                                       | \$ 28,285,220                      | \$ (1,191,169)   | \$ 12,052,401 | \$ (16,247,318)              | \$ 22,899,134                     |
| SEWER                                 |                                    |  |               |                              |                                   |
| MFA Refund Reserve - Sewer            | \$ 435,649                         |  |               | \$ (100,000)                 | \$ 335,649                        |
| Sewer General                         | 3,920,614                          |  | 2,675,464     | (3,924,500)                  | 2,671,578                         |
| RDNO Dump Site                        | 50,133                             |  |               |                              | 50,133                            |
| Septage Facility                      | 522,625                            |  |               |                              | 522,625                           |
|                                       | 4,929,021                          | 0  | 2,675,464     | (4,024,500)                  | 3,579,985                         |
| TOTAL GENERAL<br>& SEWER RESERVES     |                                    |  |               |                              |                                   |
|                                       | 33,214,241                         | (1,191,169)  | 14,727,865    | (20,271,818)                 | 26,479,119                        |
| STATUTORY RESERVES & DEFERRED REVENUE |                                    |  |               |                              |                                   |
| Highway Access to Water               | 720,720                            |  |               |                              | 720,720                           |
| Land Sale                             | 514,969                            |  |               |                              | 514,969                           |
| Local Improvement                     | 311,353                            |  |               |                              | 311,353                           |
| Parkland                              | 162,850                            |  |               |                              | 162,850                           |
| Works Contribution/Sidewalk Gifting   | 2,225,175                          |  |               |                              | 2,225,175                         |
| Rec Facility Major Maint              | 191,632                            |  | 1,014,600     | (864,600)                    | 341,632                           |
| Rec Facility Operating                | 939,161                            |  |               |                              | 939,161                           |
| DCC Roads                             | 1,231,878                          |  |               | (836,000)                    | 395,878                           |
| DCC Storm                             | 1,261,655                          |  |               | (200,000)                    | 1,061,655                         |
| DCC Sewer Collection                  | 502,537                            |  |               | (61,000)                     | 441,537                           |
| DCC Sewer Treatment                   | 1,423,242                          | (231,927)  |               |                              | 1,191,315                         |
| DCC Sewer Disposal                    | 2,527,471                          |  |               |                              | 2,527,471                         |
| DCC Parks                             | 757,266                            |  |               |                              | 757,266                           |
|                                       | \$ 12,769,909                      | \$ (231,927)   | \$ 1,014,600  | \$ (1,961,600)               | \$ 11,590,982                     |
| TOTAL RESERVES<br>& DEFERRED REVENUES |                                    |  |               |                              |                                   |
|                                       | \$ 45,984,150                      | \$ (1,423,096)   | \$ 15,742,465 | \$ (22,233,418)              | \$ 38,070,101                     |

## RESERVE HISTORY - GENERAL FUND

| YEAR ENDED |           | RESERVE BALANCES |                    |
|------------|-----------|------------------|--------------------|
|            |           |                  | PROJECTED/PROPOSED |
| 2014       | Actual    | \$               | 20,874,452         |
| 2015       | Actual    |                  | 25,662,152         |
| 2016       | Actual    |                  | 30,224,842         |
| 2017       | Actual    |                  | 31,391,125         |
| 2018       | Actual    |                  | 31,080,501         |
| 2019       | Actual    |                  | 47,105,933         |
| 2020       | Actual    |                  | 50,415,918         |
| 2021       | Actual    |                  | 53,897,387         |
| 2022       | Actual    |                  | 28,285,220         |
| 2023       | Estimated |                  | 22,899,134         |



Reserves Balances (millions)





# DEPARTMENT SUMMARIES

# DEPARTMENT SUMMARIES TABLE OF CONTENTS

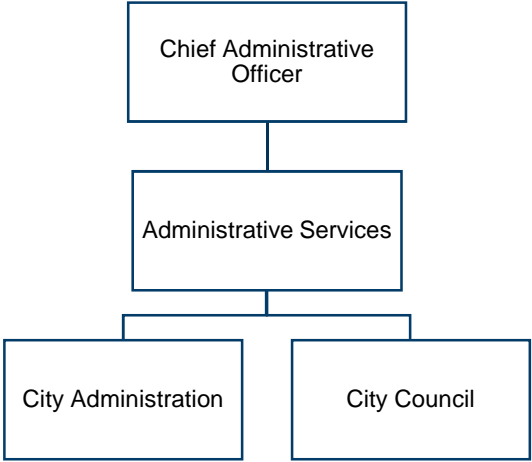
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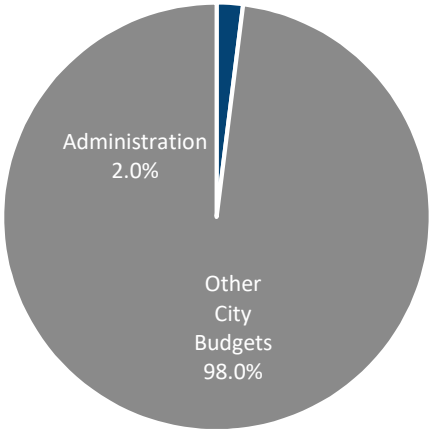
# ADMINISTRATIVE SERVICES

Will Pearce  
Chief Administrative Officer  
Wpearce@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |             |
|------------------------|-------------|
| 2023 Approved Net Cost | \$1,003,833 |
| 2022 Amended Net Cost  | \$935,953   |
| Budget Change          | \$67,880    |
| Change By %            | 7.25%       |
| 2023 FTE               | 9.1         |
| 2022 FTE               | 9.1         |
| FTE Change             | 0           |
| FTE Change By %        | 0.00%       |





## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name       | 2023<br>BUDGET   | 2022<br>BUDGET | \$<br>INCREASE | %<br>INCREASE |
|---------------------------|------------------|----------------|----------------|---------------|
| <b>Administration</b>     |                  |                |                |               |
| CITY ADMINISTRATION (110) | 470,818          | 448,449        | 22,369         | 4.99 %        |
| COUNCIL (111)             | 533,015          | 487,504        | 45,511         | 9.34 %        |
| Total Administration      | 1,003,833        | 935,953        | 67,880         | 7.25 %        |
| <b>GRAND TOTAL</b>        | <b>1,003,833</b> | <b>935,953</b> | <b>67,880</b>  | <b>7.25 %</b> |

## Department Summary

---

**Department Summary:** CITY ADMINISTRATION (110)

**Budget Year:** 2023

**Manager:** Will Pearce

**Division:** Administration

**Accounting Reference:** 110

**Stage:** Proposed

**Approved:** No

---

### Purpose:

The Chief Administrative Officer (CAO) directs and coordinates the general management of business affairs of the Corporation, in accordance with the bylaws, policies and plans approved by Council, to ensure the delivery of high quality services and facilities which preserve or enhance the social, economic and physical well being of the community. The CAO is responsible to ensure that innovative programs and services are developed and implemented to meet the ever changing needs of the community, while ensuring fiscal responsibility.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$470,818 |
| <b>Prior Year Approved Net Budget</b> | \$448,449 |
| <b>Budget Change</b>                  | \$22,369  |
| <b>Budget Change by %</b>             | 4.99%     |
| <b>2023 FTE</b>                       | 1.6       |
| <b>2022 FTE</b>                       | 1.6       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The general municipal election of October 15, 2022 established a Council with a term of November 7, 2022 through November 2, 2026. Council will establish and direct service and policy priorities through its Strategic Plan, generally completed within the first 4 months of the incoming Council mandate.

Council will select and place a CAO early in its term to guide the Administration within Council's policy and budget framework.

The proposed 2023 Operating and Capital Budget does fund core services to levels consistent with 2022 levels and current Council policy.

### Highlights of Current Year:

2022 was a pandemic recovery year marked by rapid recovery in many service and business areas, though somewhat inconsistent and tempered by global supply chain issues, national economic uncertainty and dramatic increases to inflation and Bank of Canada rates.

In the face of uncertainty the Corporation persisted under Council's policy direction to:

- \* attract record investment and manage unprecedented development and building permit applications
- \* re-open, re-establish and grow recreation services
- \* continue infrastructure renewal projects as approved by Council
- \* attract additional accessible housing sponsored by BC Housing and numerous partners to serve modest income and at-need populations
- \* complete conceptual plans and proposed budget for the Active Living Centre, and request councils authorization to proceed with a referendum
- \* construct addition to Operations for the Infrastructure engineering team
- \* rehouse St. John Ambulance services and allocate facility to Parks Department.
- \* recruit and place 3 firefighters (2 new positions, 1 replacement), operate Firehall 2 24/7 with 2 person career firefighter staffing, operate Firehall 3 during extreme fire conditions
- \* support construction of Jump Start Playground (through significant contribution of Canadian Tire and local owner/manager)

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** CITY ADMINISTRATION (110)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 0            | 0            | 1,000       | 1,000       | 0                       | 0.00%   |
| Total                                 | 0            | 0            | 1,000       | 1,000       | 0                       | 0.00%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 2,731        | 2,800        | 2,941       | 3,345       | 404                     | 13.74%  |
| CONTRACTS FOR SERVICES                | 97,428       | 58,514       | 55,000      | 55,000      | 0                       | 0.00%   |
| GOODS, MATERIALS & SUPPLIES           | 10,371       | 10,088       | 17,509      | 17,459      | (50)                    | (0.29%) |
| PROJECTS                              | 0            | 0            | 5,000       | 5,000       | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS            | 365,961      | 335,363      | 368,999     | 391,014     | 22,015                  | 5.97%   |
| TRANSFERS TO RESERVES                 | 1,550        | 0            | 0           | 0           | 0                       | 0.00%   |
| Total                                 | 478,040      | 406,766      | 449,449     | 471,818     | 22,369                  | 4.98%   |
| Net                                   | 478,040      | 406,766      | 448,449     | 470,818     | 22,369                  | 4.99%   |

### 2022 - 2023 Budget Changes:

COMMUNICATION, INSURANCE & UTILITIES

- Increase due to increase in insurance costs

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

---

**Department Summary:** COUNCIL (111)

**Budget Year:** 2023

**Manager:** Will Pearce

**Division:** Administration

**Accounting Reference:** 111

**Stage:** Proposed

**Approved:** No

---

### Purpose:

City Council consists of six Councillors and one Mayor elected for a term of four years. The organizational purpose of an elected Councillor is to provide leadership through policy and bylaws for delivery of City services.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$533,015 |
| <b>Prior Year Approved Net Budget</b> | \$487,504 |
| <b>Budget Change</b>                  | \$45,511  |
| <b>Budget Change by %</b>             | 9.34%     |
| <b>2023 FTE</b>                       | 7.5       |
| <b>2022 FTE</b>                       | 7.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

General municipal elections were held October 15, 2022. The Council term will be November 7, 2022 to November 2, 2026. Council will set municipal service and budget priorities for the term of Council through the Council endorsed Strategic Plan 2023-2026. The Strategic Plan is generally developed within the first 4 months of the term of a newly elected Council. There are numerous ongoing core services that the incoming Council will be requested to continue to fund in the proposed 2023 Operating and Capital Budgets. These include such essential services as: Policing, Bylaw, Fire Services and Public Safety; Utilities including the Vernon Water Reclamation Centre, the Potable Water System Maintenance agreement with Greater Vernon Water, roads, boulevard, sidewalk and parks maintenance including snow clearing and general maintenance to Council approved standards; recreation services compliant with partner agreements; continued support to development and investment including the processing of applications, building permits and inspections; recruitment and retention to Council approved positions and support to current staff.

### Highlights of Current Year:

2022 was an active year as Council focused on completion of its 2018-2022 Strategic Plan and the delivery of core municipal services. Economic recovery from the pandemic has been swift. Investment, as indicated by development and building applications, has approached record levels. Influx of new residents and overall growth has been strong through 2021-2022.

Through 2022 Council approved: Kin Race Track Redevelopment Plan including initial funding of \$10 million from the Legacy Reserve; supported the successful Alternative Approval Process to proceed with funding and development of the Cultural Centre; approved dedicated resources to the Council approved Climate Action Plan; directed a comprehensive review of the Development Review and Approvals Process; approved completion of the flood mapping, risk and threat assessment and directed the risk mitigation, planning and development review process; supported and approved the continuation of the Infrastructure Renewal program; continued to support the work of the Okanagan Basin Water Board; continued regular meetings with the Okanagan Indian Band and work towards reconciliation.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** COUNCIL (111)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| TRANSFERS FROM RESERVES               | 223          | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 223          | 0            | 0           | 0           | 0                       | 0.00%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 4,331        | 2,175        | 4,162       | 4,245       | 83                      | 1.99%    |
| CONTRACTS FOR SERVICES                | 1,031        | 806          | 3,060       | 2,540       | (520)                   | (16.99%) |
| GOODS, MATERIALS & SUPPLIES           | 36,377       | 34,782       | 58,784      | 57,686      | (1,098)                 | (1.87%)  |
| INTERNAL CHARGES                      | 0            | 32           | 0           | 0           | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS            | 378,263      | 324,131      | 417,448     | 463,908     | 46,460                  | 11.13%   |
| TRANSFERS TO RESERVES                 | 4,050        | 4,050        | 4,050       | 4,636       | 586                     | 14.47%   |
| Total                                 | 424,052      | 365,976      | 487,504     | 533,015     | 45,511                  | 9.34%    |
| Net                                   | 423,829      | 365,976      | 487,504     | 533,015     | 45,511                  | 9.34%    |

### 2022 - 2023 Budget Changes:

#### CONTRACTS FOR SERVICES

- Decrease in advertisement and promotion to better reflect actuals

#### SALARIES, WAGES & BENEFITS

- Increases in compensation in line with Council Remuneration Policy

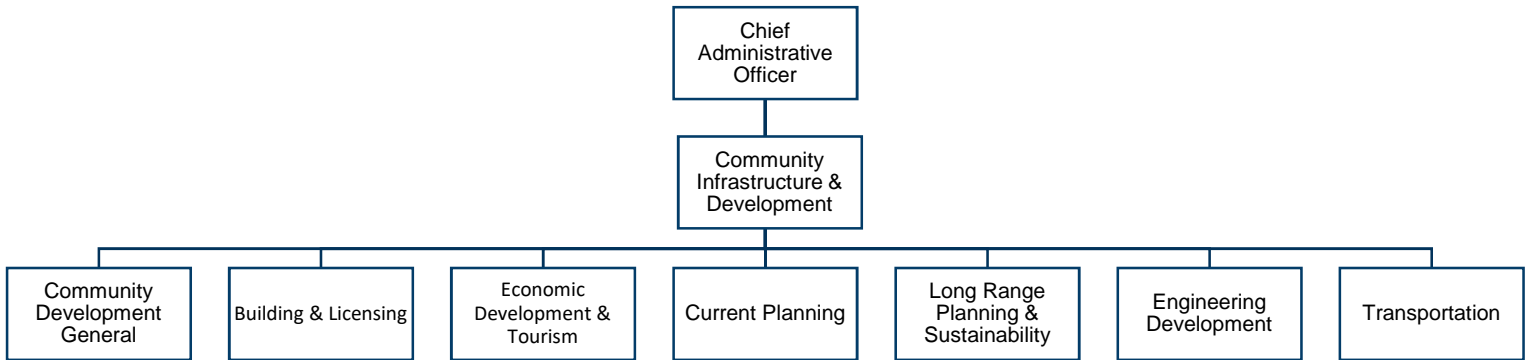
#### TRANSFERS TO RESERVES

- increase in IT reserve



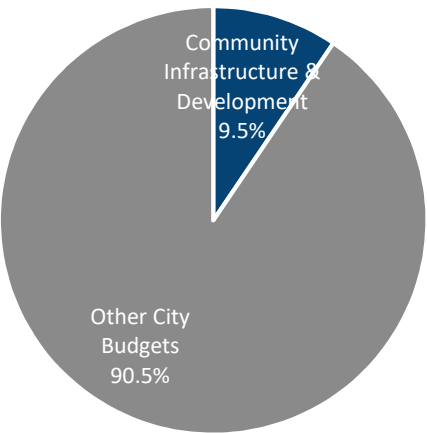
# COMMUNITY INFRASTRUCTURE & DEVELOPMENT

Kim Flick  
Director  
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### DIVISIONAL BUDGET SUMMARY

|                        |             |
|------------------------|-------------|
| 2023 Approved Net Cost | \$4,778,923 |
| 2022 Amended Net Cost  | \$4,784,311 |
| Budget Change          | \$(5,388)   |
| Change By %            | (-0.113%)   |
| 2023 FTE               | 41.8        |
| 2022 FTE               | 42.8        |
| FTE Change             | (-1.0)      |
| FTE Change By %        | (-0.02%)    |



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name   | 2023<br>BUDGET   | 2022<br>BUDGET   | \$<br>INCREASE | %<br>INCREASE  |
|---|------------------|------------------|----------------|----------------|
| <b>Community Infrastructure &amp; Development - General</b> |                  |                  |                |                |
| COMMUNITY INFRASTRUCTURE & DEVELOPMENT - GENERAL (210)      | 571,610          | 796,132          | (224,522)      | -28.202%       |
| BUILDING & LICENSING (212)                                  | (1,012,363)      | (935,648)        | (76,715)       | 8.199%         |
| ECONOMIC DEVELOPMENT (213)                                  | 453,372          | 440,161          | 13,211         | 3.001%         |
| TOURISM (216)   | 0                | 0                | 0              | 0.00%          |
| CURRENT PLANNING (218)                                      | 727,817          | 693,076          | 34,741         | 5.013%         |
| LONG RANGE PLANNING & SUSTAINABILITY (219)                  | 858,687          | 825,166          | 33,521         | 4.062%         |
| DEVELOPMENT SERVICES (220)                                  | 315,732          | 306,594          | 9,138          | 2.98%          |
| TRANSPORTATION (222)  | 563,910          | 544,101          | 19,809         | 3.641%         |
| PROJECTS - COMMUNITY DEVELOPMENT (962)                      | 0                | 0                | 0              | 0.00%          |
| PROJECTS - ENGINEERING DEVELOPMENT (963)                    | 0                | 0                | 0              | 0.00%          |
| Total Community Infrastructure & Development - General      | 2,478,765        | 2,669,582        | (190,817)      | -7.148%        |
| <b>Community Infrastructure &amp; Development - Transit</b> |                  |                  |                |                |
| PUBLIC TRANSIT CONVENTIONAL (148)                           | 1,957,414        | 1,713,393        | 244,021        | 14.242%        |
| PUBLIC TRANSIT CUSTOM (149)                                 | 342,744          | 401,336          | (58,592)       | -14.599%       |
| Total Community Infrastructure & Development - Transit      | 2,300,158        | 2,114,729        | 185,429        | 8.768%         |
| <b>GRAND TOTAL</b>  | <b>4,778,923</b> | <b>4,784,311</b> | <b>(5,388)</b> | <b>-0.113%</b> |

## Department Summary

**Department Summary:** COMMUNITY INFRASTRUCTURE & DEVELOPMENT - GENERAL (210)

**Budget Year:** 2023

**Manager:** Kim Flick

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 210

**Stage:** Proposed

**Approved:** No

### Purpose:

Community Infrastructure and Development - General is the umbrella for those departments primarily engaged in the development process, engineering, transportation and implementation of the City's growth strategy as outlined in the Official Community Plan. These departments include Building and Licensing, Current Planning, Economic Development and Tourism (including the Municipal and Regional District Tax funds), Development Services, Long Range Planning and Sustainability, and Transportation. Costs that are common to the Division (software, fleet, legal and some memberships) are covered in Community Infrastructure and Development - General (210).

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | \$571,610          |
| <b>Prior Year Approved Net Budget</b> | \$796,132          |
| <b>Budget Change</b>                  | <b>\$(224,522)</b> |
| <b>Budget Change by %</b>             | <b>(28.20%)</b>    |
| <b>2023 FTE</b>                       | 2.0                |
| <b>2022 FTE</b>                       | 5.0                |
| <b>FTE Change</b>                     | <b>(3.0)</b>       |
| <b>FTE Change by %</b>                | <b>(60.00%)</b>    |

### Outlook for Upcoming Budget:

Growth and development in the City Centre Neighbourhood Plan area, adopted neighbourhood plans and neighbourhood centres are the priority for the City, as embodied in Council's Strategic Plan and the Official Community Plan (OCP). This growth strategy supports the City's approach to Asset Management, as contained in the Sustainable Infrastructure Investment Program and Integrated Transportation Framework. With the municipal election in 2022, a new strategic plan by Council in early 2023 will further refine the Division's focus for the next four years.

Economic Development, affordable and attainable housing and revitalizing the downtown continue to be key priorities for the entire division. Efforts will continue to implement the recommendations from the development approval process, including the use of more on-line applications. It is expected that strong development activity will continue into 2023.

Long range planning efforts in 2023 are expected to focus on implementation of the Climate Action Plan, beginning the update of the OCP and Master Transportation Plan, and undertaking the master plan for Polson Park.

### Highlights of Current Year:

Community Infrastructure and Development - General staff provide overall project coordination and ensure the successful coordination of all departments within the division. The department's development/records/committee staff now report to the Manager, Building and Licensing, lessening the department's staff by 3.0 FTE. The specific project highlights for 2022 are contained within each department's description.

The implementation of the results of the comprehensive review of the development approval process continued with support from all division staff. Staff vacancies posed an issue throughout the year and are expected to continue into 2023.

2022 has seen a continuation of the record building activity in 2021, with \$165.2 million in building permit value as of September 30, 2022, up 36% over 2021's comparable year to date activity. Council supported the addition of two temporary staff to assist with the volume of applications (Development Clerk and Plans Examiner).

With the Division's Council Strategic Plan deliverables, heightened development activity, implementation of the development approval process review recommendations and staff vacancies, staff resources are fully subscribed.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** COMMUNITY INFRASTRUCTURE & DEVELOPMENT - GENERAL (210)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| GOVERNMENT TRANSFERS                  | 0            | 944          | 0           | 0           | 0                       | 0.00%    |
| SALE OF SERVICES                      | 10,580       | 10,961       | 10,000      | 11,000      | 1,000                   | 10.00%   |
| TRANSFERS FROM RESERVES               | 13,782       | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 24,362       | 11,905       | 10,000      | 11,000      | 1,000                   | 10.00%   |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 479          | 355          | 565         | 565         | 0                       | 0.00%    |
| CONTRACTS FOR SERVICES                | 86,814       | 98,918       | 100,928     | 90,978      | (9,950)                 | (9.86%)  |
| GOODS, MATERIALS & SUPPLIES           | 19,636       | 24,553       | 31,619      | 28,096      | (3,523)                 | (11.14%) |
| INTEREST, OTHER CHARGES & LOSSES      | 971          | 811          | 0           | 0           | 0                       | 0.00%    |
| INTERNAL CHARGES                      | 134,957      | 132,715      | 142,780     | 147,076     | 4,296                   | 3.01%    |
| SALARIES, WAGES & BENEFITS            | 489,530      | 383,025      | 521,760     | 307,415     | (214,345)               | (41.08%) |
| TRANSFERS TO RESERVES                 | 750,444      | 8,480        | 8,480       | 8,480       | 0                       | 0.00%    |
| Total                                 | 1,482,831    | 648,857      | 806,132     | 582,610     | (223,522)               | (27.73%) |
| Net                                   | 1,458,470    | 636,952      | 796,132     | 571,610     | (224,522)               | (28.20%) |

### 2022 - 2023 Budget Changes:

#### CONTRACTS FOR SERVICES

- Reduction of legal fees to reflect prior years actual average

#### GOODS, MATERIALS & SUPPLIES

- Reduction of staff development costs for the positions that were transferred to Building and Licensing Department (212)

#### INTERNAL CHARGES

- Increase in Fleet charges

#### SALARIES, WAGES & BENEFITS

- Reduction due to shift of three staff to Building and Licensing Department (212)

## Department Summary

**Department Summary:** BUILDING & LICENSING (212)

**Budget Year:** 2023

**Manager:** Shawn Knuhtsen

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 212

**Stage:** Proposed

**Approved:** No

### Purpose:

Building and Licensing is a department of the Community Infrastructure and Development Services Division and is responsible for the administration and enforcement of the B.C. Building Regulations and other applicable development regulations. The Department is primarily responsible for the review and issuance of building permits, field reviews and inspections of construction projects, and general assistance to the citizens of Vernon. The regulatory framework is contained in Building and Plumbing Bylaw #4900. This Department is also responsible for Business Licensing.

### Budget Summary

|                                       |                      |
|---------------------------------------|----------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(1,012,363)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(935,648)</b>   |
| <b>Budget Change</b>                  | <b>\$(76,715)</b>    |
| <b>Budget Change by %</b>             | <b>(8.20%)</b>       |
| <b>2023 FTE</b>                       | <b>12.2</b>          |
| <b>2022 FTE</b>                       | <b>10.2</b>          |
| <b>FTE Change</b>                     | <b>2.0</b>           |
| <b>FTE Change by %</b>                | <b>19.61%</b>        |

### Outlook for Upcoming Budget:

2023 is expected to see a continuation of steady residential construction activity. Business Licenses are projected to remain steady with no drop in numbers from 2022. The Development Clerks and Records/Committee Clerk have been relocated from CID General to Building and Licensing (3 FTEs). In 2022 one Development Clerk and one Plans Examiner (two year term) were added to assist with the high volume of permit applications (no FTE impact). One Manager, Building & Licensing (two year term) expired in 2022 (less 1 FTE impact).

### Highlights of Current Year:

2021 was a record year for construction at \$173.5 million. Construction in the first half of 2022 remains strong exceeding the numbers of 2021. It is anticipated that 2022 will be another record year. As of September 30, 2022, building permit values were at \$165.2 million with 322 permits issued. Residential activity continues to be strong with 393 units approved as of September 30, 2022. Some of the larger building permits issued to date include Creekside (Building 3) at \$15 million, Vernon Native Housing (Building 2) at \$12 million, The Vaults at \$4.68 million and Silver Star Gateway (Phase 2) at \$4.13 million.

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** BUILDING & LICENSING (212)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| INTERNAL REVENUES                     | 45,384       | 0            | 0           | 0           | 0                       | 0.00%    |
| SALE OF SERVICES                      | 2,237,205    | 1,845,829    | 1,659,962   | 2,068,386   | 408,424                 | 24.60%   |
| TRANSFERS FROM RESERVES               | 73,000       | 0            | 205,739     | 166,948     | (38,791)                | (18.85%) |
| Total                                 | 2,355,589    | 1,845,829    | 1,865,701   | 2,235,334   | 369,633                 | 19.81%   |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 2,791        | 1,584        | 3,195       | 3,195       | 0                       | 0.00%    |
| CONTRACTS FOR SERVICES                | 342          | 0            | 50,000      | 50,000      | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES           | 29,862       | 17,188       | 24,951      | 36,121      | 11,170                  | 44.77%   |
| INTERNAL CHARGES                      | 11,485       | 7,599        | 0           | 0           | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS            | 811,312      | 573,255      | 851,907     | 1,133,655   | 281,748                 | 33.07%   |
| Total                                 | 855,792      | 599,626      | 930,053     | 1,222,971   | 292,918                 | 31.49%   |
| Net                                   | (1,499,796)  | (1,246,203)  | (935,648)   | (1,012,363) | (76,715)                | (8.20%)  |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase in permit revenue to reflect actual 5 year average
- New Short-term rental compliance monitoring revenue

#### TRANSFERS FROM RESERVES

- One-time funding in 2022 for new Short-term rental compliance monitoring service

#### CONTRACTS FOR SERVICES

- Short-term rental compliance monitoring service in 2022

#### GOODS, MATERIALS & SUPPLIES

- Memberships/dues have been updated to reflect BOABC increase
- Staff training costs have been increased to reflect return to in person training and additional staff

#### SALARIES, WAGES & BENEFITS

- Relocation of 3 FTE positions from 210 (General) to 212 (Building and Licensing): 2 Development Clerks and 1 Records/Committee Clerk
- Reduction of temporary manager position which ended in 2022
- Temporary Plans Examiner and Development Clerk budgeted for full year in 2023

## Department Summary

**Department Summary:** ECONOMIC DEVELOPMENT (213)

**Budget Year:** 2023

**Manager:** John Perrott

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 213

**Stage:** Proposed

**Approved:** No

### Purpose:

The Economic Development Department is responsible for leading economic development initiatives and tourism promotion within the City of Vernon. Core Economic Development programming includes:

- Commercial and Industrial Current Planning (Development)
- Local business support and outreach (Retention and Expansion)
- Community and investment promotion (Attraction)

Strategic direction is provided by the Council Strategic Plan with the assistance of the Economic Development Advisory Committee, which includes representatives from business support agencies within the Vernon area and provides insight into Vernon's economic conditions and opportunities.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$453,372 |
| <b>Prior Year Approved Net Budget</b> | \$440,161 |
| <b>Budget Change</b>                  | \$13,211  |
| <b>Budget Change by %</b>             | 3.00%     |
| <b>2023 FTE</b>                       | 3.0       |
| <b>2022 FTE</b>                       | 3.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The outlook for 2023 for the Vernon economy is optimistic for local businesses while they continue to navigate the primary challenges experienced throughout 2022: labour shortages, housing access, and inflation. Looking ahead into 2023, the more significant unknown is the impact of higher interest rates and discussions in the news regarding "recession" and "downturn" (whether real or perceived) and how these will impact business and property investment. However, traditionally the Okanagan fairs better than other regions in Canada during downturns due to sustained levels of interest in locating and investing by individuals and corporations. This interest is expected to continue to drive new investment and development activity in the years ahead.

In 2023, the Economic Development department will look to support the forthcoming 2023 to 2026 Council Strategic Plan, working with regional and community partners to provide support to local businesses, facilitate development applications, and continue business retention and expansion activities. Staff will continue to lead the immigration attraction to Vernon through the Provincial Nominee Program (entrepreneur attraction) and support talent attraction through the Rural and Northern Immigration Pilot (employee attraction). In-person meetings, conferences, and tradeshow have returned to pre-pandemic levels.

### Highlights of Current Year:

2022 built on the momentum gained throughout 2021 regarding new investment, development activity, and population growth for the community. 4,206 business licenses were issued in 2021, including 483 new licenses which represent new entrepreneurial activity within the community. As measured by MRDT collection, tourism levels met or exceeded historical averages indicating both strong consumer demand for Vernon tourism experiences and growing awareness of Vernon as a destination for both visiting and relocating. This exposure continued to drive population growth as individuals and families looked to locate to Vernon for lifestyle, career, business, and investment opportunities. Growth is expected to meet or exceed the 2016 to 2021 Census annualized growth rate of 2% resulting in at least 750 new individuals who will call Vernon home in 2023.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** ECONOMIC DEVELOPMENT (213)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,307          | 1,024          | 1,530          | 1,400          | (130)                   | (8.50%)      |
| CONTRACTS FOR SERVICES                | 2,272          | 12,387         | 53,000         | 41,000         | (12,000)                | (22.64%)     |
| GOODS, MATERIALS & SUPPLIES           | 12,940         | 12,766         | 23,530         | 22,725         | (805)                   | (3.42%)      |
| SALARIES, WAGES & BENEFITS            | 303,949        | 246,738        | 362,101        | 388,247        | 26,146                  | 7.22%        |
| <b>Total</b>                          | <b>320,469</b> | <b>272,916</b> | <b>440,161</b> | <b>453,372</b> | <b>13,211</b>           | <b>3.00%</b> |
| <b>Net</b>                            | <b>320,469</b> | <b>272,916</b> | <b>440,161</b> | <b>453,372</b> | <b>13,211</b>           | <b>3.00%</b> |

### 2022 - 2023 Budget Changes:

CONTRACTS FOR SERVICES:

- Reduced to reflect prior years actual costs

SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs.

## Department Summary

**Department Summary:** TOURISM (216)

**Budget Year:** 2023

**Manager:** Torrie Silverthorn

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 216

**Stage:** Proposed

**Approved:** No

### Purpose:

The Tourism Department (Tourism Vernon) is responsible for the external promotion of the community, driving visitor traffic to tourism stakeholders and creating awareness of Vernon as a four-season destination. Tourism Vernon falls within the Community Infrastructure and Development Division. The majority of the revenue for Tourism Vernon is derived from accommodation providers in the city through the 3% Municipal Regional District Tax (MRDT), otherwise known as the Hotel Tax. As such, one of the primary goals for the function is to increase overnight stays in the Vernon by promoting activities, attractions and events in the Vernon area. Formed in 2018, the Tourism Commission plays an active role in ensuring the success of the function with the ability to approve marketing campaigns and initiatives that are within the Council approved annual marketing plan and budget.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 5.1   |
| <b>2022 FTE</b>                       | 5.1   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

2022 MRDT revenue to date has been back to or above pre-pandemic levels and currently sits above Tourism Vernon's five-year rolling average. Not surprisingly, we are currently experiencing a travel boom. While a potential economic downturn may impact tourism, Vernon will likely be resilient. Travel has long been considered to be a discretionary spend for most households, but current consumer behavior is defying this notion. Data has shown that while recessions can slow tourism growth, travelers will opt for a domestic destination as opposed to an international vacation. Vernon is a domestic destination and, as evidenced through the pandemic, Canadians are still very likely to visit the Okanagan Valley during economic uncertainty. It's likely that momentum from the current travel boom will carry revenues for months into an economic downturn, though forward bookings will likely slow.

With cautious optimism, 2023 MRDT revenues are budgeted just above the five-year average with additional funding being requested to come from 2020/2021 program savings held in the Hotel Tax reserve. Hotel Tax reserves currently sit at \$996,000. Staff are proposing a \$750,000 draw from reserve over two years: \$350,000 in 2023 and \$400,000 in 2024. In 2023, these additional funds would be put directly towards marketing, promotional assets and community partnerships. As COVID-19 restrictions have continued to ease, a return to typical marketing activities is happening, including working with travel media, attending trade shows, welcoming group travel, and supporting the return of events to Vernon. Budget has increased in these categories accordingly. 2023 also marks the beginning of a new Five-Year Tourism Strategy for The City of Vernon. Several special projects are recommended as part of the new strategy and staff anticipate support for these projects through contracts with various agencies.

### Highlights of Current Year:

Vernon stands out in BC's tourism sector with several record-breaking months of MRDT collection, placing Vernon back into a pre-pandemic financial position. Tourism Vernon's strategy, business model and approach continue to evolve in step with tourism trends. In 2022, staff secured Vernon hoteliers' support for another five-year term of 3% MRDT collection. As part of the MRDT renewal process, staff also developed and brought forward a new Five-Year Tourism Strategy that was endorsed and received positive feedback from residents, business owners, the Tourism Commission and Council.

Vernon's Mobile Visitor Services also continues to evolve. In 2022 staff welcomed the addition of a full time Visitor Services Coordinator to liaise directly with Destination BC's Visitor Services department and manage Tourism Vernon's year-round mobile visitor services program. As such, Tourism Vernon has maintained maximum visitor services funding from Destination BC at \$25,000 (an amount that historically was given only to bricks and mortar locations). A new hotelier outreach program is underway and establishing a community-wide visitor information racking program will be a priority in 2023 for the Visitor Services team. The Tourism Commission remains pleased with the progress of this program.

Backed by research and consumer demand, the Tourism Commission continues to embrace a digital-forward approach to Tourism marketing and operations. As such, with the support of Mayor and Council, a second Tourism Coordinator Position was approved in 2022 and will start work with Tourism Vernon staff in 2023. This position will be focused on Tourism Vernon's digital landscape. While a new staff member will alleviate some current contracting needs, other costs associated with a new staff member have increased, including equipment, travel and wages.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** TOURISM (216)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| GOVERNMENT TRANSFERS                  | 1,137,614    | 762,740      | 895,000     | 1,175,000   | 280,000                 | 31.28%  |
| INTERNAL REVENUES                     | 122,574      | 124,780      | 124,780     | 127,276     | 2,496                   | 2.00%   |
| SALE OF GOODS                         | 0            | 0            | 0           | 25,000      | 25,000                  | 100.00% |
| SALE OF SERVICES                      | 57,477       | 66,289       | 10,000      | 20,000      | 10,000                  | 100.00% |
| TRANSFERS FROM RESERVES               | 0            | 0            | 164,000     | 350,000     | 186,000                 | 113.41% |
| Total                                 | 1,317,665    | 953,809      | 1,193,780   | 1,697,276   | 503,496                 | 42.18%  |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,751        | 1,578        | 3,228       | 4,125       | 897                     | 27.79%  |
| CONTRACTS FOR SERVICES                | 542,831      | 827,471      | 644,690     | 1,080,869   | 436,179                 | 67.66%  |
| GOODS, MATERIALS & SUPPLIES           | 12,391       | 33,225       | 94,350      | 113,235     | 18,885                  | 20.02%  |
| INTEREST, OTHER CHARGES & LOSSES      | 292          | 0            | 0           | 0           | 0                       | 0.00%   |
| INTERNAL CHARGES                      | 7,699        | 5,095        | 8,774       | 9,125       | 351                     | 4.00%   |
| SALARIES, WAGES & BENEFITS            | 176,072      | 228,473      | 442,738     | 464,922     | 22,184                  | 5.01%   |
| TRANSFERS TO RESERVES                 | 576,629      | 0            | 0           | 25,000      | 25,000                  | 100.00% |
| Total                                 | 1,317,665    | 1,095,842    | 1,193,780   | 1,697,276   | 503,496                 | 42.18%  |
| Net                                   | 0            | 142,033      | 0           | 0           | 0                       | 0.00%   |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase anticipated in MRDT (Hotel & Online Accommodation Properties) collection to the City and a \$350,000 draw from tourism reserves

#### SALE OF GOODS

- Change from the traditional bricks and mortar visitor services model have initially impacted sales; options are being explored for mobile sales as part of the mobile visitor services team

#### SALE OF SERVICES

- Increase in marketing revenue for 2023

#### TRANSFERS FROM RESERVES

- Funds requested to be transferred from the Hotel Tax reserve to support the development of a new website, marketing, promotional assets and community partnerships

#### CONTRACTS FOR SERVICES

-Portion of the transfer from reserves to be put towards special projects associated with new Five-Year Strategy (branding refresh, new website, new imagery etc.); contractors to assist with these deliverables

#### GOODS, MATERIALS & SUPPLIES

- Increase in travel-related expenses (e.g. media travel trade, events, sports, and staff development) as staff return to tradeshow and media-pitching events to attract visitors and journalists to Vernon

#### SALARIES, WAGES & BENEFITS

- The approved second Tourism Coordinator position is expected to be filled in 2023

#### TRANSFERS TO RESERVES



## Department Summary

**Department Summary:** CURRENT PLANNING (218)

**Budget Year:** 2023

**Manager:** Kim Flick

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 218

**Stage:** Proposed

**Approved:** No

### Purpose:

Current Planning is responsible for processing all types of development applications. The department implements municipal bylaws and policies and provincial regulations related to development, planning and encouraging sustainable growth. Through the subdivision function, the Approving Officer regulates the subdivision of land primarily based on provincial and municipal legislation. Primary responsibilities of the department include land use planning, development review and related policy development. The department focuses on subdivision, rezoning, development permits and variance applications. It also provides support for affordable housing projects and policy and heritage planning. Current Planning staff handle the majority of land use and development related public inquiries via phone, email and at the counter. Many applications involving Current Planning staff go to Council for its review and decision, while development permits and temporary use permits are delegated to staff.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$727,817 |
| <b>Prior Year Approved Net Budget</b> | \$693,076 |
| <b>Budget Change</b>                  | \$34,741  |
| <b>Budget Change by %</b>             | 5.01%     |
| <b>2023 FTE</b>                       | 6.5       |
| <b>2022 FTE</b>                       | 6.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Efforts will continue to streamline the development approval process by completing implementation of the recommendations from the comprehensive development approval process review conducted in 2020/2021. The goal is to reduce the developer's costs and time for development approvals, particularly for infill and development in the City's target redevelopment areas and adopted neighbourhood plan areas. Current Planning works closely with Economic Development to ensure application processing occurs as efficiently as possible. Staff will be completing training on the computer software designed to track development approvals, with the goal to greatly enhance our on-line application and processing capabilities. Having Current Planning fully staffed with a Manager, Approving Officer, three planners and 1.5 planning Assistants will decrease application review times and improve customer service to the development community and local residents. Increasing interests rates, construction costs and lack of readily available development sites may start to temper recent growth. However, macro-economic considerations (i.e. demographics and property costs compared to larger urban centres) are expected to continue to drive strong demand for residential development.

### Highlights of Current Year:

Land use applications for all types of development continued to be robust in 2022 at 121 (up to and including Quarter 2), up slightly from the five year average (up to and including Quarter 2) of 114 but below 137 for 2021, which was one of the highest years on record. Other applications such as building permits and property information requests have remained at high levels with construction in the first half of 2022 exceeding 2021 numbers which was a record year for construction value. The comprehensive development approval process review was completed in May 2021 and staff have been implementing the report recommendations as well as working with the new development industry working group. Council supported the addition of two new Current Planner positions in 2021. Recruitment should result in a full complement of staff by early 2023. A dedicated Approving Officer position to focus on subdivisions has been implemented and the recruitment of a Manager of Current Planning is ongoing.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** CURRENT PLANNING (218)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |        |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|--------|
|                                       |              |              |             |             | \$                      | %      |
| Revenues                              |              |              |             |             |                         |        |
| SALE OF GOODS                         | 976          | 305          | 1,055       | 1,055       | 0                       | 0.00%  |
| SALE OF SERVICES                      | 176,650      | 162,660      | 133,750     | 148,750     | 15,000                  | 11.21% |
| TRANSFERS FROM RESERVES               | 70,025       | 0            | 0           | 0           | 0                       | 0.00%  |
| Total                                 | 247,650      | 162,965      | 134,805     | 149,805     | 15,000                  | 11.13% |
| Expenditures                          |              |              |             |             |                         |        |
| COMMUNICATIONS, INSURANCE & UTILITIES | 957          | 717          | 1,020       | 1,020       | 0                       | 0.00%  |
| CONTRACTS FOR SERVICES                | 12,585       | 14,746       | 16,000      | 16,000      | 0                       | 0.00%  |
| GOODS, MATERIALS & SUPPLIES           | 23,133       | 22,026       | 34,010      | 34,505      | 495                     | 1.46%  |
| SALARIES, WAGES & BENEFITS            | 398,184      | 425,276      | 776,851     | 826,097     | 49,246                  | 6.34%  |
| Total                                 | 434,859      | 462,766      | 827,881     | 877,622     | 49,741                  | 6.01%  |
| Net                                   | 187,209      | 299,801      | 693,076     | 727,817     | 34,741                  | 5.01%  |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Property information requests, land use applications and subdivision applications are expected to remain fairly strong.

#### GOODS, MATERIALS & SUPPLIES

- Increase in training and memberships related to new staff and return to in person meetings and training.

#### SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

**Department Summary:** LONG RANGE PLANNING & SUSTAINABILITY (219)

**Budget Year:** 2023

**Manager:** Kim Flick

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 219

**Stage:** Proposed

**Approved:** No

### Purpose:

Long Range Planning and Sustainability is responsible for the development of the Official Community Plan (OCP), neighbourhood plans, climate action, parks planning, environmental management, sustainability programs and events and other growth management initiatives. The department actively engages all sectors of the community in the development of these plans and policies. The department also manages OCP amendment, ALR exclusion and boundary extension applications. The City's contract with the Social Planning Council is administered through this department.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$858,687 |
| <b>Prior Year Approved Net Budget</b> | \$825,166 |
| <b>Budget Change</b>                  | \$33,521  |
| <b>Budget Change by %</b>             | 4.06%     |
| <b>2023 FTE</b>                       | 5.0       |
| <b>2022 FTE</b>                       | 5.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Continued implementation of the Climate Action Plan, supported by the Climate Action Advisory Committee, beginning work on the OCP review and implementing the Housing Action Plan will be the focus in 2023. Implementation of the Parks Master Plan will continue, including updating the Polson Park Master Plan. The Sustainability Program for 2023 is anticipated to include the Sustainability Grants Program, the Tree Voucher Program and education and outreach initiatives related to climate action and FireSmart.

### Highlights of Current Year:

Much of the work of the department has directly related to items in the Council Strategic Plan 2019 - 2022. In 2022 the department grew with the addition of the Climate Action Implementation Coordinator, who will be able to accelerate implementation of the Climate Action Plan in the community. The Climate Action Plan was awarded Gold for Excellence in Policy Planning - Small Town and Rural from the Planning Institute of BC. The City was selected to participate in the Agents of Change program, which includes a grant to support communications and formalizing the Climate Action Ambassador Program.

In 2022, park development was focused on the construction of the new Civic Memorial Park. The department completed planning for the Kin Race Track lands to develop a park to surround the proposed Active Living Centre, with Council earmarking \$6 million in capital funding and an additional \$10 million in Fortis Legacy Funds toward construction of the park. In addition, the Canadian Tire Jumpstart Inclusive Playground was completed and formally opened.

The 2022 Sustainability Grants program was run in the fall and spring to support local projects.

A key ongoing initiative for the Social Planning Council is the continued coordination of the Partners in Action Committee and its many action teams to address issues in the community as they arise, including homelessness, the opioid crisis, Truth and Reconciliation and anti-racism. The Social Planning Council facilitates and supports projects and initiatives through the COOL Team, the Housing Action Team and the Local Immigration Partnership Council. The City and the Social Planning Council were successful in receiving a second grant to support the extension of the Homelessness Bridging Program in the city. Work is ongoing on this project.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LONG RANGE PLANNING & SUSTAINABILITY (219)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |                  |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|------------------|
|                                       |                |                |                |                | \$                      | %                |
| <b>Revenues</b>                       |                |                |                |                |                         |                  |
| TRANSFERS FROM RESERVES               | 205,749        | 65,487         | 77,987         | 0              | (77,987)                | (100.00%)        |
| <b>Total</b>                          | <b>205,749</b> | <b>65,487</b>  | <b>77,987</b>  | <b>0</b>       | <b>(77,987)</b>         | <b>(100.00%)</b> |
| <b>Expenditures</b>                   |                |                |                |                |                         |                  |
| COMMUNICATIONS, INSURANCE & UTILITIES | 2,472          | 1,557          | 3,550          | 3,550          | 0                       | 0.00%            |
| CONTRACTS FOR SERVICES                | 93,764         | 42,847         | 138,889        | 75,604         | (63,285)                | (45.57%)         |
| GOODS, MATERIALS & SUPPLIES           | 13,179         | 33,673         | 39,800         | 28,100         | (11,700)                | (29.40%)         |
| INTERNAL CHARGES                      | 1,490          | 375            | 0              | 0              | 0                       | 0.00%            |
| PROJECTS                              | 0              | 0              | 89,500         | 89,500         | 0                       | 0.00%            |
| SALARIES, WAGES & BENEFITS            | 445,433        | 387,982        | 631,414        | 661,933        | 30,519                  | 4.83%            |
| TRANSFERS TO RESERVES                 | 65,487         | 0              | 0              | 0              | 0                       | 0.00%            |
| <b>Total</b>                          | <b>621,826</b> | <b>466,435</b> | <b>903,153</b> | <b>858,687</b> | <b>(44,466)</b>         | <b>(4.92%)</b>   |
| <b>Net</b>                            | <b>416,077</b> | <b>400,948</b> | <b>825,166</b> | <b>858,687</b> | <b>33,521</b>           | <b>4.06%</b>     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- 2022 funding for approved but incomplete one time projects carried over into 2022 relating to Climate Action Plan implementation, Polson Park, Kin Park and Housing Implementation and Sustainability programs

#### CONTRACTS FOR SERVICES

- Decrease reflects lack of carryover funding projected for 2023

#### GOODS, MATERIALS & SUPPLIES

- Decrease reflects one time grant funding in 2022

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** DEVELOPMENT SERVICES (220)

**Budget Year:** 2023

**Manager:** Brian Derrick

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 220

**Stage:** Proposed

**Approved:** No

### Purpose:

The Engineering Development Services Department is responsible for the implementation of municipal services, bylaws and policies related to offsite infrastructure required as a condition of development approval. The department works closely with the Regional District of North Okanagan (RDNO), other City departments and various external agencies to provide these services in an efficient and timely manner. The department maintains and implements Subdivision and Development Servicing Bylaw #3843 and related policies, providing amendments to address changing public demands, advancements in technology, safety protocols and environmental issues. The mandate of the department is to hold paramount the safety, welfare and quality of life of the public, and the protection of the environment through fiscally responsible management of development projects which create and upgrade public infrastructure.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$315,732 |
| <b>Prior Year Approved Net Budget</b> | \$306,594 |
| <b>Budget Change</b>                  | \$9,138   |
| <b>Budget Change by %</b>             | 2.98%     |
| <b>2023 FTE</b>                       | 4.0       |
| <b>2022 FTE</b>                       | 4.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Looking ahead to 2023, the department isn't expecting any significant changes to its core functions and responsibilities. Anticipated revenues from subdivision inspection fees have been increased to reflect the continued pace of development coupled with increases in construction costs, and revenues from RDNO Engineering Fees have been decreased to reflect current trends (explained below). Staff will continue their primary focus of reviewing and facilitating applications as they are received, and responding to inquiries from the public regarding development servicing. Anticipating that the vacant Municipal Technician position will be filled soon, the department can be expected to have more flexibility to make updates and improvements to bylaws, applications and forms, with the intent of making the application process more streamlined and collaborative internally, as well as more user-friendly to the development community.

### Highlights of Current Year:

2022 has been a record year in terms of subdivision and development activity, subdivision inspection fees, which are directly representative of the value of infrastructure works constructed through development processes, have already, through the first seven months of the year, exceeded the previous highest full-year total (2021) by over 40%. The department has navigated the rush of applications in spite of being shorthanded a Municipal Technician for several months, which is reflected in the lower than anticipated expenditures for CUPE labour. Revenues from RDNO/Greater Vernon Water are also lower than anticipated due to both the reduced staff contingent, as well as an observed trend that staff have been actively collaborating more on projects, which has reduced overlap between jurisdictions, and increased workflow efficiency when reviewing and resolving water-related inquiries and applications.

The department has been working on a number of other projects, including rewrites of both the Subdivision and Development Services Bylaw and the Soil Removal and Deposition Bylaw in order to make the application process more streamlined, consistent and user-friendly. Pending Council's granting of final adoption, the department will also begin implementation of the new Floodplain Management Bylaw, which was drafted by Development Services staff earlier in the year. These proposed amendments and additions align with Council's Strategic Plan priorities of streamlining the development approval process and undertaking bylaw amendments related to drainage studies, risk and threat assessments.

2022 has seen a number of large development projects involving significant offsite infrastructure works. The department has processed applications and conducted design reviews for development projects at The Foothills, Predator Ridge, The Rise, the Waterfront Neighbourhood Centre, and numerous other infill and greenfield locations.

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** DEVELOPMENT SERVICES (220)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---|--------------|--------------|-------------|-------------|-------------------------|----------|
|   |              |              |             |             | \$                      | %        |
| Revenues                                    |              |              |             |             |                         |          |
| SALE OF SERVICES                            | 74,041       | 153,126      | 51,515      | 110,000     | 58,485                  | 113.53%  |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 43,515       | 31,979       | 126,000     | 79,000      | (47,000)                | (37.30%) |
| Total                                       | 117,556      | 185,104      | 177,515     | 189,000     | 11,485                  | 6.47%    |
| Expenditures                                |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 1,590        | (118)        | 800         | 800         | 0                       | 0.00%    |
| CONTRACTS FOR SERVICES                      | 63,230       | 0            | 2,000       | 2,000       | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES                 | 8,873        | 5,585        | 12,850      | 12,850      | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS                  | 299,404      | 296,130      | 468,459     | 489,082     | 20,623                  | 4.40%    |
| Total                                       | 373,097      | 301,598      | 484,109     | 504,732     | 20,623                  | 4.26%    |
| Net   | 255,541      | 116,493      | 306,594     | 315,732     | 9,138                   | 2.98%    |

### 2022 - 2023 Budget Changes:

#### SALES OF SERVICES

-Increased Subdivision Application Fees to reflect increased construction costs and faster pace of development

#### SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

-Decreased RDNO/GVW Engineering Fees to reflect more efficient procedures and collaboration

#### SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

**Department Summary:** TRANSPORTATION (222)

**Budget Year:** 2023

**Manager:** Ellen Croy

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 222

**Stage:** Proposed

**Approved:** No

### Purpose:

The Transportation Department is responsible for the management and development of the road, transit, pedestrian and cycle networks to enable people and goods to be moved in a safe, efficient and sustainable manner. Having a multi-modal transportation system allows all the networks to grow while functioning in a convenient, attractive and safe manner for users of all ages, income levels and mobility levels in a financially sustainable manner. The Department is the primary contact and liaison with the Ministry of Transportation and Infrastructure, and responds to requests for traffic and parking management and road safety improvements from the community.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$563,910 |
| <b>Prior Year Approved Net Budget</b> | \$544,101 |
| <b>Budget Change</b>                  | \$19,809  |
| <b>Budget Change by %</b>             | 3.64%     |
| <b>2023 FTE</b>                       | 4.0       |
| <b>2022 FTE</b>                       | 4.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Transportation Department will continue to develop the projects and initiatives set out in the 25 year Master Transportation Plan. Staff will prepare for implementation of the new transit service level increase (2,600 new hours for the new Route #10– Middleton Mountain and 560 new hours for additional holiday service) set to start in January 2024. Annual capital projects will continue, including a focus on transportation safety and accessibility. 2023 will also see the third year of participation in the Province's Electric Kick Scooter Pilot Program, with continuous monitoring and reporting. Active transportation engagement and education will continue, including events such as GoByBike Week and E-Scooter safety messaging. Lake Access projects will also continue with the plan to replace the boat launches at Site #11 (8130 Tronson Road) and Site #26 (8835 Okanagan Landing Road). A third lake access project at Site #20 (7200 Tronson Road) is also set to be constructed. 2023 operational projects include micromobility events, transit promotions, and road safety initiatives. The update for the Master Transportation Plan is planned to begin in 2023, to be funded through the Capital Plan.

### Highlights of Current Year:

Due to several staff vacancies, the Transportation Department was delayed on a variety of planned projects in 2022. Despite this, 2022 saw a variety of projects begin design, including priority road safety projects, bus stop pads, and sidewalk ramps. Additional analysis was also completed to determine which crosswalks need upgrades on three main arterial roadways including Alexis Park Drive, 27th Street, and Mission Road/34th Street. Two lake access sites were substantially completed at Site #11 (8130 Tronson Road Phase 1 Shoreline Restoration) and Site #1 (9030 Tronson Road). Crown land tenure was also obtained for ten lake access sites, including two boat launches (8130 Tronson Road and 8835 Okanagan Landing Road).

With the reduction and removal of COVID-19 restrictions, conventional transit levels increased to about 70% of pre-pandemic ridership levels. The Vernon Regional Transit System was set to expand in September 2022 (including the new Route #10 – Middleton Mountain and new additional holiday service), but was postponed because the 2022 Provincial budget did not accommodate any service expansions. First Transit, the Vernon Regional Transit System operator, was recognized by BC Transit as a Transit SuperStar for demonstrating BC Transit's core value of "customer service" through their outstanding efforts during the 2021 wildfires and heat waves to evacuate residents and provide transport to/from cooling centres. First Transit was able to achieve this while managing the normal day to day operations.

2022 marked the second year of participation in the Province's Electric Kick Scooter Pilot Project and was re-launched in March 2022 by the e-scooter operator, Neuron Mobility. 2022 was also the first year of the dockless e-bike share program, also operated by Neuron Mobility.

With reduced COVID-19 restrictions, in-person active transportation educational events resumed, with a successful Spring GoByBike Week (May 27 to June 2) and Fall GoByBike Weeks (October 3 to 16). The City successfully received grants from the GoByBike Week Society for both events that helped to fund a grant worker to assist with event planning, implementation, and reporting.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** TRANSPORTATION (222)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| GOVERNMENT TRANSFERS                  | 2,560        | 5,000        | 2,000       | 2,000       | 0                       | 0.00%    |
| SALE OF SERVICES                      | 500          | 2,000        | 0           | 0           | 0                       | 0.00%    |
| TRANSFERS FROM RESERVES               | 563          | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 3,623        | 7,000        | 2,000       | 2,000       | 0                       | 0.00%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,140        | 822          | 2,258       | 2,484       | 226                     | 10.01%   |
| CONTRACTS FOR SERVICES                | 16,514       | 9,320        | 840         | 250         | (590)                   | (70.24%) |
| GOODS, MATERIALS & SUPPLIES           | 26,121       | 13,161       | 20,095      | 20,690      | 595                     | 2.96%    |
| INTERNAL CHARGES                      | 2,150        | 1,800        | 0           | 3,500       | 3,500                   | 100.00%  |
| PROJECTS                              | 0            | 0            | 43,800      | 43,800      | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS            | 500,464      | 216,643      | 479,108     | 495,186     | 16,078                  | 3.36%    |
| Total                                 | 546,388      | 241,746      | 546,101     | 565,910     | 19,809                  | 3.63%    |
| Net                                   | 542,765      | 234,746      | 544,101     | 563,910     | 19,809                  | 3.64%    |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE, UTILITIES

- Increase due to increased cost for cell phones.

CONTRACTS FOR SERVICES

- Decrease due to lower cost software subscription fees anticipated.

INTERNAL CHARGES

- Transfer to Communications Dept for radio advertising

SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** PROJECTS - COMMUNITY DEVELOPMENT (962)

**Budget Year:** 2023

**Manager:** Kim Flick

**Division:** Community Infrastructure &  
Development - General

**Accounting Reference:** 962

**Stage:** Proposed

**Approved:** No

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### Purpose:

Projects - Community Development (962) accommodates one time projects approved by Council related to planning and development.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

No one-time projects anticipated in 2023. All anticipated operating projects have been accommodated in the budgets of the related departments. New projects that arise will be forwarded to Council for consideration.

### Highlights of Current Year:

2022 projects include:

\$ 830,124 Homeless Bridging grant project  
\$ 443,850 Development Process Review & technology enhancements  
\$ 312,500 Wellbriety Program - Strengthening Communities Grant  
\$ 260,376 DCCs for affordable housing agreement (City to pay)  
\$ 242,000 Visitor Kiosk grant project  
\$ 43,000 2900 block of 30th Ave road closure support  
\$ 33,000 Fortis Step Code conversion  
\$ 15,000 Climate Action Agents of Change  
\$ 12,500 Home Zero Collective feasibility study contribution

\$2,192,350 TOTAL

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - COMMUNITY DEVELOPMENT (962)

### Changes to Department:

| GL Category                 | 2021 Actuals   | 2022 Actuals     | 2022 Budget      | 2023 Budget | 2022-2023 Budget Change |                  |
|-----------------------------|----------------|------------------|------------------|-------------|-------------------------|------------------|
|                             |                |                  |                  |             | \$                      | %                |
| <b>Revenues</b>             |                |                  |                  |             |                         |                  |
| GOVERNMENT TRANSFERS        | 424,624        | 448,938          | 1,432,624        | 0           | (1,432,624)             | (100.00%)        |
| TRANSFERS FROM RESERVES     | 94,841         | 0                | 759,726          | 0           | (759,726)               | (100.00%)        |
| <b>Total</b>                | <b>519,465</b> | <b>448,938</b>   | <b>2,192,350</b> | <b>0</b>    | <b>(2,192,350)</b>      | <b>(100.00%)</b> |
| <b>Expenditures</b>         |                |                  |                  |             |                         |                  |
| CONTRACTS FOR SERVICES      | 476,860        | 50,293           | 312,500          | 0           | (312,500)               | (100.00%)        |
| GOODS, MATERIALS & SUPPLIES | 26,130         | 50,838           | 0                | 0           | 0                       | 0.00%            |
| INTERNAL CHARGES            | 1,990          | 3,332            | 0                | 0           | 0                       | 0.00%            |
| PROJECTS                    | 0              | 0                | 1,879,850        | 0           | (1,879,850)             | (100.00%)        |
| SALARIES, WAGES & BENEFITS  | 14,503         | 93,992           | 0                | 0           | 0                       | 0.00%            |
| Uncategorized Expenses      | 0              | 1,352            | 0                | 0           | 0                       | 0.00%            |
| <b>Total</b>                | <b>519,483</b> | <b>199,807</b>   | <b>2,192,350</b> | <b>0</b>    | <b>(2,192,350)</b>      | <b>(100.00%)</b> |
| <b>Net</b>                  | <b>17</b>      | <b>(249,130)</b> | <b>0</b>         | <b>0</b>    | <b>0</b>                | <b>0.00%</b>     |

### 2022 - 2023 Budget Changes:

No projects budgeted for 2023.

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> PROJECTS - ENGINEERING DEVELOPMENT (963) |                                  |
| <b>Budget Year:</b> 2023  | <b>Manager:</b> Kim Flick        |
| <b>Division:</b> Community Infrastructure & Development - General   | <b>Accounting Reference:</b> 963 |
| <b>Stage:</b> Proposed  | <b>Approved:</b> No              |

Purpose:

Projects - Engineering Development (963) accommodates one time projects approved by Council related to development services.

Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

Outlook for Upcoming Budget:

No one-time projects anticipated in 2023. All anticipated operating projects have been accommodated in the budgets of the related departments. New projects that arise will be forwarded to Council for consideration.

Highlights of Current Year:

2022 projects include:

\$ 20,000 4005 Pleasant Valley Road affordable housing street light funding

Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** PROJECTS - ENGINEERING DEVELOPMENT (963)

### Changes to Department:

| GL Category             | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                         |              |              |             |             | \$                      | %         |
| Revenues                |              |              |             |             |                         |           |
| DEVELOPER CONTRIBUTIONS | 3,885        | 0            | 9,400       | 0           | (9,400)                 | (100.00%) |
| GOVERNMENT TRANSFERS    | 116,485      | (47,600)     | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES | 11,654       | 47,600       | 10,600      | 0           | (10,600)                | (100.00%) |
| Total                   | 132,024      | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| Expenditures            |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES  | 132,024      | 0            | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                | 0            | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| Total                   | 132,024      | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| Net                     | 0            | 0            | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

#### DEVELOPER CONTRIBUTIONS

- Road DCC funding for affordable housing street lights

#### PROJECTS

- Only shows budget, actuals are expended in the related expense lines (e.g. CONTRACTS FOR SERVICES, GOODS, MATERIALS & SUPPLIES, etc.)

## Department Summary

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**Department Summary:** PUBLIC TRANSIT CONVENTIONAL (148)

**Budget Year:** 2023

**Manager:** Ellen Croy

**Division:** Community Infrastructure &  
Development - Transit

**Accounting Reference:** 148

**Stage:** Proposed

**Approved:** No

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### Purpose:

The conventional transit system operates 12 conventional buses within Vernon and Coldstream. The conventional transit system continues to provide an essential service getting people to work and helping to maintain an economically vibrant, livable and sustainable community. Having efficient and attractive transit is increasingly important due to factors such as climate change, population growth, an aging population, and the need for affordable transportation choices for all. Future growth of the city will place increasing pressure on the transportation system, and transit will play a key role in addressing this challenge. The conventional transit system is managed by the Transportation Department.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$1,957,414 |
| <b>Prior Year Approved Net Budget</b> | \$1,713,393 |
| <b>Budget Change</b>                  | \$244,021   |
| <b>Budget Change by %</b>             | 14.24%      |
| <b>2023 FTE</b>                       | 0.0         |
| <b>2022 FTE</b>                       | 0.0         |
| <b>FTE Change</b>                     | 0.0         |
| <b>FTE Change by %</b>                | 0.00%       |

### Outlook for Upcoming Budget:

There were two proposed expansions for this service in 2022 (the new Route #10 – Middleton Mountain and additional statutory holiday service). However, this was postponed to January 2024 because the 2022 Provincial budget did not accommodate any service expansions.

With no expansions for this service planned in 2023, the proposed budget reflects the conventional transit system levels of service as of 2022. There is an increase in budget requested for 2023 due to increased operational costs, particularly related to fuel prices.

While the expansion is planned to occur in January 2024, planning and implementation (e.g. installing new bus stops, updating scheduling information, etc.) will occur throughout 2023. To improve the user experience, BC Transit is implementing a new electronic fare system that will allow riders to pay electronically instead of paying with cash. While buses will still be accepting cash fare, the new electronic fare system will reduce the need for riders to carry exact change to ride the bus.

### Highlights of Current Year:

The conventional service operates nine routes using 12 nine metre (30 foot) two door Vicinity diesel buses. With COVID-19 restrictions eased and reduced in 2022, ridership on conventional transit increased to about 70% of pre-pandemic levels.

In June 2022, BC Transit acknowledged the Vernon Regional Transit System's First Transit (local transit operator) as Transit SuperStars for demonstrating BC Transit's core value of "customer service" for their outstanding efforts to assist the community with wildfire evacuations and providing transportation to cooling centres in 2021.

With the 2022 transit expansion delayed, BC Transit worked on initiatives to improve the user experience, including the implementation of NextRide in June 2022. NextRide uses Automatic Vehicle Location technology to allow customers to see real-time bus locations along routes (when using the Transit App) and identify predicted arrival times for any selected bus stop. NextRide also includes onboard automated stop announcements to call out stops to customers riding the bus, which increases convenience and accessibility.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PUBLIC TRANSIT CONVENTIONAL (148)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS        | 1,961,645    | 1,212,667    | 1,852,787   | 2,000,992   | 148,205                 | 8.00%     |
| SALE OF SERVICES            | 679,226      | 644,178      | 678,374     | 804,912     | 126,538                 | 18.65%    |
| TRANSFERS FROM RESERVES     | 0            | 0            | 108,371     | 0           | (108,371)               | (100.00%) |
| Total                       | 2,640,871    | 1,856,845    | 2,639,532   | 2,805,904   | 166,372                 | 6.30%     |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 4,137,469    | 2,610,417    | 4,320,414   | 4,738,797   | 418,383                 | 9.68%     |
| GOODS, MATERIALS & SUPPLIES | 20,958       | 13,721       | 30,000      | 23,000      | (7,000)                 | (23.33%)  |
| INTERNAL CHARGES            | 348          | 222          | 2,000       | 1,000       | (1,000)                 | (50.00%)  |
| SALARIES, WAGES & BENEFITS  | 1,271        | 1,217        | 511         | 521         | 10                      | 1.96%     |
| TRANSFERS TO RESERVES       | 17,773       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 4,177,820    | 2,625,577    | 4,352,925   | 4,763,318   | 410,393                 | 9.43%     |
| Net                         | 1,536,949    | 768,732      | 1,713,393   | 1,957,414   | 244,021                 | 14.24%    |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase in the provincial subsidy for Conventional Transit operating costs as per projections in the 2022/2023 Annual Operating Agreement

#### SALE OF SERVICES

- Anticipated increases in farebox revenue and ticket sales for 2023, with ridership anticipated to increase compared to 2022.

#### TRANSFERS FROM RESERVES

- Decrease as transfer is not required until 2024, as part of the planned transit expansion.

#### CONTRACTS FOR SERVICES

- Increased operating costs for Conventional Transit services related to increased fuel costs, vehicle maintenance, and other operational measures.

#### GOODS, MATERIALS & SUPPLIES

- Reduced anticipated work related to transit stop repairs.

#### INTERNAL CHARGES

- Reduced internal fleet charge from Operations staff, due to reduced anticipated transit stop repairs.

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** PUBLIC TRANSIT CUSTOM (149)

**Budget Year:** 2023

**Manager:** Ellen Croy

**Division:** Community Infrastructure &  
Development - Transit

**Accounting Reference:** 149

**Stage:** Proposed

**Approved:** No

### Purpose:

Custom Transit is part of the family of transit services and includes HandyDART, Taxi Saver and Taxi Supplement. The Custom Transit service contract is held by the City of Vernon and, through funding partnerships, provides service to residents within the service area in Vernon, Coldstream and Electoral Areas B and C in the Regional District of North Okanagan. The application registration process includes an in-person assessment with a mobility coordinator in order to match the applicant's needs with the most appropriate type of transit service available. The process takes into account each individual's travel needs in addition to their abilities in using the conventional bus. The custom transit system is managed by the Transportation Department.

### Budget Summary

|                                       |            |
|---------------------------------------|------------|
| <b>2023 Proposed Net Budget</b>       | \$342,744  |
| <b>Prior Year Approved Net Budget</b> | \$401,336  |
| <b>Budget Change</b>                  | \$(58,592) |
| <b>Budget Change by %</b>             | (14.60%)   |
| <b>2023 FTE</b>                       | 0.0        |
| <b>2022 FTE</b>                       | 0.0        |
| <b>FTE Change</b>                     | 0.0        |
| <b>FTE Change by %</b>                | 0.00%      |

### Outlook for Upcoming Budget:

BC Transit completed the new registration process for Custom Transit throughout the province, and the next step is to extend this by requiring all those registrants who have not completed the new application process (i.e. those registered prior to February 2014) to undertake the new in-person assessment. The aim is to ensure moving forward, that those most in need have access to Custom Transit. There are no planned expansions for this service in 2023. The proposed budget reflects Custom Transit system levels of service as of 2022. The operating cost increases include the additional costs of the recertification of pre-2014 registrants.

The increase in expenses are due to standard increases in operational costs, including fuel costs, which are reflected in the budget.

### Highlights of Current Year:

In 2022, the Custom Transit system saw an increase in ridership from pre-pandemic levels, although not at the same rate as the Conventional Transit system.

In June 2022, BC Transit recognized the Vernon Regional Transit System's First Transit (local transit operator) as Transit SuperStars for demonstrating BC Transit's core value of "customer service" for their outstanding efforts to assist the community with wildfire evacuations and providing transportation to cooling centres in 2021.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PUBLIC TRANSIT CUSTOM (149)

### Changes to Department:

| GL Category                                 | 2021 Actuals     | 2022 Actuals   | 2022 Budget      | 2023 Budget      | 2022-2023 Budget Change |                 |
|---|------------------|----------------|------------------|------------------|-------------------------|-----------------|
|   |                  |                |                  |                  | \$                      | %               |
| <b>Revenues</b>                             |                  |                |                  |                  |                         |                 |
| GOVERNMENT TRANSFERS                        | 911,512          | 535,910        | 961,677          | 993,914          | 32,237                  | 3.35%           |
| SALE OF SERVICES                            | 81,079           | 66,397         | 82,708           | 92,926           | 10,218                  | 12.35%          |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 87,971           | 21,411         | 112,198          | 87,129           | (25,069)                | (22.34%)        |
| <b>Total</b>                                | <b>1,080,562</b> | <b>623,718</b> | <b>1,156,583</b> | <b>1,173,969</b> | <b>17,386</b>           | <b>1.50%</b>    |
| <b>Expenditures</b>                         |                  |                |                  |                  |                         |                 |
| CONTRACTS FOR SERVICES                      | 1,383,742        | 851,123        | 1,557,919        | 1,516,713        | (41,206)                | (2.64%)         |
| TRANSFERS TO RESERVES                       | 234,595          | 0              | 0                | 0                | 0                       | 0.00%           |
| <b>Total</b>                                | <b>1,618,337</b> | <b>851,123</b> | <b>1,557,919</b> | <b>1,516,713</b> | <b>(41,206)</b>         | <b>(2.64%)</b>  |
| <b>Net</b>                                  | <b>537,775</b>   | <b>227,405</b> | <b>401,336</b>   | <b>342,744</b>   | <b>(58,592)</b>         | <b>(14.60%)</b> |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Anticipated increase in Provincial subsidy for projected increased Custom Transit operating costs as per the 2022/2023 Annual Operating Agreement

#### SALE OF SERVICES

- The ridership and farebox revenue has been calculated by BC Transit and is expected to increase based on their projections for COVID recovery.

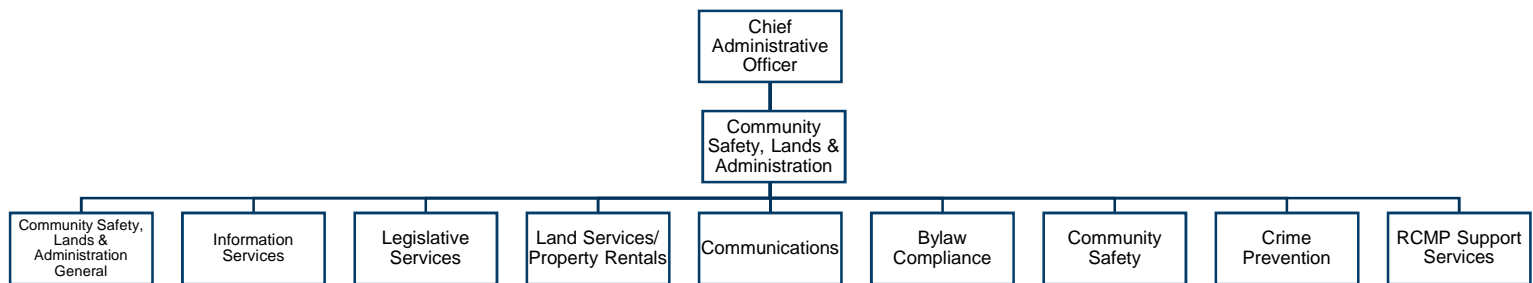
#### SERVICES PROVIDED TO OTHER GOVTS

- Anticipated decrease in recoveries from regional Transit partners based on historical ridership for each jurisdiction

#### CONTRACTS FOR SERVICES

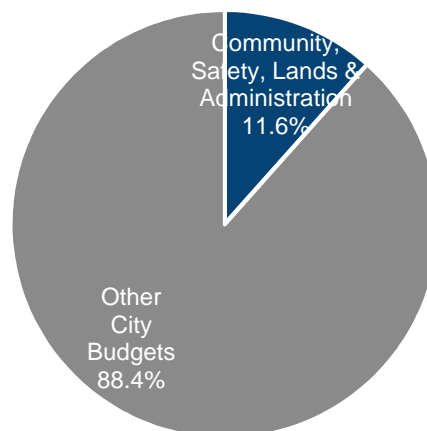
# COMMUNITY SAFETY, LANDS & ADMINISTRATION

Kevin Poole  
Director  
kpoole@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |             |
|------------------------|-------------|
| 2023 Approved Net Cost | \$5,836,040 |
| 2022 Amended Net Cost  | \$5,446,746 |
| Budget Change          | \$389,294   |
| Change By %            | 7.147%      |
| 2023 FTE               | 73.1        |
| 2022 FTE               | 71.0        |
| FTE Change             | 2.1         |
| FTE Change By %        | 0.03%       |





## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name                                       | 2023<br>BUDGET   | 2022<br>BUDGET   | \$<br>INCREASE | %<br>INCREASE |
|---|------------------|------------------|----------------|---------------|
| <b>Community Safety, Lands &amp; Administration</b>       |                  |                  |                |               |
| COMMUNITY SAFETY, LANDS & ADMINISTRATION- GENERAL (120)   | 281,207          | 261,922          | 19,285         | 7.363%        |
| INFORMATION SERVICES (122)                                | 1,533,888        | 1,489,151        | 44,737         | 3.004%        |
| LEGISLATIVE SERVICES (126)                                | 600,018          | 586,598          | 13,420         | 2.288%        |
| LAND SERVICES (130)                                       | 65,472           | 52,898           | 12,574         | 23.77%        |
| LAND SERVICES - PROPERTY RENTALS (131)                    | 0                | 0                | 0              | 0.00%         |
| COMMUNICATIONS & GRANTS (132)                             | 444,433          | 418,051          | 26,382         | 6.311%        |
| RCMP SUPPORT SERVICES (311)                               | 1,994,316        | 1,891,618        | 102,698        | 5.429%        |
| RCMP DETENTION CENTRE (312)                               | 305,423          | 298,521          | 6,902          | 2.312%        |
| BYLAW COMPLIANCE (345)                                    | 258,041          | 103,807          | 154,234        | 148.578%      |
| COMMUNITY SAFETY OFFICE (350)                             | 218,709          | 211,182          | 7,527          | 3.564%        |
| CRIME PREVENTION (351)                                    | 134,533          | 132,998          | 1,535          | 1.154%        |
| PROJECTS - INFORMATION SERVICES (960)                     | 0                | 0                | 0              | 0.00%         |
| PROJECTS - COMMUNITY SAFETY, LANDS & ADMINISTRATION (972) | 0                | 0                | 0              | 0.00%         |
| Total Community Safety, Lands & Administration            | 5,836,040        | 5,446,746        | 389,294        | 7.147%        |
| <b>GRAND TOTAL</b>  | <b>5,836,040</b> | <b>5,446,746</b> | <b>389,294</b> | <b>7.147%</b> |

## Department Summary

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**Department Summary:** COMMUNITY SAFETY, LANDS & ADMINISTRATION- GENERAL (120)

**Budget Year:** 2023

**Manager:** Kevin Poole

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 120

**Stage:** Proposed

**Approved:** No

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### Purpose:

Community Safety, Lands, and Administration provides the communication link between Council, City Divisions and the general public. The Division is responsible for Legislative Services, Communications and Grants, Real Estate and Land Services, Information Services, RCMP Support Services, the Detention Facility, and the Protective Services Department (Bylaw Compliance, Crime Prevention and the Community Safety Office).

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$281,207 |
| <b>Prior Year Approved Net Budget</b> | \$261,922 |
| <b>Budget Change</b>                  | \$19,285  |
| <b>Budget Change by %</b>             | 7.36%     |
| <b>2023 FTE</b>                       | 1.3       |
| <b>2022 FTE</b>                       | 1.3       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Focus is on providing each Department within the Division guidance and support as we continue to review services to gain efficiency in our delivery of service to staff and the citizens of Vernon. In 2023, the Division plans to focus on implementing new deliverables identified as part of the new Council's Strategic Plan.

Funding for the Restorative Justice program, delivered by Canadian Mental Health Association (CMHA), is included within Community Safety, Lands, and Administration general budget. Administration will be proposing a one year extension to the contract for services. CMHA presented to the Regional District of the North Okanagan in July 2022. In August, a letter from the RDNO was sent to communities throughout the region to see if there is interest in providing additional funds to support the service.

### Highlights of Current Year:

Highlights for each of the Departments within the Community Safety, Lands, and Administration Division are provided within each department's summary. Some highlights include the completion of the 2022 election and referendum, the sale of the Okanagan College hanger, the expansion of Girorard Park, the hiring of a new Manager of Legislative Services, the roll out of the electronic meeting management software, upgrades to the sound and video system in Council Chambers, increased bylaw services in the downtown due to the Strengthening Communities Grant and finalizing an agreement with the District of Coldstream for RCMP Support Services.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** COMMUNITY SAFETY, LANDS & ADMINISTRATION- GENERAL (120)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 565            | 403            | 900            | 650            | (250)                   | (27.78%)     |
| CONTRACTS FOR SERVICES                | 61,410         | 45,992         | 45,158         | 45,158         | 0                       | 0.00%        |
| GOODS, MATERIALS & SUPPLIES           | 8,587          | 5,049          | 13,614         | 11,723         | (1,891)                 | (13.89%)     |
| SALARIES, WAGES & BENEFITS            | 182,367        | 144,662        | 202,250        | 223,676        | 21,426                  | 10.59%       |
| <b>Total</b>                          | <b>252,930</b> | <b>196,106</b> | <b>261,922</b> | <b>281,207</b> | <b>19,285</b>           | <b>7.36%</b> |
| <b>Net</b>                            | <b>252,930</b> | <b>196,106</b> | <b>261,922</b> | <b>281,207</b> | <b>19,285</b>           | <b>7.36%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Reduction in cell phone cost to better reflect actual.

GOODS, MATERIALS & SUPPLIES

- Reduction in professional development and travel to better reflect actuals.

SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs.

## Department Summary

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**Department Summary:** INFORMATION SERVICES (122)

**Budget Year:** 2023

**Manager:** Kris Satchell

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 122

**Stage:** Proposed

**Approved:** No

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### Purpose:

Information Services (IS) provides strategic planning, management, technical and administrative support for the City of Vernon's network infrastructure and websites. The City's IS Department supports 50 servers, 30 Enterprise software products, 32 Point to Point wireless shots, 410 workstations, 250 mobile devices, Cisco IP based telephony solution with 220 handsets, 50 switches, and manages 44 contracts citywide with a value over \$400,000 annually.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$1,533,888 |
| <b>Prior Year Approved Net Budget</b> | \$1,489,151 |
| <b>Budget Change</b>                  | \$44,737    |
| <b>Budget Change by %</b>             | 3.00%       |
| <b>2023 FTE</b>                       | 11.0        |
| <b>2022 FTE</b>                       | 10.0        |
| <b>FTE Change</b>                     | 1.0         |
| <b>FTE Change by %</b>                | 10.00%      |

### Outlook for Upcoming Budget:

IS will continue to explore cost saving initiatives with infrastructure changes, partnerships and licensing reviews, while ensuring the digital infrastructure continues to be redundant and secure.

IS will also be building a digital strategy to help with the digital transformation path for the organization.

IS will be supporting implementation of the new ERP/HRM (Workday) system as per the Council resolution June 27, 2022.

### Highlights of Current Year:

Cyber Security has continued to be a significant issue for all municipalities. IS has continued to upgrade our security footprint by adding additional application software including the use of Artificial Intelligence to protect the City's networks and data. IS also worked with third party contractors this year to do testing of both internal and external systems to make sure they are secure.

Council Chambers is undergoing a technology upgrade and will be finished by the end of 2022.

Information Services is underway with Office 365 testing and starting to rollout collaboration tools which will help both the public and staff.

Property Information Requests are now available through the cities online portal and is the first of many online services to come.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** INFORMATION SERVICES (122)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---|--------------|--------------|-------------|-------------|-------------------------|----------|
|   |              |              |             |             | \$                      | %        |
| Revenues                                    |              |              |             |             |                         |          |
| INTERNAL REVENUES                           | 37,200       | 35,261       | 35,261      | 150,966     | 115,705                 | 328.14%  |
| SALE OF SERVICES                            | 400          | 2,054        | 0           | 1,000       | 1,000                   | 100.00%  |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 41,886       | 39,468       | 45,448      | 45,448      | 0                       | 0.00%    |
| TRANSFERS FROM RESERVES                     | (101)        | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                       | 79,385       | 76,783       | 80,709      | 197,414     | 116,705                 | 144.60%  |
| Expenditures                                |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 49,026       | 37,449       | 65,785      | 59,059      | (6,726)                 | (10.22%) |
| CONTRACTS FOR SERVICES                      | 49,876       | 58,082       | 81,230      | 86,230      | 5,000                   | 6.16%    |
| GOODS, MATERIALS & SUPPLIES                 | 60,254       | 44,783       | 88,450      | 95,742      | 7,292                   | 8.24%    |
| INTERNAL CHARGES                            | 5,679        | 3,759        | 6,444       | 7,088       | 644                     | 9.99%    |
| SALARIES, WAGES & BENEFITS                  | 974,159      | 788,136      | 1,023,246   | 1,185,478   | 162,232                 | 15.85%   |
| TRANSFERS TO RESERVES                       | 293,705      | 304,705      | 304,705     | 297,705     | (7,000)                 | (2.30%)  |
| Total                                       | 1,432,700    | 1,236,914    | 1,569,860   | 1,731,302   | 161,442                 | 10.28%   |
| Net   | 1,353,315    | 1,160,131    | 1,489,151   | 1,533,888   | 44,737                  | 3.00%    |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- New internal transfer from Financial Services to fund new position to support new ERP/HRM (Workday) \$115,000

#### SALE OF SERVICES

- Revenue for recycling of mobile equipment

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in costs associated with photocopier costs

#### CONTRACTS FOR SERVICES

- Multi-year software licence fees moved from Dept 960 projects

#### GOODS, MATERIALS & SUPPLIES

- Increase in costs associated with staff development for new position

#### INTERNAL CHARGES

- Increase in internal fleet charge

#### SALARIES, WAGES & BENEFITS

- Increase in cost of living, service time and benefits costs

- Includes new position to support new ERP/HRM system (Workday)

#### TRANSFERS TO RESERVES

- Small decrease in annual contribution to IS Equipment Replacement reserve to fund the City's necessary technology replacements

## Department Summary

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**Department Summary:** LEGISLATIVE SERVICES (126)

**Budget Year:** 2023

**Manager:** Jennifer Bruns

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 126

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Legislative Services department is responsible for the statutory functions of the Corporate Officer. These include: Council and Committee meeting management; production and safekeeping of agendas, minutes, bylaws and other records of significance and historical value; administering oaths, affirmations and affidavits; certifying copies of City records; and, accepting notices and legal documents on behalf of the City. The Department also provides administrative support to Council and some of its Committees.

This department is also responsible for the administration of: the Freedom of Information and Protection of Personal Privacy Act (FOIPPA); the records management policies; and, the conducting of elections, assent voting and alternative approval processes as required or legislated.

Legislative Services is a key communication link between members of the community and their elected officials or other City departments. We provide advice and assistance with respect to Council and Committee processes, reporting procedures and communication of Council decisions.

### Outlook for Upcoming Budget:

The focus of 2023 will be continuing implementation of the new meeting management software, eSCRIBE and evaluating existing and best practices for records management.

Legislative Services continues to provide training and support to new and existing employees on records management and compliance with the Freedom of Information and Protection of Privacy Act, including the conduction of legislated privacy impact assessments for programs and initiatives undertaken by the City.

### Highlights of Current Year:

Legislative Services was pleased to introduce eSCRIBE, a meeting management software designed to improve the efficiencies of agenda production and management as well as improve online viewing and public access to Council meeting agendas and minutes. Training and implementation of the program was commenced in March of 2022 with continued support anticipated from Legislative Services in 2023.

The 2022 General Local Election was held on October 15, 2022 in accordance with the Local Government Act. In addition to the election of Mayor and Council, a referendum was conducted to confirm elector approval for long-term financing of the proposed Active Living Centre project. Three advance voting opportunities and two special voting opportunities were provided to citizens in addition to the General Voting Day. Citizens were informed of the election and referendum using newspaper advertisements, dedicated webpages on the City's website and through posts on the City's social media platforms.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$600,018 |
| <b>Prior Year Approved Net Budget</b> | \$586,598 |
| <b>Budget Change</b>                  | \$13,420  |
| <b>Budget Change by %</b>             | 2.29%     |
| <b>2023 FTE</b>                       | 5.3       |
| <b>2022 FTE</b>                       | 5.3       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |



## Department Summary

**Department Summary:** LEGISLATIVE SERVICES (126)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---|--------------|--------------|-------------|-------------|-------------------------|-----------|
|   |              |              |             |             | \$                      | %         |
| Revenues                                    |              |              |             |             |                         |           |
| SALE OF SERVICES                            | 4,549        | 2,355        | 1,710       | 1,710       | 0                       | 0.00%     |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 0            | 1,400        | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES                     | 163,849      | 120,788      | 221,075     | 0           | (221,075)               | (100.00%) |
| Total                                       | 168,398      | 124,543      | 222,785     | 1,710       | (221,075)               | (99.23%)  |
| Expenditures                                |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 549          | 364          | 800         | 800         | 0                       | 0.00%     |
| CONTRACTS FOR SERVICES                      | 68,908       | 94,980       | 227,761     | 62,292      | (165,469)               | (72.65%)  |
| GOODS, MATERIALS & SUPPLIES                 | 15,976       | 37,653       | 69,550      | 16,109      | (53,441)                | (76.84%)  |
| SALARIES, WAGES & BENEFITS                  | 493,297      | 342,074      | 486,057     | 491,933     | 5,876                   | 1.21%     |
| TRANSFERS TO RESERVES                       | 146,003      | 25,215       | 25,215      | 30,594      | 5,379                   | 21.33%    |
| Total                                       | 724,733      | 500,286      | 809,383     | 601,728     | (207,655)               | (25.66%)  |
| Net   | 556,335      | 375,743      | 586,598     | 600,018     | 13,420                  | 2.29%     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- Decrease due to the transfer for conducting the 2022 election and funding for electronic meeting management software

#### CONTRACTS FOR SERVICES

- Decrease due to 2022 election related expenditures and purchase of electronic meeting management software

#### GOODS, MATERIALS & SUPPLIES

- Decrease due to 2022 election expenses

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

#### TRANSFERS TO RESERVES

- Increase to fund 2026 General Local Election

## Department Summary

**Department Summary:** LAND SERVICES (130)

**Budget Year:** 2023

**Manager:** Brett Bandy

**Division:** Community Safety, Lands & Administration

**Accounting Reference:** 130

**Stage:** Proposed

**Approved:** No

### Purpose:

Land Services provides management of City owned lands, including: commercial leases, residential property rentals, leases of spray irrigation lands, crown leases, airport land leases and tie-downs and the responsibility for negotiating the acquisition and sale of property on behalf of the City. Land Services assists Planning and Engineering in securing Statutory Right of Ways and Road Dedications. Land Services assists numerous City Departments with encroachments on City lands and roads. In addition, Land Services provides recommendations for Council and other City Departments, regarding legal considerations involving real estate.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$65,472 |
| <b>Prior Year Approved Net Budget</b> | \$52,898 |
| <b>Budget Change</b>                  | \$12,574 |
| <b>Budget Change by %</b>             | 23.77%   |
| <b>2023 FTE</b>                       | 2.5      |
| <b>2022 FTE</b>                       | 2.5      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Land Services will continue to provide revenue to the City through the management of City owned lands, including: commercial land and building leases, future parks and facilities properties that currently have residential or commercial tenants, airport land and hangar leases and tie-down rentals, leases of spray irrigation lands, new parking lot installations and license fees for use of City lands.

Land Services will continue to be responsible for negotiating the acquisition and sale of property on behalf of the City. Land Services will continue to evaluate encroachments on City lands including lake access sites scheduled for capital improvements and facilitating removal and remediation. In addition, recommendations will be provided and negotiations facilitated at the request of Council and on an on-going basis for Operations, Engineering, Planning, Facilities, Parks, Economic Development and Administration.

Targeted projects for Land Services in 2023 include recommendations to Council regarding the development of the City owned Vernon Block in conjunction with the Cultural Centre and exploring sale opportunities of City owned lands. Land Services will facilitate land requirements for the following Capital Projects: Silver Star Road Multi-Use Pathway Phase2, the conclusion of the BX Sedimentation Pond, 39th Avenue/Pleasant Valley Road traffic circle, Eastside Road drainage, Okanagan Landing Road drainage, Tassie Creek drainage Southwind sewer and 15th Avenue storm management at 20th Street and 48th Avenue.

### Highlights of Current Year:

In 2022, Land Services provided revenue to the City through management of City owned lands and buildings including: commercial lands and buildings, the airport – commercial, infield, and tie-down lands, undeveloped park lands and spray irrigation lands. Land Services concluded the purchase of additional lands to be added to Girouard Park and secured additional access to the Park from 43rd Avenue, negotiated the purchase of St John Ambulance owned building for Operations use and a lease of City owned commercial property at the Airport for St John Ambulance use, extended the spray irrigation leases, concluded the demolition of the remaining house in the Civic Memorial Park and facilitated the surplus road closures and consolidations to maximize use, started negotiations for the properties required for Phase 2 of the Silver Star Multi-Use Pathway and concluded the purchase of a portion of the BX Dog Park with the Regional District for the BX Sedimentation Pond.

Land Services provided assistance to Engineering, Planning, Operations, Facilities, Economic Development and Administration. This included providing valuations, acquiring land for roads and sidewalks, and negotiating Statutory Right of Ways to protect infrastructure. Encroachments on City Lake Access Sites are being removed in conjunction with capital improvements.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LAND SERVICES (130)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| INTERNAL REVENUES                     | 100,000      | 108,703      | 108,703     | 119,619     | 10,916                  | 10.04%   |
| SALE OF SERVICES                      | 186,872      | 136,211      | 177,692     | 174,875     | (2,817)                 | (1.59%)  |
| TRANSFERS FROM RESERVES               | 20,000       | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 306,872      | 244,914      | 286,395     | 294,494     | 8,099                   | 2.83%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,478        | 913          | 918         | 900         | (18)                    | (1.96%)  |
| CONTRACTS FOR SERVICES                | 130,468      | 22,697       | 62,574      | 62,574      | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES           | 12,375       | 11,327       | 11,994      | 10,400      | (1,594)                 | (13.29%) |
| INTERNAL CHARGES                      | 177          | 0            | 250         | 250         | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS            | 276,820      | 221,111      | 262,658     | 284,942     | 22,284                  | 8.48%    |
| TRANSFERS TO RESERVES                 | 0            | 899          | 899         | 900         | 1                       | 0.11%    |
| Total                                 | 421,318      | 256,947      | 339,293     | 359,966     | 20,673                  | 6.09%    |
| Net                                   | 114,446      | 12,032       | 52,898      | 65,472      | 12,574                  | 23.77%   |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Revenues from the 2023 Infrastructure Program to reimburse Land Services (130) for Land Agent costs

#### SALE OF SERVICES

- Revenue down from St John Ambulance move, offset by increases in other rentals

#### GOODS, MATERIALS & SUPPLIES

- Transfer of Land Agents professional dues to Capital Projects

#### SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** LAND SERVICES - PROPERTY RENTALS (131)

**Budget Year:** 2023

**Manager:** Brett Bandy

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 131

**Stage:** Proposed

**Approved:** No

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### Purpose:

Land Services - Property Rentals (131) manages the following parks properties that currently have residential tenants, with the assistance of a property management contractor: 2807 39 St, 2901 39 St and 2903 39 St. This department also manages the commercial building at 3005 31 St, and the old Soccer Clubhouse at MacDonald Park that is rented to School District #22 (SD22).

The Civic Building reserve has been set up to receive net income from rental activity to help fund future one time costs related to these buildings, such as demolition.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

Land Services will continue to manage rental properties, with the assistance of a property management contractor for the residential properties.

### Highlights of Current Year:

In 2022, Land Services continued to manage these properties.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LAND SERVICES - PROPERTY RENTALS (131)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 34,404       | 23,415       | 54,549      | 61,530      | 6,981                   | 12.80%  |
| Total                                 | 34,404       | 23,415       | 54,549      | 61,530      | 6,981                   | 12.80%  |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 14,555       | 10,719       | 6,198       | 13,811      | 7,613                   | 122.83% |
| CONTRACTS FOR SERVICES                | 1,241        | 9,295        | 6,500       | 6,500       | 0                       | 0.00%   |
| GOODS, MATERIALS & SUPPLIES           | 7,188        | 8,342        | 7,400       | 7,600       | 200                     | 2.70%   |
| INTERNAL CHARGES                      | 39           | 0            | 0           | 0           | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS            | 543          | 0            | 0           | 0           | 0                       | 0.00%   |
| TRANSFERS TO RESERVES                 | 10,838       | 0            | 34,451      | 33,619      | (832)                   | (2.42%) |
| Total                                 | 34,404       | 28,356       | 54,549      | 61,530      | 6,981                   | 12.80%  |
| Net                                   | 0            | 4,941        | 0           | 0           | 0                       | 0.00%   |

### 2022 - 2023 Budget Changes:

#### SALES OF SERVICES

- Increase in rental income

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase anticipated in 2023 Property Insurance premium
- Increased natural gas usage at MacDonald Park Clubhouse
- Increased electricity usage at MacDonald Park Clubhouse

## Department Summary

**Department Summary:** COMMUNICATIONS & GRANTS (132)

**Budget Year:** 2023

**Manager:** Christy Poirier

**Division:** Community Safety, Lands & Administration

**Accounting Reference:** 132

**Stage:** Proposed

**Approved:** No

### Purpose:

This area coordinates all aspects of media and public relations, emergency and crisis communications, City marketing and advertisements, City branding, internal communications, digital communications, and assists with stakeholder engagement and grant coordination. The Manager, Communications & Grants works with Administration and elected officials to enhance and maintain the City image. The Department is also responsible for grant monitoring in consultation with staff and maintaining positive relationships with Provincial and Federal grant program staff.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$444,433 |
| <b>Prior Year Approved Net Budget</b> | \$418,051 |
| <b>Budget Change</b>                  | \$26,382  |
| <b>Budget Change by %</b>             | 6.31%     |
| <b>2023 FTE</b>                       | 3.0       |
| <b>2022 FTE</b>                       | 3.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Key areas of focus for 2023 include: developing a City-wide strategic communications plan to align with and support the Council Strategic Plan 2023 - 2026; continuing a review of all City owned media channels to identify necessary changes to meet internal and external audience expectations and needs; researching new and emerging digital communication channels for relevancy, accessibility and practicality to reach diverse audiences.

To develop and deliver a strategic communication plan for the implementation of an Integrated Enterprise Resource Planning (ERP) and Human Resource Management (HRM) System; assist with public engagement activities related to major infrastructure projects and plans; develop a formal emergency management and response communication strategy; and provide further information support for the Emergency Operation Centre (EOC) should it be required.

To continue working with all City departments on the research, monitoring and pursuit of grant funding opportunities to support municipal projects.

### Highlights of Current Year:

The Communications department experienced exciting growth in 2022 and undertook some of its largest, most complex communication campaigns to date. In March, a new Communications Officer joined the team, bringing the department total to three FTEs (including the Digital Communications Specialist and Manager of Communications and Grants).

Together, the team supported multiple major City projects with strategic communications, including the Active Living Centre Referendum, the 2022 General Local Election, the introduction of residential curbside organics collection, and a revision of the residential garbage collection program. This year also marked the return of in-person events and activities, which meant the Communications department was able to help coordinate the City's participation in the Greater Vernon Chamber of Commerce Spring Expo (with more than 10 City departments in attendance) and multiple celebration events to mark the completion of major projects. Some of those major projects included the opening of the Jumpstart Inclusive Playground and two new child care facilities.

The City of Vernon's Emergency Operations Centre (EOC) was activated at a level 1 in the summer months, in response to Heat Warnings and an extreme heat emergency. During activation, the Communications department worked with Administration and all other City departments, EOC members and key external stakeholders to develop and distribute communications regarding health and safety information, and community resources for citizens, businesses, visitors and staff.

Between January and June 2022, the City of Vernon submitted applications to or received notification for previous applications from nineteen (19) grant programs for numerous municipal projects. The total amount of grant funding sought by the City during this time was \$10,163,495, of which \$6 million was a single application to the Canada Community Building Fund. As of June 30, the City has been awarded a total of \$3,066,134.

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** COMMUNICATIONS & GRANTS (132)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| INTERNAL REVENUES                     | 0            | 0            | 0           | 11,500      | 11,500                  | 100.00%   |
| TRANSFERS FROM RESERVES               | 37,000       | 0            | 5,000       | 0           | (5,000)                 | (100.00%) |
| Total                                 | 37,000       | 0            | 5,000       | 11,500      | 6,500                   | 130.00%   |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 539          | 4,162        | 1,200       | 1,200       | 0                       | 0.00%     |
| CONTRACTS FOR SERVICES                | 97,425       | 43,440       | 71,309      | 86,691      | 15,382                  | 21.57%    |
| GOODS, MATERIALS & SUPPLIES           | 30,266       | 29,507       | 32,545      | 33,648      | 1,103                   | 3.39%     |
| PROJECTS                              | 0            | 0            | 11,000      | 6,000       | (5,000)                 | (45.45%)  |
| SALARIES, WAGES & BENEFITS            | 189,625      | 216,870      | 306,848     | 327,669     | 20,821                  | 6.79%     |
| TRANSFERS TO RESERVES                 | 149          | 149          | 149         | 725         | 576                     | 386.58%   |
| Total                                 | 318,004      | 294,128      | 423,051     | 455,933     | 32,882                  | 7.77%     |
| Net                                   | 281,004      | 294,128      | 418,051     | 444,433     | 26,382                  | 6.31%     |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- \$3,500 from Transportation (222) and \$8,000 from Recreation (860 and 865) for the purpose of radio advertising

#### TRANSFERS FROM RESERVES

- Decrease due to one-time funds (2021 Year End Unexpended Budget) used to make initial purchase for mass notification system

#### CONTRACTS FOR SERVICES

- Increase due to addition of mass notification system software contract (Alertable) in 2022. At its Regular Meeting of May 30, 2022, Council provided early budget approval for the 2023 - 2027 Financial Plan for the on-going operating cost of a mass notification system at an annual cost of approximately \$3,200, to be funded by taxation.

- Increase due to transfer of \$3,500 from Transportation (222) and \$8,000 from Recreation (860 and 865) for the purpose of radio advertising, as well as incremental cost increases for various software contracts such as website hosting, website maintenance, etc.

#### PROJECTS

- Decrease due to one-time funds (2021 Year End Unexpended Budget) used to make initial purchase for mass notification system noted above

#### SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

#### TRANSFERS TO RESERVES

- Increase due to addition of one FTE in March 2022 and the equipment required for the employee, such as a computer, software licensing, etc.

## Department Summary

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**Department Summary:** RCMP SUPPORT SERVICES (311)

**Budget Year:** 2023

**Manager:** Geoff Gaucher

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 311

**Stage:** Proposed

**Approved:** No

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### Purpose:

The RCMP Support Services Department provides clerical and administrative support to the employees of the Vernon/Coldstream component of the Vernon/North Okanagan RCMP Detachment. The support services include client services, court liaison, exhibits, administrative support and records management throughout the life cycle of all police records. Support services are provided in a respectful workplace, working as a team focused on client services, in support of the police and public safety for our community.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$1,994,316 |
| <b>Prior Year Approved Net Budget</b> | \$1,891,618 |
| <b>Budget Change</b>                  | \$102,698   |
| <b>Budget Change by %</b>             | 5.43%       |
| <b>2023 FTE</b>                       | 25.4        |
| <b>2022 FTE</b>                       | 24.3        |
| <b>FTE Change</b>                     | 1.0         |
| <b>FTE Change by %</b>                | 4.53%       |

### Outlook for Upcoming Budget:

The Municipal Support Services Employees at the RCMP Detachment continues to focus on superior, effective and efficient support service delivery to the Vernon and Coldstream RCMP members and the citizens of these communities.

The potential for call taking duties to be transferred to the City from the RCMP Operational Communications Centre (OCC) has still not occurred. The scale and scope of these duties may require the City to have additional support service resources. To date, these duties are still being performed at the RCMP OCC and not transferred to the City, and thus these position have not been filled.

### Highlights of Current Year:

The RCMP Vernon North Okanagan Detachment support services are decentralized while still maintaining an integrated policing model. The District of Coldstream support services agreement has been finalized and is in place until the end of 2025.

Increase of FTE from Temp Exhibit Custodian position, term 1 year, approved by Council October 11, 2022.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RCMP SUPPORT SERVICES (311)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---|--------------|--------------|-------------|-------------|-------------------------|-----------|
|   |              |              |             |             | \$                      | %         |
| Revenues                                    |              |              |             |             |                         |           |
| SALE OF SERVICES                            | 128,942      | 90,670       | 177,284     | 150,250     | (27,034)                | (15.25%)  |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 73,485       | 75,971       | 74,744      | 76,290      | 1,546                   | 2.07%     |
| TRANSFERS FROM RESERVES                     | 0            | 0            | 36,800      | 85,000      | 48,200                  | 130.98%   |
| Total                                       | 202,427      | 166,641      | 288,828     | 311,540     | 22,712                  | 7.86%     |
| Expenditures                                |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 2,399        | 1,933        | 2,338       | 2,392       | 54                      | 2.31%     |
| CONTRACTS FOR SERVICES                      | 20,799       | 5,939        | 31,620      | 32,252      | 632                     | 2.00%     |
| GOODS, MATERIALS & SUPPLIES                 | 9,056        | 28,209       | 21,365      | 17,965      | (3,400)                 | (15.91%)  |
| PROJECTS                                    | 0            | 0            | 36,800      | 0           | (36,800)                | (100.00%) |
| SALARIES, WAGES & BENEFITS                  | 1,747,563    | 1,572,334    | 2,088,323   | 2,253,247   | 164,924                 | 7.90%     |
| Total                                       | 1,779,816    | 1,608,415    | 2,180,446   | 2,305,856   | 125,410                 | 5.75%     |
| Net   | 1,577,389    | 1,441,775    | 1,891,618   | 1,994,316   | 102,698                 | 5.43%     |

### 2022 - 2023 Budget Changes:

TRANSFERS FROM RESERVES

-funding for a one-time project in 2022

SALE OF SERVICES

-decrease in property rentals due to smaller Provincial component.

GOOD, MATERIALS & SUPPLIES

-one-time equipment start up costs for three new employees added in 2022.

PROJECTS

-one-time project in 2022

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** RCMP DETENTION CENTRE (312)

**Budget Year:** 2023

**Manager:** Geoff Gaucher

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 312

**Stage:** Proposed

**Approved:** No

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### Purpose:

The RCMP Detention Center Department ensures the safety and security of all incarcerated individuals brought into the Vernon RCMP Detachment Detention Facility. This includes persons arrested and detained by the Vernon RCMP, the court system or provincial sheriffs service as well as municipal, provincial and federal inmates. The Detention Facility staff are responsible for the routine facility maintenance, assisting with booking, fingerprinting, DNA sample collection and photographing of charged individuals and for the processing of subjects required for court and escort.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$305,423 |
| <b>Prior Year Approved Net Budget</b> | \$298,521 |
| <b>Budget Change</b>                  | \$6,902   |
| <b>Budget Change by %</b>             | 2.31%     |
| <b>2023 FTE</b>                       | 6.3       |
| <b>2022 FTE</b>                       | 6.3       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Detention cost recovery from the District of Coldstream's Lease Agreement is based on a percentage of 2021 operating costs. 2022 billing is \$31,606. Coldstream Prisoner count is averaging 8.25 per month for 2022 vs 6.25 per month in 2021.

- Projected number of prisoners for 2023: 1,200 - 1,500
- Daily average of prisoners for 2022: 3.5
- Criminal fingerprints processed: 750 to 950 per year
- Civilian fingerprints processed: 650 to 750 per year depending on volunteer or employment requests.

### Highlights of Current Year:

High Risk Intermittent Prisoner volume has been addressed and intermittent sentences continue to be infrequent.

COVID-19 restrictions previously imposed by the Provincial Court have been discontinued with a return to previous processes.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RCMP DETENTION CENTRE (312)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |        |
|---|--------------|--------------|-------------|-------------|-------------------------|--------|
|   |              |              |             |             | \$                      | %      |
| Revenues                                    |              |              |             |             |                         |        |
| GOVERNMENT TRANSFERS                        | 135,497      | 32,339       | 213,282     | 217,548     | 4,266                   | 2.00%  |
| SALE OF SERVICES                            | 19,075       | 15,250       | 18,727      | 19,102      | 375                     | 2.00%  |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 12,534       | 31,606       | 11,220      | 12,500      | 1,280                   | 11.41% |
| Total                                       | 167,106      | 79,195       | 243,229     | 249,150     | 5,921                   | 2.43%  |
| Expenditures                                |              |              |             |             |                         |        |
| CONTRACTS FOR SERVICES                      | 5,262        | 0            | 0           | 0           | 0                       | 0.00%  |
| GOODS, MATERIALS & SUPPLIES                 | 28,428       | 17,800       | 24,400      | 26,000      | 1,600                   | 6.56%  |
| SALARIES, WAGES & BENEFITS                  | 467,795      | 362,302      | 517,350     | 528,573     | 11,223                  | 2.17%  |
| Total                                       | 501,485      | 380,102      | 541,750     | 554,573     | 12,823                  | 2.37%  |
| Net   | 334,379      | 300,907      | 298,521     | 305,423     | 6,902                   | 2.31%  |

### 2022 - 2023 Budget Changes:

#### SERVICES PROVIDED TO OTHER GOVERNMENTS

- Increased revenue to reflect prior years' actual amounts

#### GOODS, MATERIALS & SUPPLIES

- Uniforms and Clothing increased to \$1,500 due to ensure new employees have proper uniforms.

#### SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

### Department Summary: BYLAW COMPLIANCE (345)

**Budget Year:** 2023

**Manager:** Darren Lees

**Division:** Community Safety, Lands & Administration

**Accounting Reference:** 345

**Stage:** Proposed

**Approved:** No

### Purpose:

This Department oversees the administration and compliance for approximately 40 Regulatory Bylaws, directives and policies within the City of Vernon. Bylaw Compliance responds on a complaint basis and encouraging voluntary compliance is a Department priority. Bylaw staff provide assistance to other City Divisions in the areas of business licensing, sign bylaw, zoning bylaw, stop work orders, etc. Staff patrol and maintain 943 parking meters located along 19 kilometers of sidewalk, 6 City owned parking lots, the Parkade and signed, restricted parking areas. In addition, staff provide security and compliance services to the downtown core, parks, City facilities and the City's lake access sites.

The Department also provides community safety initiatives through education and compliance related to the Parks and Public Places Bylaw, the Traffic Bylaw and enforcement of the City's Safe Premises Bylaw.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$258,041 |
| <b>Prior Year Approved Net Budget</b> | \$103,807 |
| <b>Budget Change</b>                  | \$154,234 |
| <b>Budget Change by %</b>             | 148.58%   |
| <b>2023 FTE</b>                       | 14.7      |
| <b>2022 FTE</b>                       | 14.7      |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Ticketing revenues continue to reflect Council's customer service initiatives for free parking, extended parking grace periods and the issuance of warning tickets. Officer presence and response in relation to the Parks and Public Places Bylaw enforcement (alcohol, temporary shelter, hazardous activities, and improper behavior) both in Parks, City Facilities and the City Center continues to be important to residents and the business community.

Specialized Enforcement Unit (SEU) staff providing additional coverage starting at 8:00 am throughout the downtown core, Upper Room Mission/Gateway Shelter area and Polson/Linear Park continue to work to reduce the negative impact on parks users and business owners. Officer shift start and end times vary as the seasons change in order to deal with temporary overnight shelters, the street entrenched, loud parties and closing parks washrooms and gates. In addition, a seasonal two-person bike patrol provides additional security and enforcement in the downtown core and adjacent parks from May to October. Recovery of on-street parking revenues to pre-pandemic revenue projections continues to be very slow making it necessary to adjusted parking revenue projections to reflect actual post pandemic revenues. Parkade revenues consisting of daily parking fees, monthly parking permits, parking lot fine revenue and Parkade PayByPhone revenue have been reallocated to Operations for consistent management of all City parking lots and resulted in a revenue offset between departments accordingly.

### Highlights of Current Year:

Joint patrols conducted with the RCMP Downtown Enforcement Unit "E" Watch continue to increase the presence of the Bylaw Department and RCMP in the community, particularly on the west side of the BIA Area 1 and 2. Specialized Enforcement Unit (SEU) operations continues to be very effective in maintaining an additional uniformed presence in the BIA, Upper Room Mission/Gateway Shelter area and nearby Parks and Public Places in order to patrol areas frequented by the Street Entrenched, Transients and Panhandlers as well as deal with temporary sheltering. The Strengthening Communities Grant allowed for two additional SEU officers to further enhance presence in the downtown core and surrounding parks patrolling both on foot and by bike. Several Council initiatives that were implemented in 2021 to aid in local economic recovery from the impacts of the pandemic including 10 minute curbside pick up zones throughout the downtown BIA and a temporary street closure of the 2900 block of 30 Avenue through July and August have continued through 2022. Although these initiatives stimulated the local economy, they also contributed to a further loss in parking revenues. A shortage in available skilled labour through 2022 continues to impact service delivery and overall officer availability.

### Change Request for 2023:

| Number                      | Name                     | Stage     | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|--------------------------|-----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4000                 | Bylaw Compliance Officer | Requested | \$92,741        | \$0                     | \$0             | \$92,741              | \$96,492              |
| <b>Total Change Request</b> |                          |           | <b>\$92,741</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$92,741</b>       | <b>\$96,492</b>       |



## Department Summary

**Department Summary:** BYLAW COMPLIANCE (345)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| INTERNAL REVENUES                     | 128,801      | 123,127      | 128,718     | 133,852     | 5,134                   | 3.99%    |
| SALE OF SERVICES                      | 1,214,018    | 1,087,320    | 1,354,292   | 1,058,745   | (295,547)               | (21.82%) |
| TRANSFERS FROM RESERVES               | 226,739      | 0            | 0           | 200,000     | 200,000                 | 100.00%  |
| Uncategorized Revenues                | 100          | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 1,569,658    | 1,210,447    | 1,483,010   | 1,392,597   | (90,413)                | (6.10%)  |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 8,203        | 6,211        | 9,000       | 9,000       | 0                       | 0.00%    |
| CONTRACTS FOR SERVICES                | 124,746      | 123,486      | 104,649     | 113,049     | 8,400                   | 8.03%    |
| GOODS, MATERIALS & SUPPLIES           | 61,570       | 50,269       | 87,450      | 69,250      | (18,200)                | (20.81%) |
| INTEREST, OTHER CHARGES & LOSSES      | 1,219        | 1,446        | 3,000       | 3,000       | 0                       | 0.00%    |
| INTERNAL CHARGES                      | 54,231       | 28,430       | 49,200      | 62,457      | 13,257                  | 26.95%   |
| SALARIES, WAGES & BENEFITS            | 1,245,848    | 1,018,066    | 1,330,145   | 1,390,423   | 60,278                  | 4.53%    |
| TRANSFERS TO RESERVES                 | 3,758        | 3,373        | 3,373       | 3,459       | 86                      | 2.55%    |
| Total                                 | 1,499,574    | 1,231,282    | 1,586,817   | 1,650,638   | 63,821                  | 4.02%    |
| Net                                   | (70,083)     | 20,835       | 103,807     | 258,041     | 154,234                 | 148.58%  |

### 2022 - 2023 Budget Changes:

#### SALES OF SERVICE

- Parkade revenues moved to Operations
- On-street parking & Library parking revenue reduced to reflect actual recent revenue

#### TRANSFERS FROM RESERVES

- Transfer from COVID Restart Grant Reserve to compensate for reduced parking revenues

#### CONTRACTS FOR SERVICES

- Increases for various service contracts

#### GOODS, MATERIALS & SUPPLIES

- Reduced costs for rented vehicles - now using City-owned vehicle

#### INTERNAL CHARGES

- Increase due to new specialized enforcement unit vehicle internal fleet charges - replaces the need for vehicle rentals

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

**Department Summary:** COMMUNITY SAFETY OFFICE (350)

**Budget Year:** 2023

**Manager:** Rachael Zubick

**Division:** Community Safety, Lands & Administration

**Accounting Reference:** 350

**Stage:** Proposed

**Approved:** No

### Purpose:

The Community Safety Office (CSO), founded on the principles of Community Policing and crime prevention through social development, is an educational community service facility that provides information and educational outreach for multiple crime prevention programs, projects and community initiatives. Staffed by volunteers, the purpose of the CSO is to offer community members accessible information on core Protective Services programs such as Crime Prevention, Bylaw Compliance, as well as information on drugs & drug house awareness and reporting, how to safely handle and dispose of improperly discarded sharps, bully awareness, cyber bullying prevention, personal, home and business safety and frauds, cons and scams.

Community members are able to book no-cost safety workshops offered through the CSO. Workshops and outreach opportunities are designed to uniquely embrace the emerging needs/concerns of the community. Citizens can also be directed to community agencies that meet their immediate needs including Social Service Agencies, Employment Services, etc. Further, the CSO serves as the home for the Folks on Spokes (FOS) Program, the Safety Ambassadors and the Anti Tag Team. The CSO assists the RCMP with delivering community safety programs, the Garage 529 Project and the distribution of completed Police Information Checks.

### Outlook for Upcoming Budget:

The CSO will continue to create and participate in collaborative opportunities to address community safety concerns, matters of public disorder and public safety. The need for proactive solutions to emerging and critical situations requires strong community relationships and engagement to ensure a clean, safe and inclusive city. Maintaining innovative and inclusive programs such as Folks on Spokes, Anti Tag Team and Safety Ambassadors is vital. The CSO will continue to create and offer programming to meet the changing needs of our diverse community. Topics such as the safe handling and disposal of sharps and other drug paraphernalia, cyber citizenry, bullying and internet safety; personal & home safety; fraud, cons and scam awareness education; situational awareness, Crime Prevention Through Environmental Design (CPTED) security audits and crime prevention for businesses and other community members; pedestrian, bike and scooter safety for all ages will remain available. The office will continue to assist the RCMP delivering community safety programs and the distribution of completed Police Information Checks. Further, the CSO will remain proactive in addressing emerging needs and providing a safe space for all members of our community.

### Highlights of Current Year:

2022 saw the gradual return to public engagement opportunities outside of a digital platform. Public events and educational programming requests by schools and the business community increased. Garage 529 program and bike safety information requests were steady and CPTED security audits continued to be in demand. The CSO was invited by Indigenous Policing to participate in a community presentation on Guns, Gangs, Trafficking and the Opioids Crisis with a youth focus. The FOS Bridging Program transitioned smoothly to the successful FOS Clean Team Program focusing on a clean Downtown. Further, through the Strengthening Communities Grant, the FOS expanded with a Peer Ambassador pilot project located adjacent to the downtown washrooms to address business concerns and connect the general community with programs and services. The FOS Peer Ambassadors were able to disseminate critical information on cooling centers and water availability during heat waves. Surprisingly, the Peer Ambassadors received many requests for tourist information, maps and bus schedules. Thus, they were able to fill a demand for quick access to tourist information. Participation in community and City initiatives such as Partners in Action and associated action teams remains vital. The CSO will continue to be active in collaboratively seeking opportunities and solutions to address safety concerns, through education, programming and community partnerships.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$218,709 |
| <b>Prior Year Approved Net Budget</b> | \$211,182 |
| <b>Budget Change</b>                  | \$7,527   |
| <b>Budget Change by %</b>             | 3.56%     |
| <b>2023 FTE</b>                       | 2.6       |
| <b>2022 FTE</b>                       | 2.6       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

## Department Summary

**Department Summary:** COMMUNITY SAFETY OFFICE (350)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |                  |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|------------------|
|                                       |                |                |                |                | \$                      | %                |
| <b>Revenues</b>                       |                |                |                |                |                         |                  |
| GOVERNMENT TRANSFERS                  | 4,185          | 0              | 0              | 0              | 0                       | 0.00%            |
| TRANSFERS FROM RESERVES               | 0              | 15,565         | 15,565         | 0              | (15,565)                | (100.00%)        |
| <b>Total</b>                          | <b>4,185</b>   | <b>15,565</b>  | <b>15,565</b>  | <b>0</b>       | <b>(15,565)</b>         | <b>(100.00%)</b> |
| <b>Expenditures</b>                   |                |                |                |                |                         |                  |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,951          | 1,085          | 3,510          | 3,477          | (33)                    | (0.94%)          |
| CONTRACTS FOR SERVICES                | 719            | 913            | 2,900          | 2,400          | (500)                   | (17.24%)         |
| GOODS, MATERIALS & SUPPLIES           | 37,350         | 31,551         | 52,715         | 37,150         | (15,565)                | (29.53%)         |
| SALARIES, WAGES & BENEFITS            | 124,041        | 98,797         | 167,354        | 175,486        | 8,132                   | 4.86%            |
| TRANSFERS TO RESERVES                 | 15,883         | 268            | 268            | 196            | (72)                    | (26.87%)         |
| <b>Total</b>                          | <b>179,944</b> | <b>132,615</b> | <b>226,747</b> | <b>218,709</b> | <b>(8,038)</b>          | <b>(3.54%)</b>   |
| <b>Net</b>                            | <b>175,759</b> | <b>117,050</b> | <b>211,182</b> | <b>218,709</b> | <b>7,527</b>            | <b>3.56%</b>     |

### 2022 - 2023 Budget Changes:

TRANSFERS FROM RESERVES

- Reduction due to a project budget carry-over in 2022

GOODS, MATERIALS & SUPPLIES

- Reduction for volunteer uniforms, supplies & honoraria in 2022 under the Community Action Initiative - Folks on Spokes program

SALARIES, WAGES & BENEFITS

- Increase for cost of living, service time and benefit costs

## Department Summary

**Department Summary:** CRIME PREVENTION (351)

**Budget Year:** 2023

**Manager:** Darren Lees

**Division:** Community Safety, Lands & Administration

**Accounting Reference:** 351

**Stage:** Proposed

**Approved:** No

### Purpose:

Community Safety/Crime Prevention is responsible for the Programs and Volunteers that help create and promote a safer environment for the residents of Vernon. This is achieved through education and community participation.

Responsibilities include administering Crime Free Multi-Housing and the Block Watch Programs as well as completing Crime Prevention Through Environmental Design (CPTED) reviews of existing community complexes and development permit requests.

Another area of responsibility is the RCMP Volunteer program. The Coordinator is responsible for the recruitment, training, coordination of duties and supervision of the volunteers. The core volunteer programs include: Community Vehicle Patrols, Speed Watch, Cell Watch, the Lock Out Auto Crime (LOAC) Initiative, Marine Vessel Safety Pre-Checks/Invasive Mussel Checks and foot patrols for community events.

### Outlook for Upcoming Budget:

2023 will see a further increase in Block Watch Groups as there continues to be an increasing demand by residents of Vernon to contribute to the safety of their neighbourhoods. The Block Watch Program helps bring neighbours together to be part of the solution. The program encourages residents to observe and report suspected suspicious/criminal behavior to the RCMP. In Person Block Watch training has resumed and there are plans to co-host an information session for Captains and Co-Captains with the Vernon RCMP Detachment. Recruitment for the RCMP Volunteer program will continue through 2023. These volunteers continue to represent the City of Vernon and the RCMP in a professional manner during the execution of their duties.

### Highlights of Current Year:

2022 saw a new Coordinator step in to the role. As a result, existing programs and policies were reviewed and streamlined. The current number of Block Watch groups and RCMP volunteers are more reflective of active members.

In 2022, the RCMP volunteer program resumed all core operations, conducting their duties throughout the community with professionalism and enthusiasm. In person training also resumed and quarterly trainings were held for the volunteers.

A recruitment drive was launched in early Summer for the RCMP volunteer program which resulted in a Fall training session of new volunteers. These new volunteers will support and strengthen the current volunteer group.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$134,533 |
| <b>Prior Year Approved Net Budget</b> | \$132,998 |
| <b>Budget Change</b>                  | \$1,535   |
| <b>Budget Change by %</b>             | 1.15%     |
| <b>2023 FTE</b>                       | 1.0       |
| <b>2022 FTE</b>                       | 1.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

## Department Summary

**Department Summary:** CRIME PREVENTION (351)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| GOVERNMENT TRANSFERS                  | 0            | 750          | 0           | 0           | 0                       | 0.00%   |
| SALE OF SERVICES                      | 938          | 450          | 0           | 1,000       | 1,000                   | 100.00% |
| Total                                 | 938          | 1,200        | 0           | 1,000       | 1,000                   | 100.00% |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,487        | 1,170        | 1,367       | 1,725       | 358                     | 26.19%  |
| CONTRACTS FOR SERVICES                | 0            | 183          | 0           | 221         | 221                     | 100.00% |
| GOODS, MATERIALS & SUPPLIES           | 8,295        | 4,958        | 13,450      | 13,760      | 310                     | 2.30%   |
| INTERNAL CHARGES                      | 9,299        | 10,733       | 11,516      | 21,422      | 9,906                   | 86.02%  |
| SALARIES, WAGES & BENEFITS            | 87,282       | 67,005       | 106,551     | 98,219      | (8,332)                 | (7.82%) |
| TRANSFERS TO RESERVES                 | 114          | 114          | 114         | 186         | 72                      | 63.16%  |
| Total                                 | 106,478      | 84,164       | 132,998     | 135,533     | 2,535                   | 1.91%   |
| Net                                   | 105,539      | 82,964       | 132,998     | 134,533     | 1,535                   | 1.15%   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increased revenue for Crime Prevention Program donations

#### GOODS, MATERIALS & SUPPLIES

- Increase for volunteer cell phone plans.

#### INTERNAL CHARGES

- Increased cost for SafetyLine (safety check in program).
- Reallocation of car 538 from 345 Protective Services budget to 351 Crime Prevention budget.

#### SALARIES, WAGES & BENEFITS

- Decrease in wage due to new Coordinator starting at a lower wage.

## Department Summary

**Department Summary:** PROJECTS - INFORMATION SERVICES (960)

**Budget Year:** 2023

**Manager:** Kris Satchell

**Division:** Community Safety, Lands & Administration

**Accounting Reference:** 960

**Stage:** Proposed

**Approved:** No

### Purpose:

Projects - Information Services (960) contains annual budgets for the ongoing replacement and/or upgrades of Information Services Enterprise infrastructure. These costs are funded by the IS Equipment Replacement Reserve which receives annual contributions from Information Services (122) and various other departments through the Evergreen Policy. These annual contributions help smooth out replacement costs for things like computers, servers and other infrastructure that are not replaced annually.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

To continue to facilitate the use of the IS Equipment Replacement Reserve to reduce costs and provide balanced and predictable annual funding for software and equipment replacement.

2023 projects include:

- \$ 160,000 VMware/Terminal Server Replacements
- \$ 68,000 Infrastructure Equipment Upgrades
- \$ 45,000 Printing Hardware Replacements
- \$ 30,000 Network Hardware Replacements
- \$ 20,000 Cyber Security and Digital Strategy Reviews
- \$ 18,000 Phone System Replacements
- \$ 10,000 PC/Laptop/Thin Client Replacements
- \$ 8,000 Cellular device replacements

\$ 359,000 Total project budgets for 2023

### Highlights of Current Year:

2022 projects include:

- \$ 165,000 Multi-year Firewall Contract
- \$ 130,000 Sound System / Display System Components
- \$ 110,000 PC/Laptop/Thin Client replacement
- \$ 65,070 Enterprise Backup Replacements
- \$ 52,000 Phone System Replacements
- \$ 40,000 Cyber security review
- \$ 35,800 Infrastructure Equipment Upgrades
- \$ 34,902 I.T. Infrastructure Upgrades
- \$ 22,500 Network Hardware Replacements
- \$ 22,191 VWRC servers and client upgrades
- \$ 22,000 Misc Hardware Replacement
- \$ 20,000 Ortho Photos
- \$ 20,000 VMware/Terminal Server replacement
- \$ 14,259 Enterprise Applications Upgrades
- \$ 8,000 Cellular device replacements

\$ 761,722 Total project budgets for 2022

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** PROJECTS - INFORMATION SERVICES (960)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                             |              |              |             |             | \$                      | %        |
| Revenues                    |              |              |             |             |                         |          |
| INTERNAL REVENUES           | 700          | 0            | 0           | 0           | 0                       | 0.00%    |
| TRANSFERS FROM RESERVES     | 288,039      | 130,000      | 761,722     | 359,000     | (402,722)               | (52.87%) |
| Total                       | 288,739      | 130,000      | 761,722     | 359,000     | (402,722)               | (52.87%) |
| Expenditures                |              |              |             |             |                         |          |
| CONTRACTS FOR SERVICES      | 51,843       | 36,444       | 0           | 0           | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES | 99,419       | 130,540      | 0           | 0           | 0                       | 0.00%    |
| PROJECTS                    | 0            | 0            | 761,722     | 359,000     | (402,722)               | (52.87%) |
| TRANSFERS TO RESERVES       | 137,477      | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                       | 288,739      | 166,984      | 761,722     | 359,000     | (402,722)               | (52.87%) |
| Net                         | 0            | 36,984       | 0           | 0           | 0                       | 0.00%    |

### 2022 - 2023 Budget Changes:

PROJECTS line only shows budget, actuals are expended in the related expense lines (eg. CONTRACTS FOR SERVICES, GOODS, MATERIALS & SUPPLIES, etc.)

## Department Summary

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**Department Summary:** PROJECTS - COMMUNITY SAFETY, LANDS & ADMINISTRATION (972)

**Budget Year:** 2023

**Manager:** Kevin Poole

**Division:** Community Safety, Lands &  
Administration

**Accounting Reference:** 972

**Stage:** Proposed

**Approved:** No

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### Purpose:

Projects - Community, Safety, Lands & Administration (972) includes one-time projects supported by the division.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

No projects anticipated in 2023.

### Highlights of Current Year:

2022 Projects include:

\$ 2,200,000 - Purchase of 6090 Tronson Road and 6135 Okanagan Landing Road (Chapman Properties) adjacent to Vernon Airport  
\$ 335,000 Misc land and ROW purchases

Total Projects \$3,563,408

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - COMMUNITY SAFETY, LANDS & ADMINISTRATION (972)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| DEVELOPER CONTRIBUTIONS     | 190,142      | 0            | 0           | 0           | 0                       | 0.00%     |
| GOVERNMENT TRANSFERS        | 831,853      | 0            | 0           | 0           | 0                       | 0.00%     |
| INTERNAL REVENUES           | 0            | 1,365,000    | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES     | 70,883       | 0            | 2,535,000   | 0           | (2,535,000)             | (100.00%) |
| Total                       | 1,092,878    | 1,365,000    | 2,535,000   | 0           | (2,535,000)             | (100.00%) |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 24,511       | 16,513       | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES | 1,057,836    | 2,373,833    | 2,200,000   | 0           | (2,200,000)             | (100.00%) |
| INTERNAL CHARGES            | 330          | 0            | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 335,000     | 0           | (335,000)               | (100.00%) |
| TRANSFERS TO RESERVES       | 10,201       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 1,092,878    | 2,390,346    | 2,535,000   | 0           | (2,535,000)             | (100.00%) |
| Net                         | 0            | 1,025,346    | 0           | 0           | 0                       | 0.00%     |

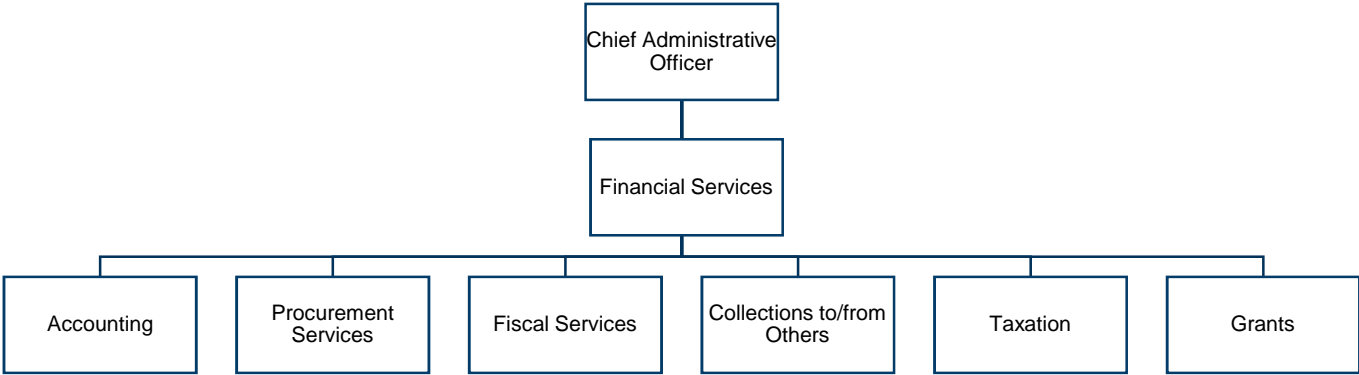
### 2022 - 2023 Budget Changes:

PROJECTS

- Only shows budget, actuals are expended in the related expense lines (eg. CONTRACTS FOR SERVICES, GOODS, MATERIALS & SUPPLIES, etc.)

# FINANCIAL SERVICES

Debra Law  
Director  
dlaw@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |               |
|------------------------|---------------|
| 2023 Approved Net Cost | \$(3,264,967) |
| 2022 Amended Net Cost  | \$(2,329,943) |
| Budget Change          | \$(935,024)   |
| Change By %            | 40.131%       |
| 2023 FTE               | 21.6          |
| 2022 FTE               | 20.9          |
| FTE Change             | 0.7           |
| FTE Change By %        | 0.03%         |

## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name                  | 2023<br>BUDGET      | 2022<br>BUDGET      | \$<br>INCREASE   | %<br>INCREASE  |
|--------------------------------------|---------------------|---------------------|------------------|----------------|
| <b>Financial Services - General</b>  |                     |                     |                  |                |
| FINANCIAL SERVICES (140)             | (414,060)           | 196,687             | (610,747)        | -310.517%      |
| PROCUREMENT SERVICES (141)           | 486,562             | 452,414             | 34,148           | 7.548%         |
| FISCAL SERVICES - GENERAL (142)      | (3,525,345)         | (3,225,646)         | (299,699)        | 9.291%         |
| COLLECTIONS TO/FROM OTHERS (143)     | 0                   | 0                   | 0                | 0.00%          |
| GRANTS (145)                         | 187,876             | 204,602             | (16,726)         | -8.175%        |
| PROJECTS - FINANCIAL SERVICES (971)  | 0                   | 42,000              | (42,000)         | -100.00%       |
| Total Financial Services - General   | (3,264,967)         | (2,329,943)         | (935,024)        | 40.131%        |
| <b>Financial Services - Taxation</b> |                     |                     |                  |                |
| TAXATION (144)                       | (44,400,305)        | (48,657,779)        | 4,257,474        | -8.75%         |
| Total Financial Services - Taxation  | (44,400,305)        | (48,657,779)        | 4,257,474        | -8.75%         |
| <b>GRAND TOTAL</b>                   | <b>(47,665,272)</b> | <b>(50,987,722)</b> | <b>3,322,450</b> | <b>-6.516%</b> |

## Department Summary

**Department Summary:** FINANCIAL SERVICES (140)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 140

**Stage:** Proposed

**Approved:** No

### Purpose:

Financial Services (Finance) is responsible for all financial administration matters of the City of Vernon as per the Community Charter. This includes working with all management staff to create an annual five-year financial plan that reflects the priorities of Council, being fiscally responsible and provide for the long term sustainability of the City; receiving all monies paid to the City; ensuring all funds and securities are safe and secure; investing municipal funds in authorized investments until required; oversight of the procurement process, expending monies in the manner authorized by Council through policy; ensuring accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe; exercising control and supervision over all other financial affairs of the City.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(414,060)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$196,687</b>   |
| <b>Budget Change</b>                  | <b>\$(610,747)</b> |
| <b>Budget Change by %</b>             | <b>(310.52%)</b>   |
| <b>2023 FTE</b>                       | <b>16.4</b>        |
| <b>2022 FTE</b>                       | <b>16.4</b>        |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>0.00%</b>       |

### Outlook for Upcoming Budget:

Finance will continue to support Council and staff in all financial matters. The proposed 2023 budget was presented to Council at the November 14, 2022 Council meeting. The budget is based on assumptions at the time of preparation. As more information is received, the budget for consideration will be adjusted as needed.

Finance will continue to insure the procurement of goods and services complies with the purchasing policy, trade agreements and are authorized in the budget. The investment of excess cash will be maximized as allowed by the Community Charter. Financial reports will be provided to Council for June, October and December 2023. Finance provides workshops and training sessions to new and existing staff to insure they understand their financial responsibilities, spending authority level and how to use the financial systems of the Corporation. These sessions are constantly updated based on feedback from previous sessions and methods learned from peers in other organizations.

In June 2022 Council approved the acquisition of new ERP/HRM software to replace the existing Vadim software. The project team started in the Fall 2022 and anticipate the completion of the project in 2023. The new software will result in significant process changes for staff resulting in significant efficiencies, and enhanced online reporting capabilities. The new system is an integrated system between Human Resources and Financial Services.

### Highlights of Current Year:

The Financial Services division continued to monitor the financial impacts of worldwide economic drivers - COVID-19, Ukrainian war, and climate change. The City still has one-time grant money provided by the Province in 2020 to assist with COVID-19 impacts. To date, most of these funds have made up for reduced parking fees and the loss of casino grant monies. There is \$606,000 still available in 2021.

The Ukrainian war has resulted in significant supply chain shortages and increased costs for goods. Managers are doing their best to time purchases to take advantage of the best prices available for goods. It is anticipated this problem will continue into 2023 so 2023 fleet purchases have had early approvals. The cost of fuel was over \$2/litre at one time in 2022, and is still about \$1.75/litre when writing this report. With the Bank of Canada increase in its prime rate to 3% in August, there is hope that prices will start to drop. The increase in the prime interest rate has assisted the City in its investments strategy and resulted in higher than budgeted results for the year.

Climate change is resulting in hotter summers and increased risk of wildfires; luckily the City was saved from a major event this year. Unfortunately, this is a new reality. The City put aside \$200,000 at the beginning of the year to an emergency wildfire reserve to insure it has put some monies aside for the next major event. As well, the City agreed to hire an employee to implement its Climate Action plan. Additional budget considerations may be needed as this plan is implemented.

In 2022 Administration was able to finalize the RFP process to move one step closer to a contemporary integrated ERP system. Council approved the purchase of the new system in June. Since then Administration has been working on creating the project team to implement the new system. The full project team is scheduled to work on the project for 12 months.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FINANCIAL SERVICES (140)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---|--------------|--------------|-------------|-------------|-------------------------|-----------|
|   |              |              |             |             | \$                      | %         |
| Revenues                                    |              |              |             |             |                         |           |
| INTEREST, PENALTIES & GAINS                 | 1,572,835    | 2,439,942    | 1,533,173   | 2,719,452   | 1,186,279               | 77.37%    |
| INTERNAL REVENUES                           | 82,742       | 84,397       | 84,397      | 86,085      | 1,688                   | 2.00%     |
| SALE OF SERVICES                            | 170,674      | 105,658      | 190,600     | 191,065     | 465                     | 0.24%     |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 403,978      | 210,471      | 384,593     | 392,284     | 7,691                   | 2.00%     |
| TRANSFERS FROM RESERVES                     | 305          | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                       | 2,230,534    | 2,840,468    | 2,192,763   | 3,388,886   | 1,196,123               | 54.55%    |
| Expenditures                                |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 273,069      | 305,902      | 344,666     | 352,958     | 8,292                   | 2.41%     |
| CONTRACTS FOR SERVICES                      | 126,548      | 318,629      | 135,263     | 656,859     | 521,596                 | 385.62%   |
| GOODS, MATERIALS & SUPPLIES                 | 93,660       | 123,015      | 106,563     | 104,528     | (2,035)                 | (1.91%)   |
| INTERNAL CHARGES                            | 63           | 0            | 0           | 115,000     | 115,000                 | 100.00%   |
| SALARIES, WAGES & BENEFITS                  | 1,458,082    | 1,347,917    | 1,580,384   | 1,733,907   | 153,523                 | 9.71%     |
| TRANSFERS TO RESERVES                       | 222,173      | 222,574      | 222,574     | 11,574      | (211,000)               | (94.80%)  |
| Total                                       | 2,173,595    | 2,318,038    | 2,389,450   | 2,974,826   | 585,376                 | 24.50%    |
| Net   | (56,939)     | (522,430)    | 196,687     | (414,060)   | (610,747)               | (310.52%) |

### 2022 - 2023 Budget Changes:

#### INTEREST, PENALTIES & GAINS

- Increased revenue due to anticipated higher rates of interest on investments.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased premium for liability insurance

#### CONTRACTS FOR SERVICES

- Includes software maintenance fees for new ERP/HRM system software plus increases in other software costs.

#### GOODS, MATERIALS & SUPPLIES

- Decrease in mailing costs due to increasing public subscription to e-billing for both tax and utilities notices.

#### INTERNAL CHARGES

- Amount transferred to Information Services to provide software support for new ERP/HRM system software.

#### SALARIES, WAGES & BENEFITS

- Increase due to benefits, service increases, and cost of living adjustments, plus the full year for one new staff person approved by Council in August 2022.

#### TRANSFERS TO RESERVES

- Transfers to Data Processing reserve for ERP replacement no longer required due to acquisition of new ERP/HRM system software.



## Department Summary

**Department Summary:** PROCUREMENT SERVICES (141)

**Budget Year:** 2023

**Manager:** Chris Sheel

**Division:** Financial Services - General

**Accounting Reference:** 141

**Stage:** Proposed

**Approved:** No

### Purpose:

Procurement Services is a department within the Financial Services Division. This team provides centralized, professional, and cost-effective procurement services which include acquisition of goods and services, logistics, asset investment recovery and inventory management of Central Stores. Procurement Services works with City staff and consultants to develop bidding strategies and facilitate trade treaty compliant electronic bidding that ensures both fairness and best value outcomes. Services are provided to all user groups across the organization and support both capital and operational requirements.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$486,562 |
| <b>Prior Year Approved Net Budget</b> | \$452,414 |
| <b>Budget Change</b>                  | \$34,148  |
| <b>Budget Change by %</b>             | 7.55%     |
| <b>2023 FTE</b>                       | 5.1       |
| <b>2022 FTE</b>                       | 5.1       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

In 2023 Procurement Services will continue to participate in the implementation of a new ERP system for the City. Updating the ERP system with modern cloud-based software will improve workflow authorizations and streamline many core processes. Time recovered from these efficiencies will allow more staff time to be spent on the more time consuming, but critical strategic aspects of procurement. This initiative is in alignment with Council strategic objectives to foster innovation in technology.

As a centralized service Procurement Services is well positioned to identify, document and explore opportunities for ongoing product standardization and overall organizational efficiencies. Global circumstances and a multitude of supply chain constraints are contributing to cost increases and long lead times. Maintaining estimated budgets and achieving original completion dates in 2022 has been challenging. This adversity will continue into 2023.

The outcome of the October 2023 Referendum on the Active Living Center will mean considerable resources allocated to Recreation Services work from Procurement whether a new facility is approved or the existing one is rehabilitated. Rec Services existing aging facilities are requiring more staff time and resources to support.

A new Buyer position added in 2022 means that Procurement Services has three full time Buyers working and providing the high-quality level of service required for the City of Vernon. Procurement Services has developed more capacity and the specialized staff experience that is needed for the purchasing policy compliant administration of operational city business while also ensuring the effective delivery of future capital projects. Procurement assists Project Managers to competitively solicit, bid and award projects that are increasing in number and complexity.

Procurement Services staff administer process and policy training to departmental staff in all Divisions of the City. Staff turnover and movement of positions elsewhere in the organization has required more Procurement Services staff time providing training. Project management and risk mitigation consultations continue to help align professional practice within the organization. This aligns with the Council Strategic Plan objective to develop and administer a learning framework for the organization.

### Highlights of Current Year:

2022 saw many City projects bid competitively and delivered successfully in a time period of unprecedented supply chain pressures on both cost and product availability. Supply chain pressures presented considerable constraints and challenges to Procurement Services staff. The team provided continuous, full range services and found creative solutions to navigate uncertainty and mitigate risks.

A major highlight in 2022 was that via RFP process a vendor partner was selected for the ERP Transformation Project. Procurement Services was quite involved in the ERP RFP process and looks forward to the adoption of citywide ERP software solution. Other milestone achievements include the two child care facilities nearing completion and the Civic park project opening to the public soon. Citywide staff training in procurement processes were ongoing and evolved with new technology being applied to those activities. Hosted webinars and online training replaced in person training sessions to provide timely and responsible procurement training for all staff. The learning and teaching continued to incorporate risk management considerations, trade treaty requirements and public sector best practices in keeping staff compliant with City of Vernon Purchasing Policy.

Procurement staff hold and maintain formal certifications in order to remain current, be knowledgeable about current best practice and maintain a high standard of training quality techniques. Those certifications are enhanced by receiving ongoing education and application. In 2022, staff participated in training by: the BC Provincial Government – Procurement Community of Practice, The Procurement School - Public Sector Procurement School, Canadian Construction Association - Gold Seal Program and the Canadian Risk Management Program.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROCUREMENT SERVICES (141)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                             |              |              |             |             | \$                      | %       |
| Revenues                    |              |              |             |             |                         |         |
| INTERNAL REVENUES           | 35,460       | 147,119      | 147,119     | 155,387     | 8,268                   | 5.62%   |
| SALE OF GOODS               | 4,673        | 31,951       | 14,605      | 14,605      | 0                       | 0.00%   |
| SALE OF SERVICES            | 10,968       | 12,935       | 10,000      | 10,000      | 0                       | 0.00%   |
| Total                       | 51,101       | 192,005      | 171,724     | 179,992     | 8,268                   | 4.81%   |
| Expenditures                |              |              |             |             |                         |         |
| CONTRACTS FOR SERVICES      | 22,029       | 19,292       | 21,474      | 21,883      | 409                     | 1.90%   |
| GOODS, MATERIALS & SUPPLIES | 27,489       | 26,937       | 65,900      | 60,408      | (5,492)                 | (8.33%) |
| INTERNAL CHARGES            | 5,802        | 3,591        | 3,820       | 3,820       | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS  | 429,693      | 378,005      | 530,589     | 577,889     | 47,300                  | 8.91%   |
| TRANSFERS TO RESERVES       | 795          | 2,355        | 2,355       | 2,554       | 199                     | 8.45%   |
| Total                       | 485,808      | 430,180      | 624,138     | 666,554     | 42,416                  | 6.80%   |
| Net                         | 434,708      | 238,175      | 452,414     | 486,562     | 34,148                  | 7.55%   |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Increase for funding Senior Buyer position to support Infrastructure Program.

#### GOODS, MATERIALS & SUPPLIES

- Reduction for 2022 one-time costs to set-up new Senior Buyer with furniture and equipment.

#### SALARIES, WAGES & BENEFITS

- Incremental increase for cost of living and contract increases. Senior Buyer now budgeted at 2080 hours/year.

#### TRANSFERS TO RESERVES

- Increase in contribution to IS reserve for future technology replacements.

## Department Summary

**Department Summary:** FISCAL SERVICES - GENERAL (142)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 142

**Stage:** Proposed

**Approved:** No

### Purpose:

Fiscal Services - General (142) contains the group of accounts related to the Fortis BC franchise fee, 1% Utility taxes, General fund Local Area Service (LAS) taxes and federal/provincial grants in lieu (GIL) of taxes.

Regional District of the North Okanagan (RDNO) recoveries are received in this department which represent the base annual overhead fee included in the Water Distribution Operations Maintenance and Repair Agreement with the RDNO related to their water system.

Federal Gas Tax, Casino Gaming grants, and Provincial Climate Action Program grants are received in this department as well as the corresponding transfers to the capital reserves to fund future capital infrastructure works and eligible greenhouse gas reduction projects.

A recovery from the Sewer Fund is recognized in this department, which represents a portion of the 15% charge to the Sewer fund for overhead expenditures.

### Outlook for Upcoming Budget:

As the City transitions to post-pandemic operations, there is a more optimistic outlook for 2023. It is anticipated that Casino Gaming Grant funding will return to pre-pandemic levels in 2023. This is an important funding source for the City's annual Infrastructure program.

There are additional recoveries expected in the General fund from the Sewer fund in 2023 due to higher anticipated sewer costs. This relates to incrementally higher operating costs, and more operating projects in 2023 than in previous years. This recovery is important as the General fund provides services to the Sewer fund and the recovery helps the General fund to offset the costs to provide these services.

Federal Gas Tax funding is expected to continue beyond the current agreement term that expires in the Federal fiscal year 2023/24. The committed amount for 2023 is slightly higher than the 2022 amount.

Credit card point of sale service charges are trending upwards due to increased use of online payment platforms available to the public. As well, interest paid on prepaid property taxes is also increasing due to increased uptake in the Tax Prepayment Plan.

With the passing of the Active Living Centre Referendum in the Fall of 2022, the City will move ahead with borrowing up to \$121 million over the next four years. The first borrowing draw is estimated to be \$12 million in 2023. The debt servicing costs of \$85,000 will be funded in 2023 by temporary borrowing from reserves.

### Highlights of Current Year:

In 2022 the Provincial Government introduced a re-designed Climate Action Program for Local Governments which replaced the old program that ceased in 2021. Funding has been confirmed for the 3-year period of 2022-2024. Grants from this program will be transferred to the City's Climate Action Revolving Fund Reserve for future eligible climate action projects. The funds are conditional on the City committing to investing in projects that reduce greenhouse gas emissions.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |                      |
|---------------------------------------|----------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(3,525,345)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(3,225,646)</b> |
| <b>Budget Change</b>                  | <b>\$(299,699)</b>   |
| <b>Budget Change by %</b>             | <b>(9.29%)</b>       |
| <b>2023 FTE</b>                       | <b>0.0</b>           |
| <b>2022 FTE</b>                       | <b>0.0</b>           |
| <b>FTE Change</b>                     | <b>0.0</b>           |
| <b>FTE Change by %</b>                | <b>0.00%</b>         |

## Department Summary

**Department Summary:** FISCAL SERVICES - GENERAL (142)

### Changes to Department:

| GL Category                      | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|----------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                  |              |              |             |             | \$                      | %        |
| Revenues                         |              |              |             |             |                         |          |
| GOVERNMENT TRANSFERS             | 4,435,578    | 1,987,614    | 3,324,124   | 3,721,178   | 397,054                 | 11.94%   |
| INTERNAL REVENUES                | 965,186      | 1,112,556    | 1,112,556   | 1,262,276   | 149,720                 | 13.46%   |
| NATURAL GAS SYSTEM               | 453,066      | 0            | 441,712     | 480,000     | 38,288                  | 8.67%    |
| SALE OF SERVICES                 | 130,278      | 139,968      | 130,150     | 131,452     | 1,302                   | 1.00%    |
| TAXATION REVENUES                | 1,247,838    | 1,426,984    | 1,553,789   | 1,608,434   | 54,645                  | 3.52%    |
| TRANSFERS FROM RESERVES          | 13,420,054   | 0            | 397,549     | 279,483     | (118,066)               | (29.70%) |
| Total                            | 20,652,000   | 4,667,122    | 6,959,880   | 7,482,823   | 522,943                 | 7.51%    |
| Expenditures                     |              |              |             |             |                         |          |
| GOODS, MATERIALS & SUPPLIES      | 6,602        | 267          | 0           | 0           | 0                       | 0.00%    |
| INTEREST, OTHER CHARGES & LOSSES | 79,961       | 23,461       | 54,287      | 161,300     | 107,013                 | 197.12%  |
| TRANSFERS TO RESERVES            | 19,344,084   | 360,823      | 3,679,947   | 3,796,178   | 116,231                 | 3.16%    |
| Total                            | 19,430,646   | 384,551      | 3,734,234   | 3,957,478   | 223,244                 | 5.98%    |
| Net                              | (1,221,353)  | (4,282,571)  | (3,225,646) | (3,525,345) | (299,699)               | (9.29%)  |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase due to Casino Gaming grant anticipated to be back to pre-pandemic level in 2023; increase in Federal Gas Tax funding; re-establishment of Provincial Climate Action Program funding

#### INTERNAL REVENUES

- Common Service Allocation increase due to higher sanitary sewer expenditures anticipated in 2023.

#### NATURAL GAS SYSTEM

- Increasing Fortis Franchise fee funding

#### TAXATION REVENUES

- Increase in anticipated 1% Utility Company tax and hydro grants in lieu of taxes; slightly offset by minor reductions in local service area tax levies

#### TRANSFERS FROM RESERVES

- Decrease due to one-time transfer in 2022 from 2021 Unexpended Uncommitted reserve for transfers to Election, Abandoned Camp and Wildfire reserves in 2022

- Offset by an increase due to temporary borrowing from reserves to fund 2023 debt servicing for the new Active Living Centre

#### INTEREST, OTHER CHARGES & LOSSES

- Increased credit card service charges due to increased uptake of online payments from the public; increased interest costs for property tax prepayments and refundable security deposits. Increased debt interest due to the first borrowing draw on the Active Living Centre.

#### TRANSFERS TO RESERVES

- Increase due to higher Casino Gaming grant expected to be received in 2023 (\$2 million), increased Federal Gas Tax funding, and re-establishment of Climate Action Program funding; offset by decreases in one-time transfers to Election, Abandoned Camp, and Wildfire reserves.

## Department Summary

**Department Summary:** COLLECTIONS TO/FROM OTHERS (143)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 143

**Stage:** Proposed

**Approved:** No

### Purpose:

This department tracks the collection and remittance of taxes for other taxing authorities according to the terms of each of their requisitions. The other taxing authorities include:

- Provincial School Tax
- Regional District of North Okanagan
- Regional Hospital District
- Okanagan Regional Library
- BC Assessment
- BIA Primary/Secondary
- Municipal Finance Authority

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

The revenues in these accounts represents the amounts levied by other agencies, but collected by the City of Vernon.

The corresponding expenditures represent payment of the amounts levied and collected by the City of Vernon to the other taxing authorities and are not within the control of, or subject to approval from, the City of Vernon.

Budget amounts for 2023:

Provincial School Tax - \$22,365,913  
Regional District of North Okanagan - \$7,211,469  
Regional Hospital District - \$4,160,610  
Okanagan Regional Library - \$1,925,179  
BC Assessment - \$597,367  
BIA Primary/Secondary - \$453,622  
Municipal Finance Authority - \$3,222

### Highlights of Current Year:

All amounts collected on behalf of other agencies will be fully remitted to these agencies by the end of the fiscal year.

Budget amounts for 2022:

Provincial School Tax - \$22,007,131  
Regional District of North Okanagan - \$7,050,202  
Regional Hospital District - \$4,245,218  
Okanagan Regional Library - \$1,886,576  
BC Assessment - \$549,133  
BIA Primary/Secondary - \$437,437  
Municipal Finance Authority - \$2,571

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** COLLECTIONS TO/FROM OTHERS (143)

### Changes to Department:

| GL Category                        | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |       |
|------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-------|
|                                    |              |              |             |             | \$                      | %     |
| Revenues                           |              |              |             |             |                         |       |
| TAX PAYMENTS FOR OTHER GOVERNMENTS | 35,559,717   | 37,040,214   | 36,178,268  | 36,717,382  | 539,114                 | 1.49% |
| Total                              | 35,559,717   | 37,040,214   | 36,178,268  | 36,717,382  | 539,114                 | 1.49% |
| Expenditures                       |              |              |             |             |                         |       |
| TAX PAYMENTS TO OTHER GOVERNMENTS  | 35,559,717   | 13,681,488   | 36,178,268  | 36,717,382  | 539,114                 | 1.49% |
| Total                              | 35,559,717   | 13,681,488   | 36,178,268  | 36,717,382  | 539,114                 | 1.49% |
| Net                                | 0            | (23,358,726) | 0           | 0           | 0                       | 0.00% |

### 2022 - 2023 Budget Changes:

TAX PAYMENTS OTHER GOVTS

- Information related to Tax Payments to/for Other Governments are provided by each government authority annually.

## Department Summary

**Department Summary:** GRANTS (145)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 145

**Stage:** Proposed

**Approved:** No

### Purpose:

The City supports the enhancement and preservation of a positive quality of life for all its residents. One means of achieving this goal is through the provision of grants to organizations that contribute to the general interest and advantage of the City. This department records Council grants provided to organizations during the year.

In addition, O'Keefe Ranch's insurance costs flow through this department; O'Keefe Ranch reimburses the City annually for insurance costs.

### Budget Summary

|                                       |                   |
|---------------------------------------|-------------------|
| <b>2023 Proposed Net Budget</b>       | \$187,876         |
| <b>Prior Year Approved Net Budget</b> | \$204,602         |
| <b>Budget Change</b>                  | <b>\$(16,726)</b> |
| <b>Budget Change by %</b>             | <b>(8.17%)</b>    |
| <b>2023 FTE</b>                       | 0.0               |
| <b>2022 FTE</b>                       | 0.0               |
| <b>FTE Change</b>                     | 0.0               |
| <b>FTE Change by %</b>                | 0.00%             |

### Outlook for Upcoming Budget:

2023 budget for grants to organizations include:

DVA Downtown cleanup - \$57,376 (3.5% increase)  
 O'Keefe Ranch Operating - \$50,000  
 Council Discretionary - \$50,000  
 Winter Carnival - \$10,000  
 Canada Day - \$10,000  
 Civic Sounds - \$8,000  
 Canada Week - \$2,000  
 Snowbuddies program - \$500

TOTAL GRANTS - \$187,876

### Highlights of Current Year:

2022 budgeted grants to organizations include:

O'Keefe Ranch Operating - \$125,000 (including a \$75,000 one-time grant)  
 DVA Downtown cleanup - \$55,436  
 Council Discretionary - \$52,250 (\$2,250 One-time grant)  
 DVA Security Cameras - \$20,000 (One-time grant)  
 Library Sunday Opening - \$18,666  
 Winter Carnival - \$10,000  
 Canada Day - \$10,000  
 Civic Sounds - \$8,000  
 Canada Week - \$2,000  
 Snowbuddies program - \$500

TOTAL GRANTS - \$301,852

### Change Request for 2023:

| Number                      | Name                                 | Stage     | Initial Cost     | Annual Incremental Cost | Non-Tax Funding  | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|--------------------------------------|-----------|------------------|-------------------------|------------------|-----------------------|-----------------------|
| AUTO - 4010                 | Additional Funding for O'Keefe Ranch | Requested | \$100,000        | \$0                     | \$100,000        | \$0                   | \$0                   |
| AUTO - 4011                 | Library Sunday Openings              | Requested | \$18,728         | \$0                     | \$0              | \$18,728              | \$0                   |
| <b>Total Change Request</b> |                                      |           | <b>\$118,728</b> | <b>\$0</b>              | <b>\$100,000</b> | <b>\$18,728</b>       | <b>\$0</b>            |



## Department Summary

**Department Summary:** GRANTS (145)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS                  | 165,125      | 4,030        | 0           | 0           | 0                       | 0.00%     |
| SALE OF SERVICES                      | 29,033       | 35,965       | 28,782      | 41,000      | 12,218                  | 42.45%    |
| TRANSFERS FROM RESERVES               | 88,684       | 0            | 97,250      | 0           | (97,250)                | (100.00%) |
| Total                                 | 282,842      | 39,995       | 126,032     | 41,000      | (85,032)                | (67.47%)  |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 29,033       | 35,965       | 28,782      | 41,000      | 12,218                  | 42.45%    |
| CONTRACTS FOR SERVICES                | 1,397        | 237          | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES           | 443,567      | 218,911      | 301,852     | 187,876     | (113,976)               | (37.76%)  |
| Total                                 | 473,997      | 255,112      | 330,634     | 228,876     | (101,758)               | (30.78%)  |
| Net                                   | 191,155      | 215,117      | 204,602     | 187,876     | (16,726)                | (8.17%)   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase in insurance recovery from O'Keefe Ranch, insurance premiums estimate provided by insurer, see Communications, Insurance & Utilities expenditure.

#### TRANSFERS FROM RESERVES

- Decrease due to one-time funding for 2022 grants related to O'Keefe Ranch Operating grant and DVA Security Camera one-time grant.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance for facilities on City owned lands leased to O'Keefe Ranch, see Sale of Services revenues.

#### GOODS, MATERIALS & SUPPLIES

- Grants budget for 2023, decrease due to one-time 2022 grants related to O'Keefe Ranch Operating grant; Library Sunday Opening grant; and DVA Security Camera one-time grant.

## Department Summary

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**Department Summary:** PROJECTS - FINANCIAL SERVICES (971)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 971

**Stage:** Proposed

**Approved:** No

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### Purpose:

2023 budget to fund anticipated costs for required version updates to software and acquisition of new computer modules for existing software that allows for expansion of capability and/or gains of efficiency and software training for staff has been moved to Department 140 - Financial Services..  
One-time projects are recorded here as approved by Council. For 2022 this represents the ERP/HRM project with anticipated completion date at the end of 2023.

### Budget Summary

|                                       |            |
|---------------------------------------|------------|
| <b>2023 Proposed Net Budget</b>       | 0          |
| <b>Prior Year Approved Net Budget</b> | \$42,000   |
| <b>Budget Change</b>                  | \$(42,000) |
| <b>Budget Change by %</b>             | (100.00%)  |
| <b>2023 FTE</b>                       | 0.0        |
| <b>2022 FTE</b>                       | 0.0        |
| <b>FTE Change</b>                     | 0.0        |
| <b>FTE Change by %</b>                | 0.00%      |

### Outlook for Upcoming Budget:

The 2022 approved ERP/HRM project will be carried over into 2023. No other projects have been approved for 2023.

### Highlights of Current Year:

Council approved the new ERP/HRM project to replace the use of Vadim as its ERP system and to create an HRM system for Human Resources. This project's anticipated completion date is the end of 2023.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - FINANCIAL SERVICES (971)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals    | 2022 Budget      | 2023 Budget | 2022-2023 Budget Change |                  |
|---------------------------------------|----------------|-----------------|------------------|-------------|-------------------------|------------------|
|                                       |                |                 |                  |             | \$                      | %                |
| <b>Revenues</b>                       |                |                 |                  |             |                         |                  |
| TRANSFERS FROM RESERVES               | 97,454         | 66,477          | 3,162,166        | 0           | (3,162,166)             | (100.00%)        |
| <b>Total</b>                          | <b>97,454</b>  | <b>66,477</b>   | <b>3,162,166</b> | <b>0</b>    | <b>(3,162,166)</b>      | <b>(100.00%)</b> |
| <b>Expenditures</b>                   |                |                 |                  |             |                         |                  |
| COMMUNICATIONS, INSURANCE & UTILITIES | 0              | 433             | 0                | 0           | 0                       | 0.00%            |
| CONTRACTS FOR SERVICES                | 29,076         | 5,767           | 0                | 0           | 0                       | 0.00%            |
| GOODS, MATERIALS & SUPPLIES           | 2,712          | 9,068           | 0                | 0           | 0                       | 0.00%            |
| PROJECTS                              | 0              | 0               | 3,204,166        | 0           | (3,204,166)             | (100.00%)        |
| SALARIES, WAGES & BENEFITS            | 0              | 33,306          | 0                | 0           | 0                       | 0.00%            |
| TRANSFERS TO RESERVES                 | 69,978         | 0               | 0                | 0           | 0                       | 0.00%            |
| <b>Total</b>                          | <b>101,766</b> | <b>48,574</b>   | <b>3,204,166</b> | <b>0</b>    | <b>(3,204,166)</b>      | <b>(100.00%)</b> |
| <b>Net</b>                            | <b>4,312</b>   | <b>(17,903)</b> | <b>42,000</b>    | <b>0</b>    | <b>(42,000)</b>         | <b>(100.00%)</b> |

### 2022 - 2023 Budget Changes:

PROJECTS

- 2022 - ERP/HRM system implementation to be carried over into 2023.

## Department Summary

### Department Summary: TAXATION (144)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - Taxation

**Accounting Reference:** 144

**Stage:** Proposed

**Approved:** No

### Purpose:

Property value taxation (taxation) is levied on the assessed values of all land and improvements within the City of Vernon's boundaries. The Province of British Columbia, through the Community Charter legislation, grants municipalities the right to impose property value taxation along with the corresponding tax rates for each class of taxpayers, which are authorized by Council. Taxation revenue typically accounts for just over half of the total revenues generated by the City on an annual basis.

This department includes only taxation levied and collected on property values as per the annual Tax Rates Bylaw. Other tax revenues, such as parcel taxes, local area service taxes, and grants in lieu of taxes are mainly recognized in Fiscal Services - General (142) and in Fiscal Services - Sewer (481).

This department also facilitates the allocation of the annual Infrastructure Tax Levy to the Infrastructure Reserve.

### Outlook for Upcoming Budget:

During the Special Meeting on June 9, 2022 Council provided guidance to Administration for the 2023 budget to bring forward an operating expenditure increase of no more than 3.0%, plus a 1.9% increase for infrastructure replacement and renewal. 2023 is the last scheduled year of the annual 1.9% Infrastructure Levy increase.

Non Market Change (NMC) in taxation, predominately from new development, has been estimated at \$750,000 for 2023, proportionally estimated at \$600,000 for the Residential class, and \$150,000 for the Business class.

Summary of proposed Taxation from 2022 to 2023:

|   | Amount \$  | Amount % |
|---|------------|----------|
| 2022 Taxation Total (budgeted)          | 48,657,779 |          |
| 2023 Operating Expenditures Increase    | 1,459,733  | 3.00     |
| 2023 Infrastructure Investment Increase | 924,498    | 1.90     |
| 2023 Taxation (Prior to NMC)            | 51,042,010 | 4.90     |
| 2023 NMC Estimate                       | 300,000    | 0.62*    |
| 2023 Taxation Total                     | 51,342,010 | 5.52     |

\*NMC increase relates to new taxpayers who did not have taxes levied in 2022, thus while this represents an increase in property taxation revenues, this does not represent an increase attributable to pre-existing taxpayers.

Beginning in 2023, the annual Property Tax Infrastructure Levy is being transferred to the Infrastructure Reserve at the time when property taxes are levied. All projects being funded from by the Levy will be funded from the Infrastructure Reserve resulting in a more efficient flow of information.

### Highlights of Current Year:

Taxation revenues are subject to supplementary adjustments which include taxpayers appealing their property value assessments and corrections made by BC Assessment, the assessing authority. These adjustments impact the taxes the City receives, and if property values decrease, the City has to return taxes previously collected. As a result, actual taxation revenues levied can differ from the budget revenues to be collected. The allocation of revenue between property classes is also subject to change by Council subsequent to the adoption of the budget. These changes, if any, take place at the time when current-year tax rates are approved and do not change the overall tax revenue total.

|                            |             |            | Budget to Actual |
|----------------------------|-------------|------------|------------------|
| 2022 Actual                | 2022 Budget | Difference |                  |
| Class 1 - Residential      | 32,715,190  | 32,394,183 | (321,007)        |
| Class 2 - Utility          | 403,385     | 375,383    | (28,002)         |
| Class 5 - Light Industrial | 771,549     | 721,801    | (49,748)         |
| Class 6 - Business         | 14,550,239  | 14,958,530 | 408,291          |
| Class 8 - Rec/Non-profit   | 177,782     | 179,096    | 1,314            |
| Other*                     | 28,558      | 28,786     | 228              |
| TOTAL                      | 48,646,703  | 48,657,779 | 11,076           |

\*Other includes levies for Managed Forests, Supportive Housing, City and Okanagan Landing Fire

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** TAXATION (144)

### Changes to Department:

| GL Category           | 2021 Actuals        | 2022 Actuals        | 2022 Budget         | 2023 Budget         | 2022-2023 Budget Change |                |
|-----------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|----------------|
|                       |                     |                     |                     |                     | \$                      | %              |
| <b>Revenues</b>       |                     |                     |                     |                     |                         |                |
| TAXATION REVENUES     | 44,715,524          | 48,578,535          | 48,657,779          | 51,342,010          | 2,684,231               | 5.52%          |
| <b>Total</b>          | <b>44,715,524</b>   | <b>48,578,535</b>   | <b>48,657,779</b>   | <b>51,342,010</b>   | <b>2,684,231</b>        | <b>5.52%</b>   |
| <b>Expenditures</b>   |                     |                     |                     |                     |                         |                |
| TRANSFERS TO RESERVES | 0                   | 0                   | 0                   | 6,941,705           | 6,941,705               | 100.00%        |
| <b>Total</b>          | <b>0</b>            | <b>0</b>            | <b>0</b>            | <b>6,941,705</b>    | <b>6,941,705</b>        | <b>100.00%</b> |
| <b>Net</b>            | <b>(44,715,524)</b> | <b>(48,578,535)</b> | <b>(48,657,779)</b> | <b>(44,400,305)</b> | <b>4,257,474</b>        | <b>8.75%</b>   |

### 2022 - 2023 Budget Changes:

#### TAXATION REVENUES

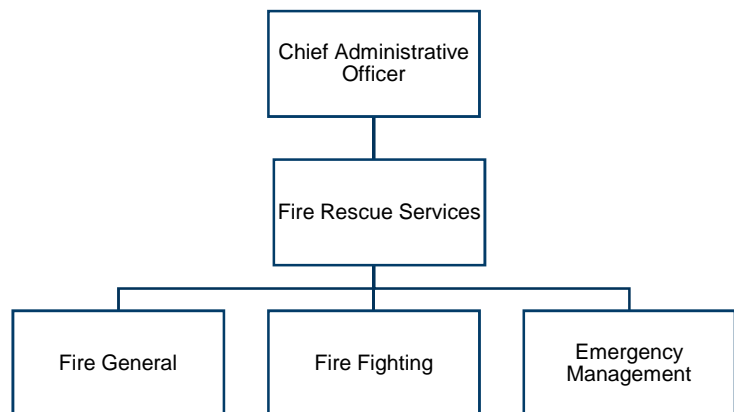
- Increase in anticipated property taxation revenues in 2023 related to a Council directed operating expenditure increase of 3.00%, an infrastructure replacement program increase of 1.9%, and a \$300,000 increase (0.62%) related to new developments

#### TRANSFERS TO RESERVES

- Transfer of the annual Infrastructure Levy to the Infrastructure Reserve beginning in 2023  
 - Administration changed the presentation in 2023 on how the levy is recorded. The 2022 levy was \$6,017,207.

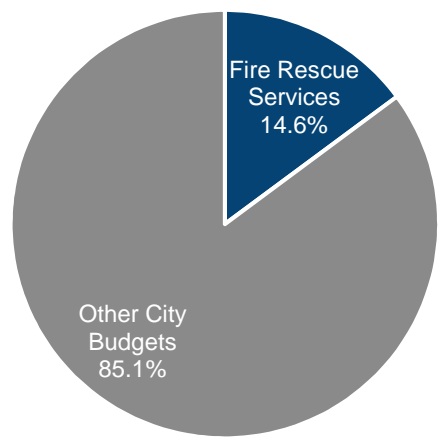
# FIRE RESCUE SERVICES

David Lind  
Fire Chief  
dlind@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |             |
|------------------------|-------------|
| 2023 Approved Net Cost | \$7,487,423 |
| 2022 Amended Net Cost  | \$7,244,297 |
| Budget Change          | \$243,126   |
| Change By %            | 3.356%      |
| 2023 FTE               | 43.7        |
| 2022 FTE               | 43.9        |
| FTE Change             | (0.2)       |
| FTE Change By %        | (0.004%)    |



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name             | 2023<br>BUDGET   | 2022<br>BUDGET   | \$<br>INCREASE | %<br>INCREASE |
|---------------------------------|------------------|------------------|----------------|---------------|
| <b>Fire Rescue</b>              |                  |                  |                |               |
| FIRE DEPARTMENT - GENERAL (320) | 979,421          | 965,315          | 14,106         | 1.461%        |
| FIRE FIGHTING (321)             | 6,316,369        | 6,095,351        | 221,018        | 3.626%        |
| EMERGENCY MANAGEMENT (323)      | 191,633          | 183,631          | 8,002          | 4.358%        |
| PROJECTS - FIRE SERVICES (965)  | 0                | 0                | 0              | 0.00%         |
| Total Fire Rescue               | 7,487,423        | 7,244,297        | 243,126        | 3.356%        |
| <b>GRAND TOTAL</b>              | <b>7,487,423</b> | <b>7,244,297</b> | <b>243,126</b> | <b>3.356%</b> |



## Department Summary

### Department Summary: FIRE DEPARTMENT - GENERAL (320)

**Budget Year:** 2023

**Manager:** David Lind

**Division:** Fire Rescue

**Accounting Reference:** 320

**Stage:** Proposed

**Approved:** No

### Purpose:

Vernon Fire Rescue Services (VFRS) is responsible for the delivery of emergency services and public safety programs. These services and programs include: rescue, fire suppression, fire prevention, Wildland Urban Interface (WUI) fuels management, fire investigation, hazardous materials response, public education, first medical response, management of the City's emergency program, and provision of emergency support services.

Fire Department - General (320) provides for administration salaries, uniforms and professional development, fire prevention and investigation programs, fire station improvements, supplies, contract services, WUI projects, FireSmart, fire hydrant maintenance (CUPE), reserve contributions, and other administrative functions. This cost center supports the day-to-day operation of Station 1 (Downtown), Station 2 (Okanagan Landing) including the Emergency Support Services/Training building, and Station 3 (Predator Ridge).

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$979,421 |
| <b>Prior Year Approved Net Budget</b> | \$965,315 |
| <b>Budget Change</b>                  | \$14,106  |
| <b>Budget Change by %</b>             | 1.46%     |
| <b>2023 FTE</b>                       | 4.5       |
| <b>2022 FTE</b>                       | 4.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The 2023 Fire General (320) budget will enable VFRS to:

- Support progressive implementation of the VFRS Eight (8) Year Strategic Plan as per Council Strategic Plan
- Conduct interface fuel load management projects in accordance with the City of Vernon Community Wildfire Protection Plan, and FireSmart projects (largely contingent on successful grant applications)
- On-going development of the fire administrative team through work planning, education and team building
- On-going development and maintenance of fire prevention, pre-incident plans, investigation, and public education programs
- To provide leadership and administration for VFRS, the City of Vernon Emergency Program, and Emergency Support Services
- On-going fire hydrant maintenance funding
- To renew the HAZMAT Agreements with the RDNO (Village of Lumby) and the City of Enderby
- To renew the Confined Space agreement with the RDNO

### Highlights of Current Year:

2022 highlights for department 320 include:

- The opening of Station 3 (Predator Ridge) in support of the extreme wildfire season
- The purchase of three (3) replacement, light duty incident command vehicles was initiated in 2022
- The renewal of the Fire Services Mutual Aid Agreement
- The Fire Dispatch Agreement with the City of Kelowna was extended for a five (5) year term
- On-going negotiations for a new term to the Collective Agreement which expired December 31, 2019 with a target to conclude by December 1, 2022
- Fire prevention completed inspections of low occupant facilities as well as mobile license inspections for 2022
- Fire Prevention continued to work on pre-plans for commercial facilities
- Coordination of the City's FireSmart Task Force
- Conducted fuels management work in the Foothills and Tronson Road
- Conducted on-going fire hydrant maintenance, including painting of the hydrants to meet NFPA standards
- Secured ongoing grant funding for FireSmart Coordinator Position

### Change Request for 2023:

### Department Summary

| Number                      | Name  | Stage     | Initial Cost     | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|---|-----------|------------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 3999                 | Deputy Fire Chief Position                  | Requested | \$171,321        | \$0                     | \$0             | \$171,321             | \$174,586             |
| AUTO - 4012                 | Firefighting Apparatus Reserve Contribution | Requested | \$350,000        | \$0                     | \$0             | \$350,000             | \$360,500             |
| <b>Total Change Request</b> |   |           | <b>\$521,321</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$521,321</b>      | <b>\$535,086</b>      |

## Department Summary

**Department Summary:** FIRE DEPARTMENT - GENERAL (320)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---|--------------|--------------|-------------|-------------|-------------------------|----------|
|   |              |              |             |             | \$                      | %        |
| Revenues                                    |              |              |             |             |                         |          |
| SALE OF SERVICES                            | 3,705        | 2,197        | 2,663       | 2,663       | 0                       | 0.00%    |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 273          | 0            | 300         | 300         | 0                       | 0.00%    |
| Total                                       | 3,978        | 2,197        | 2,963       | 2,963       | 0                       | 0.00%    |
| Expenditures                                |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 5,082        | 3,375        | 6,000       | 3,800       | (2,200)                 | (36.67%) |
| CONTRACTS FOR SERVICES                      | 18,450       | 23,994       | 33,350      | 33,350      | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES                 | 65,953       | 57,655       | 95,169      | 95,960      | 791                     | 0.83%    |
| INTERNAL CHARGES                            | 2,831        | 4,253        | 9,177       | 9,214       | 37                      | 0.40%    |
| SALARIES, WAGES & BENEFITS                  | 554,777      | 546,080      | 719,514     | 731,893     | 12,379                  | 1.72%    |
| TRANSFERS TO RESERVES                       | 101,437      | 105,068      | 105,068     | 108,167     | 3,099                   | 2.95%    |
| Total                                       | 748,529      | 740,425      | 968,278     | 982,384     | 14,106                  | 1.46%    |
| Net   | 744,551      | 738,228      | 965,315     | 979,421     | 14,106                  | 1.46%    |

### 2022 - 2023 Budget Changes:

There are no budget increases over 3% in Department 320 over 2022.

COMMUNICATIONS, INSURANCE, & UTILITIES

- Decreased to reflect actuals for cell phone/mobility costs.

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** FIRE FIGHTING (321)

**Budget Year:** 2023

**Manager:** David Lind

**Division:** Fire Rescue

**Accounting Reference:** 321

**Stage:** Proposed

**Approved:** No

### Purpose:

Fire Fighting (321) represents the direct cost of providing fire and rescue services. The cost center contains wages for 34 career and up to 30 auxiliary firefighters, their training, equipment, fire apparatus maintenance and other service delivery related costs. This department responds to approximately 4000 calls for service every year.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$6,316,369 |
| <b>Prior Year Approved Net Budget</b> | \$6,095,351 |
| <b>Budget Change</b>                  | \$221,018   |
| <b>Budget Change by %</b>             | 3.63%       |
| <b>2023 FTE</b>                       | 37.5        |
| <b>2022 FTE</b>                       | 37.7        |
| <b>FTE Change</b>                     | (0.2)       |
| <b>FTE Change by %</b>                | (0.53%)     |

### Outlook for Upcoming Budget:

The 2023 Fire Fighting (321) budget will enable VFRS to:

- Target to maintain Station 1 minimum staffing at four (4) career firefighters
- Target to maintain Station 2 minimum staffing at two (2) firefighters
- Staff station 3 with a minimum two (2) career firefighters and supplement with auxiliary firefighters as available during extreme wildfire risk period, drawn from reserve
- Respond safely and efficiently to emergencies
- Provide firefighters with required personal protective equipment
- Maintain the fire apparatus fleet
- Complete fire safety inspections and pre-incident planning
- Provide professional development and certifications for firefighters
- Replace worn and damaged tools and equipment

### Highlights of Current Year:

2022 Highlights for department 321 include:

- Hired two new FTE career firefighters
- Hired a third career firefighter to offset several long term leaves and in preparation for a retirement in early 2023
- Recruitment of Auxiliary Firefighters with a focus to provide increased service from Station 3
- Develop and begin implementation of a five (5) year training plan
- Continued with the development and implementation for auxiliary firefighter training and live-in program
- Completion of annual re-certification training
- Maintained fire apparatus
- Completed projects
- Complete Station 1 and Station 2 response plan
- Provided replacement PPE
- Completed the enhancement of the HAZMAT program with additional tools and equipment

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FIRE FIGHTING (321)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---|--------------|--------------|-------------|-------------|-------------------------|---------|
|   |              |              |             |             | \$                      | %       |
| Revenues                                    |              |              |             |             |                         |         |
| INTERNAL REVENUES                           | 3,389        | 7,146        | 3,573       | 3,644       | 71                      | 1.99%   |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 122,242      | 105,493      | 103,608     | 128,819     | 25,211                  | 24.33%  |
| TRANSFERS FROM RESERVES                     | 7,471        | 1,200        | 1,200       | 1,200       | 0                       | 0.00%   |
| Total                                       | 133,102      | 113,839      | 108,381     | 133,663     | 25,282                  | 23.33%  |
| Expenditures                                |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 16,946       | 15,248       | 28,002      | 29,251      | 1,249                   | 4.46%   |
| CONTRACTS FOR SERVICES                      | 296,574      | 301,645      | 304,934     | 298,203     | (6,731)                 | (2.21%) |
| GOODS, MATERIALS & SUPPLIES                 | 218,080      | 150,442      | 285,649     | 314,885     | 29,236                  | 10.23%  |
| INTERNAL CHARGES                            | 268,083      | 99,405       | 177,305     | 211,058     | 33,753                  | 19.04%  |
| SALARIES, WAGES & BENEFITS                  | 4,745,194    | 3,651,669    | 5,407,842   | 5,596,635   | 188,793                 | 3.49%   |
| TRANSFERS TO RESERVES                       | 252,202      | 0            | 0           | 0           | 0                       | 0.00%   |
| Total                                       | 5,797,078    | 4,218,409    | 6,203,732   | 6,450,032   | 246,300                 | 3.97%   |
| Net   | 5,663,976    | 4,104,569    | 6,095,351   | 6,316,369   | 221,018                 | 3.63%   |

### 2022 - 2023 Budget Changes:

#### SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

Increase in revenue for the provision of fire services for the Regional Biosolids Composting Facility Joint Operating Agreement.

#### COMMUNICATIONS, INSURANCE & UTILITIES

Increase due to actuals for cell/mobility fees.

#### CONTRACTS FOR SERVICES

Decrease due to change in training software.

#### GOODS, MATERIALS & SUPPLIES

Increase due to the increase on cost for firefighting foam and medical oxygen.

Increase due to the reallocation of training costs from training software fees to training course fees.

#### INTERNAL CHARGES

Increase is exclusively due to increased fleet charges.

#### SALARIES, WAGES & BENEFITS

Increase is due to the step changes and contractual obligations for the IAFF employees.

## Department Summary

**Department Summary:** EMERGENCY MANAGEMENT (323)

**Budget Year:** 2023

**Manager:** David Lind

**Division:** Fire Rescue

**Accounting Reference:** 323

**Stage:** Proposed

**Approved:** No

### Purpose:

Emergency Management (323) operates the City's emergency program as required by Provincial legislation. Department activities are supplemented by grant funding and government transfers for eligible emergency response and recovery costs. The Emergency Program employs a full-time Emergency Program Coordinator, a part-time Emergency Program Secretary, two On-Call Emergency Support Services Response Coordinators, and approximately 140 Emergency Support Services (ESS) Volunteers. When activated during an emergency, the Emergency Operations Center is staffed by City employees from every division of the Corporation.

Recorded in this department are revenues and expenditures for response to, and recovery from, local and Provincial emergencies. These events are not predictable or budgeted, which can result in variances between budgets and actuals when they occur. The majority of these costs are recoverable from the Province through Emergency Management BC. These costs are either fully (100%) or significantly (80%) recovered from the Province's emergency program. The City invoices the Province annually.

### Outlook for Upcoming Budget:

In 2023, the Emergency Program will focus work on supporting City of Vernon systems used to manage risk mitigation, preparedness, response and recovery activities. We will apply our expertise in emergency management to maintain and exercise emergency management plans and minimize the adverse effects of disasters. The Emergency Program will continue to coordinate and support the Emergency Operations Centre (EOC) and ESS program through training and readiness. We will support public awareness of emergency preparedness through promotion and through distribution of public education materials.

### Highlights of Current Year:

In 2022, the Emergency Program further developed capacity of:

- EOC with additional equipment, function specific training and exercises
- ESS equipment management, volunteer engagement, training and programming

Additional highlights for the year include:

- Updated the City of Vernon's ESS response processes
- Transitioned ESS to version 2.0 of the Evacuee Registration Assistance tool
- Updated the City of Vernon's Heat Response processes
- Completed the Host Community Response After Action Review
- Managed capacity development projects for ESS and EOC operations
- Participated in community initiatives such as seniors' preparedness and heat planning for under-sheltered populations
- Participated in promotional events to raise awareness of personal preparedness and disaster mitigation including FireSmart
- Chaired Vernon Emergency Program Sub-Committee

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$191,633 |
| <b>Prior Year Approved Net Budget</b> | \$183,631 |
| <b>Budget Change</b>                  | \$8,002   |
| <b>Budget Change by %</b>             | 4.36%     |
| <b>2023 FTE</b>                       | 1.7       |
| <b>2022 FTE</b>                       | 1.7       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

## Department Summary

**Department Summary:** EMERGENCY MANAGEMENT (323)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| GOVERNMENT TRANSFERS                  | 277,426      | 0            | 0           | 0           | 0                       | 0.00%   |
| SALE OF SERVICES                      | 3,000        | 0            | 0           | 0           | 0                       | 0.00%   |
| Total                                 | 280,426      | 0            | 0           | 0           | 0                       | 0.00%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 3,743        | 2,774        | 3,560       | 4,810       | 1,250                   | 35.11%  |
| CONTRACTS FOR SERVICES                | 13,741       | 14,752       | 7,640       | 7,215       | (425)                   | (5.56%) |
| GOODS, MATERIALS & SUPPLIES           | 56,173       | 12,182       | 22,140      | 21,765      | (375)                   | (1.69%) |
| INTERNAL CHARGES                      | 21,166       | 0            | 0           | 0           | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS            | 476,249      | 125,253      | 149,187     | 156,054     | 6,867                   | 4.60%   |
| TRANSFERS TO RESERVES                 | 1,338        | 1,104        | 1,104       | 1,789       | 685                     | 62.05%  |
| Total                                 | 572,410      | 156,065      | 183,631     | 191,633     | 8,002                   | 4.36%   |
| Net                                   | 291,984      | 156,065      | 183,631     | 191,633     | 8,002                   | 4.36%   |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE, & UTILITIES

- Increased for cell phone upgrades

CONTRACTS FOR SERVICES

- Decreased due to a reduction in the cost of program advertising

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

TRANSFERS TO RESERVES

- Decrease in annual contribution to IS Equipment Replacement reserve

## Department Summary

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**Department Summary:** PROJECTS - FIRE SERVICES (965)

**Budget Year:** 2023

**Manager:** David Lind

**Division:** Fire Rescue

**Accounting Reference:** 965

**Stage:** Proposed

**Approved:** No

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### Purpose:

Projects - Fire Services (965) captures the projects required to achieve the goals and objectives identified in Vernon Fire Rescue Services (VFRS) Eight (8) Year Strategic Plan as endorsed by Council on October 23, 2017 along with other one-time projects.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

In 2023, VFRS will undergo a Fire Services Review.

2023 is the six (6) year mark of the VFRS Eight (8) Year Strategic Plan 2017-2025 (extended one year, in some aspects, due to COVID-19 considerations). An independent third party review of the plan is necessary to assess its effectiveness and to begin to inform the planning process for the next strategic plan. This project was originally referred to as a Fire Underwriter's Survey in the Strat Plan and had been scheduled for 2021 but was deferred.

\$ 60,000 - Fire Services Review

### Highlights of Current Year:

2022 budgeted projects include:

\$ 255,000 - Replacement of three (3) Light Duty Response Vehicles  
\$ 150,000 - Temporary 2022 FireSmart Coordinator and program grant funded  
\$ 139,403 - UBCM FireSmart grant projects (2020 & 2021)  
\$ 72,989 - Temporary FireSmart Coordinator position grant funded  
\$ 60,000 - Exhaust System for Station 3  
\$ 57,664 - Temp Staffing station 3 funded by Extreme Wildfire Reserve  
\$ 25,850 - Fixed Monitor Purchase (Large nozzle for apparatus)  
\$ 25,000 - 2022 CEPF EOC & Training Grant  
\$ 25,000 - 2022 CEPF ESS Equipment Grant  
\$ 11,250 - Hydrostatic Testing of Self Contained Breathing Apparatus (SCBA)  
\$ 10,411 - UBCM EOC and Training Grant  
\$ 10,000 - CAD Unit for Engine 1-2 (Project was not required after the sale of another apparatus and moving the existing CAD Unit)  
\$ 7,500 - Technical Rope Rescue Equipment Project  
\$ 5,691 - UBCM ESS Grant  
\$ 5,305 - Hazardous Materials Response Equipment Project completion

Total \$ 861,063

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** PROJECTS - FIRE SERVICES (965)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---|--------------|--------------|-------------|-------------|-------------------------|-----------|
|   |              |              |             |             | \$                      | %         |
| Revenues                                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS                        | 87,707       | (199,127)    | 403,494     | 0           | (403,494)               | (100.00%) |
| SALE OF SERVICES                            | 1,995        | 0            | 0           | 0           | 0                       | 0.00%     |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 243,644      | 0            | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES                     | 393,650      | 0            | 457,569     | 60,000      | (397,569)               | (86.89%)  |
| Total                                       | 726,997      | (199,127)    | 861,063     | 60,000      | (801,063)               | (93.03%)  |
| Expenditures                                |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 34           | 96           | 0           | 0           | 0                       | 0.00%     |
| CONTRACTS FOR SERVICES                      | 47,565       | 53,685       | 0           | 60,000      | 60,000                  | 100.00%   |
| GOODS, MATERIALS & SUPPLIES                 | 352,370      | 101,253      | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                                    | 0            | 0            | 803,399     | 0           | (803,399)               | (100.00%) |
| SALARIES, WAGES & BENEFITS                  | 327,028      | 116,170      | 57,664      | 0           | (57,664)                | (100.00%) |
| Total                                       | 726,997      | 271,204      | 861,063     | 60,000      | (801,063)               | (93.03%)  |
| Net   | 0            | 470,331      | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

PROJECTS line only shows budget, actuals are expended in the related expense lines (eg. GOODS, MATERIALS & SUPPLIES, CONTRACTS FOR SERVICES, etc.)

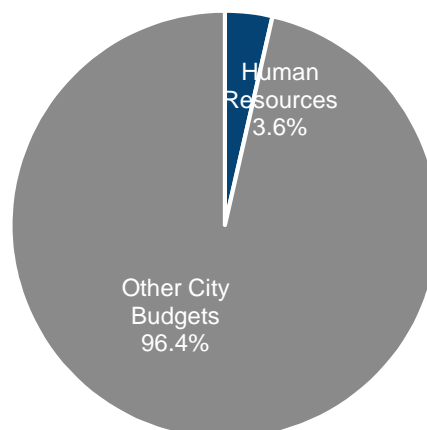
# HUMAN RESOURCES

Raeleen Manjak  
Director  
rmanjak@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |             |
|------------------------|-------------|
| 2023 Approved Net Cost | \$1,800,184 |
| 2022 Amended Net Cost  | \$1,747,784 |
| Budget Change          | \$52,400    |
| Change By %            | 2.998%      |
| 2023 FTE               | 11.0        |
| 2022 FTE               | 10.9        |
| FTE Change             | (0.1)       |
| FTE Change By %        | (0.01%)     |



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name                 | 2023<br>BUDGET   | 2022<br>BUDGET   | \$<br>INCREASE | %<br>INCREASE |
|-------------------------------------|------------------|------------------|----------------|---------------|
| <b>Human Resources</b>              |                  |                  |                |               |
| HUMAN RESOURCES - GENERAL (150)     | 1,035,628        | 981,368          | 54,260         | 5.529%        |
| HUMAN RESOURCES - CORPORATE (151)   | 355,611          | 355,138          | 473            | 0.133%        |
| HUMAN RESOURCES - OH&S (152)        | 408,945          | 411,278          | (2,333)        | -0.567%       |
| HUMAN RESOURCES - COR PROGRAM (153) | 0                | 0                | 0              | 0.00%         |
| Total Human Resources               | 1,800,184        | 1,747,784        | 52,400         | 2.998%        |
| <b>GRAND TOTAL</b>                  | <b>1,800,184</b> | <b>1,747,784</b> | <b>52,400</b>  | <b>2.998%</b> |

## Department Summary

**Department Summary:** HUMAN RESOURCES - GENERAL (150)

**Budget Year:** 2023

**Manager:** Raeleen Manjak

**Division:** Human Resources

**Accounting Reference:** 150

**Stage:** Proposed

**Approved:** No

### Purpose:

The Human Resources (HR) Division provides support to the organization and City staff across all business units in areas such as talent acquisition and retention, talent development (learning and development), employee and labour relations, compensation, benefits, occupational health and safety, and employee care. HR is committed to supporting diversity, equity, and inclusivity in the workplace environment and promoting an unwavering commitment to the culture of safety. HR continues to look for ways to improve the City's ability to attract and retain employees, focusing on process optimization and technology improvements, as well as supporting employee development and performance. The HR Division continues to contribute to the City's vision and helps to shape and integrate human resource objectives throughout the organization to enable the City to achieve its service and business goals. The HR Division provides service excellence through four (4) areas of focus: (1) talent acquisition and retention, (2) an unwavering commitment to a safe and healthy work environment, (3) a robust learning and development framework (capacity building), (4) prioritizing diversity, equity, and inclusivity. The HR Division supports this work by applying the HR Mission, "Moving the organization forward using consistent, predictable, and contemporary practice...in other words, Success through People! This mission is about making a meaningful, measurable contribution to our stakeholders."

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$1,035,628 |
| <b>Prior Year Approved Net Budget</b> | \$981,368   |
| <b>Budget Change</b>                  | \$54,260    |
| <b>Budget Change by %</b>             | 5.53%       |
| <b>2023 FTE</b>                       | 8.4         |
| <b>2022 FTE</b>                       | 8.5         |
| <b>FTE Change</b>                     | (0.1)       |
| <b>FTE Change by %</b>                | (1.18%)     |

### Outlook for Upcoming Budget:

HR will continue working with leaders within the Corporation and applying our expertise in human resource management (HRM). We will continue the development and support of practical solutions that enable enhancements of the City's existing systems and new technology solutions to streamline administrative processes and simplify areas where possible. HR will focus on talent acquisition and retention, leadership development, HR Planning (succession), health and safety strategies, and diversity, equity, and inclusivity.

### Highlights of Current Year:

Reduced average Time to Hire by fourteen (14) days in 2022, implemented new process to efficiently and effectively hire Relief staff to add depth to department staffing level and operational support, and revamped HR NEW employee Orientation  
Supported internal career development with 47% of total appointments to date in 2022  
Increased presence at community events, including: Community Futures Job Hub, Okanagan College Business Expo & Employment Fair, Vernon Job Fair, and Greater Vernon Chamber of Commerce Expo  
Development of a Coaching Foundations, Performance Leadership, and Learning and Development Program as part of HR Fundamentals, facilitation of Break Out Session at TOLGMA and LGMA on COV Mentorship Program, and Group Presentations for CPHR BC & Yukon Association on COV Learning & Development Program  
Updated banked time payout processes to align with CRA rules  
Creation of Safety Plans, Risk Assessments, and Safe Work Procedures within a COVID-19/Communicable Disease environment  
Division participation in ERP/HRMS RFP award and implementation process  
Finalist (Excellent Awardee) in the Canadian HR Awards in three (3) categories: Canadian HR Team of the Year (\$500 Employee or More); The Queen's University IRC Award for Best Learning & Development Strategy; and The ADP Rising Star of the Year (Sarah Patterson)  
Council approved one time funding for the hire of a temporary support Coordinator in Talent Acquisition and Retention for \$50,000.

### Change Request for 2023:

## Department Summary

| Number                      | Name                                    | Stage     | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|---|-----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 3998                 | Talent Acquisition & Retention Position | Requested | \$87,500        | \$0                     | \$0             | \$87,500              | \$89,222              |
| <b>Total Change Request</b> |   |           | <b>\$87,500</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$87,500</b>       | <b>\$89,222</b>       |

## Department Summary

**Department Summary:** HUMAN RESOURCES - GENERAL (150)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 172          | 30           | 0           | 0           | 0                       | 0.00%   |
| TRANSFERS FROM RESERVES               | 0            | 0            | 15,282      | 34,718      | 19,436                  | 127.18% |
| Total                                 | 172          | 30           | 15,282      | 34,718      | 19,436                  | 127.18% |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 2,881        | 2,431        | 3,000       | 3,000       | 0                       | 0.00%   |
| CONTRACTS FOR SERVICES                | 0            | 556          | 0           | 1,516       | 1,516                   | 100.00% |
| GOODS, MATERIALS & SUPPLIES           | 50,960       | 14,948       | 60,511      | 60,511      | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS            | 898,081      | 803,028      | 929,557     | 999,327     | 69,770                  | 7.51%   |
| TRANSFERS TO RESERVES                 | 3,114        | 3,582        | 3,582       | 5,992       | 2,410                   | 67.28%  |
| Total                                 | 955,036      | 824,545      | 996,650     | 1,070,346   | 73,696                  | 7.39%   |
| Net                                   | 954,864      | 824,514      | 981,368     | 1,035,628   | 54,260                  | 5.53%   |

### 2022 - 2023 Budget Changes:

#### CONTRACTS FOR SERVICES

-2023 includes increases to software maintenance.

#### SALARIES, WAGES & BENEFITS

- 2023 includes increases for cost of living, service time, and benefits costs.

#### TRANSFERS TO RESERVES

- 2023 includes increase required for Evergreen contribution for future IT equipment replacements.

## Department Summary

**Department Summary:** HUMAN RESOURCES - CORPORATE (151)

**Budget Year:** 2023

**Manager:** Raeleen Manjak

**Division:** Human Resources

**Accounting Reference:** 151

**Stage:** Proposed

**Approved:** No

### Purpose:

The Human Resources (HR) Division provides support to the organization and City staff across all business units in areas such as talent acquisition and retention, talent development (learning and development), employee and labour relations, compensation, benefits, occupational health and safety, and employee care. HR is committed to supporting diversity, equity, and inclusivity in the workplace environment and promoting an unwavering commitment to the culture of safety. HR continues to look for ways to improve the City's ability to attract and retain employees, focusing on process optimization and technology improvements, as well as supporting employee development and performance. The HR Division continues to contribute to the City's vision and helps to shape and integrate human resource objectives throughout the organization to enable the City to achieve its service and business goals. The HR Division provides service excellence through four (4) areas of focus: (1) talent acquisition and retention, (2) an unwavering commitment to a safe and healthy work environment, (3) a robust learning and development framework (capacity building), (4) prioritizing diversity, equity, and inclusivity. The HR Division supports this work by applying the HR Mission, "Moving the organization forward using consistent, predictable, and contemporary practice...in other words, Success through People! This mission is about making a meaningful, measurable contribution to our stakeholders."

### Outlook for Upcoming Budget:

HR will continue working with leaders within the Corporation and applying our expertise in human resource management (HRM) and knowledge of the business of the City. We will continue the development and support of practical solutions that enable enhancements of the City's existing systems and new technology solutions to streamline administrative processes and simplify areas where possible. HR will focus on talent acquisition and retention, leadership development, HR Planning (succession), health and safety strategies, and diversity, equity, and inclusivity.

### Highlights of Current Year:

As per Human Resource Division General (150) Highlights.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$355,611 |
| <b>Prior Year Approved Net Budget</b> | \$355,138 |
| <b>Budget Change</b>                  | \$473     |
| <b>Budget Change by %</b>             | 0.13%     |
| <b>2023 FTE</b>                       | 0.0       |
| <b>2022 FTE</b>                       | 0.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

## Department Summary

**Department Summary:** HUMAN RESOURCES - CORPORATE (151)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| SALE OF SERVICES            | 96           | 0            | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES     | 120,693      | 116,923      | 156,923     | 0           | (156,923)               | (100.00%) |
| Total                       | 120,789      | 116,923      | 156,923     | 0           | (156,923)               | (100.00%) |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 134,868      | 102,383      | 299,223     | 142,300     | (156,923)               | (52.44%)  |
| GOODS, MATERIALS & SUPPLIES | 47,505       | 91,996       | 192,838     | 195,311     | 2,473                   | 1.28%     |
| SALARIES, WAGES & BENEFITS  | 259,951      | 0            | 20,000      | 18,000      | (2,000)                 | (10.00%)  |
| TRANSFERS TO RESERVES       | 116,923      | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 559,247      | 194,379      | 512,061     | 355,611     | (156,450)               | (30.55%)  |
| Net                         | 438,458      | 77,456       | 355,138     | 355,611     | 473                     | 0.13%     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- 2022 includes transfers from reserves to fund learning and development delayed due to COVID-19 and 2022 consultant fees for bargaining.

#### CONTRACTS for SERVICES

-2022 includes budget for learning and development that was delayed due to COVID-19 and 2022 consultant fees for bargaining.

#### GOODS, MATERIALS & SUPPLIES

- 2023 includes a 2% increase for the provision of Corporate Learning and Development.



## Department Summary

**Department Summary:** HUMAN RESOURCES - OH&S (152)

**Budget Year:** 2023

**Manager:** Alexi Thibault

**Division:** Human Resources

**Accounting Reference:** 152

**Stage:** Proposed

**Approved:** No

### Purpose:

The focus of the Occupational Health and Safety (OH&S) Department is to ensure the City of Vernon is in compliance with WorkSafe BC (WSBC) Regulation and Industry best practices. This Department is responsible for developing, maintaining, and improving the City Safety Management System (SMS) which encompasses safety programs, such as, Workplace Violence, Hazard Identification and Control, Confined Space Entry, De-energization and Lockout, Accident Investigation, Contract Coordination, and Excavation Safety. This Department also manages occupational injury claims (WSBC), which involve implementation of Modified Graduated Return to Work (MGRTW) Plans. These plans benefit the organization by reducing WSBC insurance premiums.

The City has an unwavering commitment to the health and safety of all employees as a core goal within Council's Strategic Plan, actionable through Council's support of the continued implementation of health and wellness initiatives. This commitment to health and safety includes not only physical health and wellness, but also mental health and wellness. Mental health issues are increasing throughout all spectrums of, "age, education, income level, and culture." The City of Vernon's mission statement, "To deliver effective and efficient, local government services that benefit our citizens, our businesses, our environment and our future" is realized through the support of the health and wellness of all our staff.

### Outlook for Upcoming Budget:

The focus for Occupational Health and Safety (OH&S) in 2023 is to continue to implement and revise mandatory safety training and programming and reduce claims costs associated with workplace injuries. This ensures the City of Vernon maintains the Certificate of Recognition (COR) through WSBC and the BC Municipal Safety Association (BCMSA), which was first achieved in December 2011. The maintenance of COR will provide surety that incentive cheques continue to be received from WSBC, supporting the City of Vernon's safety programming and initiatives.

### Highlights of Current Year:

The City of Vernon's safety culture includes, but is not limited to:

The City's legal obligation to ensure all workers are trained to a level where they are qualified or certified to do their work safely and competently. This training encompasses a wide variety of topics focused on varying work activities that make up a diverse organization. The City has provided safety training equal to 3,737 person hours for a total of 101 employees as of the end of August. Training is one component that ensures our staff are performing their work in an effective, efficient and safe manner, demonstrating the high value the City places on the wellness of staff, while promoting and supporting a culture of safety within the organization.

The City will continue to promote health and wellness, building on the current organizational safety culture. Through training, coaching and mentoring, creation and application of consistent and predictable practices, and strategic support from the Mayor and Council, the City will continue to increase safety excellence. This focus leads to business excellence and aligns clearly and directly with the City mission statement. Most importantly, City staff will continue to go home to their families healthy and safe every day.

Further highlights of the year include continued advancement of the Joint Occupational Health and Safety Committee (JOHSC) and Committee participation in annual professional development requirements, annual event coordination of the Day of Mourning ceremony, Health and Safety Week (formerly North American Occupational Health and Safety [NAOSH] week), Annual Health and Wellness Fair, preparation for the 2022 COR Audit, revision of safety program and policy work, Stay at Work/Return to Work (SAW/RTW) coordination and continued attention to ensure that the City of Vernon's focus and commitment to a healthy and safe workplace is renewed daily.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$408,945 |
| <b>Prior Year Approved Net Budget</b> | \$411,278 |
| <b>Budget Change</b>                  | \$(2,333) |
| <b>Budget Change by %</b>             | (0.57%)   |
| <b>2023 FTE</b>                       | 2.5       |
| <b>2022 FTE</b>                       | 2.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

## Department Summary

**Department Summary:** HUMAN RESOURCES - OH&S (152)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| GOVERNMENT TRANSFERS                  | 6,231        | 0            | 0           | 0           | 0                       | 0.00%   |
| SALE OF SERVICES                      | 0            | 70           | 0           | 0           | 0                       | 0.00%   |
| TRANSFERS FROM RESERVES               | 13,326       | 0            | 0           | 0           | 0                       | 0.00%   |
| Total                                 | 19,557       | 70           | 0           | 0           | 0                       | 0.00%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 782          | 488          | 1,760       | 1,760       | 0                       | 0.00%   |
| CONTRACTS FOR SERVICES                | 18,606       | 13,716       | 19,292      | 19,292      | 0                       | 0.00%   |
| GOODS, MATERIALS & SUPPLIES           | 75,634       | 51,101       | 61,333      | 61,333      | 0                       | 0.00%   |
| INTERNAL CHARGES                      | 1,445        | 0            | 0           | 0           | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS            | 285,906      | 219,811      | 328,893     | 326,560     | (2,333)                 | (0.71%) |
| Total                                 | 382,373      | 285,116      | 411,278     | 408,945     | (2,333)                 | (0.57%) |
| Net                                   | 362,816      | 285,046      | 411,278     | 408,945     | (2,333)                 | (0.57%) |

### 2022 - 2023 Budget Changes:

SALARIES, WAGES & BENEFITS

- net decrease in salaries allocated to this department for 2023

## Department Summary

### Department Summary: HUMAN RESOURCES - COR PROGRAM (153)

**Budget Year:** 2023

**Manager:** Alexi Thibault

**Division:** Human Resources

**Accounting Reference:** 153

**Stage:** Proposed

**Approved:** No

#### Purpose:

In December 2011, the City of Vernon participated in an audit of its Safety Management System (SMS) as part of the WorkSafe BC (WSBC) Certificate of Recognition (COR) program. Upon successful completion of the audit, the City of Vernon was issued COR certification and became eligible for a 10% rebate based on insurance premiums paid to WSBC. The Stay at Work/Return to Work (SAW/RTW) audit was included in 2013 and provided an additional 5% rebate based on insurance premiums paid to WSBC. In early 2012, Council directed that the COR rebates received by the City of Vernon from WSBC be maintained in the Occupational Health & Safety (OH&S) budget for use in future safety initiatives.

For the 2022 year, the Stay at Work/Return to Work (SAW/RTW) rebate is being discontinued by WSBC.

#### Outlook for Upcoming Budget:

The City of Vernon will undertake a COR audit in November 2022 for the Safety Management System (SMS) Program. Continued success will result in the City of Vernon's eligibility for a 10% incentive cheque from WSBC. We expect the successful 2022 audit outcome to be confirmed by the BC Municipal Safety Association (BCMSA) in the first quarter of 2023.

The City of Vernon's unwavering commitment to health and safety demonstrates leadership, commitment to continual improvement, and a dedication to our employee's health and safety. Each year that the City of Vernon successfully passes the auditing requirements there is a renewed demonstration to our employees, our industry peers, and the public that the City of Vernon values a workplace that is safe and secure from injury, illness, and disease. This commitment translates to a safer and healthier workforce and work environment and ensures our workers go home safe and healthy every day.

This budget will be used as per Council policy direction, supplementing Corporate contracts, goods and services as required to implement safety initiatives across the organization, which directly impact worker safety and organizational compliance with WSBC policy and regulation. The range of projects include safe workplace initiatives, practices that will improve employee health and wellness, and initiatives that enhance the workplace environment. These initiatives include the physical environment, the workplace environment, and the health and wellness environment, which align with the City of Vernon's unwavering commitment to a safe and healthy workplace.

#### Highlights of Current Year:

Successful completion of the annual COR audit has benefited the City of Vernon a total of \$651,231 in incentive cheques over the ten (10) cumulative years, 2011-2021. As per Council policy direction, all funds received via the incentive cheque issued by WSBC for successful completion of the COR audit are directed back into maintaining and improving safety at the City. The 2021 audit confirmed the 2020 external audit findings culminating in a score of 90% for the SMS portion of the audit and 95% for the SAW/RTW program.

Highlights of the 2022 safety initiatives implemented across various departments within the City of Vernon include, Three (3) AED's including new batteries, pads, and cabinets for the three City of Vernon Fire Stations; One (1) new AED for the Airport; One (1) ergonomic money collecting care for Protective Services; ten (10) high vis Confined Space hard hats including straps and face shields for VWRC; Hydraulic lift for Tender2 for VFRS; Heavy equipment blocks for Fleet Services; and a Chipper for the Parks Department.

These highlights continue to emphasize the high value that the City of Vernon places on the health and safety of our employees. Opportunities to support the corporation through supplementing health and safety initiatives by accessing COR funding renews the dedication to a workplace that is safe and secure.

#### Change Request for 2023:

No change requests at this time.

#### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

## Department Summary

**Department Summary:** HUMAN RESOURCES - COR PROGRAM (153)

### Changes to Department:

| GL Category                 | 2021 Actuals   | 2022 Actuals     | 2022 Budget    | 2023 Budget   | 2022-2023 Budget Change |                 |
|-----------------------------|----------------|------------------|----------------|---------------|-------------------------|-----------------|
|                             |                |                  |                |               | \$                      | %               |
| <b>Revenues</b>             |                |                  |                |               |                         |                 |
| GOVERNMENT TRANSFERS        | 82,357         | 99,342           | 65,000         | 65,000        | 0                       | 0.00%           |
| TRANSFERS FROM RESERVES     | 35,896         | 96,842           | 92,887         | 0             | (92,887)                | (100.00%)       |
| <b>Total</b>                | <b>118,253</b> | <b>196,184</b>   | <b>157,887</b> | <b>65,000</b> | <b>(92,887)</b>         | <b>(58.83%)</b> |
| <b>Expenditures</b>         |                |                  |                |               |                         |                 |
| CONTRACTS FOR SERVICES      | 4,500          | 4,656            | 157,887        | 65,000        | (92,887)                | (58.83%)        |
| GOODS, MATERIALS & SUPPLIES | 20,865         | 0                | 0              | 0             | 0                       | 0.00%           |
| TRANSFERS TO RESERVES       | 92,887         | 3,103            | 0              | 0             | 0                       | 0.00%           |
| <b>Total</b>                | <b>118,253</b> | <b>7,759</b>     | <b>157,887</b> | <b>65,000</b> | <b>(92,887)</b>         | <b>(58.83%)</b> |
| <b>Net</b>                  | <b>0</b>       | <b>(188,424)</b> | <b>0</b>       | <b>0</b>      | <b>0</b>                | <b>0.00%</b>    |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Certificate of Recognition (COR) rebate from WorkSafe BC.

#### TRANSFERS FROM RESERVES

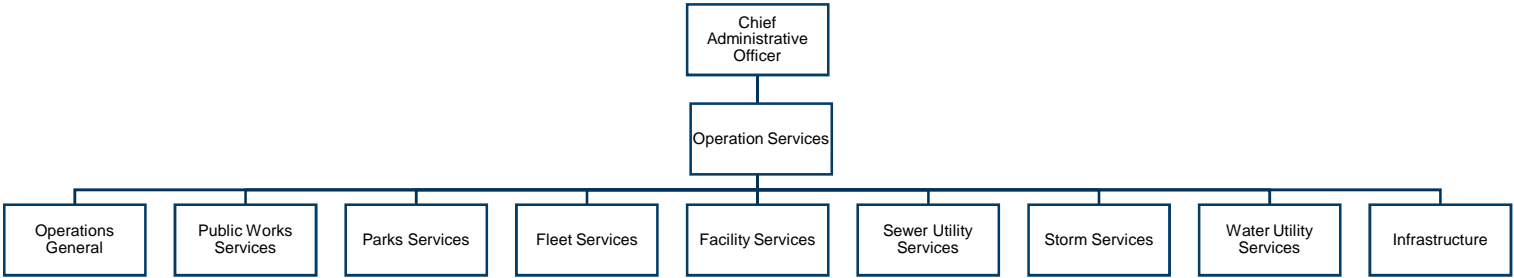
- Unspent COR rebate carried over into 2022 for various safety initiatives.

#### PROJECTS

- Unspent COR budget carried over into 2022 for various safety initiatives.

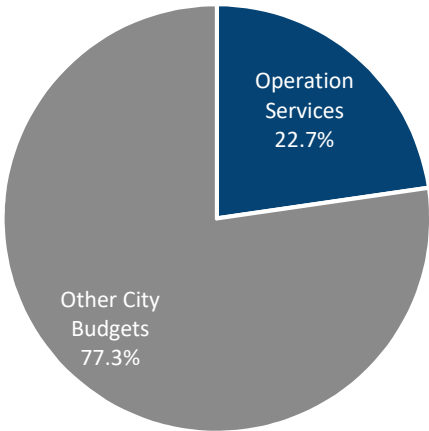
# OPERATION SERVICES

James Rice  
Director  
jrice@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |              |
|------------------------|--------------|
| 2023 Approved Net Cost | \$11,442,637 |
| 2022 Amended Net Cost  | \$11,151,867 |
| Budget Change          | \$290,770    |
| Change By %            | 2.607%       |
| 2023 FTE               | 121.2        |
| 2022 FTE               | 120.2        |
| FTE Change             | 1.0          |
| FTE Change By %        | .009%        |



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name                | 2023<br>BUDGET | 2022<br>BUDGET | \$<br>INCREASE | %<br>INCREASE |
|------------------------------------|----------------|----------------|----------------|---------------|
| <b>Operations - Common</b>         |                |                |                |               |
| OPERATIONS - GENERAL (400)         | (742,111)      | (678,230)      | (63,881)       | 9.419%        |
| Total Operations - Common          | (742,111)      | (678,230)      | (63,881)       | 9.419%        |
| <b>Operations - Infrastructure</b> |                |                |                |               |
| INFRASTRUCTURE (405)               | 682,818        | 665,810        | 17,008         | 2.554%        |
| Total Operations - Infrastructure  | 682,818        | 665,810        | 17,008         | 2.554%        |
| <b>Operations - Public Works</b>   |                |                |                |               |
| PUBLIC WORKS - GENERAL (410)       | 405,017        | 387,710        | 17,307         | 4.464%        |
| AIRPORT (401)                      | 138,597        | 149,576        | (10,979)       | -7.34%        |
| DOWNTOWN BEAUTIFICATION (414)      | 64,799         | 63,632         | 1,167          | 1.834%        |
| PAVED STREETS (415)                | 3,640,419      | 3,518,033      | 122,386        | 3.479%        |
| SIDEWALKS & MULTI-USE TRAILS (416) | 305,824        | 298,370        | 7,454          | 2.498%        |
| SIGNALIZED INTERSECTIONS (418)     | 274,163        | 268,287        | 5,876          | 2.19%         |
| SOLID WASTE & RECYCLING (419)      | 0              | 0              | 0              | 0.00%         |
| HESPERIA LANDFILL (420)            | 0              | 0              | 0              | 0.00%         |
| STREET LIGHTS (421)                | 711,280        | 692,466        | 18,814         | 2.717%        |
| TRAFFIC SIGNAGE (422)              | 157,434        | 154,081        | 3,353          | 2.176%        |
| UNPAVED STREETS (423)              | 87,340         | 89,288         | (1,948)        | -2.182%       |
| PROJECTS - PUBLIC WORKS (961)      | 0              | 0              | 0              | 0.00%         |
| Total Operations - Public Works    | 5,784,873      | 5,621,443      | 163,430        | 2.907%        |
| <b>Operations - Parks</b>          |                |                |                |               |
| BOULEVARDS (411)                   | 629,276        | 604,189        | 25,087         | 4.152%        |
| TREES (412)                        | 273,688        | 264,484        | 9,204          | 3.48%         |
| CEMETERY (413)                     | 86,147         | 97,228         | (11,081)       | -11.397%      |
| SURFACE PARKING LOTS (430)         | (174,398)      | (40,089)       | (134,309)      | 335.027%      |
| CIVIC PLAZA (452)                  | 121,735        | 115,935        | 5,800          | 5.003%        |
| LOCAL PARKS - GENERAL (600)        | 212,140        | 189,761        | 22,379         | 11.793%       |
| POLSON PARK (610)                  | 527,850        | 518,113        | 9,737          | 1.879%        |
| KIN RACE TRACK PARK (614)          | 25,259         | 54,495         | (29,236)       | -53.649%      |
| LAKEVIEW PARK (615)                | 77,601         | 69,924         | 7,677          | 10.979%       |
| ALEXIS PARK (616)                  | 50,774         | 46,591         | 4,183          | 8.978%        |
| MACDONALD PARK (617)               | 100,026        | 80,413         | 19,613         | 24.39%        |
| MISSION HILL PARK (622)            | 51,339         | 51,982         | (643)          | -1.237%       |
| HERITAGE PARK (623)                | 26,902         | 27,130         | (228)          | -0.84%        |
| GRAHAME PARK (626)                 | 48,453         | 37,435         | 11,018         | 29.432%       |
| SMALL PARKS/TOT LOTS (631)         | 545,686        | 538,307        | 7,379          | 1.371%        |
| PARK TRAILS (632)                  | 57,472         | 57,555         | (83)           | -0.144%       |
| DEER PARK (633)                    | 26,760         | 29,771         | (3,011)        | -10.114%      |
| BECKER PARK (634)                  | 23,948         | 24,383         | (435)          | -1.784%       |
| LAKESHORE PARK (635)               | 69,309         | 66,830         | 2,479          | 3.709%        |
| HURLBURT PARK (636)                | 55,452         | 58,023         | (2,571)        | -4.431%       |
| CIVIC MEMORIAL PARK (637)          | 82,499         | 39,000         | 43,499         | 111.536%      |
| SUBREGIONAL PARKS - GENERAL (660)  | 51,389         | 12,992         | 38,397         | 295.543%      |
| DND PARKS (661)                    | 270,399        | 242,618        | 27,781         | 11.451%       |
| KIN BEACH PARK (663)               | 157,415        | 151,510        | 5,905          | 3.897%        |
| MARSHALL FIELDS PARK (664)         | 220,030        | 178,047        | 41,983         | 23.58%        |
| PADDLEWHEEL PARK (665)             | 110,304        | 105,624        | 4,680          | 4.431%        |
| PROJECTS - PARKS (980)             | 0              | 0              | 0              | 0.00%         |
| Total Operations - Parks           | 3,727,455      | 3,622,251      | 105,204        | 2.904%        |

## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

### Operations - Facilities

|                                   |           |           |          |          |
|-----------------------------------|-----------|-----------|----------|----------|
| FACILITIES - GENERAL (450)        | 221,141   | 219,962   | 1,179    | 0.536%   |
| CITY HALL BUILDING (451)          | 236,309   | 216,687   | 19,622   | 9.055%   |
| CITY HALL RCMP ANNEX (453)        | 11,366    | 14,431    | (3,065)  | -21.239% |
| FIRE HALL STATION 1 (454)         | 88,026    | 75,596    | 12,430   | 16.443%  |
| OPERATION'S BUILDING (455)        | 375,323   | 319,375   | 55,948   | 17.518%  |
| COMMUNITY SAFETY OFFICE (457)     | 15,471    | 13,602    | 1,869    | 13.741%  |
| EMERGENCY OPERATION CENTRE (460)  | 20,856    | 20,229    | 627      | 3.10%    |
| COMMUNITY SERVICES BUILDING (461) | 126,122   | 122,869   | 3,253    | 2.648%   |
| PARKADE BUILDING (463)            | 127,176   | 123,458   | 3,718    | 3.012%   |
| FIRE HALL STATION 2 (464)         | 51,046    | 49,250    | 1,796    | 3.647%   |
| DETACHMENT BUILDING (465)         | 242,231   | 236,093   | 6,138    | 2.60%    |
| DOWNTOWN WASHROOM (466)           | 107,511   | 150,436   | (42,925) | -28.534% |
| FIRE HALL STATION 3 (468)         | 13,422    | 12,368    | 1,054    | 8.522%   |
| PROJECTS - FACILITIES (966)       | 0         | 0         | 0        | 0.00%    |
| Total Operations - Facilities     | 1,636,000 | 1,574,356 | 61,644   | 3.916%   |

### Operations - Fleet

|                           |           |           |          |         |
|---------------------------|-----------|-----------|----------|---------|
| FLEET - GENERAL (440)     | 1,162,282 | 1,132,859 | 29,423   | 2.597%  |
| FLEET - VEHICLES (442)    | (257,499) | (228,546) | (28,953) | 12.668% |
| FLEET - EQUIPMENT (444)   | (904,783) | (904,313) | (470)    | 0.052%  |
| FLEET - FIRE RESCUE (446) | 0         | 0         | 0        | 0.00%   |
| FLEET - RECREATION (449)  | 0         | 0         | 0        | 0.00%   |
| PROJECTS - FLEET (964)    | 0         | 0         | 0        | 0.00%   |
| Total Operations - Fleet  | 0         | 0         | 0        | 0.00%   |

### Operations - Storm

|                          |         |         |       |        |
|--------------------------|---------|---------|-------|--------|
| STORM SYSTEM (500)       | 353,602 | 346,237 | 7,365 | 2.127% |
| Total Operations - Storm | 353,602 | 346,237 | 7,365 | 2.127% |

### Operations - Water

|                          |   |   |   |       |
|--------------------------|---|---|---|-------|
| WATER DEPARTMENT (700)   | 0 | 0 | 0 | 0.00% |
| Total Operations - Water | 0 | 0 | 0 | 0.00% |

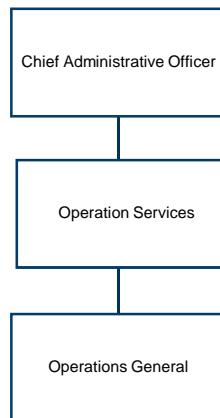
|                    |                   |                   |                |               |
|--------------------|-------------------|-------------------|----------------|---------------|
| <b>GRAND TOTAL</b> | <b>11,442,637</b> | <b>11,151,867</b> | <b>290,770</b> | <b>2.607%</b> |
|--------------------|-------------------|-------------------|----------------|---------------|



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name  | 2023<br>BUDGET | 2022<br>BUDGET | \$<br>INCREASE | %<br>INCREASE |
|--|----------------|----------------|----------------|---------------|
| <b>Financial Services - Sewer</b>                          |                |                |                |               |
| FISCAL SERVICES - SEWER (481)                              | (7,326,032)    | (6,424,827)    | (901,205)      | 14.027%       |
| Total Financial Services - Sewer                           | (7,326,032)    | (6,424,827)    | (901,205)      | 14.027%       |
| <b>Operations - Facilities - Sewer</b>                     |                |                |                |               |
| VWRC ADMINISTRATION BUILDING (479)                         | 46,394         | 45,443         | 951            | 2.093%        |
| Total Operations - Facilities - Sewer                      | 46,394         | 45,443         | 951            | 2.093%        |
| <b>Operations - Sewer Collection Utility</b>               |                |                |                |               |
| SEWER OPERATIONS - GENERAL (480)                           | 239,112        | 210,765        | 28,347         | 13.45%        |
| SANITARY SYSTEM COLLECTION (498)                           | 1,699,801      | 1,544,132      | 155,669        | 10.081%       |
| LIFT STATIONS (499)  | 1,004,856      | 1,014,143      | (9,287)        | -0.916%       |
| PROJECTS - SEWER UTILITIES (969)                           | 0              | 0              | 0              | 0.00%         |
| Total Operations - Sewer Collection Utility                | 2,943,769      | 2,769,040      | 174,729        | 6.31%         |
| <b>Operations - Sewer Treatment &amp; Disposal</b>         |                |                |                |               |
| SPRAY IRRIGATION (490)                                     | 934,822        | 934,642        | 180            | 0.019%        |
| VWRC TREATMENT (491)                                       | 3,401,047      | 2,675,702      | 725,345        | 27.109%       |
| PROJECTS - VWRC / SRAY IRRIGATION & COMPOST FACILITY (967) | 0              | 0              | 0              | 0.00%         |
| Total Operations - Sewer Treatment & Disposal              | 4,335,869      | 3,610,344      | 725,525        | 20.096%       |
| <b>GRAND TOTAL</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0.00%</b>  |

# OPERATION SERVICES OPERATIONS GENERAL



## SUB DEPARTMENT BUDGET SUMMARY

|                           |             |
|---------------------------|-------------|
| 2023 Approved Net Cost    | \$(742,111) |
| 2022 Amended Net Cost     | \$(678,230) |
| Budget Change             | \$(63,881)  |
| Change By %               | 9.419%      |
| 2023 Authorized Positions | 5.5         |
| 2022 Authorized Positions | 5.5         |
| FTE Change                | 0.0         |
| FTE Change By %           | 0.0%        |

## Department Summary

**Department Summary:** OPERATIONS - GENERAL (400)

**Budget Year:** 2023

**Manager:** James Rice

**Division:** Operations - Common

**Accounting Reference:** 400

**Stage:** Proposed

**Approved:** No

### Purpose:

The Operations Services Division manages, directs and coordinates the activities of the Roads, Drainage, Airport, Parks and Public Spaces, Utilities (including Sanitary, Storm & Water), Fleet, Building Services, Vernon Water Reclamation Centre, Spray Irrigation departments and Infrastructure.

Operations - General (400) includes the Operations' administration budget, including the Director of Operations and clerical support. Additionally, this department includes general on-call, software maintenance and evergreen charges.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(742,111)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(678,230)</b> |
| <b>Budget Change</b>                  | <b>\$(63,881)</b>  |
| <b>Budget Change by %</b>             | <b>(9.42%)</b>     |
| <b>2023 FTE</b>                       | <b>5.5</b>         |
| <b>2022 FTE</b>                       | <b>5.5</b>         |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>0.00%</b>       |

### Outlook for Upcoming Budget:

The Operations' Division will continue to provide a high level of service to the residents of the City of Vernon in 2023. There will be a continued emphasis on finding operational efficiencies throughout the Division to ensure that service levels are maintained despite increasing costs due to expanding infrastructure, material and labour costs. Staff are continuing to implement software capabilities to increase tracking and improve processes.

While budgeted for in other departments, Operations - General will provide support for the following projects in 2023:

- Continuation of Municipal Wastewater Registration
- Completion of High Strength Waste Facility
- Continued Implementation of the Asset Management program
- Implementation of Asset Management program for Parks and Public Spaces completed in 2022
- Continued implementation of Fleet Replacement Strategy
- Continued implementation of organics and yard waste diversion, collection and disposal

### Highlights of Current Year:

In 2022, the Operation - General supported the following projects:

- Preparation for reclaimed water discharge into Okanagan Lake in 2023
- Response to COVID related events like increased disinfecting and various control mechanisms
- Construction phasing of High Rate Anaerobic Treatment Facility
- Implementation of automated garbage collection, organics diversion and collection
- Creek dredging in the BX Creek basins
- Operation of the Septage Receiving Facility
- Operations building expansion
- Airport Heli Pad construction
- Addition of former St John Ambulance building into Operations

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** OPERATIONS - GENERAL (400)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---|--------------|--------------|-------------|-------------|-------------------------|---------|
|   |              |              |             |             | \$                      | %       |
| Revenues                                    |              |              |             |             |                         |         |
| INTERNAL REVENUES                           | 877,259      | 972,996      | 972,996     | 1,073,251   | 100,255                 | 10.30%  |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 306,382      | 159,646      | 291,720     | 297,554     | 5,834                   | 2.00%   |
| Total                                       | 1,183,641    | 1,132,642    | 1,264,716   | 1,370,805   | 106,089                 | 8.39%   |
| Expenditures                                |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 539          | 360          | 2,081       | 2,123       | 42                      | 2.02%   |
| CONTRACTS FOR SERVICES                      | 27,451       | 83,546       | 25,881      | 26,409      | 528                     | 2.04%   |
| GOODS, MATERIALS & SUPPLIES                 | 17,373       | 7,517        | 12,914      | 13,075      | 161                     | 1.25%   |
| INTERNAL CHARGES                            | 18,232       | 11,478       | 11,828      | 12,301      | 473                     | 4.00%   |
| SALARIES, WAGES & BENEFITS                  | 424,118      | 360,037      | 527,333     | 568,337     | 41,004                  | 7.78%   |
| TRANSFERS TO RESERVES                       | 3,742        | 6,449        | 6,449       | 6,449       | 0                       | 0.00%   |
| Total                                       | 491,456      | 469,385      | 586,486     | 628,694     | 42,208                  | 7.20%   |
| Net   | (692,185)    | (663,257)    | (678,230)   | (742,111)   | (63,881)                | (9.42%) |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Common Service Allocation cost recovery from the Sewer fund, Solid Waste & Recycling, and Fleet shown as INTERNAL REVENUE increased in 2023 due to increased sewer costs

#### SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

- Estimated increase in recovery from Greater Vernon Water for overhead. Annual revenue is based on a percentage of actual costs for the City to provide the service

#### CONTRACTS FOR SERVICES

- Increase related to annual licensing and upgrade costs for CityWorks software program used to assist with infrastructure systems repairs and maintenance

#### INTERNAL CHARGES

- Increase Fleet charges required to fund the fleet replacement strategy

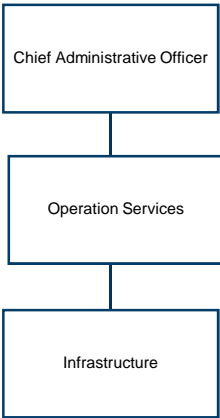
#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

#### TRANSFERS TO RESERVES

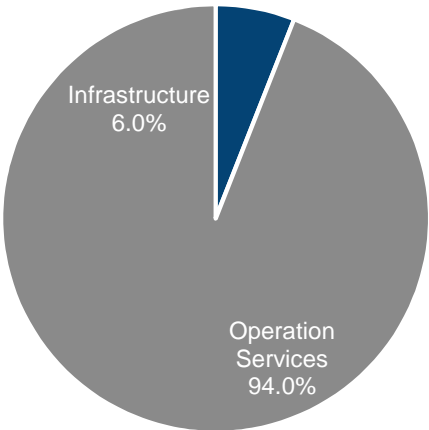
# OPERATION SERVICES

## INFRASTRUCTURE



**SUB DEPARTMENT BUDGET SUMMARY**

|                           |           |
|---------------------------|-----------|
| 2023 Approved Net Cost    | \$682,818 |
| 2022 Amended Net Cost     | \$665,810 |
| Budget Change             | \$17,008  |
| Change By %               | 2.554%    |
| 2023 Authorized Positions | 13.0      |
| 2022 Authorized Positions | 13.0      |
| FTE Change                | 0.0       |
| FTE Change By %           | 0.0%      |



## Department Summary

### **Department Summary:** INFRASTRUCTURE (405)

**Budget Year:** 2023

**Manager:** Mark Dowhaniuk

**Division:** Operations - Infrastructure

**Accounting Reference:** 405

**Stage:** Proposed

**Approved:** No

### **Purpose:**

The Infrastructure Department is responsible for identifying the highest priority projects and completing them through the implementation of the 5 Year Capital Plan, as endorsed by Council. Based on the City's Asset Management Plan, the Department plans reconstruction projects that repair, renew and/or improve the City's aging infrastructure. The selected projects are reflected in updates to the rolling 5 Year Capital Plan and the annual capital projects managed by this Department. The Department further advances the development of the City's Asset Management Plan through additional condition assessments and risk analysis that better inform and prioritize the City's projects. The majority of the City's asset information is housed in the City's Geographical Information Service (GIS) that is maintained and refined by Department staff.

### **Budget Summary**

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$682,818 |
| <b>Prior Year Approved Net Budget</b> | \$665,810 |
| <b>Budget Change</b>                  | \$17,008  |
| <b>Budget Change by %</b>             | 2.55%     |
| <b>2023 FTE</b>                       | 13.0      |
| <b>2022 FTE</b>                       | 13.0      |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### **Outlook for Upcoming Budget:**

The department operating budget has grown by 2.55% net to \$ 682,818 in 2023. This change is due to the Council approved changes in 2021 which added 4 new FTE's, one reclassification of an existing FTE and support funding for these positions and the reorganization of the department.

Delivery of Infrastructure Program and continued evolution of the City's Asset Management Program continue to be the priorities of the Infrastructure Department.

### **Highlights of Current Year:**

The Infrastructure Department continued to deliver successful capital projects and further develop the City's Asset Management Plan. Road, drainage and utilities reconstruction projects completed in 2022 include:

- Completion of the Flood Mapping, Risk Assessment and Mitigation Project;
- 37th Avenue and 38th Avenue between 31st Street and 32nd Street;
- 31st Avenue between 29th Street and 30th Street;
- Completion of the Silverstar Road Multi-Use Path between BX Elementary School and Blackcomb Way;
- Completion of the Tronson Road Sanitary Forcemain Replacement Project;
- Completion of the BX Creek Sedimentation Pond; and
- Further extension of sanitary sewer service to Longacre Road, Crosby Road, Sierra Road, Roche Point Drive, Bartlett Road, and Flemish Place.

Advancements in the City's Asset Management Plan and infrastructure systems include:

- Completion of the Parks Asset Management Plan;
- Completion of the Internal GIS Mapping upgrades; and
- Continued implementation of the pipe video inspection system and implementation of a digital work order process through CityWorks.

A key grant that was secured during the 2022 calendar year:

- Transport Canada – Rail Safety Program - \$600,000 for 28th Avenue Rail Crossing Improvement.

### **Change Request for 2023:**

No change requests at this time.

## Department Summary

**Department Summary:** INFRASTRUCTURE (405)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---|--------------|--------------|-------------|-------------|-------------------------|----------|
|   |              |              |             |             | \$                      | %        |
| Revenues                                    |              |              |             |             |                         |          |
| INTERNAL REVENUES                           | 0            | 534,021      | 534,257     | 691,990     | 157,733                 | 29.52%   |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 0            | 49,557       | 74,000      | 75,480      | 1,480                   | 2.00%    |
| TRANSFERS FROM RESERVES                     | 0            | 0            | 350,100     | 220,503     | (129,597)               | (37.02%) |
| Total                                       | 0            | 583,578      | 958,357     | 987,973     | 29,616                  | 3.09%    |
| Expenditures                                |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 0            | 2,018        | 2,700       | 6,500       | 3,800                   | 140.74%  |
| CONTRACTS FOR SERVICES                      | 0            | 20,957       | 53,228      | 54,178      | 950                     | 1.78%    |
| GOODS, MATERIALS & SUPPLIES                 | 0            | 40,420       | 79,420      | 64,030      | (15,390)                | (19.38%) |
| SALARIES, WAGES & BENEFITS                  | 0            | 928,810      | 1,488,819   | 1,546,083   | 57,264                  | 3.85%    |
| Total                                       | 0            | 992,205      | 1,624,167   | 1,670,791   | 46,624                  | 2.87%    |
| Net   | 0            | 408,627      | 665,810     | 682,818     | 17,008                  | 2.55%    |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUE

- Funding for the Water Resource Engineer position is from 1.9% Infrastructure Levy effective January 2023 as per Council approved change. Development Excess reserve funding was reduced due to this change.

#### TRANSFERS FROM RESERVES

- Decreased due to Water Resource Engineer no longer funded from the Development Excess reserve.

#### COMMUNICATIONS, INSURANCE & UTILITIES

-Increase in vehicle use charges to maintain consistency between employees

#### GOODS, MATERIALS & SUPPLIES

-Decreased due to no longer needing funding for furniture purchase that was completed in 2022

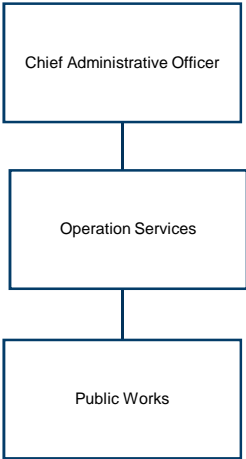
#### SALARIES, WAGES & BENEFITS

-Increased for cost of living, service time, benefit costs and job reclassifications related to the department reorganization as approved by Council in 2022



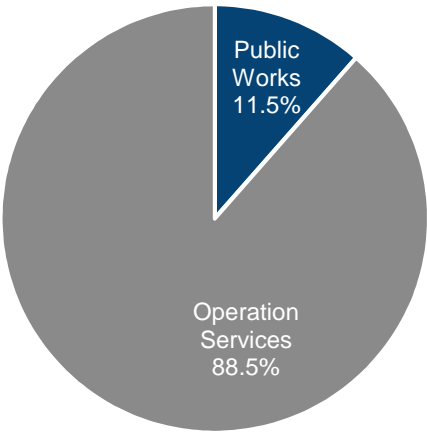
# OPERATION SERVICES

## PUBLIC WORKS



### SUB DEPARTMENT BUDGET SUMMARY

|                           |             |
|---------------------------|-------------|
| 2023 Approved Net Cost    | \$5,784,873 |
| 2022 Amended Net Cost     | \$5,621,443 |
| Budget Change             | \$163,430   |
| Change By %               | 2.907%      |
| 2023 Authorized Positions | 20.7        |
| 2022 Authorized Positions | 20.7        |
| FTE Change                | 0.0         |
| FTE Change By %           | 0.00%       |



## Department Summary

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**Department Summary:** PUBLIC WORKS - GENERAL (410)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 410

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Manager of Roads, Drainage, and Airport oversees the operation and maintenance works relating to roads including pavement, sidewalks, street lights, traffic signals, traffic signs, garbage collection, weed control, snow and ice control, ditching and drainage, and airport operations. The Manager of Roads, Drainage, and Airport is also responsible for the construction of various 'in-house' capital works road, sidewalk and airport projects.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$405,017 |
| <b>Prior Year Approved Net Budget</b> | \$387,710 |
| <b>Budget Change</b>                  | \$17,307  |
| <b>Budget Change by %</b>             | 4.46%     |
| <b>2023 FTE</b>                       | 2.8       |
| <b>2022 FTE</b>                       | 2.8       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Public Works will continue to focus on providing Vernon residents with key services relating to transportation, overland drainage system and waste management. Public works will be working closely with the Infrastructure department on the oversight of the asset management plan and asphalt condition assessment to develop a road rehabilitation strategy for the City as well as supporting the transportation department with various upgrades and maintenance items.

### Highlights of Current Year:

Highlights of 2022 include the following:

- Implementation of a new waste collection contract that included a new curbside residential organics collection program.
- Rehabilitation of pavement on 25 Avenue (Okanagan Landing Road), Tronson Road and Anderson Way including upgraded paint lines to widen bike lanes and increase cyclist safety
- Provide road rehabilitation for City sewer projects in the Okanagan Landing area
- Continued upgrades to downtown benches and garbage cans
- Maintenance of ditching along Eastside Road
- Helipad construction at the Vernon Airport scheduled for October 2022
- Set up and removal of 2900 block Plaza on 30th Avenue
- Sidewalk inspections, repairs and upgrades

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PUBLIC WORKS - GENERAL (410)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |       |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-------|
|                                       |              |              |             |             | \$                      | %     |
| Revenues                              |              |              |             |             |                         |       |
| SALE OF SERVICES                      | 28,052       | (1,460)      | 0           | 0           | 0                       | 0.00% |
| TRANSFERS FROM RESERVES               | 65           | 0            | 0           | 0           | 0                       | 0.00% |
| Total                                 | 28,117       | (1,460)      | 0           | 0           | 0                       | 0.00% |
| Expenditures                          |              |              |             |             |                         |       |
| COMMUNICATIONS, INSURANCE & UTILITIES | 7,184        | 4,983        | 11,444      | 11,673      | 229                     | 2.00% |
| CONTRACTS FOR SERVICES                | 6,012        | 2,618        | 328         | 335         | 7                       | 2.13% |
| GOODS, MATERIALS & SUPPLIES           | 26,203       | 9,342        | 23,367      | 23,835      | 468                     | 2.00% |
| INTERNAL CHARGES                      | 29,649       | 30,582       | 23,316      | 24,249      | 933                     | 4.00% |
| SALARIES, WAGES & BENEFITS            | 331,182      | 275,866      | 329,255     | 344,925     | 15,670                  | 4.76% |
| Total                                 | 400,232      | 323,391      | 387,710     | 405,017     | 17,307                  | 4.46% |
| Net                                   | 372,115      | 324,851      | 387,710     | 405,017     | 17,307                  | 4.46% |

### 2022 - 2023 Budget Changes:

#### INTERNAL CHARGES

- Increase in Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** AIRPORT (401)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 401

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Vernon Regional Airport (VRA) is a Transport Canada Certified airport that supports business and the aviation community. The City provides labour, equipment and materials for the operation of the Airport including runway maintenance, snow clearing, vegetation control, wildlife control, security, land and lease negotiation, and repair and maintenance of all electrical lighting components and safety beacons as well as fueling services. The City also provides management of VRA consistent with all Transport Canada regulations under the framework of a Safety Management System.

### Budget Summary

|                                       |                   |
|---------------------------------------|-------------------|
| <b>2023 Proposed Net Budget</b>       | \$138,597         |
| <b>Prior Year Approved Net Budget</b> | \$149,576         |
| <b>Budget Change</b>                  | <b>\$(10,979)</b> |
| <b>Budget Change by %</b>             | <b>(7.34%)</b>    |
| <b>2023 FTE</b>                       | 2.8               |
| <b>2022 FTE</b>                       | 2.8               |
| <b>FTE Change</b>                     | 0.0               |
| <b>FTE Change by %</b>                | 0.00%             |

### Outlook for Upcoming Budget:

The VRA will continue to support general aviation by providing a safe and effective air field facility and fuel sales. The airport team will continue to work with the new scheduled air service carrier, Cascadia to provide scheduled passenger services to the community.

### Highlights of Current Year:

The VRA provided residents and guests with continued service in many aspects of the aviation industry such as charter, medevac and flight school services. The airport supports local orchards during cherry season, as well as BC Wildfire Air Services with helicopter parking and support crew parking and Jet fuel services. In July 2022, Cascadia Air started offering scheduled daily flight into and out of the VRA. City staff delivered consistent snow and ice control, wildlife management and runway maintenance. The construction of two heli-pads is scheduled for October 2022 and will provide increased safety and capacity for helicopters visiting, working in the area and purchasing fuel.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** AIRPORT (401)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS                  | 360,000      | 0            | 0           | 0           | 0                       | 0.00%     |
| SALE OF GOODS                         | 1,041,259    | 959,719      | 801,154     | 840,442     | 39,288                  | 4.90%     |
| SALE OF SERVICES                      | 249,159      | 213,490      | 277,541     | 264,431     | (13,110)                | (4.72%)   |
| TRANSFERS FROM RESERVES               | 84           | 153,370      | 153,370     | 0           | (153,370)               | (100.00%) |
| Total                                 | 1,650,502    | 1,326,579    | 1,232,065   | 1,104,873   | (127,192)               | (10.32%)  |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 43,435       | 51,006       | 53,962      | 62,734      | 8,772                   | 16.26%    |
| CONTRACTS FOR SERVICES                | 53,223       | 25,422       | 67,875      | 68,300      | 425                     | 0.63%     |
| COST OF GOODS SOLD                    | 786,566      | 1,029,190    | 606,500     | 597,000     | (9,500)                 | (1.57%)   |
| GOODS, MATERIALS & SUPPLIES           | 114,190      | 108,843      | 110,933     | 113,327     | 2,394                   | 2.16%     |
| INTEREST, OTHER CHARGES & LOSSES      | 28,963       | 36,624       | 25,000      | 25,000      | 0                       | 0.00%     |
| INTERNAL CHARGES                      | 58,045       | 35,751       | 59,662      | 61,968      | 2,306                   | 3.87%     |
| PROJECTS                              | 0            | 0            | 153,370     | 0           | (153,370)               | (100.00%) |
| SALARIES, WAGES & BENEFITS            | 290,197      | 237,323      | 304,339     | 315,141     | 10,802                  | 3.55%     |
| TRANSFERS TO RESERVES                 | 153,370      | 0            | 0           | 0           | 0                       | 0.00%     |
| Uncategorized Expenses                | 268,548      | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 1,796,537    | 1,524,159    | 1,381,641   | 1,243,470   | (138,171)               | (10.00%)  |
| Net                                   | 146,035      | 197,580      | 149,576     | 138,597     | (10,979)                | (7.34%)   |

### 2022 - 2023 Budget Changes:

#### SALE OF GOODS

- Reduction in anticipated in Jet fuel sales for 2023

#### SALE OF SERVICE

- Decrease in Commercial Land Lease due to sale of City owned hangar to Okanagan University College  
- Increase in Property Rental due to purchase of airport properties

#### COMMUNICATIONS, INSURANCE & UTILITIES

-Increase anticipated in property and aviation liability insurance premiums in 2023

#### COST OF GOODS SOLD

- Decrease in anticipated in Jet fuel purchases for 2023

#### INTERNAL CHARGES

- Increase in Fleet rate for 2023

#### PROJECTS

- 2022 Carryover of Provincial COVID funding

#### SALARIES, WAGES & BENEFITS

- Increase in cost of living, service time and benefits costs

#### TRANSFERS TO RESERVE

- 2022 Carryover of Provincial COVID19 funding

## Department Summary

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**Department Summary:** DOWNTOWN BEAUTIFICATION (414)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 414

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City of Vernon provides support to the Downtown Vernon Association (DVA) for the maintenance of the downtown area. Support services include street and sidewalk cleaning, garbage collection, planting of beds, planters, and hanging baskets, irrigation repair and maintenance, and the repair and maintenance of the street furniture. Under separate contract, the DVA looks after the daily cleaning of sidewalks, weeding of planting beds and planters, litter collection, and the hand watering of hanging baskets if required in addition to the automated irrigation system.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$64,799 |
| <b>Prior Year Approved Net Budget</b> | \$63,632 |
| <b>Budget Change</b>                  | \$1,167  |
| <b>Budget Change by %</b>             | 1.83%    |
| <b>2023 FTE</b>                       | 0.3      |
| <b>2022 FTE</b>                       | 0.3      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Administration will continue to maintain the street furniture and look for ways to improve the downtown core as in previous years. The staining of benches has been well received by the public and supported by the DVA. Staff will continue to work with the DVA to ensure a clean and well maintained downtown core that supports local business.

### Highlights of Current Year:

Staff continued on with the refurbishment of the benches of main street in the downtown core. Original teak boards were stripped and refinished in a stain to show the woods natural characteristics. The color of the downtown Christmas star decoration lighting was changed to match the cool white and blue colors of the new highway decorations installed in 2021. Often troublesome and broken cast metal garbage can lids for street receptacles were replaced with new plastic castings. Staff supported the City and DVA in setup and removal of the 2900 block Plaza for the second year consisting of traffic control, planters, custom fencing and lighting.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** DOWNTOWN BEAUTIFICATION (414)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 3,750         | 2,720         | 7,803         | 7,500         | (303)                   | (3.88%)      |
| CONTRACTS FOR SERVICES                | 4,010         | 5,274         | 5,825         | 5,500         | (325)                   | (5.58%)      |
| GOODS, MATERIALS & SUPPLIES           | 10,230        | 16,882        | 15,038        | 15,500        | 462                     | 3.07%        |
| INTERNAL CHARGES                      | 5,336         | 2,710         | 6,977         | 7,256         | 279                     | 4.00%        |
| SALARIES, WAGES & BENEFITS            | 28,792        | 15,525        | 27,989        | 29,043        | 1,054                   | 3.77%        |
| <b>Total</b>                          | <b>52,117</b> | <b>43,112</b> | <b>63,632</b> | <b>64,799</b> | <b>1,167</b>            | <b>1.83%</b> |
| <b>Net</b>                            | <b>52,117</b> | <b>43,112</b> | <b>63,632</b> | <b>64,799</b> | <b>1,167</b>            | <b>1.83%</b> |

### 2022 - 2023 Budget Changes:

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs



## Department Summary

**Department Summary:** PAVED STREETS (415)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 415

**Stage:** Proposed

**Approved:** No

### Purpose:

One of the largest municipal assets is the paved road system. The City provides general road maintenance and repair services including patching, grading, dust control, snow and ice control, sweeping and road rehabilitation. The City also contracts many services including paving, crack sealing, spray patching, line painting, litter control, and spring sweeping.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$3,640,419 |
| <b>Prior Year Approved Net Budget</b> | \$3,518,033 |
| <b>Budget Change</b>                  | \$122,386   |
| <b>Budget Change by %</b>             | 3.48%       |
| <b>2023 FTE</b>                       | 9.8         |
| <b>2022 FTE</b>                       | 9.8         |
| <b>FTE Change</b>                     | 0.0         |
| <b>FTE Change by %</b>                | 0.00%       |

### Outlook for Upcoming Budget:

Public Works and Infrastructure staff will continue to use the results of the asphalt condition assessment to identify priority rehabilitation projects for 2023 that align with replacement of above and underground infrastructure. Staff will be continuing to monitor winter traction material and spring sweeping methods to identify opportunities to improve air quality in spring.

### Highlights of Current Year:

Highlights of 2022 include the following:

- Rehabilitation of pavement on 25 Avenue (Okanagan Landing Road) including enhanced line markings
- Rehabilitation of pavement on 58 Avenue including enhanced line markings
- Rehabilitation of pavement on Tronson Road including enhanced line markings and shoulder widening
- Spring sweeping program (completed in 5 weeks)
- Preventative maintenance through various programs including: patching, ditching, shouldering and line painting

### Change Request for 2023:

| Number                      | Name  | Stage     | Initial Cost     | Annual Incremental Cost | Non-Tax Funding  | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|---|-----------|------------------|-------------------------|------------------|-----------------------|-----------------------|
| AUTO - 4002                 | Additional Operating Costs Due to Development                             | Requested | \$118,438        | \$0                     | \$12,871         | \$105,567             | \$107,678             |
| AUTO - 4004                 | Snow Removal Frequency Increase (downtown, 27 St, 32 St, & problem areas) | Requested | \$134,000        | \$0                     | \$134,000        | \$0                   | \$0                   |
| AUTO - 4006                 | Snow Removal Enhancements to Bus Stops                                    | Requested | \$160,000        | \$0                     | \$0              | \$160,000             | \$163,200             |
| AUTO - 4007                 | Snow Plowing Enhancements to Priority Lanes                               | Requested | \$15,000         | \$0                     | \$0              | \$15,000              | \$15,300              |
| AUTO - 4008                 | Snow Plowing Enhancements to Cul-de-sacs                                  | Requested | \$80,000         | \$0                     | \$0              | \$80,000              | \$81,600              |
| <b>Total Change Request</b> |   |           | <b>\$507,438</b> | <b>\$0</b>              | <b>\$146,871</b> | <b>\$360,567</b>      | <b>\$367,778</b>      |

## Department Summary

**Department Summary:** PAVED STREETS (415)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS                  | 6,499        | 0            | 0           | 0           | 0                       | 0.00%     |
| INTERNAL REVENUES                     | 0            | 250,000      | 0           | 0           | 0                       | 0.00%     |
| SALE OF GOODS                         | 0            | 232          | 0           | 0           | 0                       | 0.00%     |
| SALE OF SERVICES                      | 0            | 6,100        | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES               | 269,148      | 593,018      | 593,016     | 0           | (593,016)               | (100.00%) |
| Total                                 | 275,647      | 849,351      | 593,016     | 0           | (593,016)               | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 996          | 0            | 0           | 0           | 0                       | 0.00%     |
| CONTRACTS FOR SERVICES                | 1,330,352    | 1,514,524    | 2,177,748   | 1,674,466   | (503,282)               | (23.11%)  |
| GOODS, MATERIALS & SUPPLIES           | 421,783      | 340,138      | 451,538     | 443,200     | (8,338)                 | (1.85%)   |
| INTERNAL CHARGES                      | 469,978      | 481,281      | 608,724     | 632,299     | 23,575                  | 3.87%     |
| SALARIES, WAGES & BENEFITS            | 649,839      | 589,265      | 873,039     | 890,454     | 17,415                  | 1.99%     |
| TRANSFERS TO RESERVES                 | 623,518      | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 3,496,466    | 2,925,208    | 4,111,049   | 3,640,419   | (470,630)               | (11.45%)  |
| Net                                   | 3,220,819    | 2,075,858    | 3,518,033   | 3,640,419   | 122,386                 | 3.48%     |

### 2022 - 2023 Budget Changes:

#### TRANSFER FROM RESERVES

-Carry over from 2021 for the Anderson Way road rehabilitation project

#### CONTRACTS FOR SERVICE

- Increase in costs of line painting contracts
- Increase in costs of asphalt paving contracts
- Increase in costs of concrete contracts
- Increased costs of contract trucking
- Increase costs of contract roadside mowing
- Reduction in road rehabilitation contracts

#### GOODS, MATERIALS & SUPPLIES

- Increase in costs salt and calcium chloride
- Increased costs of winter sand and aggregates
- Reduction in road rehabilitation supplies

#### INTERNAL CHARGES

- Increase for Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increase for cost of living, service time and benefits costs

## Department Summary

**Department Summary:** SIDEWALKS & MULTI-USE TRAILS (416)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 416

**Stage:** Proposed

**Approved:** No

### Purpose:

Staff maintain sidewalks and multi-use trails to ensure the safe passage of pedestrians, cyclists and scooters. The sidewalk and multi-use trail system includes all sidewalks and paved trails within the City boundaries. The City provides annual inspection and repairs, snow clearing (limited to multi-use trails, sidewalks on major routes and City owned properties as well as inaccessible sidewalks) as well as spring sweeping and flushing.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$305,824 |
| <b>Prior Year Approved Net Budget</b> | \$298,370 |
| <b>Budget Change</b>                  | \$7,454   |
| <b>Budget Change by %</b>             | 2.50%     |
| <b>2023 FTE</b>                       | 1.4       |
| <b>2022 FTE</b>                       | 1.4       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The City's Pavement Management System and Integrated Transportation Framework are able to provide a clear picture of the current state of the City's sidewalk and multi-use trail system. Staff will continue to identify walkways and multi-use paths and repair on a priority basis. Operations is able to assist the Transportation Department on a variety of projects and will continue to provide support.

### Highlights of Current Year:

The municipal sidewalk tractor purchased in 2020 has continued to improved efficiencies with the snow clearing and spring sweeping programs. As part of the City's annual sidewalk inspections program, over 60 trip hazards were identified and repaired.

### Change Request for 2023:

| Number                      | Name  | Stage     | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|---|-----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4009                 | Snow Plowing Sidewalks - Weekend & Holiday Response | Requested | \$20,000        | \$0                     | \$0             | \$20,000              | \$20,400              |
| <b>Total Change Request</b> |   |           | <b>\$20,000</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$20,000</b>       | <b>\$20,400</b>       |

## Department Summary

**Department Summary:** SIDEWALKS & MULTI-USE TRAILS (416)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |       |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-------|
|                             |              |              |             |             | \$                      | %     |
| Revenues                    |              |              |             |             |                         |       |
| SALE OF SERVICES            | 3,071        | 2,035        | 0           | 0           | 0                       | 0.00% |
| Total                       | 3,071        | 2,035        | 0           | 0           | 0                       | 0.00% |
| Expenditures                |              |              |             |             |                         |       |
| CONTRACTS FOR SERVICES      | 53,733       | 36,545       | 80,668      | 82,281      | 1,613                   | 2.00% |
| GOODS, MATERIALS & SUPPLIES | 5,989        | 5,490        | 20,939      | 21,358      | 419                     | 2.00% |
| INTERNAL CHARGES            | 60,656       | 34,793       | 76,402      | 79,416      | 3,014                   | 3.94% |
| SALARIES, WAGES & BENEFITS  | 112,362      | 76,162       | 120,361     | 122,769     | 2,408                   | 2.00% |
| Total                       | 232,739      | 152,989      | 298,370     | 305,824     | 7,454                   | 2.50% |
| Net                         | 229,668      | 150,954      | 298,370     | 305,824     | 7,454                   | 2.50% |

### 2022 - 2023 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increase anticipated in contracted services related to concrete providers, sidewalk grinding and snow removal for 2023

#### INTERNAL CHARGES

- Increase for Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increase for cost of living, service times and benefits

## Department Summary

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**Department Summary:** SIGNALIZED INTERSECTIONS (418)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 418

**Stage:** Proposed

**Approved:** No

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### Purpose:

There are 36 signalized intersections within the City of Vernon's municipal boundary. Public Works staff ensures the safe, reliable operation of the signals through a comprehensive preventative maintenance program including re-lamping, programming, replacement, and testing. The City of Vernon maintains the traffic signal at the intersection of Kal Lake Road and Husband Road under contract to the District of Coldstream. Maintenance of the traffic signals within the City that are located on Highway 97 and Highway 6 are the responsibility of the Province.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$274,163 |
| <b>Prior Year Approved Net Budget</b> | \$268,287 |
| <b>Budget Change</b>                  | \$5,876   |
| <b>Budget Change by %</b>             | 2.19%     |
| <b>2023 FTE</b>                       | 1.0       |
| <b>2022 FTE</b>                       | 1.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Operations staff will maintain current service levels and assist the Transportation Department with in-house projects when feasible.

### Highlights of Current Year:

Highlights of 2022 for this department include:

- Upgraded traffic detection at 25 Avenue and 43 Street from ground loops to cameras

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** SIGNALIZED INTERSECTIONS (418)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---|--------------|--------------|-------------|-------------|-------------------------|-----------|
|   |              |              |             |             | \$                      | %         |
| Revenues                                    |              |              |             |             |                         |           |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 7,528        | 8,281        | 7,947       | 8,500       | 553                     | 6.96%     |
| TRANSFERS FROM RESERVES                     | 0            | 34,107       | 34,107      | 0           | (34,107)                | (100.00%) |
| Total                                       | 7,528        | 42,388       | 42,054      | 8,500       | (33,554)                | (79.79%)  |
| Expenditures                                |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 43,143       | 64,597       | 54,918      | 56,016      | 1,098                   | 2.00%     |
| CONTRACTS FOR SERVICES                      | 1,370        | 0            | 5,575       | 5,687       | 112                     | 2.01%     |
| GOODS, MATERIALS & SUPPLIES                 | 56,773       | 51,161       | 95,514      | 62,636      | (32,878)                | (34.42%)  |
| INTERNAL CHARGES                            | 38,110       | 23,389       | 45,460      | 47,279      | 1,819                   | 4.00%     |
| SALARIES, WAGES & BENEFITS                  | 89,373       | 73,035       | 108,874     | 111,045     | 2,171                   | 1.99%     |
| TRANSFERS TO RESERVES                       | 34,107       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                       | 262,876      | 212,182      | 310,341     | 282,663     | (27,678)                | (8.92%)   |
| Net   | 255,348      | 169,794      | 268,287     | 274,163     | 5,876                   | 2.19%     |

### 2022 - 2023 Budget Changes:

TRANSFERS FROM RESERVES

- Decrease from one time carry over of unspent operating funds (2021)

GOODS, MATERIALS & SUPPLIES

- Decrease due to one time carry over of unspent operating funds (2021)

INTERNAL CHARGES

- Increase for Fleet Charges

SALARIES, WAGES & BENEFITS

- Decrease due to one time carry over of unspent operating funds (2021)

## Department Summary

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**Department Summary:** SOLID WASTE & RECYCLING (419)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 419

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City's Solid Waste Collection program includes the weekly collection of residential organic food and yard waste and bi-weekly garbage in all areas of the City as well as commercial pick-up service in identified areas. A blue bag recycling program is also in place for all commercial and industrial properties within the City. Residential (not including multi-family) bi-weekly collection of recyclables is completed by Multi Material BC (MMBC). The City also provides a yard waste spring chipping program, a spring and fall leaf collection program and a Christmas tree disposal program.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.1   |
| <b>2022 FTE</b>                       | 0.1   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

Operations will continue to provide effective waste collection services with our new collection provider until April 30, 2029. Operations will continue to work with our communications team to promote and educate residents on best practices of the residential collection program.

### Highlights of Current Year:

Administration was successful in implementing a new waste collection contract with a new waste collection provider until April 30, 2029. The new contract included the move to weekly curbside residential organics collection and bi-weekly garbage collection providing all residential properties with standardized City owned carts.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** SOLID WASTE & RECYCLING (419)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |            |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|------------|
|                             |              |              |             |             | \$                      | %          |
| Revenues                    |              |              |             |             |                         |            |
| SALE OF SERVICES            | 2,641,298    | 2,166,988    | 3,047,266   | 3,622,278   | 575,012                 | 18.87%     |
| Total                       | 2,641,298    | 2,166,988    | 3,047,266   | 3,622,278   | 575,012                 | 18.87%     |
| Expenditures                |              |              |             |             |                         |            |
| CONTRACTS FOR SERVICES      | 2,372,800    | 1,561,341    | 2,692,470   | 2,689,255   | (3,215)                 | (0.12%)    |
| GOODS, MATERIALS & SUPPLIES | 25,795       | 180,415      | 5,684       | 576,929     | 571,245                 | 10,050.05% |
| INTERNAL CHARGES            | 186,016      | 141,442      | 338,240     | 345,005     | 6,765                   | 2.00%      |
| SALARIES, WAGES & BENEFITS  | 16,288       | 26,141       | 10,872      | 11,089      | 217                     | 2.00%      |
| TRANSFERS TO RESERVES       | 40,400       | 0            | 0           | 0           | 0                       | 0.00%      |
| Total                       | 2,641,298    | 1,909,339    | 3,047,266   | 3,622,278   | 575,012                 | 18.87%     |
| Net                         | 0            | (257,650)    | 0           | 0           | 0                       | 0.00%      |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Decrease in Residential Fees after change to bi-weekly garbage collection
- Increase in Organics Collection Fee (formerly Yard Recycling) for the service of curbside residential organics collection

#### CONTRACTS FOR SERVICE

- Decrease in Residential Fees after change to bi-weekly garbage collection
- Increase in Organics Collection Fee (formerly Yard Recycling) for the service of curbside residential organics collection
- Increase in Commercial Recycling Fees to align with new contract rates
- Increase in Commercial Garbage Fees to align with new contract rates - offset by removal of tipping fees now being paid directly by the City.

#### GOODS, MATERIALS & SUPPLIES

- Tipping fees, previously in waste collection contract, now billed directly to the City

#### INTERNAL CHARGES

- Increase for transfer to Fiscal Services - Sewer (481) for repayment to Sewer reserves for new cart purchases in 2021 to facilitate the new automated garbage collection service
- Increase for fleet costs

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs



Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> HESPERIA LANDFILL (420) |                                  |
| <b>Budget Year:</b> 2023                           | <b>Manager:</b> Ian Adkins       |
| <b>Division:</b> Operations - Public Works         | <b>Accounting Reference:</b> 420 |
| <b>Stage:</b> Proposed                             | <b>Approved:</b> No              |

|  |   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
|--|---|---------------------------------|---|---------------------------------------|---|----------------------|---|---------------------------|-------|-----------------|-----|-----------------|-----|-------------------|-----|------------------------|-------|
| <b>Purpose:</b>  | <b>Budget Summary</b>   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| Hesperia Landfill is operated by Public Works and is used to dispose of waste soils from City constructed road and utility projects. Approximately 1,000 loads of clean fill are deposited at the landfill each year preventing it from entering our Regional Landfill. Not only does this assist in increasing the capacity of the RDNO facility, it also relates to significant savings. Mixed use gravel loads can cost up to \$1,000 in tipping fees per truck load if disposed of at the regional landfill. | <table><tr><td><b>2023 Proposed Net Budget</b></td><td>0</td></tr><tr><td><b>Prior Year Approved Net Budget</b></td><td>0</td></tr><tr><td><b>Budget Change</b></td><td>0</td></tr><tr><td><b>Budget Change by %</b></td><td>0.00%</td></tr><tr><td><b>2023 FTE</b></td><td>0.2</td></tr><tr><td><b>2022 FTE</b></td><td>0.2</td></tr><tr><td><b>FTE Change</b></td><td>0.0</td></tr><tr><td><b>FTE Change by %</b></td><td>0.00%</td></tr></table> | <b>2023 Proposed Net Budget</b> | 0 | <b>Prior Year Approved Net Budget</b> | 0 | <b>Budget Change</b> | 0 | <b>Budget Change by %</b> | 0.00% | <b>2023 FTE</b> | 0.2 | <b>2022 FTE</b> | 0.2 | <b>FTE Change</b> | 0.0 | <b>FTE Change by %</b> | 0.00% |
| <b>2023 Proposed Net Budget</b>  | 0   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>Prior Year Approved Net Budget</b>  | 0   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>Budget Change</b>   | 0   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>Budget Change by %</b>  | 0.00%   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>2023 FTE</b>  | 0.2   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>2022 FTE</b>  | 0.2   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>FTE Change</b>  | 0.0   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |
| <b>FTE Change by %</b>   | 0.00%   |                                 |   |                                       |   |                      |   |                           |       |                 |     |                 |     |                   |     |                        |       |

**Outlook for Upcoming Budget:**  
Now that the NRT land lease required for the landfill has been obtained, staff will be engaging consultants for the development of an updated closure plan for the facility.

**Highlights of Current Year:**  
Administration has secured the additional lease area from the province required for the long term operation of this site. Qualified professionals continued to assist in programs such as water quality monitoring and gas generation assessments, as well as taking first steps on the closure plan.

**Change Request for 2023:**  
No change requests at this time.

## Department Summary

**Department Summary:** HESPERIA LANDFILL (420)

### Changes to Department:

| GL Category                      | 2021 Actuals   | 2022 Actuals    | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |                 |
|----------------------------------|----------------|-----------------|----------------|----------------|-------------------------|-----------------|
|                                  |                |                 |                |                | \$                      | %               |
| <b>Revenues</b>                  |                |                 |                |                |                         |                 |
| SALE OF GOODS                    | 14,836         | 8,748           | 5,000          | 12,000         | 7,000                   | 140.00%         |
| SALE OF SERVICES                 | 267,000        | 124,308         | 244,800        | 170,000        | (74,800)                | (30.56%)        |
| <b>Total</b>                     | <b>281,836</b> | <b>133,056</b>  | <b>249,800</b> | <b>182,000</b> | <b>(67,800)</b>         | <b>(27.14%)</b> |
| <b>Expenditures</b>              |                |                 |                |                |                         |                 |
| CONTRACTS FOR SERVICES           | 38,311         | 31,747          | 45,000         | 45,000         | 0                       | 0.00%           |
| GOODS, MATERIALS & SUPPLIES      | 4,518          | 5,869           | 0              | 0              | 0                       | 0.00%           |
| INTEREST, OTHER CHARGES & LOSSES | 100,525        | 0               | 0              | 0              | 0                       | 0.00%           |
| INTERNAL CHARGES                 | 30,852         | 32,266          | 94,117         | 96,677         | 2,560                   | 2.72%           |
| SALARIES, WAGES & BENEFITS       | 31,715         | 30,213          | 19,927         | 20,323         | 396                     | 1.99%           |
| TRANSFERS TO RESERVES            | 75,914         | 0               | 90,756         | 20,000         | (70,756)                | (77.96%)        |
| <b>Total</b>                     | <b>281,836</b> | <b>100,094</b>  | <b>249,800</b> | <b>182,000</b> | <b>(67,800)</b>         | <b>(27.14%)</b> |
| <b>Net</b>                       | <b>0</b>       | <b>(32,962)</b> | <b>0</b>       | <b>0</b>       | <b>0</b>                | <b>0.00%</b>    |

### 2022 - 2023 Budget Changes:

#### SALE OF GOODS

- Sale of recycled asphalt increased to match expected usage

#### SALE OF SERVICE

- Sale of service (tipping fees) reduced to match expected usage

#### INTERNAL CHARGES

-Increase for fleet charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

#### TRANSFERS TO RESERVES

- Transfer to Hesperia Landfill reserve to fund operating and pre-closure projects reduced to match expected lower use in 2022 due to less in house excavation projects

## Department Summary

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**Department Summary:** STREET LIGHTS (421)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 421

**Stage:** Proposed

**Approved:** No

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### Purpose:

The purpose of the City's street lighting system is to provide a safe lighting level on public roads and walkways consistent with current industry standards. The City's system consists of approximately 1,200 LED cobrahead style streetlights, 1,000 LED and incandescent decorative streetlights and 1,400 BC-hydro lease lights on wooden power poles.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$711,280 |
| <b>Prior Year Approved Net Budget</b> | \$692,466 |
| <b>Budget Change</b>                  | \$18,814  |
| <b>Budget Change by %</b>             | 2.72%     |
| <b>2023 FTE</b>                       | 0.5       |
| <b>2022 FTE</b>                       | 0.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Staff will continue to provide maintenance to the City's streetlight assets in accordance with industry best practices. Staff will also continue to investigate and implement LED bulbs into decorative streetlighting and phase out HPS and Metal Halide fixtures over the next few years further reducing the City's power consumption as well as maintenance costs.

### Highlights of Current Year:

Staff have monitored the energy usage and maintenance requirements of the new LED cobrahead lighting after the conversion to LED in 2021. Staff have also completed the conversion of approximately 100 decorative lights to LED cobraheads as recommended in the LED conversion project. Staff also assisted BC Hydro with detailed lighting design of their own conversion of BC Hydro lease lights within the City to LED. This conversion will result in a further reduction in expenses for 2022 and subsequent years.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** STREET LIGHTS (421)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 0            | 19,080       | 19,080      | 0           | (19,080)                | (100.00%) |
| Total                                 | 0            | 19,080       | 19,080      | 0           | (19,080)                | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 614,005      | 332,054      | 570,000     | 587,100     | 17,100                  | 3.00%     |
| CONTRACTS FOR SERVICES                | 12,537       | 1,589        | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES           | 30,323       | 16,648       | 69,166      | 50,000      | (19,166)                | (27.71%)  |
| INTERNAL CHARGES                      | 21,568       | 14,515       | 17,902      | 18,619      | 717                     | 4.01%     |
| SALARIES, WAGES & BENEFITS            | 46,563       | 43,901       | 54,478      | 55,561      | 1,083                   | 1.99%     |
| TRANSFERS TO RESERVES                 | 19,080       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 744,077      | 408,707      | 711,546     | 711,280     | (266)                   | (0.04%)   |
| Net                                   | 744,077      | 389,627      | 692,466     | 711,280     | 18,814                  | 2.72%     |

### 2022 - 2023 Budget Changes:

TRANSFERS FROM RESERVES

- Decrease from one time carry over of unspent operating funds (2021)

COMMUNICATIONS, INSURANCE & UTILITIES

-Increase in BC Hydro electricity charges

GOODS, MATERIALS & SUPPLIES

- Decrease due to one time carry over of unspent operating funds (2021)

INTERNAL CHARGES

-Increase for fleet charges

SALARIES, WAGES & BENEFITS

- Decrease due to one time carry over of unspent operating funds (2021)

## Department Summary

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**Department Summary:** TRAFFIC SIGNAGE (422)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 422

**Stage:** Proposed

**Approved:** No

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### Purpose:

Traffic signage is installed and maintained to provide clear direction to vehicle, bicycle and pedestrian traffic. There are over 6,000 regulatory, warning, guide and street signs which are inspected annually and repaired or replaced as required. The repair and maintenance of roadside guard rails and fences is also included in this budget.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$157,434 |
| <b>Prior Year Approved Net Budget</b> | \$154,081 |
| <b>Budget Change</b>                  | \$3,353   |
| <b>Budget Change by %</b>             | 2.18%     |
| <b>2023 FTE</b>                       | 0.9       |
| <b>2022 FTE</b>                       | 0.9       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Staff will continue with the preventative maintenance program for the department. Staff working in this area will also be trained to meet new Work Safe BC requirements for traffic control safety.

### Highlights of Current Year:

Staff maintained current service levels in regards to traffic sign maintenance. This department is also responsible for work zone safety for internal staff. New legislation from Work Safe BC is requiring a more involved process and the City responded with detailed traffic plans and increased use of traffic control devices to enhance worker and public safety. As more details roll out for the program, additional resources may be required in future.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** TRAFFIC SIGNAGE (422)

### Changes to Department:

| GL Category                 | 2021 Actuals   | 2022 Actuals  | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|-----------------------------|----------------|---------------|----------------|----------------|-------------------------|--------------|
|                             |                |               |                |                | \$                      | %            |
| <b>Expenditures</b>         |                |               |                |                |                         |              |
| CONTRACTS FOR SERVICES      | 1,054          | 0             | 0              | 0              | 0                       | 0.00%        |
| GOODS, MATERIALS & SUPPLIES | 45,239         | 6,409         | 55,522         | 56,700         | 1,178                   | 2.12%        |
| INTERNAL CHARGES            | 13,314         | 9,895         | 18,422         | 19,000         | 578                     | 3.14%        |
| SALARIES, WAGES & BENEFITS  | 76,808         | 48,255        | 80,137         | 81,734         | 1,597                   | 1.99%        |
| <b>Total</b>                | <b>136,415</b> | <b>64,560</b> | <b>154,081</b> | <b>157,434</b> | <b>3,353</b>            | <b>2.18%</b> |
| <b>Net</b>                  | <b>136,415</b> | <b>64,560</b> | <b>154,081</b> | <b>157,434</b> | <b>3,353</b>            | <b>2.18%</b> |

### 2022 - 2023 Budget Changes:

#### GOODS, MATERIALS & SUPPLIES

- Increase in costs of aluminum and plastic resin

#### INTERNAL CHARGES

- Increase for Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** UNPAVED STREETS (423)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 423

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City currently maintains approximately 20 km of gravel roads and lanes within the City boundaries. Typical maintenance on gravel roads includes grading, patching, dust control and shouldering. High traffic lanes are treated and maintained with asphalt chip seal or similar products that are installed by contract.

### Budget Summary

|                                       |                  |
|---------------------------------------|------------------|
| <b>2023 Proposed Net Budget</b>       | \$87,340         |
| <b>Prior Year Approved Net Budget</b> | \$89,288         |
| <b>Budget Change</b>                  | <b>\$(1,948)</b> |
| <b>Budget Change by %</b>             | <b>(2.18%)</b>   |
| <b>2023 FTE</b>                       | 0.3              |
| <b>2022 FTE</b>                       | 0.3              |
| <b>FTE Change</b>                     | 0.0              |
| <b>FTE Change by %</b>                | 0.00%            |

### Outlook for Upcoming Budget:

Operations will continue with current service levels for gravel lanes and alleys. Staff will continue to investigate methods to control deterioration of lanes while maintaining appropriate drainage.

### Highlights of Current Year:

The City continued to inspect lanes throughout the year and provided maintenance to the lanes based on inspection results. A number of lanes throughout the City were reconstructed to repair damage from drainage and base failures.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** UNPAVED STREETS (423)

### Changes to Department:

| GL Category                 | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                |
|-----------------------------|---------------|---------------|---------------|---------------|-------------------------|----------------|
|                             |               |               |               |               | \$                      | %              |
| <b>Expenditures</b>         |               |               |               |               |                         |                |
| CONTRACTS FOR SERVICES      | 4,479         | 3,555         | 40,532        | 40,000        | (532)                   | (1.31%)        |
| GOODS, MATERIALS & SUPPLIES | 19,164        | 10,824        | 7,260         | 7,200         | (60)                    | (0.83%)        |
| INTERNAL CHARGES            | 14,621        | 15,808        | 17,536        | 15,700        | (1,836)                 | (10.47%)       |
| SALARIES, WAGES & BENEFITS  | 20,903        | 21,092        | 23,960        | 24,440        | 480                     | 2.00%          |
| <b>Total</b>                | <b>59,168</b> | <b>51,280</b> | <b>89,288</b> | <b>87,340</b> | <b>(1,948)</b>          | <b>(2.18%)</b> |
| <b>Net</b>                  | <b>59,168</b> | <b>51,280</b> | <b>89,288</b> | <b>87,340</b> | <b>(1,948)</b>          | <b>(2.18%)</b> |

### 2022 - 2023 Budget Changes:

#### GOODS, MATERIALS & SUPPLIES

- Decrease due to removal of lake access funding

#### INTERNAL CHARGES

- Decrease due to removal of lake access funding for fleet charges

#### SALARIES, WAGES & BENEFITS

- Decrease due to removal of lake access funding



## Department Summary

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**Department Summary:** PROJECTS - PUBLIC WORKS (961)

**Budget Year:** 2023

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 961

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Public Works Projects Department (961) covers the one time projects or purchases undertaken by Public Works.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.5   |
| <b>2022 FTE</b>                       | 0.5   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

No one-time projects anticipated for 2023.

### Highlights of Current Year:

2022 Public Works projects included:

\$1,115,000 - Automated organics cart purchase (1/3 Climate Action Reserve funded 2/3 OICP Grant funded)  
\$ 240,527 – Heli Pads scheduled for construction in October 2022  
\$ 60,000 – Excavator Tools (unexpended uncommitted funded)  
\$ 26,000 – Conflict Monitor Tester (unexpended uncommitted funded)

\$1,441,527 - TOTAL

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - PUBLIC WORKS (961)

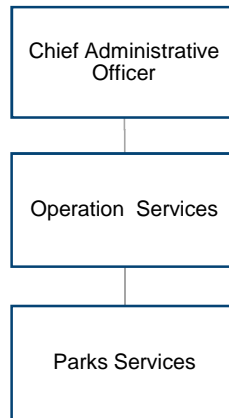
### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS        | 0            | 585,508      | 733,333     | 0           | (733,333)               | (100.00%) |
| INTERNAL REVENUES           | 50,000       | 0            | 0           | 0           | 0                       | 0.00%     |
| SALE OF SERVICES            | 33,226       | 0            | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES     | 2,581,942    | 131,527      | 708,194     | 0           | (708,194)               | (100.00%) |
| Total                       | 2,665,168    | 717,035      | 1,441,527   | 0           | (1,441,527)             | (100.00%) |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 391,562      | 49,344       | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES | 2,116,174    | 920,989      | 0           | 0           | 0                       | 0.00%     |
| INTERNAL CHARGES            | 33,073       | 48           | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 1,441,527   | 0           | (1,441,527)             | (100.00%) |
| SALARIES, WAGES & BENEFITS  | 53,756       | 627          | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS TO RESERVES       | 72,314       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 2,666,879    | 971,009      | 1,441,527   | 0           | (1,441,527)             | (100.00%) |
| Net                         | 1,711        | 253,974      | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

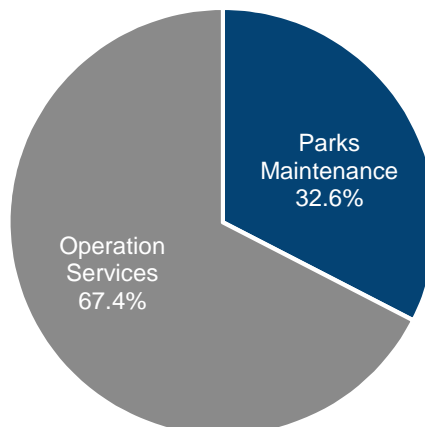
No projects have been identified in this area for 2023

# OPERATION SERVICES PARKS SERVICES



## SUB DEPARTMENT BUDGET SUMMARY

|                           |             |
|---------------------------|-------------|
| 2023 Approved Net Cost    | \$3,727,455 |
| 2022 Amended Net Cost     | \$3,622,251 |
| Budget Change             | \$105,204   |
| Change By %               | 2.904%      |
| 2023 Authorized Positions | 19.1        |
| 2022 Authorized Positions | 18.2        |
| FTE Change                | 0.9         |
| FTE Change By %           | .05%        |



## Department Summary

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**Department Summary:** BOULEVARDS (411)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 411

**Stage:** Proposed

**Approved:** No

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### Purpose:

In most cases, boulevard maintenance is the responsibility of the adjacent homeowner or business owner. The City only maintains boulevards in select areas of the City including the 25 Avenue linear trail, 20th Street from 43 Avenue to 48 Avenue, the 29th/30th Street linear trail, Kal Lake Road trail and Turtle Mountain Boulevard. Normal maintenance includes planting, weeding, ground cover replacement, mowing, and irrigation installation and repair. The work is completed with a combination of City and contract forces. This department also includes maintenance and operation for all lake accesses.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$629,276 |
| <b>Prior Year Approved Net Budget</b> | \$604,189 |
| <b>Budget Change</b>                  | \$25,087  |
| <b>Budget Change by %</b>             | 4.15%     |
| <b>2023 FTE</b>                       | 1.9       |
| <b>2022 FTE</b>                       | 1.9       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Services to be provided in 2023 will be consistent with the 2022 levels as there has been efficiencies achieved through modifying contracts. Two boat launches are to be replaced in the Spring of 2023 and another lake access is to be installed at 7200 Tronson Road.

### Highlights of Current Year:

Highlights for 2022 include:

- Silverstar multi-use path phase 1 will be substantially completed
- 30th Avenue from 30 Street to 29th Street reconstruction will be substantially completed
- City staff have dealt with over sized shrubs, and crime prevention through environmental design (CPTED) issues on a number of our boulevards. Some of the garbage cans along 25 Avenue have been relocated to assist with the garbage and homeless issues.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** BOULEVARDS (411)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |       |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-------|
|                                       |              |              |             |             | \$                      | %     |
| Revenues                              |              |              |             |             |                         |       |
| SALE OF SERVICES                      | 10,584       | 8,476        | 7,500       | 7,500       | 0                       | 0.00% |
| TRANSFERS FROM RESERVES               | 6,619        | 0            | 0           | 0           | 0                       | 0.00% |
| Total                                 | 17,203       | 8,476        | 7,500       | 7,500       | 0                       | 0.00% |
| Expenditures                          |              |              |             |             |                         |       |
| COMMUNICATIONS, INSURANCE & UTILITIES | 50,928       | 12,651       | 52,538      | 57,027      | 4,489                   | 8.54% |
| CONTRACTS FOR SERVICES                | 274,402      | 261,111      | 345,256     | 359,448     | 14,192                  | 4.11% |
| GOODS, MATERIALS & SUPPLIES           | 38,140       | 14,754       | 25,086      | 26,588      | 1,502                   | 5.99% |
| INTERNAL CHARGES                      | 32,252       | 23,110       | 27,097      | 28,281      | 1,184                   | 4.37% |
| SALARIES, WAGES & BENEFITS            | 148,566      | 131,395      | 161,712     | 165,432     | 3,720                   | 2.30% |
| Total                                 | 544,287      | 443,021      | 611,689     | 636,776     | 25,087                  | 4.10% |
| Net                                   | 527,083      | 434,545      | 604,189     | 629,276     | 25,087                  | 4.15% |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

-Increase in irrigation water fees to match actual use

CONTRACTS FOR SERVICES

- Increased budget for contracted landscaping services

GOODS, MATERIALS & SUPPLIES

- Increased to reflect actuals

INTERNAL CHARGES

- Increase in Fleet Charges for 2023

SALARIES, WAGES & BENEFITS

- Increased in cost of living, service time and benefit costs

## Department Summary

---

**Department Summary:** TREES (412)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 412

**Stage:** Proposed

**Approved:** No

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### Purpose:

Roadside trees are a critical component of the overall health and well being of a community. The City currently maintains approximately 6,500 street and boulevard trees within the City boundary. Services include pruning, watering, disease control, tree removals and replanting. The work is performed by the City Arborist and Assistant Arborist with contract support as needed. The Arborist and Assistant Arborist also provide tree care services for trees located within local and Sub-Regional parks.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$273,688 |
| <b>Prior Year Approved Net Budget</b> | \$264,484 |
| <b>Budget Change</b>                  | \$9,204   |
| <b>Budget Change by %</b>             | 3.48%     |
| <b>2023 FTE</b>                       | 1.8       |
| <b>2022 FTE</b>                       | 1.8       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Service will be provided in 2023 consistent with historical levels. Staff will begin reviewing boulevards adjacent to strata's that have trees located within them.

### Highlights of Current Year:

Staff continued to fire smart around all City facilities. The chipper was replaced with a unit that provides increased capacity and a winch to lessen the chance of injury, fatigue etc.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** TREES (412)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 0              | 32             | 0              | 0              | 0                       | 0.00%        |
| CONTRACTS FOR SERVICES                | 47,503         | 14,272         | 7,622          | 7,645          | 23                      | 0.30%        |
| GOODS, MATERIALS & SUPPLIES           | 12,976         | 10,975         | 14,602         | 16,192         | 1,590                   | 10.89%       |
| INTERNAL CHARGES                      | 58,621         | 37,246         | 72,807         | 77,007         | 4,200                   | 5.77%        |
| SALARIES, WAGES & BENEFITS            | 159,356        | 109,526        | 169,453        | 172,844        | 3,391                   | 2.00%        |
| <b>Total</b>                          | <b>278,455</b> | <b>172,051</b> | <b>264,484</b> | <b>273,688</b> | <b>9,204</b>            | <b>3.48%</b> |
| <b>Net</b>                            | <b>278,455</b> | <b>172,051</b> | <b>264,484</b> | <b>273,688</b> | <b>9,204</b>            | <b>3.48%</b> |

### 2022 - 2023 Budget Changes:

#### GOODS, MATERIALS & SUPPLIES

- Increase to reflect actual charges in tools and tree works supplies

#### INTERNAL CHARGES

- Increase in Fleet Charges for 2023

#### SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** CEMETERY (413)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 413

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Pleasant Valley Cemetery is the interment facility for the Vernon Area. Interment, landscape services and snow clearing are completed by contract. City staff provide roadway sweeping, tree maintenance, and irrigation repairs and maintenance. Included in this department is partial funding for the Manager of Parks and Public Spaces (20%).

### Budget Summary

|                                       |            |
|---------------------------------------|------------|
| <b>2023 Proposed Net Budget</b>       | \$86,147   |
| <b>Prior Year Approved Net Budget</b> | \$97,228   |
| <b>Budget Change</b>                  | \$(11,081) |
| <b>Budget Change by %</b>             | (11.40%)   |
| <b>2023 FTE</b>                       | 0.4        |
| <b>2022 FTE</b>                       | 0.4        |
| <b>FTE Change</b>                     | 0.0        |
| <b>FTE Change by %</b>                | 0.00%      |

### Outlook for Upcoming Budget:

Bylaw implementation regarding flower arrangements will begin;  
From March 15 to October 15; fresh cut flower allowed;  
From October 16 to March 14; artificial floral arrangements allowed  
Non floral items not permitted will be actioned March 14, 2023.

Changes to the irrigation system will be completed in 2023.

### Highlights of Current Year:

The survey has been completed for the irrigation and consultant hired to complete the irrigation design. The information kiosk identified in the Cemetery Master Plan has been designed and implementation will be late fall early spring 2023.

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** CEMETERY (413)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| SALE OF GOODS                         | 306,036      | 344,487      | 280,000     | 300,850     | 20,850                  | 7.45%    |
| SALE OF SERVICES                      | 2,697        | 200          | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 308,733      | 344,686      | 280,000     | 300,850     | 20,850                  | 7.45%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 59,137       | 9,016        | 55,605      | 57,323      | 1,718                   | 3.09%    |
| CONTRACTS FOR SERVICES                | 226,455      | 150,791      | 256,481     | 262,468     | 5,987                   | 2.33%    |
| GOODS, MATERIALS & SUPPLIES           | 24,532       | 6,460        | 16,291      | 15,915      | (376)                   | (2.31%)  |
| INTEREST, OTHER CHARGES & LOSSES      | 46           | 0            | 0           | 0           | 0                       | 0.00%    |
| INTERNAL CHARGES                      | 5,639        | 6,765        | 5,313       | 5,526       | 213                     | 4.01%    |
| SALARIES, WAGES & BENEFITS            | 13,595       | 36,092       | 43,538      | 45,765      | 2,227                   | 5.12%    |
| Total                                 | 329,404      | 209,124      | 377,228     | 386,997     | 9,769                   | 2.59%    |
| Net                                   | 20,671       | (135,563)    | 97,228      | 86,147      | (11,081)                | (11.40%) |

### 2022 - 2023 Budget Changes:

#### SALE OF GOODS

- Increased in revenue budgets for plot sales, interments, and liner sales to reflect actual sales. Plot sales and interments to be increase by 10% in 2023 as indicated in bylaw 3909.

#### CONTRACTS FOR SERVICES

- Increased budget to reflect increased cemetery operation and maintenance contract costs expected for 2023

#### INTERNAL CHARGES

- Increase in Fleet Charges for 2023

#### SALARIES, WAGES & BENEFITS

- Increased to reflect actuals

## Department Summary

**Department Summary:** SURFACE PARKING LOTS (430)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 430

**Stage:** Proposed

**Approved:** No

### Purpose:

This Department includes all City owned paid surface parking lots located within the City of Vernon. The work is completed with a combination of City and contract forces. Included in this department is partial funding for the Manager of Parks and Public Spaces (20%). Maintenance includes snow clearing, landscape maintenance, line painting, sweeping, patching, grading, and overall repairs and minor upgrades. The revenues for this department comes from monthly and daily parking. Bylaw enforcement patrols these lots and issues fines.

Parking lots include: Parkade, 31 Avenue, 29 Street, Railway (adjacent to 29th Street south of 35 Avenue), 27A Avenue, City Hall, RCMP, College Way, and the Transit lots.

### Outlook for Upcoming Budget:

City staff will maintain all parking lots to current service levels. A review of parking lot rates will be reported to Council in 2023. Parkade revenues consisting of daily parking fees, monthly parking permits, parking lot fine revenue and Parkade PayByPhone revenue have been reallocated from Bylaw for consistent management of all City parking lots and resulted in a revenue offset between departments accordingly.

### Highlights of Current Year:

The Transit lot (31 Avenue/31 Street) has been completed with an electrical vehicle charging station. The landscaping is to be completed in the early spring of 2023. This lot has been changed from monthly to daily parking. All surface parking lots received the same style of signage to help identify city lots to the public. The 31 avenue parking lot was reconfigured to improve efficiency.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(174,398)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(40,089)</b>  |
| <b>Budget Change</b>                  | <b>\$(134,309)</b> |
| <b>Budget Change by %</b>             | <b>(335.03%)</b>   |
| <b>2023 FTE</b>                       | <b>1.1</b>         |
| <b>2022 FTE</b>                       | <b>1.1</b>         |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>0.00%</b>       |

## Department Summary

**Department Summary:** SURFACE PARKING LOTS (430)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| SALE OF SERVICES                      | 277,065      | 231,885      | 275,295     | 419,831     | 144,536                 | 52.50%    |
| Total                                 | 277,065      | 231,885      | 275,295     | 419,831     | 144,536                 | 52.50%    |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,600        | 820          | 1,722       | 1,700       | (22)                    | (1.28%)   |
| CONTRACTS FOR SERVICES                | 16,400       | 3,074        | 14,978      | 15,277      | 299                     | 2.00%     |
| GOODS, MATERIALS & SUPPLIES           | 34,162       | 13,694       | 31,644      | 33,446      | 1,802                   | 5.69%     |
| INTERNAL CHARGES                      | 96,025       | 92,608       | 113,834     | 118,940     | 5,106                   | 4.49%     |
| SALARIES, WAGES & BENEFITS            | 40,448       | 38,087       | 73,028      | 76,070      | 3,042                   | 4.17%     |
| Total                                 | 188,635      | 148,282      | 235,206     | 245,433     | 10,227                  | 4.35%     |
| Net                                   | (88,429)     | (83,602)     | (40,089)    | (174,398)   | (134,309)               | (335.03%) |

### 2022 - 2023 Budget Changes:

#### SALES OF SERVICES

- Revenue budgets have been increased as the parkade fines, monthly and daily parking revenue has been reallocated from Bylaw (345).

#### GOODS, MATERIALS & SUPPLIES

- Increased anticipated in CN land lease costs

#### INTERNAL CHARGES

- Increased fleet charges, and Bylaw Compliance charges for bylaw patrols and coin collection

#### SALARIES, WAGES & BENEFITS

- Increased for a portion of the Manager of Parks and Public Spaces transferred from Local Parks (600) and additional wages allocated to perform snow removal services

## Department Summary

**Department Summary:** CIVIC PLAZA (452)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 452

**Stage:** Proposed

**Approved:** No

### Purpose:

This Department includes the operation and maintenance of the Civic Plaza grounds, including the area connecting to Cenotaph Park. The work is completed with a combination of city and contract forces. Maintenance includes snow clearing, parking lot maintenance, landscape maintenance and irrigation system repair and operation.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$121,735 |
| <b>Prior Year Approved Net Budget</b> | \$115,935 |
| <b>Budget Change</b>                  | \$5,800   |
| <b>Budget Change by %</b>             | 5.00%     |
| <b>2023 FTE</b>                       | 0.9       |
| <b>2022 FTE</b>                       | 0.9       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Maintain the current levels of service for 2023.

### Highlights of Current Year:

Large pine trees were removed along 31 Street between the staff parking lot and the museum. City staff replanted the planting bed near the main entrance to the RCMP Detachment Building and re-established the bed at the entrance of the Community Services parking lot.

### Change Request for 2023:

| Number                      | Name                | Stage     | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|---------------------|-----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4018                 | City Hall Flag Pole | Requested | \$10,000        | \$0                     | \$10,000        | \$0                   | \$0                   |
| <b>Total Change Request</b> |                     |           | <b>\$10,000</b> | <b>\$0</b>              | <b>\$10,000</b> | <b>\$0</b>            | <b>\$0</b>            |

## Department Summary

**Department Summary:** CIVIC PLAZA (452)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals  | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|---------------|----------------|----------------|-------------------------|--------------|
|                                       |                |               |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |               |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,865          | 2,318         | 2,042          | 2,666          | 624                     | 30.56%       |
| CONTRACTS FOR SERVICES                | 620            | 1,963         | 2,164          | 2,229          | 65                      | 3.00%        |
| GOODS, MATERIALS & SUPPLIES           | 18,304         | 9,724         | 14,122         | 14,405         | 283                     | 2.00%        |
| INTERNAL CHARGES                      | 17,870         | 14,473        | 13,175         | 16,300         | 3,125                   | 23.72%       |
| SALARIES, WAGES & BENEFITS            | 83,035         | 65,499        | 84,432         | 86,135         | 1,703                   | 2.02%        |
| <b>Total</b>                          | <b>121,694</b> | <b>93,977</b> | <b>115,935</b> | <b>121,735</b> | <b>5,800</b>            | <b>5.00%</b> |
| <b>Net</b>                            | <b>121,694</b> | <b>93,977</b> | <b>115,935</b> | <b>121,735</b> | <b>5,800</b>            | <b>5.00%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

INTERNAL CHARGES

- Increase in fleet charges budget to align with actual operating costs

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** LOCAL PARKS - GENERAL (600)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 600

**Stage:** Proposed

**Approved:** No

### Purpose:

The City is responsible for the care, control, and funding of local parks within the City's jurisdiction. Included in this department is partial funding for the General Manager of Public Works (15%) and the Manager Parks and Public Spaces (30%), as well as a funding allocation required for general items that can't be directly charged to individual parks. Vehicle charges for the Parks Foreman position and insurance and permit fees as well as the repair and purchase of small tools are also included in this department.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$212,140 |
| <b>Prior Year Approved Net Budget</b> | \$189,761 |
| <b>Budget Change</b>                  | \$22,379  |
| <b>Budget Change by %</b>             | 11.79%    |
| <b>2023 FTE</b>                       | 1.6       |
| <b>2022 FTE</b>                       | 1.6       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Services to be provided in 2023 will be consistent with historical levels.

### Highlights of Current Year:

Historical park service levels were maintained in 2022 and the number of park bookings have increased but have not yet normalized post covid. The continuation and increase in the egg adding program has been successful.

### Change Request for 2023:

| Number                      | Name              | Stage    | Initial Cost     | Annual Incremental Cost | Non-Tax Funding  | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|-------------------|----------|------------------|-------------------------|------------------|-----------------------|-----------------------|
| AUTO - 4015                 | Park Field Lining | Approved | \$191,000        | \$0                     | \$111,000        | \$80,000              | \$81,600              |
| <b>Total Change Request</b> |                   |          | <b>\$191,000</b> | <b>\$0</b>              | <b>\$111,000</b> | <b>\$80,000</b>       | <b>\$81,600</b>       |

## Department Summary

**Department Summary:** LOCAL PARKS - GENERAL (600)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |        |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|--------|
|                                       |              |              |             |             | \$                      | %      |
| Revenues                              |              |              |             |             |                         |        |
| SALE OF SERVICES                      | 34,427       | 56,451       | 47,793      | 50,000      | 2,207                   | 4.62%  |
| TRANSFERS FROM RESERVES               | 82,973       | 0            | 0           | 0           | 0                       | 0.00%  |
| Total                                 | 117,400      | 56,451       | 47,793      | 50,000      | 2,207                   | 4.62%  |
| Expenditures                          |              |              |             |             |                         |        |
| COMMUNICATIONS, INSURANCE & UTILITIES | 10,084       | 8,295        | 8,287       | 14,174      | 5,887                   | 71.04% |
| CONTRACTS FOR SERVICES                | 19,018       | 548          | 25,710      | 26,306      | 596                     | 2.32%  |
| GOODS, MATERIALS & SUPPLIES           | 55,668       | 45,401       | 30,672      | 39,552      | 8,880                   | 28.95% |
| INTERNAL CHARGES                      | 20,080       | 13,767       | 21,320      | 23,452      | 2,132                   | 10.00% |
| SALARIES, WAGES & BENEFITS            | 211,148      | 117,792      | 151,565     | 158,656     | 7,091                   | 4.68%  |
| Total                                 | 315,998      | 185,804      | 237,554     | 262,140     | 24,586                  | 10.35% |
| Net                                   | 198,597      | 129,353      | 189,761     | 212,140     | 22,379                  | 11.79% |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICE

- Increased due to number of park bookings

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in staff training required to meet worksafe requirements.

#### GOODS, MATERIALS & SUPPLIES

- Increased to reflect actuals

#### INTERNAL CHARGES

- Increase in Fleet Charges for 2023

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefit costs

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> POLSON PARK (610) |                                  |
| <b>Budget Year:</b> 2023                     | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks          | <b>Accounting Reference:</b> 610 |
| <b>Stage:</b> Proposed                       | <b>Approved:</b> No              |

|   |                                       |           |
|---|---------------------------------------|-----------|
| <b>Purpose:</b>   | <b>Budget Summary</b>                 |           |
| The City is responsible for the care, control, and funding of Polson Park. The work is completed primarily with City forces. Contract forces are used for garbage collection, security and washroom cleaning. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, washroom maintenance, snow and ice control, security, outdoor exercise equipment, and operation and maintenance of the band shell and pavilion. | <b>2023 Proposed Net Budget</b>       | \$527,850 |
|   | <b>Prior Year Approved Net Budget</b> | \$518,113 |
|   | <b>Budget Change</b>                  | \$9,737   |
|   | <b>Budget Change by %</b>             | 1.88%     |
|   | <b>2023 FTE</b>                       | 2.6       |
|   | <b>2022 FTE</b>                       | 2.6       |
|   | <b>FTE Change</b>                     | 0.0       |
|   | <b>FTE Change by %</b>                | 0.00%     |

Outlook for Upcoming Budget:

The majority of features within Polson Park have reached an age and condition that require significant improvements and upgrades to ensure public safety and operation. Parks staff will continue to work with Long Range Planning to develop a naturalization plan for the creek to assist with other drainage improvement efforts.

Highlights of Current Year:

Due to storm events, a number of trees were removed along the creek and Japanese pond area. Numerous events came back to Polson Park such as Canada Day, Car Show, and charity walks. The grass volleyball users decided to use the oval within Polson park this year. The street entrenched population continues to be a concern in Polson Park resulting in vandalism, theft, tagging and visible drug use.

Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** POLSON PARK (610)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| TRANSFERS FROM RESERVES               | 8,988        | 0            | 0           | 0           | 0                       | 0.00%   |
| Total                                 | 8,988        | 0            | 0           | 0           | 0                       | 0.00%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 46,021       | 22,654       | 52,607      | 54,852      | 2,245                   | 4.27%   |
| CONTRACTS FOR SERVICES                | 100,166      | 89,943       | 123,480     | 120,028     | (3,452)                 | (2.80%) |
| GOODS, MATERIALS & SUPPLIES           | 31,015       | 22,564       | 49,191      | 50,175      | 984                     | 2.00%   |
| INTERNAL CHARGES                      | 68,286       | 48,082       | 71,754      | 77,258      | 5,504                   | 7.67%   |
| SALARIES, WAGES & BENEFITS            | 198,881      | 150,395      | 221,081     | 225,537     | 4,456                   | 2.02%   |
| Total                                 | 444,369      | 333,638      | 518,113     | 527,850     | 9,737                   | 1.88%   |
| Net                                   | 435,381      | 333,638      | 518,113     | 527,850     | 9,737                   | 1.88%   |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase budget for video security costs to align with actual charges, as well as electricity and water cost increases

CONTRACTS FOR SERVICES

- Decreased to reflect actuals

INTERNAL CHARGES

- Increase Fleet Charges budget to align with actual operating costs

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> KIN RACE TRACK PARK (614) |                                  |
| <b>Budget Year:</b> 2023                             | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks                  | <b>Accounting Reference:</b> 614 |
| <b>Stage:</b> Proposed                               | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control and funding of the Kin Race Track Park. The work is completed with a combination of City and contract forces. Maintenance of the site will consist of rough cut mowing, line trimming, risk management, and garbage and litter collection. This area will be maintained as a greenfield site, pending future council direction.

Budget Summary

|                                       |            |
|---------------------------------------|------------|
| <b>2023 Proposed Net Budget</b>       | \$25,259   |
| <b>Prior Year Approved Net Budget</b> | \$54,495   |
| <b>Budget Change</b>                  | \$(29,236) |
| <b>Budget Change by %</b>             | (53.65%)   |
| <b>2023 FTE</b>                       | 0.1        |
| <b>2022 FTE</b>                       | 0.2        |
| <b>FTE Change</b>                     | (0.1)      |
| <b>FTE Change by %</b>                | (50.00%)   |

Outlook for Upcoming Budget:

This site will be maintained as a greenfield and will be rough cut monthly pending future council direction.

Highlights of Current Year:

The diamonds, fencing, dugouts and bleachers were removed on Council direction. The ball fields were determined to be unplayable in 2022 due to fencing removed and irrigation system compromised from the BC Wildlife Service camp in 2021. The pop up spray park did have a few events on the outlining areas of diamond 1 in the summer.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** KIN RACE TRACK PARK (614)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 28           | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 28           | 0            | 0           | 0           | 0                       | 0.00%     |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 5,399        | 475          | 8,928       | 2,230       | (6,698)                 | (75.02%)  |
| CONTRACTS FOR SERVICES                | 10,693       | 11,756       | 17,254      | 8,755       | (8,499)                 | (49.26%)  |
| GOODS, MATERIALS & SUPPLIES           | 1,661        | 2,516        | 2,344       | 0           | (2,344)                 | (100.00%) |
| INTERNAL CHARGES                      | 4,665        | 6,619        | 6,550       | 500         | (6,050)                 | (92.37%)  |
| SALARIES, WAGES & BENEFITS            | 7,702        | 10,941       | 19,419      | 13,774      | (5,645)                 | (29.07%)  |
| Total                                 | 30,120       | 32,307       | 54,495      | 25,259      | (29,236)                | (53.65%)  |
| Net                                   | 30,091       | 32,307       | 54,495      | 25,259      | (29,236)                | (53.65%)  |

### 2022 - 2023 Budget Changes:

#### GENERAL NOTE

- All areas of this budget have been decreased with only rough cut mowing, lining trimming at the entrances, and garbage and litter collection.

## Department Summary

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**Department Summary:** LAKEVIEW PARK (615)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 615

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City is responsible for the care, control, and funding of Lakeview Park which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, and washroom maintenance. Succession tree plantings around the park has been established.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$77,601 |
| <b>Prior Year Approved Net Budget</b> | \$69,924 |
| <b>Budget Change</b>                  | \$7,677  |
| <b>Budget Change by %</b>             | 10.98%   |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The hydraulic irrigation system will be reviewed when upgrading the area around the new pool and building.

### Highlights of Current Year:

The City was successful in obtaining the grant for the new washroom /mechanical building, pool and splash pad. The pool was not opened this year however, the pool, building and the trees surrounding the pool area were demolished and the site is ready for construction in 2023.

The minor ball scoreboards were a huge success in the first full season for the user groups.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LAKEVIEW PARK (615)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |               |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|---------------|
|                                       |               |               |               |               | \$                      | %             |
| <b>Expenditures</b>                   |               |               |               |               |                         |               |
| COMMUNICATIONS, INSURANCE & UTILITIES | 19,858        | 3,480         | 19,586        | 23,320        | 3,734                   | 19.06%        |
| CONTRACTS FOR SERVICES                | 25,979        | 22,654        | 22,521        | 25,650        | 3,129                   | 13.89%        |
| GOODS, MATERIALS & SUPPLIES           | 2,191         | 694           | 7,379         | 7,600         | 221                     | 2.99%         |
| INTERNAL CHARGES                      | 10,076        | 5,236         | 8,353         | 8,700         | 347                     | 4.15%         |
| SALARIES, WAGES & BENEFITS            | 21,307        | 9,649         | 12,085        | 12,331        | 246                     | 2.04%         |
| <b>Total</b>                          | <b>79,411</b> | <b>41,713</b> | <b>69,924</b> | <b>77,601</b> | <b>7,677</b>            | <b>10.98%</b> |
| <b>Net</b>                            | <b>79,411</b> | <b>41,713</b> | <b>69,924</b> | <b>77,601</b> | <b>7,677</b>            | <b>10.98%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased budgets for electrical and irrigation costs

CONTRACTS FOR SERVICES

- Increased budget for contracted landscaping to reflect current contract

GOODS & MATERIALS & SUPPLIES

-Increase for additional maintenance for baseball scoreboards

INTERNAL CHARGES

- Increase in Fleet Charge

SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** ALEXIS PARK (616)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 616

**Stage:** Proposed

**Approved:** No

---

### Purpose:

The City is responsible for the care, control, and funding of Alexis Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation repair, risk management, garbage and litter collection, tree care, sport field and playground maintenance, fence and bleacher repair, and washroom maintenance.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$50,774 |
| <b>Prior Year Approved Net Budget</b> | \$46,591 |
| <b>Budget Change</b>                  | \$4,183  |
| <b>Budget Change by %</b>             | 8.98%    |
| <b>2023 FTE</b>                       | 0.2      |
| <b>2022 FTE</b>                       | 0.2      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

### Highlights of Current Year:

The Horseshoe Club had the Provincial Championship in September 2022 and permanent lighting was installed prior to this event.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** ALEXIS PARK (616)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| SALE OF SERVICES                      | 0            | 0            | 4,000       | 0           | (4,000)                 | (100.00%) |
| Total                                 | 0            | 0            | 4,000       | 0           | (4,000)                 | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 14,358       | 4,086        | 12,930      | 13,535      | 605                     | 4.68%     |
| CONTRACTS FOR SERVICES                | 10,288       | 9,306        | 15,207      | 15,491      | 284                     | 1.87%     |
| GOODS, MATERIALS & SUPPLIES           | 1,506        | 568          | 4,500       | 3,500       | (1,000)                 | (22.22%)  |
| INTERNAL CHARGES                      | 4,029        | 4,075        | 4,998       | 5,000       | 2                       | 0.04%     |
| SALARIES, WAGES & BENEFITS            | 6,917        | 6,993        | 12,956      | 13,248      | 292                     | 2.25%     |
| Total                                 | 37,097       | 25,028       | 50,591      | 50,774      | 183                     | 0.36%     |
| Net                                   | 37,097       | 25,028       | 46,591      | 50,774      | 4,183                   | 8.98%     |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased budgets for electrical and irrigation costs, as well as property insurance for 2023

GOODS, MATERIALS & SUPPLIES

-Decrease to reflect actuals

INTERNAL CHARGES

- Increase in Fleet Charges for 2023

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> MACDONALD PARK (617) |                                  |
| <b>Budget Year:</b> 2023                        | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks             | <b>Accounting Reference:</b> 617 |
| <b>Stage:</b> Proposed                          | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control, and funding of MacDonald Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, tennis/basketball court maintenance, risk management, garbage and litter collection, tree care, sport field maintenance, fence repair, and washroom maintenance.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$84,026 |
| <b>Prior Year Approved Net Budget</b> | \$80,413 |
| <b>Budget Change</b>                  | \$3,613  |
| <b>Budget Change by %</b>             | 4.49%    |
| <b>2023 FTE</b>                       | 0.2      |
| <b>2022 FTE</b>                       | 0.2      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

Highlights of Current Year:

The elm trees located along the west edge of the park along the lane were remove. New fencing was also installed in this location with a pedestrian opening. New portables near the washroom building have been installed by the School District #22.

Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** MACDONALD PARK (617)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 15,771        | 4,629         | 24,893        | 26,413        | 1,520                   | 6.11%        |
| CONTRACTS FOR SERVICES                | 20,922        | 18,879        | 19,643        | 20,232        | 589                     | 3.00%        |
| GOODS, MATERIALS & SUPPLIES           | 3,371         | 4,566         | 8,100         | 8,262         | 162                     | 2.00%        |
| INTERNAL CHARGES                      | 9,106         | 16,141        | 9,717         | 10,688        | 971                     | 9.99%        |
| SALARIES, WAGES & BENEFITS            | 18,351        | 25,727        | 18,060        | 18,431        | 371                     | 2.05%        |
| <b>Total</b>                          | <b>67,522</b> | <b>69,941</b> | <b>80,413</b> | <b>84,026</b> | <b>3,613</b>            | <b>4.49%</b> |
| <b>Net</b>                            | <b>67,522</b> | <b>69,941</b> | <b>80,413</b> | <b>84,026</b> | <b>3,613</b>            | <b>4.49%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased budgets for electrical and irrigation costs

GOODS, MATERIALS & SUPPLIES

- Increased to reflect line painting of fields

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increased to reflect line painting of fields

- Increases for cost of living, service time and benefits cost

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> MISSION HILL PARK (622) |                                  |
| <b>Budget Year:</b> 2023                           | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks                | <b>Accounting Reference:</b> 622 |
| <b>Stage:</b> Proposed                             | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control, and funding of Mission Hill Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, and fence repair.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$51,339 |
| <b>Prior Year Approved Net Budget</b> | \$51,982 |
| <b>Budget Change</b>                  | \$(643)  |
| <b>Budget Change by %</b>             | (1.24%)  |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

Highlights of Current Year:

City staff completed an upgrade to the backflow system and changed out some of the irrigation heads to improve efficiency.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** MISSION HILL PARK (622)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|----------------|
|                                       |               |               |               |               | \$                      | %              |
| <b>Expenditures</b>                   |               |               |               |               |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 13,838        | 0             | 23,511        | 20,075        | (3,436)                 | (14.61%)       |
| CONTRACTS FOR SERVICES                | 10,136        | 8,790         | 12,713        | 14,094        | 1,381                   | 10.86%         |
| GOODS, MATERIALS & SUPPLIES           | 2,889         | 3,933         | 2,878         | 3,536         | 658                     | 22.86%         |
| INTERNAL CHARGES                      | 5,878         | 5,567         | 6,190         | 6,809         | 619                     | 10.00%         |
| SALARIES, WAGES & BENEFITS            | 9,334         | 9,205         | 6,690         | 6,825         | 135                     | 2.02%          |
| <b>Total</b>                          | <b>42,074</b> | <b>27,496</b> | <b>51,982</b> | <b>51,339</b> | <b>(643)</b>            | <b>(1.24%)</b> |
| <b>Net</b>                            | <b>42,074</b> | <b>27,496</b> | <b>51,982</b> | <b>51,339</b> | <b>(643)</b>            | <b>(1.24%)</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in water irrigation fees to match actual use

CONTRACTS FOR SERVICES

- Increased budget for contracted landscaping to reflect current contract

GOODS, MATERIALS & SUPPLIES

- Increased to reflect actuals

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> HERITAGE PARK (623) |                                  |
| <b>Budget Year:</b> 2023                       | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks            | <b>Accounting Reference:</b> 623 |
| <b>Stage:</b> Proposed                         | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control, and funding of Heritage Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, and washroom maintenance. The City leases the school district land north of Heritage Park for the use of an off leash dog area. The maintenance includes rough mowing, line trimming, and garbage and litter collection.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$26,902 |
| <b>Prior Year Approved Net Budget</b> | \$27,130 |
| <b>Budget Change</b>                  | \$(228)  |
| <b>Budget Change by %</b>             | (0.84%)  |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

The logs within the playground will be replaced in 2023.

Highlights of Current Year:

A new pedestrian gate was installed between the dog park and the park area. The engineered wood chips within the playground area was increased to meet CSA safety standards.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** HERITAGE PARK (623)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|----------------|
|                                       |               |               |               |               | \$                      | %              |
| <b>Expenditures</b>                   |               |               |               |               |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 5,411         | 0             | 7,807         | 7,994         | 187                     | 2.40%          |
| CONTRACTS FOR SERVICES                | 8,552         | 6,732         | 9,384         | 9,247         | (137)                   | (1.46%)        |
| GOODS, MATERIALS & SUPPLIES           | 554           | 2,413         | 845           | 858           | 13                      | 1.54%          |
| INTERNAL CHARGES                      | 2,628         | 2,267         | 3,600         | 3,200         | (400)                   | (11.11%)       |
| SALARIES, WAGES & BENEFITS            | 4,678         | 2,969         | 5,494         | 5,603         | 109                     | 1.98%          |
| <b>Total</b>                          | <b>21,823</b> | <b>14,380</b> | <b>27,130</b> | <b>26,902</b> | <b>(228)</b>            | <b>(0.84%)</b> |
| <b>Net</b>                            | <b>21,823</b> | <b>14,380</b> | <b>27,130</b> | <b>26,902</b> | <b>(228)</b>            | <b>(0.84%)</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in water irrigation budget to reflect actual water consumption

CONTRACTS FOR SERVICES

- Decrease budget for contracted landscaping to reflect current contract

INTERNAL CHARGES

- Decreased Fleet Charges budget to reflect actual operating charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> GRAHAME PARK (626) |                                  |
| <b>Budget Year:</b> 2023                      | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks           | <b>Accounting Reference:</b> 626 |
| <b>Stage:</b> Proposed                        | <b>Approved:</b> No              |

Purpose:

The City and School District share responsibilities for the care, control, and funding of Grahame Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, and washroom maintenance. The School District is responsible for some maintenance of this site including irrigation installation and repair and 50% of the mowing required at the site.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$40,453 |
| <b>Prior Year Approved Net Budget</b> | \$37,435 |
| <b>Budget Change</b>                  | \$3,018  |
| <b>Budget Change by %</b>             | 8.06%    |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

Highlights of Current Year:

Parks service levels were maintained in 2022 consistent with Council's direction.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** GRAHAME PARK (626)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 7,200         | 4,338         | 7,327         | 7,783         | 456                     | 6.22%        |
| CONTRACTS FOR SERVICES                | 11,948        | 12,843        | 13,259        | 15,220        | 1,961                   | 14.79%       |
| GOODS, MATERIALS & SUPPLIES           | 1,383         | 846           | 2,168         | 2,000         | (168)                   | (7.75%)      |
| INTERNAL CHARGES                      | 5,869         | 6,257         | 5,928         | 6,521         | 593                     | 10.00%       |
| SALARIES, WAGES & BENEFITS            | 7,353         | 7,886         | 8,753         | 8,929         | 176                     | 2.01%        |
| <b>Total</b>                          | <b>33,753</b> | <b>32,170</b> | <b>37,435</b> | <b>40,453</b> | <b>3,018</b>            | <b>8.06%</b> |
| <b>Net</b>                            | <b>33,753</b> | <b>32,170</b> | <b>37,435</b> | <b>40,453</b> | <b>3,018</b>            | <b>8.06%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

CONTRACTS FOR SERVICES

- Increased budget for contracted landscaping to reflect current contract

GOODS, MATERIALS & SUPPLIES

- Increased to reflect line painting of fields

INTERNAL CHARGES

- Increase in Fleet charges

SALARIES, WAGES & BENEFITS

- Increased to reflect line painting of fields

- Increases for cost of living, service time and benefits cost

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> SMALL PARKS/TOT LOTS (631) |                                  |
| <b>Budget Year:</b> 2023                              | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks                   | <b>Accounting Reference:</b> 631 |
| <b>Stage:</b> Proposed                                | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control, and funding of small parks and tot lots within the City’s jurisdiction. There are currently 23 different park locations with 11 playgrounds that are maintained under this Department. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, and security.

Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$545,686 |
| <b>Prior Year Approved Net Budget</b> | \$538,307 |
| <b>Budget Change</b>                  | \$7,379   |
| <b>Budget Change by %</b>             | 1.37%     |
| <b>2023 FTE</b>                       | 2.3       |
| <b>2022 FTE</b>                       | 2.3       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

Highlights of Current Year:

Carlson Park received new signage at the entrance, bear proof cans were installed at Heron Glen Park, and various playgrounds surface material was increased to meet CSA standards.

Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** SMALL PARKS/TOT LOTS (631)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| TRANSFERS FROM RESERVES               | 2,900        | 0            | 0           | 0           | 0                       | 0.00%   |
| Total                                 | 2,900        | 0            | 0           | 0           | 0                       | 0.00%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 28,136       | 2,692        | 47,713      | 43,746      | (3,967)                 | (8.31%) |
| CONTRACTS FOR SERVICES                | 83,574       | 59,594       | 110,080     | 110,740     | 660                     | 0.60%   |
| GOODS, MATERIALS & SUPPLIES           | 69,784       | 35,497       | 60,997      | 59,912      | (1,085)                 | (1.78%) |
| INTERNAL CHARGES                      | 119,860      | 103,743      | 120,189     | 127,645     | 7,456                   | 6.20%   |
| SALARIES, WAGES & BENEFITS            | 181,387      | 123,524      | 199,328     | 203,643     | 4,315                   | 2.16%   |
| Total                                 | 482,741      | 325,051      | 538,307     | 545,686     | 7,379                   | 1.37%   |
| Net                                   | 479,841      | 325,051      | 538,307     | 545,686     | 7,379                   | 1.37%   |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased budget for water irrigation charges to reflect anticipated use.

GOODS, MATERIALS & SUPPLIES

- Decreased budget to reflect anticipated supplies

INTERNAL CHARGES

- Increased charges from Recreation Services for landscaping costs around Recreational facilities, Bylaw for patrols in the various parks, and Fleet Charges

SALARIES, WAGES & BENEFITS

-Increased for cost of living, service time and benefits costs

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> PARK TRAILS (632) |                                  |
| <b>Budget Year:</b> 2023                     | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks          | <b>Accounting Reference:</b> 632 |
| <b>Stage:</b> Proposed                       | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control, and funding of local trails. Local trails include: Foothills Ravine trails, Commonage trails, Longacre trail, Armory to Polson trail, Scotts Road to Bella Vista Road trail, and connections to the Grey Canal trail system. The work is completed by City forces and contractors. Maintenance includes line trimming, risk management, garbage and litter collection, and tree care. The BX Trail and Grey Canal Trail are designated as Sub-Regional and are not maintained by the City.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$57,472 |
| <b>Prior Year Approved Net Budget</b> | \$57,555 |
| <b>Budget Change</b>                  | \$(83)   |
| <b>Budget Change by %</b>             | (0.14%)  |
| <b>2023 FTE</b>                       | 0.2      |
| <b>2022 FTE</b>                       | 0.2      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

There are various locations within natural areas that have noxious weeds that the City is looking at dealing with more efficiently.

Highlights of Current Year:

Bear proof cans have been placed at varies trail head locations.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PARK TRAILS (632)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                             |              |              |             |             | \$                      | %        |
| Revenues                    |              |              |             |             |                         |          |
| TRANSFERS FROM RESERVES     | 595          | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                       | 595          | 0            | 0           | 0           | 0                       | 0.00%    |
| Expenditures                |              |              |             |             |                         |          |
| CONTRACTS FOR SERVICES      | 29,433       | 29,511       | 25,224      | 25,901      | 677                     | 2.68%    |
| GOODS, MATERIALS & SUPPLIES | 2,992        | 822          | 7,250       | 7,395       | 145                     | 2.00%    |
| INTERNAL CHARGES            | 2,344        | 1,554        | 5,300       | 4,000       | (1,300)                 | (24.53%) |
| SALARIES, WAGES & BENEFITS  | 11,704       | 6,490        | 19,781      | 20,176      | 395                     | 2.00%    |
| Total                       | 46,473       | 38,377       | 57,555      | 57,472      | (83)                    | (0.14%)  |
| Net                         | 45,878       | 38,377       | 57,555      | 57,472      | (83)                    | (0.14%)  |

### 2022 - 2023 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increase in various landscaping and vandalism repair contract budgets to reflect actual charges

#### INTERNAL CHARGES

- Decreased Fleet Charges budget to reflect actual operating charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** DEER PARK (633)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 633

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City is responsible for the care, control, and funding of Deer Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, weeding, brush clearing, tennis court maintenance, risk management, garbage and litter collection, tree care, fence repair, and building maintenance.

### Budget Summary

|                                       |                  |
|---------------------------------------|------------------|
| <b>2023 Proposed Net Budget</b>       | \$26,760         |
| <b>Prior Year Approved Net Budget</b> | \$29,771         |
| <b>Budget Change</b>                  | <b>\$(3,011)</b> |
| <b>Budget Change by %</b>             | <b>(10.11%)</b>  |
| <b>2023 FTE</b>                       | 0.2              |
| <b>2022 FTE</b>                       | 0.2              |
| <b>FTE Change</b>                     | 0.0              |
| <b>FTE Change by %</b>                | 0.00%            |

### Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years until the approved capital project is completed. This project is anticipated to be completed in 2023.

### Highlights of Current Year:

Parks services levels were maintained in 2022 consistent with Council's direction.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** DEER PARK (633)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                 |
|---------------------------------------|--------------|--------------|---------------|---------------|-------------------------|-----------------|
|                                       |              |              |               |               | \$                      | %               |
| <b>Expenditures</b>                   |              |              |               |               |                         |                 |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,016        | 762          | 832           | 1,025         | 193                     | 23.20%          |
| CONTRACTS FOR SERVICES                | 7,150        | 7,491        | 9,663         | 6,157         | (3,506)                 | (36.28%)        |
| GOODS, MATERIALS & SUPPLIES           | 0            | 0            | 2,718         | 2,718         | 0                       | 0.00%           |
| INTERNAL CHARGES                      | 28           | 0            | 5,500         | 5,500         | 0                       | 0.00%           |
| SALARIES, WAGES & BENEFITS            | 526          | 0            | 11,058        | 11,360        | 302                     | 2.73%           |
| <b>Total</b>                          | <b>8,720</b> | <b>8,253</b> | <b>29,771</b> | <b>26,760</b> | <b>(3,011)</b>          | <b>(10.11%)</b> |
| <b>Net</b>                            | <b>8,720</b> | <b>8,253</b> | <b>29,771</b> | <b>26,760</b> | <b>(3,011)</b>          | <b>(10.11%)</b> |

### 2022 - 2023 Budget Changes:

CONTRACTS FOR SERVICES

- Decreased in landscape contract as construction will be occurring in 2023.

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> BECKER PARK (634) |                                  |
| <b>Budget Year:</b> 2023                     | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks          | <b>Accounting Reference:</b> 634 |
| <b>Stage:</b> Proposed                       | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control, and funding of Becker Park. The work is completed with a combination of City and contract forces. Maintenance includes, line trimming, irrigation repair, risk management, garbage and litter collection, tree care, pump track and trail maintenance, fence and park infrastructure maintenance.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$23,948 |
| <b>Prior Year Approved Net Budget</b> | \$24,383 |
| <b>Budget Change</b>                  | \$(435)  |
| <b>Budget Change by %</b>             | (1.78%)  |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

City staff will be installing a let down curb for more accessibility to the trails.

Highlights of Current Year:

Native trees were planted throughout sections of the park. Working with the Trail Ninja group a new trail was installed at the top section of the park. There was structural improvements to some of the features in the flow trail and the pump tracks.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** BECKER PARK (634)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| TRANSFERS FROM RESERVES               | 2,785        | 0            | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 2,785        | 0            | 0           | 0           | 0                       | 0.00%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 0            | 0            | 3,154       | 2,324       | (830)                   | (26.32%) |
| CONTRACTS FOR SERVICES                | 8,297        | 10,001       | 13,030      | 13,291      | 261                     | 2.00%    |
| GOODS, MATERIALS & SUPPLIES           | 1,472        | 58           | 1,650       | 1,683       | 33                      | 2.00%    |
| INTERNAL CHARGES                      | 707          | 587          | 1,248       | 1,200       | (48)                    | (3.85%)  |
| SALARIES, WAGES & BENEFITS            | 2,320        | 1,093        | 5,301       | 5,450       | 149                     | 2.81%    |
| Total                                 | 12,796       | 11,739       | 24,383      | 23,948      | (435)                   | (1.78%)  |
| Net                                   | 10,011       | 11,739       | 24,383      | 23,948      | (435)                   | (1.78%)  |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased budget for water irrigation charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> LAKESHORE PARK (635) |                                  |
| <b>Budget Year:</b> 2023                        | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks             | <b>Accounting Reference:</b> 635 |
| <b>Stage:</b> Proposed                          | <b>Approved:</b> No              |

Purpose:

The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, bocce court maintenance, goose control, beach cleaning, snow and ice control.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$69,309 |
| <b>Prior Year Approved Net Budget</b> | \$66,830 |
| <b>Budget Change</b>                  | \$2,479  |
| <b>Budget Change by %</b>             | 3.71%    |
| <b>2023 FTE</b>                       | 0.3      |
| <b>2022 FTE</b>                       | 0.3      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

Highlights of Current Year:

Parks staff has changed the process of collecting debris from harrowing the beach area to reduce the amount of sand removed from the beach.

Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** LAKESHORE PARK (635)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 3,118         | 402           | 5,970         | 4,300         | (1,670)                 | (27.97%)     |
| CONTRACTS FOR SERVICES                | 36,785        | 32,316        | 29,500        | 33,063        | 3,563                   | 12.08%       |
| GOODS, MATERIALS & SUPPLIES           | 1,665         | 25            | 3,162         | 3,000         | (162)                   | (5.12%)      |
| INTERNAL CHARGES                      | 1,320         | 711           | 11,263        | 11,587        | 324                     | 2.88%        |
| SALARIES, WAGES & BENEFITS            | 4,410         | 2,743         | 16,935        | 17,359        | 424                     | 2.50%        |
| <b>Total</b>                          | <b>47,298</b> | <b>36,197</b> | <b>66,830</b> | <b>69,309</b> | <b>2,479</b>            | <b>3.71%</b> |
| <b>Net</b>                            | <b>47,298</b> | <b>36,197</b> | <b>66,830</b> | <b>69,309</b> | <b>2,479</b>            | <b>3.71%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased budget for water irrigation charges to reflect anticipated use

CONTRACTS FOR SERVICES

- Increase in landscaping and goose scare tactics to reflect current contracts

GOODS, MATERIALS & SUPPLIES

- Decrease in general supplies budget to reflect actual cost

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> HURLBURT PARK (636) |                                  |
| <b>Budget Year:</b> 2023                       | <b>Manager:</b> Kendra Kryszak   |
| <b>Division:</b> Operations - Parks            | <b>Accounting Reference:</b> 636 |
| <b>Stage:</b> Proposed                         | <b>Approved:</b> No              |

Purpose:

The City is responsible for the care, control and funding of Hurlburt Park. The maintenance work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, weeding, ground cover replacement, risk management, garbage and litter collection, tree care, washroom maintenance, goose control, beach cleaning, snow and ice control.

Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$55,452  |
| <b>Prior Year Approved Net Budget</b> | \$58,023  |
| <b>Budget Change</b>                  | \$(2,571) |
| <b>Budget Change by %</b>             | (4.43%)   |
| <b>2023 FTE</b>                       | 0.4       |
| <b>2022 FTE</b>                       | 0.4       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years.

Highlights of Current Year:

Park staff installed water buoys around the dock at Hurlburt Park to designate the swimming area and restrict boat access.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** HURLBURT PARK (636)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|----------------|
|                                       |               |               |               |               | \$                      | %              |
| <b>Expenditures</b>                   |               |               |               |               |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 131           | 110           | 919           | 164           | (755)                   | (82.15%)       |
| CONTRACTS FOR SERVICES                | 13,715        | 10,869        | 26,300        | 23,949        | (2,351)                 | (8.94%)        |
| GOODS, MATERIALS & SUPPLIES           | 7,724         | 800           | 5,860         | 5,977         | 117                     | 2.00%          |
| INTERNAL CHARGES                      | 1,130         | 434           | 5,135         | 5,028         | (107)                   | (2.08%)        |
| SALARIES, WAGES & BENEFITS            | 6,490         | 1,952         | 19,809        | 20,334        | 525                     | 2.65%          |
| <b>Total</b>                          | <b>29,191</b> | <b>14,165</b> | <b>58,023</b> | <b>55,452</b> | <b>(2,571)</b>          | <b>(4.43%)</b> |
| <b>Net</b>                            | <b>29,191</b> | <b>14,165</b> | <b>58,023</b> | <b>55,452</b> | <b>(2,571)</b>          | <b>(4.43%)</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased to reflect actuals

CONTRACTS FOR SERVICE

- Decreased budget to reflect current landscaping and washroom contract

INTERNAL CHARGES

- Decrease in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** CIVIC MEMORIAL PARK (637)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 637

**Stage:** Proposed

**Approved:** No

### Purpose:

The City is responsible for the care, control and funding of Civic Memorial Park. The maintenance work is completed with City forces. Maintenance includes mowing, line trimming, weeding, ground cover replacement, risk management, garbage and litter collection, tree care, washroom maintenance, playground maintenance, game court maintenance, parking lot maintenance, public art maintenance, snow/ice control, and security.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$82,499 |
| <b>Prior Year Approved Net Budget</b> | \$39,000 |
| <b>Budget Change</b>                  | \$43,499 |
| <b>Budget Change by %</b>             | 111.54%  |
| <b>2023 FTE</b>                       | 0.7      |
| <b>2022 FTE</b>                       | 0.7      |
| <b>FTE Change</b>                     | 0.1      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The park staff will be taking over the full year of operations and maintenance of this park in 2023.

### Highlights of Current Year:

Civic Memorial Park was designed and constructed in 2022 + 2023. Phase 2 of the design will be to renovate the EOC building for a public washroom.

### Change Request for 2023:

| Number                      | Name   | Stage    | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|--|----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4014                 | Civic Memorial Park - Full Year Operational Impact | Approved | \$42,901        | \$0                     | \$0             | \$42,901              | \$43,916              |
| <b>Total Change Request</b> |  |          | <b>\$42,901</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$42,901</b>       | <b>\$43,916</b>       |

## Department Summary

**Department Summary:** CIVIC MEMORIAL PARK (637)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                |
|---------------------------------------|--------------|--------------|---------------|---------------|-------------------------|----------------|
|                                       |              |              |               |               | \$                      | %              |
| <b>Expenditures</b>                   |              |              |               |               |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 0            | 856          | 5,500         | 11,500        | 6,000                   | 109.09%        |
| CONTRACTS FOR SERVICES                | 0            | 2,303        | 5,000         | 6,000         | 1,000                   | 20.00%         |
| GOODS, MATERIALS & SUPPLIES           | 0            | (723)        | 2,500         | 5,000         | 2,500                   | 100.00%        |
| INTERNAL CHARGES                      | 0            | 122          | 3,500         | 10,000        | 6,500                   | 185.71%        |
| SALARIES, WAGES & BENEFITS            | 0            | 930          | 22,500        | 49,999        | 27,499                  | 122.22%        |
| <b>Total</b>                          | <b>0</b>     | <b>3,488</b> | <b>39,000</b> | <b>82,499</b> | <b>43,499</b>           | <b>111.54%</b> |
| <b>Net</b>                            | <b>0</b>     | <b>3,488</b> | <b>39,000</b> | <b>82,499</b> | <b>43,499</b>           | <b>111.54%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased to reflect a full year worth of maintenance

CONTRACTS FOR SERVICES

- Increased to reflect a full year worth of maintenance

GOODS, MATERIALS & SUPPLIES

- Increased to reflect a full year worth of maintenance

INTERNAL CHARGES

- Increased to reflect a full year worth of maintenance

SALARIES, WAGES & BENEFITS

- Increased to reflect a full year worth of maintenance

- Increased for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** SUBREGIONAL PARKS - GENERAL (660)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 660

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon. Included in this Department is partial funding for the General Manager of Public Works (15%), the Manager of Parks and Public Spaces (30%) and the Parks Foreman (40%) as well as equipment charges for this position. Insurance, operations overhead, permit fees and security for all Sub-Regional sport fields and beaches are also included in this department.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$51,389 |
| <b>Prior Year Approved Net Budget</b> | \$12,992 |
| <b>Budget Change</b>                  | \$38,397 |
| <b>Budget Change by %</b>             | 295.54%  |
| <b>2023 FTE</b>                       | 0.7      |
| <b>2022 FTE</b>                       | 0.7      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Parks fees and charges did not increase during the COVID pandemic. Administration will be presenting a new fee structure in 2023 for Council considerations.

### Highlights of Current Year:

Parks service levels were maintained in 2022. Parks bookings have been increasing post covid however we are still not back to pre-pandemic numbers.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** SUBREGIONAL PARKS - GENERAL (660)

### Changes to Department:

| GL Category                 | 2021 Actuals  | 2022 Actuals  | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |                 |
|-----------------------------|---------------|---------------|----------------|----------------|-------------------------|-----------------|
|                             |               |               |                |                | \$                      | %               |
| <b>Revenues</b>             |               |               |                |                |                         |                 |
| SALE OF SERVICES            | 42,890        | 78,209        | 92,453         | 60,000         | (32,453)                | (35.10%)        |
| <b>Total</b>                | <b>42,890</b> | <b>78,209</b> | <b>92,453</b>  | <b>60,000</b>  | <b>(32,453)</b>         | <b>(35.10%)</b> |
| <b>Expenditures</b>         |               |               |                |                |                         |                 |
| GOODS, MATERIALS & SUPPLIES | 44            | 0             | 0              | 0              | 0                       | 0.00%           |
| INTERNAL CHARGES            | 13,740        | 14,092        | 15,120         | 15,422         | 302                     | 2.00%           |
| SALARIES, WAGES & BENEFITS  | 43,572        | 64,962        | 90,325         | 95,967         | 5,642                   | 6.25%           |
| <b>Total</b>                | <b>57,356</b> | <b>79,054</b> | <b>105,445</b> | <b>111,389</b> | <b>5,944</b>            | <b>5.64%</b>    |
| <b>Net</b>                  | <b>14,466</b> | <b>846</b>    | <b>12,992</b>  | <b>51,389</b>  | <b>38,397</b>           | <b>295.54%</b>  |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Decrease due to RDNO loss of funding (\$27,800) and fewer park bookings.

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** DND PARKS (661)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 661

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City is responsible for the care and control of the sports fields and surrounding areas at DND Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, playing field maintenance, washroom maintenance, garbage and litter control.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$250,399 |
| <b>Prior Year Approved Net Budget</b> | \$242,618 |
| <b>Budget Change</b>                  | \$7,781   |
| <b>Budget Change by %</b>             | 3.21%     |
| <b>2023 FTE</b>                       | 0.7       |
| <b>2022 FTE</b>                       | 0.7       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Service levels will be provided in 2023 consistent with prior years. The existing license of occupation with DND expired in 2022. Administration is currently renegotiating the license of occupation for this site with the Federal Government. Parks Staff will be renovating some of the older dug outs to improve safety.

### Highlights of Current Year:

The City has been working with the Department of National Defence to continue to allow effluent water on these sports fields. Field maintenance improvements consisted of aerating/top dressing all of the diamonds and soccer fields. Parks staff have installed new LED lights on diamond 5, 6, and 7 as well as in the Funtastic area.

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** DND PARKS (661)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 18,284         | 8,380          | 17,417         | 16,972         | (445)                   | (2.55%)      |
| CONTRACTS FOR SERVICES                | 65,362         | 61,148         | 75,275         | 77,533         | 2,258                   | 3.00%        |
| GOODS, MATERIALS & SUPPLIES           | 20,326         | 34,475         | 50,022         | 52,251         | 2,229                   | 4.46%        |
| INTERNAL CHARGES                      | 33,323         | 36,911         | 35,458         | 37,889         | 2,431                   | 6.86%        |
| SALARIES, WAGES & BENEFITS            | 35,321         | 41,141         | 64,446         | 65,754         | 1,308                   | 2.03%        |
| <b>Total</b>                          | <b>172,617</b> | <b>182,055</b> | <b>242,618</b> | <b>250,399</b> | <b>7,781</b>            | <b>3.21%</b> |
| <b>Net</b>                            | <b>172,617</b> | <b>182,055</b> | <b>242,618</b> | <b>250,399</b> | <b>7,781</b>            | <b>3.21%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased to reflect actual current costs

CONTRACTS FOR SERVICES

- Increased budget for contracted washroom cleaning to reflect actuals

GOODS, MATERIALS & SUPPLIES

- Increase budget to reflect material costs

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increased to reflect line painting of fields

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** KIN BEACH PARK (663)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 663

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City is responsible for complete care and control of the beach and grounds referred to as Kin Beach. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, volleyball court maintenance, washroom maintenance, goose control, beach cleaning, snow and ice control and security.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$157,415 |
| <b>Prior Year Approved Net Budget</b> | \$151,510 |
| <b>Budget Change</b>                  | \$5,905   |
| <b>Budget Change by %</b>             | 3.90%     |
| <b>2023 FTE</b>                       | 0.5       |
| <b>2022 FTE</b>                       | 0.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The large cotton wood trees located at this site are deteriorating at a higher than expected rate. Since 2018, twenty one of these trees have been removed and we are looking at removing four additional trees next year. Administration is still working with Ministry of Environment and Climate Change Strategy to place sand in this area below the high water mark.

### Highlights of Current Year:

Park staff have repaired and installed new picnic tables and benches throughout the park. Staff have also been using the new turf sweeper purchased in 2022 to complete the cleaning of the grass once a week.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** KIN BEACH PARK (663)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 40,115       | 40,000       | 40,000      | 0           | (40,000)                | (100.00%) |
| Total                                 | 40,115       | 40,000       | 40,000      | 0           | (40,000)                | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 7,951        | 3,056        | 12,743      | 12,036      | (707)                   | (5.55%)   |
| CONTRACTS FOR SERVICES                | 67,682       | 56,934       | 111,751     | 75,626      | (36,125)                | (32.33%)  |
| GOODS, MATERIALS & SUPPLIES           | 3,103        | 8,249        | 4,593       | 5,685       | 1,092                   | 23.78%    |
| INTERNAL CHARGES                      | 12,871       | 9,880        | 24,507      | 25,361      | 854                     | 3.48%     |
| SALARIES, WAGES & BENEFITS            | 24,514       | 15,550       | 37,916      | 38,707      | 791                     | 2.09%     |
| TRANSFERS TO RESERVES                 | 40,000       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 156,120      | 93,669       | 191,510     | 157,415     | (34,095)                | (17.80%)  |
| Net                                   | 116,006      | 53,669       | 151,510     | 157,415     | 5,905                   | 3.90%     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- Decrease in one time funding for sand project in 2021 and carried over to 2022

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in anticipated irrigation costs for 2023

#### CONTRACTS FOR SERVICES

- Decrease in one time costs for sand project 2021/22

#### GOODS, MATERIALS & SUPPLIES

- Increase general supplies budget to reflect actuals

#### INTERNAL CHARGES

- Increase Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** MARSHALL FIELDS PARK (664)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 664

**Stage:** Proposed

**Approved:** No

### Purpose:

The City is responsible for complete care and control of Marshall Fields excluding the soccer building, pickleball building and the indoor batting cage. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, washroom maintenance, goose control, snow and ice control, security and tennis court maintenance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$184,030 |
| <b>Prior Year Approved Net Budget</b> | \$178,047 |
| <b>Budget Change</b>                  | \$5,983   |
| <b>Budget Change by %</b>             | 3.36%     |
| <b>2023 FTE</b>                       | 0.5       |
| <b>2022 FTE</b>                       | 0.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

City staff will be working with the RDNO and the Soccer Association to make sure the washroom facilities are maintained to an acceptable standard throughout the year.

### Highlights of Current Year:

The Jumpstart playground was completed in 2022. The new baseball scoreboards donated by Vernon Baseball were activated and put into use for the first full season. Snow clearing has been increased to include the gravel area in front of the pickleball facility.

### Change Request for 2023:

| Number                      | Name                             | Stage     | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|----------------------------------|-----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 3985                 | Marshall Field Washrooms Service | Requested | \$35,000        | \$0                     | \$0             | \$35,000              | \$36,050              |
| <b>Total Change Request</b> |                                  |           | <b>\$35,000</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$35,000</b>       | <b>\$36,050</b>       |

## Department Summary

**Department Summary:** MARSHALL FIELDS PARK (664)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 0            | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| Total                                 | 0            | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 5,591        | 4,295        | 8,294       | 7,397       | (897)                   | (10.82%)  |
| CONTRACTS FOR SERVICES                | 59,004       | 48,913       | 85,636      | 68,573      | (17,063)                | (19.93%)  |
| GOODS, MATERIALS & SUPPLIES           | 21,227       | 41,398       | 17,709      | 18,063      | 354                     | 2.00%     |
| INTERNAL CHARGES                      | 41,461       | 42,853       | 41,070      | 43,749      | 2,679                   | 6.52%     |
| SALARIES, WAGES & BENEFITS            | 54,748       | 49,777       | 45,338      | 46,248      | 910                     | 2.01%     |
| Total                                 | 182,030      | 187,235      | 198,047     | 184,030     | (14,017)                | (7.08%)   |
| Net                                   | 182,030      | 187,235      | 178,047     | 184,030     | 5,983                   | 3.36%     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- Decreased as Council will review to continue the service level adjustment for washroom cleaning all year round

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease utilities budget to reflect actuals.

#### CONTRACTS FOR SERVICES

- Decreased budget for contracted washrooms to remain with 7 months of the year.

#### GOODS, MATERIALS & SUPPLIES

- Increased to reflect line painting of fields

#### INTERNAL CHARGES

- Increased Fleet Charges budget to reflect actual operating costs

#### SALARIES, WAGES & BENEFITS

- Increased to reflect line painting of fields

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** PADDLEWHEEL PARK (665)

**Budget Year:** 2023

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 665

**Stage:** Proposed

**Approved:** No

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### Purpose:

The City is responsible for complete care and control of the beach and grounds known as Paddlewheel Park. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, washroom maintenance, goose control, beach cleaning, snow and ice control, security, volleyball court maintenance and tennis court maintenance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$110,304 |
| <b>Prior Year Approved Net Budget</b> | \$105,624 |
| <b>Budget Change</b>                  | \$4,680   |
| <b>Budget Change by %</b>             | 4.43%     |
| <b>2023 FTE</b>                       | 0.5       |
| <b>2022 FTE</b>                       | 0.5       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

A consistent level of service will be provided in 2023. The boat launch revenues and maintenance will be reviewed in 2023. Administration will also review the existing agreements in place at Paddlewheel Park including the agreements with the Okanagan Landing Association, the Paddling Club, and Piscine (shrimp boats).

### Highlights of Current Year:

New permanent parking signs were installed throughout the site to help in the boat trailer/ parking issues. Park staff used the new turf sweeper to clean the goose waste on the grass area on a weekly basis.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PADDLEWHEEL PARK (665)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 7,219        | 11,416       | 6,630       | 6,763       | 133                     | 2.01%   |
| Total                                 | 7,219        | 11,416       | 6,630       | 6,763       | 133                     | 2.01%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 8,184        | 2,598        | 11,289      | 10,823      | (466)                   | (4.13%) |
| CONTRACTS FOR SERVICES                | 49,387       | 45,345       | 41,873      | 44,659      | 2,786                   | 6.65%   |
| GOODS, MATERIALS & SUPPLIES           | 8,181        | 6,295        | 10,453      | 10,734      | 281                     | 2.69%   |
| INTERNAL CHARGES                      | 9,933        | 9,358        | 15,612      | 17,110      | 1,498                   | 9.60%   |
| SALARIES, WAGES & BENEFITS            | 21,161       | 16,722       | 33,027      | 33,741      | 714                     | 2.16%   |
| Total                                 | 96,846       | 80,317       | 112,254     | 117,067     | 4,813                   | 4.29%   |
| Net                                   | 89,627       | 68,901       | 105,624     | 110,304     | 4,680                   | 4.43%   |

### 2022 - 2023 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increased budget for contracted washrooms to reflect current contract

#### INTERNAL CHARGES

- Increased Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> PROJECTS - PARKS (980) |                                  |
| <b>Budget Year:</b> 2023                          | <b>Manager:</b> Kim Flick        |
| <b>Division:</b> Operations - Parks               | <b>Accounting Reference:</b> 980 |
| <b>Stage:</b> Proposed                            | <b>Approved:</b> No              |

Purpose:

This budget accommodates those projects approved by Council outside of the normal operating budget process.

Budget Summary

|                                |       |
|--------------------------------|-------|
| 2023 Proposed Net Budget       | 0     |
| Prior Year Approved Net Budget | 0     |
| Budget Change                  | 0     |
| Budget Change by %             | 0.00% |
| 2023 FTE                       | 0.0   |
| 2022 FTE                       | 0.0   |
| FTE Change                     | 0.0   |
| FTE Change by %                | 0.00% |

Outlook for Upcoming Budget:

There are currently no projects identified for 2023.

Highlights of Current Year:

2022 projects include:

- \$ 1,565,046 Kin Race Track Plan
- \$ 111,000 Field Line Painting Equipment
- \$ 72,558 Land Purchase
- \$ 72,179 Geese Control
- \$ 30,000 Horseshoe Pit Lighting
- \$ 19,703 Picnic Tables
- \$ 14,253 Chlorine & Ozone Safety Upgrades
- \$ 5,934 Soccer Nets & Sentinel Upgrades
- \$ 4,870 Marshall Field Infield Irrigation

\$1,895,543 Total

Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** PROJECTS - PARKS (980)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS        | 26,442       | 0            | 71,832      | 0           | (71,832)                | (100.00%) |
| SALE OF SERVICES            | 20,000       | 0            | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES     | 192,867      | 44,760       | 1,823,711   | 0           | (1,823,711)             | (100.00%) |
| Total                       | 239,309      | 44,760       | 1,895,543   | 0           | (1,895,543)             | (100.00%) |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 70,794       | 165,149      | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES | 63,389       | 70,989       | 0           | 0           | 0                       | 0.00%     |
| INTERNAL CHARGES            | 12,412       | 3,461        | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 1,895,543   | 0           | (1,895,543)             | (100.00%) |
| SALARIES, WAGES & BENEFITS  | 36,748       | 7,954        | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS TO RESERVES       | 55,966       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 239,309      | 247,552      | 1,895,543   | 0           | (1,895,543)             | (100.00%) |
| Net                         | 0            | 202,792      | 0           | 0           | 0                       | 0.00%     |

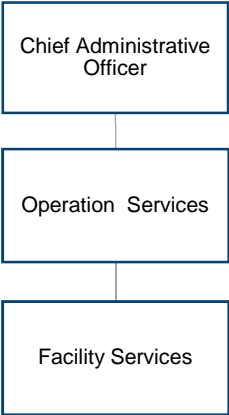
### 2022 - 2023 Budget Changes:

GOVERNMENT TRANSFERS

- Parks DCCs held by RDNO for one time land maintenance for new property purchased to become part of Girouard Park

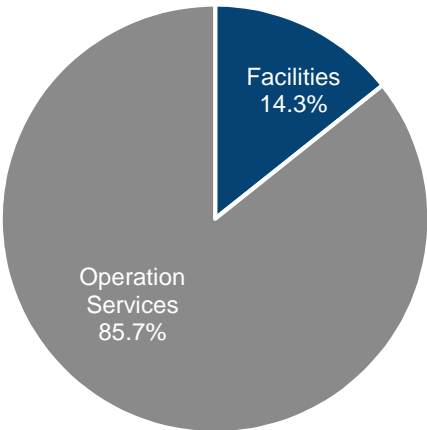
# OPERATION SERVICES

## FACILITY SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

|                           |             |
|---------------------------|-------------|
| 2023 Approved Net Cost    | \$1,636,000 |
| 2022 Amended Net Cost     | \$1,574,356 |
| Budget Change             | \$61,644    |
| Change By %               | 3.916%      |
| 2023 Authorized Positions | 5.5         |
| 2022 Authorized Positions | 5.5         |
| FTE Change                | 0.0         |
| FTE Change By %           | 0.0%        |



## Department Summary

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**Department Summary:** FACILITIES - GENERAL (450)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 450

**Stage:** Proposed

**Approved:** No

### Purpose:

Under the direction of the Building Services Manager, this department is responsible for the administration support for the operation and maintenance of City facilities including: City Hall, City Operations, Community Services Building, Fire Halls 1, 2 & 3, RCMP Detachment, Vernon Water Reclamation Center, Community Safety Office, Parkade, and Emergency Operating Center as well as rental buildings. This department also oversees energy management for the City of Vernon. In addition to general maintenance and operation of the City facilities, the department will also provide 'in-house' construction services for renovations and modifications within City owned buildings. This budget includes general expenses related to the administration of the department as well as Building Services Manager's salary and car allowance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$221,141 |
| <b>Prior Year Approved Net Budget</b> | \$219,962 |
| <b>Budget Change</b>                  | \$1,179   |
| <b>Budget Change by %</b>             | 0.54%     |
| <b>2023 FTE</b>                       | 1.4       |
| <b>2022 FTE</b>                       | 1.4       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of City owned facilities and take an active role completing the projects identified as part of the City's Building Condition Asset Management Plan. The Building Services Department will also be working closely with the City's Infrastructure Department and asset management team to complete an update to the City's Building Condition Asset Management Plan in 2023.

### Highlights of Current Year:

The Building Services Department were involved in the following projects in 2022:

- Continued implementation of the Building Condition Asset Management Plan, including replacement of doors, flooring, overhead doors, overhead door controllers, water heaters and lighting
- Upgraded security systems at Operations
- Expansion of office space to accommodate new Manager, Operations Administration
- Plain Clothes Division renovation at RCMP
- Multiple office renovations at City Hall
- Mural maintenance including cleaning and graffiti removal
- Construction of Operations building expansion to accommodate the Infrastructure Department
- Inclusion of the St. Johns Ambulance Building into Building Services

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FACILITIES - GENERAL (450)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| TRANSFERS FROM RESERVES               | 49,922       | 0            | 10,000      | 10,000      | 0                       | 0.00%    |
| Total                                 | 49,922       | 0            | 10,000      | 10,000      | 0                       | 0.00%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 12,806       | 13,783       | 22,343      | 17,762      | (4,581)                 | (20.50%) |
| CONTRACTS FOR SERVICES                | 0            | 0            | 13,000      | 13,000      | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES           | 11,916       | 7,620        | 11,050      | 12,205      | 1,155                   | 10.45%   |
| INTERNAL CHARGES                      | 17,165       | 11,726       | 7,463       | 8,209       | 746                     | 10.00%   |
| SALARIES, WAGES & BENEFITS            | 218,711      | 175,841      | 176,106     | 179,965     | 3,859                   | 2.19%    |
| Total                                 | 260,596      | 208,970      | 229,962     | 231,141     | 1,179                   | 0.51%    |
| Net                                   | 210,675      | 208,970      | 219,962     | 221,141     | 1,179                   | 0.54%    |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- Mural Maintenance reserve funding for annual mural maintenance

#### COMMUNICATION , INSURANCE & UTILITIES

- Increase in anticipated property insurance premium for 2022
- Reduction for BC Hydro charges for the 31st Avenue charging station. Use of this facility is now user pay

#### GOODS, MATERIALS & SUPPLIES

- Increase increase to match actual charges

#### INTERNAL CHARGES

- Increase for Fleet Charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** CITY HALL BUILDING (451)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 451

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers maintenance and operation of the City Hall Building performed by City of Vernon Building Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance, pest control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$236,309 |
| <b>Prior Year Approved Net Budget</b> | \$216,687 |
| <b>Budget Change</b>                  | \$19,622  |
| <b>Budget Change by %</b>             | 9.06%     |
| <b>2023 FTE</b>                       | 0.8       |
| <b>2022 FTE</b>                       | 0.8       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components at City Hall consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 at City Hall include:

- HVAC upgrades to Council Chambers foyer
- HVAC DDC controls upgrade
- Replace cooling equipment for the City's computer server room
- Replace electrical MDC (main distribution centre)
- Wall, floor and lighting upgrades

### Highlights of Current Year:

Building projects completed in 2022 at City Hall include renovations and improvements of the following areas:

- Main north corridor
- Communications/Records work area
- Office - Manager, Communications
- Office - Manager, Legislative Services
- Office - Manager, Real Estate
- Office - Director, Community Safety Lands and Administration
- Office - Chief Administration Officer
- Administration work area

These renovations consisted of new flooring, paint and energy saving LED light fixtures. New energy saving LED light fixtures were also installed in Council Chambers.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** CITY HALL BUILDING (451)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 59,653         | 37,671         | 55,804         | 61,903         | 6,099                   | 10.93%       |
| CONTRACTS FOR SERVICES                | 50,604         | 32,365         | 41,645         | 52,612         | 10,967                  | 26.33%       |
| GOODS, MATERIALS & SUPPLIES           | 21,733         | 9,783          | 21,929         | 22,367         | 438                     | 2.00%        |
| INTERNAL CHARGES                      | 9,216          | 7,169          | 10,679         | 11,066         | 387                     | 3.62%        |
| SALARIES, WAGES & BENEFITS            | 82,552         | 70,967         | 86,630         | 88,361         | 1,731                   | 2.00%        |
| <b>Total</b>                          | <b>223,759</b> | <b>157,955</b> | <b>216,687</b> | <b>236,309</b> | <b>19,622</b>           | <b>9.06%</b> |
| <b>Net</b>                            | <b>223,759</b> | <b>157,955</b> | <b>216,687</b> | <b>236,309</b> | <b>19,622</b>           | <b>9.06%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATION, INSURANCE & UTILITIES

- Increase in BC Hydro and Fortis Gas

CONTRACTS FOR SERVICES

- Increase in janitorial, garbage collection, security and general contracts

GOODS MATERIALS & SUPPLIES

-Increase in cost for supplies and materials

INTERNAL CHARGES

- Increase in Fleet charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** CITY HALL RCMP ANNEX (453)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 453

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the downstairs area of City Hall presently occupied by the RCMP. This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors.

### Budget Summary

|                                       |                  |
|---------------------------------------|------------------|
| <b>2023 Proposed Net Budget</b>       | \$11,366         |
| <b>Prior Year Approved Net Budget</b> | \$14,431         |
| <b>Budget Change</b>                  | <b>\$(3,065)</b> |
| <b>Budget Change by %</b>             | <b>(21.24%)</b>  |
| <b>2023 FTE</b>                       | 0.0              |
| <b>2022 FTE</b>                       | 0.0              |
| <b>FTE Change</b>                     | 0.0              |
| <b>FTE Change by %</b>                | 0.00%            |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the RCMP Annex consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 at City Hall RCMP Annex include:

- HVAC DDC controls upgrade
- Replace existing washroom exhaust system
- Continue replacing existing florescent light fixtures with energy efficient LED fixtures

### Highlights of Current Year:

Building projects completed in 2022 at RCMP Annex include renovations and improvements of the following areas:

- Installation of new electrical circuiting to accommodate proper electronic evidence storage

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** CITY HALL RCMP ANNEX (453)

### Changes to Department:

| GL Category                 | 2021 Actuals  | 2022 Actuals | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |                 |
|-----------------------------|---------------|--------------|---------------|---------------|-------------------------|-----------------|
|                             |               |              |               |               | \$                      | %               |
| <b>Expenditures</b>         |               |              |               |               |                         |                 |
| CONTRACTS FOR SERVICES      | 6,169         | 1,850        | 9,180         | 6,000         | (3,180)                 | (34.64%)        |
| GOODS, MATERIALS & SUPPLIES | 865           | 553          | 1,000         | 1,020         | 20                      | 2.00%           |
| INTERNAL CHARGES            | 390           | 63           | 551           | 573           | 22                      | 3.99%           |
| SALARIES, WAGES & BENEFITS  | 2,800         | 713          | 3,700         | 3,773         | 73                      | 1.97%           |
| <b>Total</b>                | <b>10,224</b> | <b>3,179</b> | <b>14,431</b> | <b>11,366</b> | <b>(3,065)</b>          | <b>(21.24%)</b> |
| <b>Net</b>                  | <b>10,224</b> | <b>3,179</b> | <b>14,431</b> | <b>11,366</b> | <b>(3,065)</b>          | <b>(21.24%)</b> |

### 2022 - 2023 Budget Changes:

CONTRACTS FOR SERVICE

- Janitorial contract reduced to match actual charges

INTERNAL CHARGES

- Increased Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs



## Department Summary

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**Department Summary:** FIRE HALL STATION 1 (454)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 454

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the City of Vernon Fire Hall #1 (Main). This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Building Services staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and the installation of new network system wiring. Other services are performed by contractors including pest control, vegetation control, building security and flooring maintenance.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$88,026 |
| <b>Prior Year Approved Net Budget</b> | \$75,596 |
| <b>Budget Change</b>                  | \$12,430 |
| <b>Budget Change by %</b>             | 16.44%   |
| <b>2023 FTE</b>                       | 0.2      |
| <b>2022 FTE</b>                       | 0.2      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the building consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 include:

- Replacement of roof top units (HVAC)
- Flooring upgrades

### Highlights of Current Year:

Projects completed in 2022 include:

- Painted large meeting room and hallways
- New railings on hose tower
- Completed exterior lighting improvements
- Refurbish hose tower room floor

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FIRE HALL STATION 1 (454)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |               |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|---------------|
|                                       |               |               |               |               | \$                      | %             |
| <b>Expenditures</b>                   |               |               |               |               |                         |               |
| COMMUNICATIONS, INSURANCE & UTILITIES | 30,223        | 24,617        | 31,975        | 43,679        | 11,704                  | 36.60%        |
| CONTRACTS FOR SERVICES                | 17,130        | 6,742         | 12,101        | 12,153        | 52                      | 0.43%         |
| GOODS, MATERIALS & SUPPLIES           | 7,014         | 9,242         | 6,100         | 6,222         | 122                     | 2.00%         |
| INTERNAL CHARGES                      | 3,373         | 1,683         | 2,163         | 2,250         | 87                      | 4.02%         |
| SALARIES, WAGES & BENEFITS            | 28,264        | 11,443        | 23,257        | 23,722        | 465                     | 2.00%         |
| <b>Total</b>                          | <b>86,005</b> | <b>53,728</b> | <b>75,596</b> | <b>88,026</b> | <b>12,430</b>           | <b>16.44%</b> |
| <b>Net</b>                            | <b>86,005</b> | <b>53,728</b> | <b>75,596</b> | <b>88,026</b> | <b>12,430</b>           | <b>16.44%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in anticipated property insurance premium and electricity charges

CONTRACTS FOR SERVICES

- 2021 actuals high due to cost of basement flood repairs

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

**Department Summary:** OPERATION'S BUILDING (455)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 455

**Stage:** Proposed

**Approved:** No

### Purpose:

This department covers the operation and maintenance of the Operations' Services Building located at 1900-48th Avenue, the former Scout Hut (now used as a carpentry shop) and the former St John Ambulance building. This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, renovate, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$375,323 |
| <b>Prior Year Approved Net Budget</b> | \$319,375 |
| <b>Budget Change</b>                  | \$55,948  |
| <b>Budget Change by %</b>             | 17.52%    |
| <b>2023 FTE</b>                       | 1.0       |
| <b>2022 FTE</b>                       | 1.0       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the Operations Building consistent with existing service levels and perform minor building improvements to meet operational needs. The addition of the new building on 47th Avenue (former St John Ambulance) and the new Operations addition has resulted in an increase in operating costs.

Projects scheduled for 2023 include:

- Completion of interior renovations to accommodate staff

### Highlights of Current Year:

Projects completed in 2022 include:

- Completion of the Operations building addition
- Expansion of office space to accommodate new Manager, Operations Administration
- Installed perimeter fence security sensor
- Installed beam security sensors in back parking area
- Completed safety improvements to wash bay
- Replaced overhead door controller
- Replaced mechanics shop compressor
- Completed renovations to the former St. John Ambulance Building

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** OPERATION'S BUILDING (455)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |               |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|---------------|
|                                       |                |                |                |                | \$                      | %             |
| <b>Expenditures</b>                   |                |                |                |                |                         |               |
| COMMUNICATIONS, INSURANCE & UTILITIES | 127,774        | 104,962        | 126,137        | 145,940        | 19,803                  | 15.70%        |
| CONTRACTS FOR SERVICES                | 82,712         | 76,555         | 60,129         | 90,343         | 30,214                  | 50.25%        |
| GOODS, MATERIALS & SUPPLIES           | 29,101         | 27,869         | 19,664         | 22,022         | 2,358                   | 11.99%        |
| INTERNAL CHARGES                      | 6,366          | 9,761          | 12,979         | 14,536         | 1,557                   | 12.00%        |
| SALARIES, WAGES & BENEFITS            | 85,612         | 70,938         | 100,466        | 102,482        | 2,016                   | 2.01%         |
| <b>Total</b>                          | <b>331,564</b> | <b>290,085</b> | <b>319,375</b> | <b>375,323</b> | <b>55,948</b>           | <b>17.52%</b> |
| <b>Net</b>                            | <b>331,564</b> | <b>290,085</b> | <b>319,375</b> | <b>375,323</b> | <b>55,948</b>           | <b>17.52%</b> |

### 2022 - 2023 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in BC Hydro, Fortis Gas and additional costs relating to the new Operations addition as well as the additional facility on 47th Avenue (old St John Ambulance building)

#### CONTRACTS FOR SERVICES

- Additional costs relating to the new Operations addition as well as the additional facility on 47th Avenue (old St John Ambulance building)

#### GOODS, MATERIALS & SUPPLIES

- Additional costs relating to the new Operations addition as well as the additional facility on 47th Avenue (old St John Ambulance building)

#### INTERNAL CHARGES

- Increase in Fleet charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

---

**Department Summary:** COMMUNITY SAFETY OFFICE (457)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 457

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the Community Safety Office. This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Building Services staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform electrical, lighting, and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$15,471 |
| <b>Prior Year Approved Net Budget</b> | \$13,602 |
| <b>Budget Change</b>                  | \$1,869  |
| <b>Budget Change by %</b>             | 13.74%   |
| <b>2023 FTE</b>                       | 0.0      |
| <b>2022 FTE</b>                       | 0.0      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the Community Safety Office consistent with existing service levels and perform minor building improvements to meet operational needs.

### Highlights of Current Year:

Building projects completed in 2022 at the Community Safety Office include renovations and improvements of the following areas:

- Installation of heat trace system on roof, gutters and in down spouts to prevent ice build up
- Installation of pigeon deterrence spikes
- Power washed the entire building structure

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** COMMUNITY SAFETY OFFICE (457)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |               |
|---------------------------------------|--------------|--------------|---------------|---------------|-------------------------|---------------|
|                                       |              |              |               |               | \$                      | %             |
| <b>Expenditures</b>                   |              |              |               |               |                         |               |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,694        | 2,701        | 3,665         | 5,361         | 1,696                   | 46.28%        |
| CONTRACTS FOR SERVICES                | 5,234        | 2,679        | 4,859         | 4,916         | 57                      | 1.17%         |
| GOODS, MATERIALS & SUPPLIES           | 648          | 164          | 520           | 530           | 10                      | 1.92%         |
| INTERNAL CHARGES                      | 242          | 90           | 811           | 843           | 32                      | 3.95%         |
| SALARIES, WAGES & BENEFITS            | 1,710        | 635          | 3,747         | 3,821         | 74                      | 1.97%         |
| <b>Total</b>                          | <b>9,528</b> | <b>6,269</b> | <b>13,602</b> | <b>15,471</b> | <b>1,869</b>            | <b>13.74%</b> |
| <b>Net</b>                            | <b>9,528</b> | <b>6,269</b> | <b>13,602</b> | <b>15,471</b> | <b>1,869</b>            | <b>13.74%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance premiums

INTERNAL CHARGES

- Increase in Fleet charges

SALARIES , WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** EMERGENCY OPERATION CENTRE (460)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 460

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the maintenance of the Emergency Operations Centre (previously the Visitor Information Centre - VIC) and includes maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Building Services staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform electrical, lighting, and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$20,856 |
| <b>Prior Year Approved Net Budget</b> | \$20,229 |
| <b>Budget Change</b>                  | \$627    |
| <b>Budget Change by %</b>             | 3.10%    |
| <b>2023 FTE</b>                       | 0.0      |
| <b>2022 FTE</b>                       | 0.0      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the Emergency Operations Center (EOC). The Building Services Department will also assist with the EOC building renovation planned for in 2023 that includes the installation of a permanent backup generator budgeted for in 2022.

### Highlights of Current Year:

Building projects completed in 2022 at the Emergency Operations Center (EOC) include the installation of a temporary generator and the initiation of the interior building renovation.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** EMERGENCY OPERATION CENTRE (460)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 6,893         | 4,642         | 9,323         | 9,748         | 425                     | 4.56%        |
| CONTRACTS FOR SERVICES                | 5,560         | 2,207         | 6,956         | 7,075         | 119                     | 1.71%        |
| GOODS, MATERIALS & SUPPLIES           | 1,481         | 760           | 1,040         | 1,060         | 20                      | 1.92%        |
| INTERNAL CHARGES                      | 925           | 214           | 270           | 281           | 11                      | 4.07%        |
| SALARIES, WAGES & BENEFITS            | 7,635         | 2,528         | 2,640         | 2,692         | 52                      | 1.97%        |
| <b>Total</b>                          | <b>22,494</b> | <b>10,351</b> | <b>20,229</b> | <b>20,856</b> | <b>627</b>              | <b>3.10%</b> |
| <b>Net</b>                            | <b>22,494</b> | <b>10,351</b> | <b>20,229</b> | <b>20,856</b> | <b>627</b>              | <b>3.10%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increases anticipated in property insurance and electricity charges

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs



## Department Summary

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**Department Summary:** COMMUNITY SERVICES BUILDING (461)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 461

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the Community Services Building and includes maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Building Services staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform minor renovations, perform electrical, lighting, and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$126,122 |
| <b>Prior Year Approved Net Budget</b> | \$122,869 |
| <b>Budget Change</b>                  | \$3,253   |
| <b>Budget Change by %</b>             | 2.65%     |
| <b>2023 FTE</b>                       | 0.3       |
| <b>2022 FTE</b>                       | 0.3       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the Community Services Building consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 at the Community Services Building include:

- Restroom fixture upgrades
- Flooring replacement

### Highlights of Current Year:

Projects completed in 2022 include:

- Upgrade of the Fire Alarm system
- Reconfigure office desk layout to allow personal changes

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** COMMUNITY SERVICES BUILDING (461)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals  | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|---------------|----------------|----------------|-------------------------|--------------|
|                                       |                |               |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |               |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 40,623         | 29,460        | 42,726         | 44,312         | 1,586                   | 3.71%        |
| CONTRACTS FOR SERVICES                | 28,502         | 21,716        | 32,538         | 33,188         | 650                     | 2.00%        |
| GOODS, MATERIALS & SUPPLIES           | 5,243          | 3,619         | 7,803          | 7,959          | 156                     | 2.00%        |
| INTERNAL CHARGES                      | 3,759          | 1,737         | 3,461          | 3,599          | 138                     | 3.99%        |
| SALARIES, WAGES & BENEFITS            | 40,348         | 15,693        | 36,341         | 37,064         | 723                     | 1.99%        |
| <b>Total</b>                          | <b>118,476</b> | <b>72,225</b> | <b>122,869</b> | <b>126,122</b> | <b>3,253</b>            | <b>2.65%</b> |
| <b>Net</b>                            | <b>118,476</b> | <b>72,225</b> | <b>122,869</b> | <b>126,122</b> | <b>3,253</b>            | <b>2.65%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased anticipated in property insurance premium and electricity costs

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs and some additional HVAC technician time

## Department Summary

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**Department Summary:** PARKADE BUILDING (463)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 463

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the Parkade building, which includes Protective Services offices and the Vernon Art Gallery. The budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Building Services staff service and monitor the operation of the HVAC system providing heat and cooling of office space, perform minor renovations, perform electrical, lighting and plumbing maintenance and install new network systems wiring.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$127,176 |
| <b>Prior Year Approved Net Budget</b> | \$123,458 |
| <b>Budget Change</b>                  | \$3,718   |
| <b>Budget Change by %</b>             | 3.01%     |
| <b>2023 FTE</b>                       | 0.4       |
| <b>2022 FTE</b>                       | 0.4       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the Parkade Building consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 include:

- Sealing of concrete parking deck
- Concrete stair repairs
- Structural assessment

### Highlights of Current Year:

Projects complete in 2022 include:

- Installed LED exit signs
- Completed ceiling repairs
- Installed additional security fencing adjacent to back alley
- Replaced upper deck pole lighting with energy efficient LED's
- Installed pigeon mitigation measures

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PARKADE BUILDING (463)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |       |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-------|
|                                       |              |              |             |             | \$                      | %     |
| Revenues                              |              |              |             |             |                         |       |
| SALE OF SERVICES                      | 24,247       | 21,255       | 17,500      | 17,500      | 0                       | 0.00% |
| Total                                 | 24,247       | 21,255       | 17,500      | 17,500      | 0                       | 0.00% |
| Expenditures                          |              |              |             |             |                         |       |
| COMMUNICATIONS, INSURANCE & UTILITIES | 39,174       | 29,187       | 42,272      | 43,934      | 1,662                   | 3.93% |
| CONTRACTS FOR SERVICES                | 41,866       | 31,837       | 46,071      | 46,992      | 921                     | 2.00% |
| GOODS, MATERIALS & SUPPLIES           | 4,503        | 2,766        | 6,248       | 6,373       | 125                     | 2.00% |
| INTERNAL CHARGES                      | 4,571        | 2,506        | 4,326       | 4,499       | 173                     | 4.00% |
| SALARIES, WAGES & BENEFITS            | 43,693       | 20,106       | 42,041      | 42,878      | 837                     | 1.99% |
| Total                                 | 133,807      | 86,402       | 140,958     | 144,676     | 3,718                   | 2.64% |
| Net                                   | 109,559      | 65,147       | 123,458     | 127,176     | 3,718                   | 3.01% |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increases anticipated in natural gas, electrical, and utility costs

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** FIRE HALL STATION 2 (464)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 464

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the City of Vernon Fire Hall #2 and Emergency Social Services (ESS) Building and includes maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform renovations, perform electrical, lighting, and plumbing maintenance and the installation of new network system wiring. Other services performed by contractors include pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$51,046 |
| <b>Prior Year Approved Net Budget</b> | \$49,250 |
| <b>Budget Change</b>                  | \$1,796  |
| <b>Budget Change by %</b>             | 3.65%    |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of Fire Hall Station #2 consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 include:

- Roof top unit replacement
- Furnace replacement

### Highlights of Current Year:

Projects completed in 2022 include:

- Rehabilitated asphalt in front parking area
- Replaced truck exhaust fan in vehicle bay
- Installed stainless-steel double sink in vehicle bay for proper cleaning of respirator equipment
- Installed new hot water tank in vehicle bay
- Converted basement into usable storage space
- Installed new exhaust HRV (Heat Recovery Ventilation), in basement to facilitate off gassing of protective clothing

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FIRE HALL STATION 2 (464)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 13,971        | 10,875        | 15,934        | 17,261        | 1,327                   | 8.33%        |
| CONTRACTS FOR SERVICES                | 6,605         | 8,957         | 15,225        | 15,289        | 64                      | 0.42%        |
| GOODS, MATERIALS & SUPPLIES           | 1,709         | 1,116         | 2,000         | 2,040         | 40                      | 2.00%        |
| INTERNAL CHARGES                      | 1,983         | 1,337         | 2,164         | 2,251         | 87                      | 4.02%        |
| SALARIES, WAGES & BENEFITS            | 15,241        | 14,918        | 13,927        | 14,205        | 278                     | 2.00%        |
| <b>Total</b>                          | <b>39,508</b> | <b>37,203</b> | <b>49,250</b> | <b>51,046</b> | <b>1,796</b>            | <b>3.65%</b> |
| <b>Net</b>                            | <b>39,508</b> | <b>37,203</b> | <b>49,250</b> | <b>51,046</b> | <b>1,796</b>            | <b>3.65%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase anticipated in property insurance premium and electricity costs

GOODS, MATERIALS & SUPPLIES

- Decrease general supplies budget to align with actual expenditures

INTERNAL CHARGES

- Increase in Fleet Charge

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

**Department Summary:** DETACHMENT BUILDING (465)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 465

**Stage:** Proposed

**Approved:** No

### Purpose:

This department covers the operation and maintenance of the RCMP Detachment Building and includes maintenance performed by City of Vernon Building Services staff and supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform minor renovations and upgrades, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services performed by contractors include janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$242,231 |
| <b>Prior Year Approved Net Budget</b> | \$236,093 |
| <b>Budget Change</b>                  | \$6,138   |
| <b>Budget Change by %</b>             | 2.60%     |
| <b>2023 FTE</b>                       | 0.7       |
| <b>2022 FTE</b>                       | 0.7       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the RCMP Detachment building consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 include:

- HVAC DDC controls upgrade
- Replace existing washroom exhaust system
- Continue replacing existing florescent light fixtures with energy efficient LED fixtures

### Highlights of Current Year:

Building projects completed in 2022 at RCMP Detachment building include renovations and improvements of the following areas:

- Replaced existing conventional incandescent exit signs with energy efficient LED models
- Renovation of women's washroom on main floor
- Continued lighting upgrades by changing from fluorescent fixtures to LED
- Installation of additional bottle fill station
- Construction of new secure project room in Plain Clothes Unit to facilitate Serious Crimes Division investigations
- Reconfigured and painted Plain Clothes (GIS) area
- Replaced existing Weapons Storage Cabinet with new RCMP supplied secure cabinet
- Covered problematic access flooring system with plywood and vinyl plank flooring in watch clerk's area
- Painted and install LED lighting in watch clerk area
- Replaced plumbing fixtures
- Replaced parking lot lighting
- Replaced exterior RCMP signage
- Replaced existing disconnect switch for emergency generator

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** DETACHMENT BUILDING (465)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 75,507         | 58,930         | 81,526         | 84,408         | 2,882                   | 3.54%        |
| CONTRACTS FOR SERVICES                | 59,194         | 52,569         | 57,497         | 58,647         | 1,150                   | 2.00%        |
| GOODS, MATERIALS & SUPPLIES           | 34,301         | 16,555         | 18,360         | 18,727         | 367                     | 2.00%        |
| INTERNAL CHARGES                      | 6,842          | 7,948          | 8,486          | 8,825          | 339                     | 3.99%        |
| SALARIES, WAGES & BENEFITS            | 72,934         | 70,344         | 70,224         | 71,624         | 1,400                   | 1.99%        |
| <b>Total</b>                          | <b>248,778</b> | <b>206,347</b> | <b>236,093</b> | <b>242,231</b> | <b>6,138</b>            | <b>2.60%</b> |
| <b>Net</b>                            | <b>248,778</b> | <b>206,347</b> | <b>236,093</b> | <b>242,231</b> | <b>6,138</b>            | <b>2.60%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased anticipated in property insurance premiums and electricity cost

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs



## Department Summary

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**Department Summary:** DOWNTOWN WASHROOM (466)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 466

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the 3 washrooms located downtown (30th Avenue and 31st Street) and includes maintenance performed by City of Vernon Building services staff and contractors.

### Budget Summary

|                                       |                   |
|---------------------------------------|-------------------|
| <b>2023 Proposed Net Budget</b>       | \$107,511         |
| <b>Prior Year Approved Net Budget</b> | \$150,436         |
| <b>Budget Change</b>                  | <b>\$(42,925)</b> |
| <b>Budget Change by %</b>             | <b>(28.53%)</b>   |
| <b>2023 FTE</b>                       | 0.1               |
| <b>2022 FTE</b>                       | 0.1               |
| <b>FTE Change</b>                     | 0.0               |
| <b>FTE Change by %</b>                | 0.00%             |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the downtown washroom facilities consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 at the downtown washrooms include:

- The installation of cooling misting stations at both downtown washroom locations

### Highlights of Current Year:

Building projects completed in 2022 at the downtown washrooms include renovations and improvements of the following areas:

- Install water bottle refill/drinking fountains
- Add pavers and asphalt to accommodate handicap access to fountains
- Install new robust water faucets in Bus Terminus units
- Continued decrease in vandalism at both locations

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** DOWNTOWN WASHROOM (466)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals  | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |                 |
|---------------------------------------|----------------|---------------|----------------|----------------|-------------------------|-----------------|
|                                       |                |               |                |                | \$                      | %               |
| <b>Expenditures</b>                   |                |               |                |                |                         |                 |
| COMMUNICATIONS, INSURANCE & UTILITIES | 6,494          | 2,942         | 2,606          | 2,659          | 53                      | 2.03%           |
| CONTRACTS FOR SERVICES                | 70,504         | 49,510        | 129,400        | 85,988         | (43,412)                | (33.55%)        |
| GOODS, MATERIALS & SUPPLIES           | 2,524          | 3,617         | 2,601          | 2,653          | 52                      | 2.00%           |
| INTERNAL CHARGES                      | 4,133          | 2,540         | 3,245          | 3,375          | 130                     | 4.01%           |
| SALARIES, WAGES & BENEFITS            | 22,202         | 15,515        | 12,584         | 12,836         | 252                     | 2.00%           |
| <b>Total</b>                          | <b>105,858</b> | <b>74,124</b> | <b>150,436</b> | <b>107,511</b> | <b>(42,925)</b>         | <b>(28.53%)</b> |
| <b>Net</b>                            | <b>105,858</b> | <b>74,124</b> | <b>150,436</b> | <b>107,511</b> | <b>(42,925)</b>         | <b>(28.53%)</b> |

### 2022 - 2023 Budget Changes:

CONTRACTS FOR SERVICE

- Decreased to match actual charges

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** FIRE HALL STATION 3 (468)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 468

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department covers the operation and maintenance of the City of Vernon Fire Hall #3 and includes maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform electrical, lighting, and plumbing maintenance and the installation of new network system wiring. Other services are performed by contractors including pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$13,422 |
| <b>Prior Year Approved Net Budget</b> | \$12,368 |
| <b>Budget Change</b>                  | \$1,054  |
| <b>Budget Change by %</b>             | 8.52%    |
| <b>2023 FTE</b>                       | 0.0      |
| <b>2022 FTE</b>                       | 0.0      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of Fire Hall Station #3 consistent with existing service levels and perform minor building improvements to meet operational needs.

Projects scheduled for 2023 include:

- Upgrade building to accommodate washer and dryer

### Highlights of Current Year:

Projects completed in 2022 include:

- Repaired roof from wind damage
- Installed new lighting controls for exterior practice area lighting
- Installed new truck exhaust removal system
- Installed drop cords for fire truck charging systems

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FIRE HALL STATION 3 (468)

### Changes to Department:

| GL Category                           | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|---------------------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                                       |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>                   |               |               |               |               |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 8,131         | 7,517         | 8,004         | 8,984         | 980                     | 12.24%       |
| CONTRACTS FOR SERVICES                | 2,569         | 1,355         | 1,456         | 1,464         | 8                       | 0.55%        |
| GOODS, MATERIALS & SUPPLIES           | 85            | 348           | 510           | 520           | 10                      | 1.96%        |
| INTERNAL CHARGES                      | 206           | 172           | 541           | 563           | 22                      | 4.07%        |
| SALARIES, WAGES & BENEFITS            | 2,660         | 1,504         | 1,857         | 1,891         | 34                      | 1.83%        |
| <b>Total</b>                          | <b>13,651</b> | <b>10,896</b> | <b>12,368</b> | <b>13,422</b> | <b>1,054</b>            | <b>8.52%</b> |
| <b>Net</b>                            | <b>13,651</b> | <b>10,896</b> | <b>12,368</b> | <b>13,422</b> | <b>1,054</b>            | <b>8.52%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased anticipated in property insurance premiums and electricity costs

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** PROJECTS - FACILITIES (966)

**Budget Year:** 2023

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 966

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Projects - Facilities (966) department covers the one time projects undertaken by Building Services.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

No new projects are anticipated for 2023.

### Highlights of Current Year:

2022 projects include:

\$ 746,328 Operations Building improvements  
\$ 80,469 Parkade Improvements  
\$ 45,197 Emergency Operations Centre Generator

Total Projects \$ 871,994

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - FACILITIES (966)

### Changes to Department:

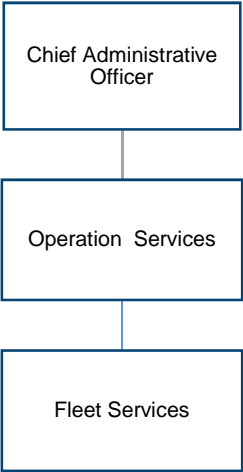
| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS        | 0            | 0            | 22,599      | 0           | (22,599)                | (100.00%) |
| TRANSFERS FROM RESERVES     | 852,272      | 797,616      | 849,395     | 0           | (849,395)               | (100.00%) |
| Total                       | 852,272      | 797,616      | 871,994     | 0           | (871,994)               | (100.00%) |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 60,667       | 285,475      | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES | 3,479        | 36,950       | 0           | 0           | 0                       | 0.00%     |
| INTERNAL CHARGES            | 694          | 2,059        | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 871,994     | 0           | (871,994)               | (100.00%) |
| SALARIES, WAGES & BENEFITS  | 6,050        | 4,055        | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS TO RESERVES       | 781,382      | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 852,272      | 328,538      | 871,994     | 0           | (871,994)               | (100.00%) |
| Net                         | 0            | (469,078)    | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

No projects have been identified for 2023

# OPERATION SERVICES

## FLEET SERVICES



**SUB DEPARTMENT BUDGET  
SUMMARY**

|                           |       |
|---------------------------|-------|
| 2023 Approved Net Cost    | \$0   |
| 2022 Amended Net Cost     | \$0   |
| Budget Change             | n/a   |
| Change By %               | n/a   |
| 2023 Authorized Positions | 6.1   |
| 2022 Authorized Positions | 6.1   |
| FTE Change                | 0.0   |
| FTE Change By %           | 0.00% |

## Department Summary

**Department Summary:** FLEET - GENERAL (440)

**Budget Year:** 2023

**Manager:**

**Division:** Operations - Fleet

**Accounting Reference:** 440

**Stage:** Proposed

**Approved:** No

### Purpose:

Fleet Services is responsible for the operation and management of the City fleet. This department provides for the purchase, maintenance, repair and disposal of City owned vehicles and equipment. The Fleet consists of 221 units, with an additional 30 stationary generators and other related small power tools. Fleet Services also maintains and repairs Fire Rescue and Recreation Services vehicles.

Replacement of Fire Rescue and Recreation Services vehicles are budgeted for in their respective departments.

The annual transfer to the Vehicle and Equipment Reserve is budgeted for in Fleet - General (440). This transfer is funded by the Fleet charges in departments that use the City's vehicle fleet. These charges are intended to fund maintenance largely provided by Fleet Services, and an annual reserve contribution for the future replacement of vehicles when they reach the end of their useful lives.

### Outlook for Upcoming Budget:

2023 continues the Council approved 2017 (10 year) Fleet Replacement Strategy with the focus on ensuring the Vehicle and Equipment Operating Reserve is funded at a sustainable rate.

Fleet Services will continue providing effective preventive maintenance service for the fleet of vehicles and equipment with the goal of reducing the City's fleet carbon footprint, Greenhouse Gas (GHG) emissions and fuel consumption. New acquisitions will focus on the right size vehicles and follow the Vehicle Replacement Policy for life cycle replacements. Alternative fuel technologies will continually be evaluated for opportunities to introduce these to the fleet.

Fleet Services will provide annual Fire Pump Testing for Silver Star Fire Department on a recoverable basis.

### Highlights of Current Year:

The Fleet Replacement Strategy resulted in replacing 5 units due to end of lifecycle and postponing several units to subsequent years based on condition reports and usage. Production delays could result in one 2022 ordered replacement unit (mechanical road sweeper) being carried over to 2023.

Efforts to reduce carbon impact included procurement of 2 new 1.5 ton dump trucks which replaced older technology diesel powered trucks, resulting in the disposal of older technology units. Fleet Services received and put in service one fully electric full size trades van and replaced one gasoline powered pickup truck with an electric car, bringing our 100% electric vehicle fleet to 4 Cars, 1 full size Van, 1 UTV and 6 E-bikes. Fleet Services have replaced one diesel powered Tree Chipper with a new gas powered unit and one new single engine mechanical Street Sweeper has been ordered.

In 2022 Council directed Administration to allocate \$320,000 from 2021 Unexpended Uncommitted balance for potential 2022 Fleet budget shortfalls relating to increases in fuel, parts and supplies and to report back to Council in January of 2023.

The department continued to provide comprehensive Fleet maintenance services to Recreation Services and Fire Rescue.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$1,162,282 |
| <b>Prior Year Approved Net Budget</b> | \$1,132,859 |
| <b>Budget Change</b>                  | \$29,423    |
| <b>Budget Change by %</b>             | 2.60%       |
| <b>2023 FTE</b>                       | 1.8         |
| <b>2022 FTE</b>                       | 1.8         |
| <b>FTE Change</b>                     | 0.0         |
| <b>FTE Change by %</b>                | 0.00%       |



## Department Summary

**Department Summary:** FLEET - GENERAL (440)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---|--------------|--------------|-------------|-------------|-------------------------|----------|
|   |              |              |             |             | \$                      | %        |
| Revenues                                    |              |              |             |             |                         |          |
| SALE OF SERVICES                            | 43,350       | 67,974       | 0           | 0           | 0                       | 0.00%    |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 0            | 0            | 1,390       | 1,390       | 0                       | 0.00%    |
| Total                                       | 43,350       | 67,974       | 1,390       | 1,390       | 0                       | 0.00%    |
| Expenditures                                |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 4,042        | 3,434        | 19,296      | 2,600       | (16,696)                | (86.53%) |
| CONTRACTS FOR SERVICES                      | 0            | 16,308       | 585         | 608         | 23                      | 3.93%    |
| GOODS, MATERIALS & SUPPLIES                 | 59,946       | 34,081       | 81,365      | 81,313      | (52)                    | (0.06%)  |
| INTERNAL CHARGES                            | 158,698      | 165,534      | 164,903     | 167,697     | 2,794                   | 1.69%    |
| SALARIES, WAGES & BENEFITS                  | 214,496      | 185,259      | 227,965     | 232,927     | 4,962                   | 2.18%    |
| TRANSFERS TO RESERVES                       | 853,346      | 0            | 640,135     | 678,527     | 38,392                  | 6.00%    |
| Total                                       | 1,290,527    | 404,616      | 1,134,249   | 1,163,672   | 29,423                  | 2.59%    |
| Net   | 1,247,178    | 336,642      | 1,132,859   | 1,162,282   | 29,423                  | 2.60%    |

### 2022 - 2023 Budget Changes:

SERVICES PROVIDED TO OTHER GOVERNMENTS AND AGENCIES

- Fire Pump testing services provided to Silver Star fire department.

COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in liability insurance premiums due to changes in ICBC charges.

CONTRACT FOR SERVICES

- Increase in Fleet Maintenance Program support contract.

INTERNAL CHARGES

- Increased due to Common Service Allocation charged by Operations.

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs.

TRANSFERS TO RESERVES

- Increase in transfer to Vehicle and Equipment Reserve to accommodate future Fleet acquisitions.

## Department Summary

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**Department Summary:** FLEET - VEHICLES (442)

**Budget Year:** 2023

**Manager:**

**Division:** Operations - Fleet

**Accounting Reference:** 442

**Stage:** Proposed

**Approved:** No

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### Purpose:

This department includes all vehicles and light trucks < 5,000 kg in operating weight (63 vehicles). Fleet Services provides fleet management for the acquisition and disposal of City owned vehicles based on established life cycle replacement schedules. The department provides repair and maintenance, Monday to Friday, extended business hours 7:00 AM to 8:00 PM and Saturday coverage from 7:00 AM to 3:30 PM. The majority of scheduled vehicle servicing is performed after regular City business hours resulting in minimum vehicle downtime and operating disruption.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(257,499)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(228,546)</b> |
| <b>Budget Change</b>                  | <b>\$(28,953)</b>  |
| <b>Budget Change by %</b>             | <b>(12.67%)</b>    |
| <b>2023 FTE</b>                       | <b>0.7</b>         |
| <b>2022 FTE</b>                       | <b>0.7</b>         |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>0.00%</b>       |

### Outlook for Upcoming Budget:

Purchase right sized vehicles and ensure the fleet size is adequate for the City's business model.

Look for technological advances in vehicles to optimize green house gas reductions through the vehicle replacement strategy.

Explore opportunities to utilize alternate fuel sourced vehicles including propane, compressed natural gas (CNG), bi-fuel, electric and electric/hybrid vehicles as options when acquiring new vehicles.

The Fleet Replacement Strategy and the results of subsequent equipment evaluation reports have resulted in the postponed replacements of 4 light duty vehicles. These 4 units, #205, #315, #317, #318 vehicle condition reports and relative low mileage allow for an extended lifecycle. The advantage of postponing these 4 replacements is the future possibility of improved types and options being available in the electric vehicle models, such as pickups.

### Highlights of Current Year:

Efforts to reduce the Corporation's carbon footprint continue by "right sizing" the light vehicle fleet. This included the commissioning of an additional 100% electric car for Operations.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - VEHICLES (442)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 0            | 0            | 168,636     | 0           | (168,636)               | (100.00%) |
| Total                                 | 0            | 0            | 168,636     | 0           | (168,636)               | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 54,791       | 39,195       | 45,658      | 42,071      | (3,587)                 | (7.86%)   |
| CONTRACTS FOR SERVICES                | 4,739        | 0            | 5,000       | 5,000       | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES           | 193,177      | 186,761      | 395,670     | 257,827     | (137,843)               | (34.84%)  |
| INTERNAL CHARGES                      | (627,308)    | (441,351)    | (576,805)   | (634,486)   | (57,681)                | 10.00%    |
| SALARIES, WAGES & BENEFITS            | 49,196       | 42,679       | 70,567      | 72,089      | 1,522                   | 2.16%     |
| Total                                 | (325,405)    | (172,715)    | (59,910)    | (257,499)   | (197,589)               | 329.81%   |
| Net                                   | (325,405)    | (172,715)    | (228,546)   | (257,499)   | (28,953)                | (12.67%)  |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- One time funding for anticipated cost increases

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Reduced insurance based on 2022 ICBC enhanced care program rate reductions.

#### GOODS, MATERIALS & SUPPLIES

- Increased budget for fuel, tires, parts and materials costs to reflect current pricing.

#### INTERNAL CHARGES

- Budget is (negative) as this is a cost recovery from the related departments that have a corresponding Fleet Charge, increase in recovery due to increased Fleet Charge for 2023 relating to parts, supplies, fuel and increased vehicle replacement costs.

#### SALARIES, WAGES & BENEFITS

-Increases in cost of living, service time and benefit costs.

## Department Summary

**Department Summary:** FLEET - EQUIPMENT (444)

**Budget Year:** 2023

**Manager:**

**Division:** Operations - Fleet

**Accounting Reference:** 444

**Stage:** Proposed

**Approved:** No

### Purpose:

Department (444) includes all City owned machinery, trailers and equipment including heavy duty trucks > 5,000 kg licensed gross vehicle weight. This department provides fleet management, fleet acquisition and disposal of vehicles based on established life cycle replacement schedules. Fleet Services provides repair and maintenance services for commercial vehicles and construction equipment (current inventory 126 units). Fleet Services ensures compliance with safety standards and National Safety Code (NSC) regulations and provides Commercial Vehicle Safety and Enforcement (CVSE) mandated vehicle inspection services in house with trained inspectors. The department provides annual maintenance and service to 30 City owned or operated stationary generators conforming to CSA standards. In shop and field service repairs are provided with extended business hours Monday to Friday 7:00 AM - 8:00 PM, and Saturday coverage from 7:00 AM - 3:30 PM. Technicians are available twenty four hours a day seven days a week on a call out basis.

### Outlook for Upcoming Budget:

Replacement units for 2023:

- End of life cycle replacement of one 1.5 ton dump truck.
- End of life cycle replacement of single axle dump truck with underbody plow.
- End of life replacement of one tandem axle dump truck with plow, sander, anti-icing tank, with flush heads and hose reel.
- End of life replacement of one trailer mounted asphalt recycler.

The Fleet Replacement Strategy and subsequent equipment evaluation have resulted in the postponed replacement of four heavy duty units previously scheduled in 2023. Fleet Services will continue to provide quality, effective service.

### Highlights of Current Year:

Replacement units for 2022:

- End of life cycle replacement of two 1.5 ton dump trucks with sanders and plows.
- End of life replacement of one tree chipper.
- Procurement of a mechanical street sweeper expected delivery late 2022 or early 2023. The single engine street sweeper will provide a lower carbon footprint, lower maintenance costs, better fuel economy and overall lower cost of operation.

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(904,783)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(904,313)</b> |
| <b>Budget Change</b>                  | <b>\$(470)</b>     |
| <b>Budget Change by %</b>             | <b>(0.05%)</b>     |
| <b>2023 FTE</b>                       | <b>2.9</b>         |
| <b>2022 FTE</b>                       | <b>2.9</b>         |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>0.00%</b>       |

## Department Summary

**Department Summary:** FLEET - EQUIPMENT (444)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 0            | 0            | 116,612     | 0           | (116,612)               | (100.00%) |
| Total                                 | 0            | 0            | 116,612     | 0           | (116,612)               | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 111,210      | 71,860       | 79,120      | 76,624      | (2,496)                 | (3.15%)   |
| CONTRACTS FOR SERVICES                | 33,720       | 16,178       | 10,000      | 10,000      | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES           | 679,570      | 649,001      | 800,214     | 881,384     | 81,170                  | 10.14%    |
| INTERNAL CHARGES                      | (2,018,157)  | (1,625,477)  | (1,999,235) | (2,202,094) | (202,859)               | 10.15%    |
| SALARIES, WAGES & BENEFITS            | 271,884      | 203,640      | 322,200     | 329,303     | 7,103                   | 2.20%     |
| Total                                 | (921,773)    | (684,799)    | (787,701)   | (904,783)   | (117,082)               | 14.86%    |
| Net                                   | (921,773)    | (684,799)    | (904,313)   | (904,783)   | (470)                   | (0.05%)   |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- One time funding for anticipated cost increases

#### COMMUNICATIONS, INSURANCE & UTILITIES

-Private replacement cost insurance for heavy equipment is no longer available for most licensed units and has resulted in a decrease in insurance costs. The City now purchases collision and comprehensive insurance through ICBC for heavy equipment.

#### GOODS MATERIALS AND SUPPLIES

-Fuel, oil, and parts costs have increased to reflect actual costs.

#### INTERNAL CHARGES

- Budget is (negative) as this is a cost recovery from the related departments that have a corresponding Fleet Charge, increase in recovery due to increased Fleet Charge for 2023.

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs.

Department Summary

|  |                                  |
|--|----------------------------------|
| <b>Department Summary:</b> FLEET - FIRE RESCUE (446) |                                  |
| <b>Budget Year:</b> 2023                             | <b>Manager:</b>                  |
| <b>Division:</b> Operations - Fleet                  | <b>Accounting Reference:</b> 446 |
| <b>Stage:</b> Proposed                               | <b>Approved:</b> No              |

| Purpose:   | Budget Summary                 |       |
|--|--------------------------------|-------|
| Fleet Services provides fleet management, repair and maintenance services for 15 Fire Rescue vehicles and equipment. Fleet Services also provides assistance in the acquisition and disposal of Fire Rescue vehicles and equipment, based on an established lifecycle replacement schedule and Fire Underwriters Survey recommended guidelines. Fleet Services performs repair, maintenance and annual Commercial Vehicle Inspection Program services, as well as acquiring licenses, permitting and ICBC insurance for all Fire Department vehicles. Annual pump testing as per National Fire Protection Association standards, aerial ladder inspections, and nondestructive testing of ladder trucks are also provided by Fleet Services. | 2023 Proposed Net Budget       | 0     |
|  | Prior Year Approved Net Budget | 0     |
|  | Budget Change                  | 0     |
|  | Budget Change by %             | 0.00% |
|  | 2023 FTE                       | 0.5   |
|  | 2022 FTE                       | 0.5   |
|  | FTE Change                     | 0.0   |
|  | FTE Change by %                | 0.00% |

Outlook for Upcoming Budget:

Fleet Services will continue to ensure minimum down time for Fire Equipment repairs and maintenance, and perform fire pump testing for the City of Vernon and Silver Star Fire Departments.

Staff development will focus on the pursuit of more Emergency Vehicle and Equipment specific courses.

Administration continues to recommend the establishment of a Fire Apparatus Replacement Reserve for future equipment replacements.

Highlights of Current Year:

Fleet Services has worked with Fire Services in the acquisition and commissioning for service of three new Hybrid Pickup Trucks. Fleet Services continues to train additional personnel to become familiar with the Fire Rescue equipment for the purpose of providing better service. This additional training included shop personnel in the annual fire pump testing procedures and documentation.

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - FIRE RESCUE (446)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| SALE OF SERVICES                      | 248          | 0            | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES               | 0            | 0            | 14,886      | 0           | (14,886)                | (100.00%) |
| Total                                 | 248          | 0            | 14,886      | 0           | (14,886)                | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 56,663       | 16,861       | 22,288      | 23,181      | 893                     | 4.01%     |
| CONTRACTS FOR SERVICES                | 398          | 0            | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES           | 140,369      | 95,286       | 114,649     | 131,521     | 16,872                  | 14.72%    |
| INTERNAL CHARGES                      | (267,857)    | (99,113)     | (177,305)   | (211,058)   | (33,753)                | 19.04%    |
| SALARIES, WAGES & BENEFITS            | 70,675       | 45,058       | 55,254      | 56,356      | 1,102                   | 1.99%     |
| Total                                 | 248          | 58,092       | 14,886      | 0           | (14,886)                | (100.00%) |
| Net                                   | 0            | 58,092       | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- One time funding for anticipated cost increases

#### GOODS MATERIALS & SUPPLIES

- Increased due to fuel, parts and supplies increased costs.

#### INTERNAL CHARGES

- Budget is (negative) as this is a cost recovery from Fire Services which have a corresponding Fleet Charge, increase in recovery due to increased Fleet Charge for 2023.

#### SALARIES, WAGES & BENEFITS

## Department Summary

**Department Summary:** FLEET - RECREATION (449)

**Budget Year:** 2023

**Manager:**

**Division:** Operations - Fleet

**Accounting Reference:** 449

**Stage:** Proposed

**Approved:** No

### Purpose:

This department includes all vehicles and equipment that operates in Recreation Services including Kal Tire Place, Priest Valley Arena, and Centennial Rink. Within this budget Recreation incurs operating and maintenance costs only.

Fleet Services repairs and maintains Recreation Services' vehicles and equipment, which has occurred since 2014. Through the IMS fleet maintenance program, scheduled maintenance and repairs have reduced service duplication and downtime. All arena equipment is inspected and repaired to ensure readiness for the fall ice season.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.2   |
| <b>2022 FTE</b>                       | 0.2   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

2023 Fleet Services will resume a normal service and repair schedule as recreation programs continue to restart and normal usage follows. Fleet Services mandate with Recreation Services is to continue providing cost effective maintenance and repair services to Recreation Services vehicles and equipment and minimize vehicle downtime.

Recreation Services are in the process of repowering two Zamboni's with electric drivetrains. Fleet Services has and will continue to provide support as this project progresses. This retrofit will reduce maintenance and provide cleaner indoor air quality in the arena's.

### Highlights of Current Year:

Due to COVID-19, minimal work has been required on the Recreation Services' vehicles and equipment from 2020 to 2022, which resulted in reduced expense.

Mechanical maintenance staff are available for response to equipment issues during regular business hours Monday through Saturday and are available through a call out procedure twenty four hours a day, seven days a week. Annual emission testing is performed and documented on all Zamboni ice resurfacers to insure the minimization of indoor air contaminants. Fleet Services also supplies welding and fabrication services and consultation with the Recreation Department on an as needed basis.

Fleet Services has continued to supply an additional pickup truck to the Recreation Services by assigning a fully depreciated unit to this department. All operating and maintenance costs for this pick up are charged annually.

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** FLEET - RECREATION (449)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES               | 0            | 0            | 19,866      | 0           | (19,866)                | (100.00%) |
| Total                                 | 0            | 0            | 19,866      | 0           | (19,866)                | (100.00%) |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 5,124        | 4,223        | 5,124       | 4,532       | (592)                   | (11.55%)  |
| CONTRACTS FOR SERVICES                | 0            | 0            | 2,550       | 2,550       | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES           | 32,248       | 15,521       | 56,871      | 37,730      | (19,141)                | (33.66%)  |
| INTERNAL CHARGES                      | (49,177)     | (16,593)     | (64,299)    | (64,823)    | (524)                   | 0.81%     |
| SALARIES, WAGES & BENEFITS            | 11,805       | 6,285        | 19,620      | 20,011      | 391                     | 1.99%     |
| Total                                 | 0            | 9,435        | 19,866      | 0           | (19,866)                | (100.00%) |
| Net                                   | 0            | 9,435        | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

#### TRANSFERS FROM RESERVES

- One time funding for anticipated cost increases

#### COMMUNICATIONS, INSURANCE & UTILITIES

-Decreased to reflect ICBC rate reduction.

#### GOODS MATERIALS AND SUPPLIES

- Increased to reflect inflation.

#### INTERNAL CHARGES

- Budget is (negative) as this is a cost recovery from Recreation Services who have a corresponding Fleet Charge, increase in recovery due to increased Fleet Charge for 2023.

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

**Department Summary:** PROJECTS - FLEET (964)

**Budget Year:** 2023

**Manager:**

**Division:** Operations - Fleet

**Accounting Reference:** 964

**Stage:** Proposed

**Approved:** No

### Purpose:

Projects - Fleet (964) is where the end of life cycle vehicle replacements are budgeted. These replacements are funded by the Vehicle and Equipment Replacement Reserve. This reserve is contributed to annually by Fleet Services based on fleet charges it receives from the departments that use the related vehicles.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

Eight 2023 capital vehicle replacements are required based on the Fleet Replacement Strategy funded from the Vehicle and Equipment Operating Reserve estimated at \$1,320,000.

The Fleet Replacement Strategy and physical assessments have resulted in four light duty vehicles, six heavy equipment units and one trailer scheduled for capital replacement in 2023 being postponed to future years. These postponements will result in future options to incorporate rapidly developing electric, fuel efficient and green technologies which are presently not readily available.

Fleet Units to be replaced in 2023:

\$400,000 - Unit # 057 (tandem axle dump truck with plow and sander)  
\$370,000 - Unit # 054 (single axle dump truck with sander, plow, broom and water tank installation)  
\$125,000 Unit # 118 (asphalt patching and recycling trailer)  
\$120,000 - Unit # 020 (1.5 ton dump truck with plow)  
\$115,000 - Unit # 023 (3/4 ton 4x4 pickup truck with service body)  
\$80,000 - Unit # 028 (3/4 ton 4x4 pickup)  
\$55,000 - Unit # 316 (compact pickup truck)  
\$55,000 - Unit # 501 (compact pickup truck)

\$1,320,000 = Total

One Tandem axle dump truck complete with sander and plow procurement carried forward from 2021 as a result of a procurement which did not meet specifications. The 2021 budget for this vehicle of \$300,000 will be carried forward to 2023.

### Highlights of Current Year:

2022 projects were:

\$ 430,000 - Procured a single engine mechanical street sweeper ( Unit # 111 Replaced)  
\$ 320,000 - Received and commissioned two new 1.5 Ton dump truck with sanders and plows (Units #002 and 009 replaced)  
\$ 300,000 - Unit#060 Replace - Tandem Axle Dump Truck  
\$ 90,000 - Received and commissioned new tree chipper (Unit#072 replacement)  
\$ 82,000 - Replace Unit #095  
\$ 66,000 - Specialized Enforcement Unit  
\$ 60,000 - Received and commissioned an new electric car (Unit # 086 Replaced)

\$ 1,348,000 = TOTAL

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - FLEET (964)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| INTERNAL REVENUES           | 0            | 0            | 15,000      | 0           | (15,000)                | (100.00%) |
| TRANSFERS FROM RESERVES     | 835,567      | 0            | 1,333,000   | 1,320,000   | (13,000)                | (0.98%)   |
| Total                       | 835,567      | 0            | 1,348,000   | 1,320,000   | (28,000)                | (2.08%)   |
| Expenditures                |              |              |             |             |                         |           |
| GOODS, MATERIALS & SUPPLIES | 825,795      | 518,593      | 966,000     | 1,320,000   | 354,000                 | 36.65%    |
| PROJECTS                    | 0            | 0            | 382,000     | 0           | (382,000)               | (100.00%) |
| SALARIES, WAGES & BENEFITS  | 9,772        | 8,038        | 0           | 0           | 0                       | 0.00%     |
| Total                       | 835,567      | 526,632      | 1,348,000   | 1,320,000   | (28,000)                | (2.08%)   |
| Net                         | 0            | 526,632      | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- One-time funding from Human Resources Worksafe Certificate of Recognition program in 2022 for the Chipper replacement

#### TRANSFERS FROM RESERVES

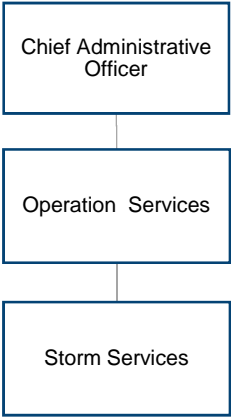
- Transfers from the Vehicle and Equipment Replacement reserve to fund vehicle and equipment replacements

#### GOODS, MATERIALS & SUPPLIES / PROJECTS

- Vehicles replaced based on vehicles and equipment being at end of useful life

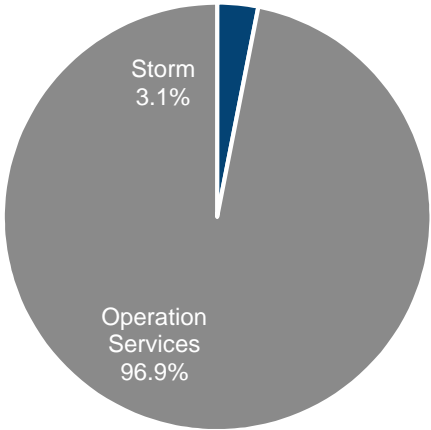
# OPERATION SERVICES

## STORM SERVICES



**SUB DEPARTMENT BUDGET SUMMARY**

|                           |           |
|---------------------------|-----------|
| 2023 Approved Net Cost    | \$353,602 |
| 2022 Amended Net Cost     | \$346,237 |
| Budget Change             | \$7,365   |
| Change By %               | 2.127%    |
| 2023 Authorized Positions | 2.9       |
| 2022 Authorized Positions | 2.9       |
| FTE Change                | 0.0       |
| FTE Change By %           | 0.00%     |



## Department Summary

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**Department Summary:** STORM SYSTEM (500)

**Budget Year:** 2023

**Manager:** Sean Irwin

**Division:** Operations - Storm

**Accounting Reference:** 500

**Stage:** Proposed

**Approved:** No

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### Purpose:

Under the direction of the Manager of Utilities, this department is responsible for the daily operation, maintenance and repair of storm infrastructure within the City of Vernon, including storm mains, manholes, culverts, catch basins, creek channels, and storm retention facilities. The department is also responsible for the construction of 'in-house' capital works storm projects.

In addition to the above, the department is involved with infrastructure asset management investigation for short-term and future capital programs.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$353,602 |
| <b>Prior Year Approved Net Budget</b> | \$346,237 |
| <b>Budget Change</b>                  | \$7,365   |
| <b>Budget Change by %</b>             | 2.13%     |
| <b>2023 FTE</b>                       | 2.9       |
| <b>2022 FTE</b>                       | 2.9       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

- Identify areas that require upgrades due to the increase of significant storm events
- Maintain Closed Circuit Television (CCTV) inspections to identify damaged pipes (approximately 7-10 km per year)
- Maintain existing infrastructure to existing service levels and target deficiencies
- On going spot repairs that are identified by CCTV inspections
- Complete a 25-30 storm manhole repairs as identified in the manhole inspections 2018-2021

### Highlights of Current Year:

- Maintenance and inspection captured on CityWorks (using tablets) for storm structures, creek inspections and catch basin repair
- Cleaned both sedimentation basins on Upper BX Creek
- Completed over 800 storm manhole inspections
- 10 storm main repairs on failed pipe discovered during 2021 CCTV inspections
- Completed the annual storm main area flushing for 2022

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** STORM SYSTEM (500)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                             |              |              |             |             | \$                      | %       |
| Revenues                    |              |              |             |             |                         |         |
| SALE OF SERVICES            | 154,748      | 15,770       | 62,000      | 65,000      | 3,000                   | 4.84%   |
| Total                       | 154,748      | 15,770       | 62,000      | 65,000      | 3,000                   | 4.84%   |
| Expenditures                |              |              |             |             |                         |         |
| CONTRACTS FOR SERVICES      | 67,792       | 27,119       | 15,000      | 19,000      | 4,000                   | 26.67%  |
| GOODS, MATERIALS & SUPPLIES | 70,658       | 32,018       | 36,010      | 35,000      | (1,010)                 | (2.80%) |
| INTERNAL CHARGES            | 86,835       | 75,575       | 80,233      | 82,000      | 1,767                   | 2.20%   |
| SALARIES, WAGES & BENEFITS  | 256,272      | 210,578      | 276,994     | 282,602     | 5,608                   | 2.02%   |
| Total                       | 481,557      | 345,290      | 408,237     | 418,602     | 10,365                  | 2.54%   |
| Net                         | 326,809      | 329,521      | 346,237     | 353,602     | 7,365                   | 2.13%   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increased to reflect anticipated storm service connection fees

#### CONTRACTS FOR SERVICES

-Increase in Contracts For Services due to addition of survey fees budget as well as an anticipated increase in contract costs relating to,  
annual basin cleaning, sediment monitoring, traffic management, excavating, asphalt and concrete restoration costs associated with service connection installs

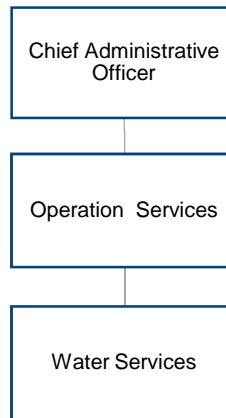
#### INTERNAL CHARGES

- Increase for Fleet charges

#### SALARIES, WAGES & BENEFITS

# OPERATION SERVICES

## WATER SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

|                           |       |
|---------------------------|-------|
| 2023 Approved Net Cost    | \$0   |
| 2022 Amended Net Cost     | \$0   |
| Budget Change             | \$0   |
| Change By %               | 0%    |
| 2023 Authorized Positions | 23.1  |
| 2022 Authorized Positions | 23.1  |
| FTE Change                | 0.0   |
| FTE Change By %           | 0.00% |

## Department Summary

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**Department Summary:** WATER DEPARTMENT (700)

**Budget Year:** 2023

**Manager:** Sean Irwin

**Division:** Operations - Water

**Accounting Reference:** 700

**Stage:** Proposed

**Approved:** No

### Purpose:

The City, through the Manager of Utilities, oversees the daily operation of the Regional District of the North Okanagan's (RDNO) water system, through the Water Distribution, Operation, Maintenance and Repair agreement. This agreement requires the City to maintain and repair RDNO's water infrastructure (transmission, distribution and storage) which includes water mains, hydrants, valves, residential and commercial services, 18 pump stations and 11 reservoirs, within the City of Vernon and RDNO's Electoral Areas B and C.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 23.1  |
| <b>2022 FTE</b>                       | 23.1  |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

- Continuation of unidirectional flushing and valve exercising program
- Ongoing operational changes to optimize pressure zones and eliminate others where possible
- Large meter life cycle replacement program
- Continuation of agriculture meter life cycle replacement program
- Continue to support GVW (Greater Vernon Water) capital projects
- Replace main line valves to increase the efficiency of shutdowns in older areas of the City
- Continue leak detection program to track and repair leaks throughout the distribution system
- Assist GVW with district metering to identify areas with higher rates of leakage
- Continue to train and utilize Cityworks mobile to track and trend work to determine room for improvement operationally
- Replace 5-10 failed water main line valves to aid in shut downs for main failures
- Maintain existing infrastructure to existing service levels and target deficiencies

### Highlights of Current Year:

- Continued to utilize shoring to reduce costs of excavations
- City crews continued to install all water services
- Over Forty (40) water main breaks repaired to date
- Began the Leak Detection program to take a proactive approach to detect water main and service leaks beginning with high risk areas within the City of Vernon
- Maintained operator certification
- Installed large meters to assist with district metering at Silver Star PRV (Pressure Reducing Valve) station
- Repaired three (3) large diameter valves that had failed closed and sourced a contractor to assist with further large valve assessments and repairs
- Assisted with commissioning of the new Baker Hogg Reservoir

### Change Request for 2023:

No change requests at this time.



## Department Summary

**Department Summary:** WATER DEPARTMENT (700)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 3,486,455    | 1,655,801    | 3,381,361   | 3,456,328   | 74,967                  | 2.22%   |
| Total                                 | 3,486,455    | 1,655,801    | 3,381,361   | 3,456,328   | 74,967                  | 2.22%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 13,393       | 9,536        | 16,122      | 15,685      | (437)                   | (2.71%) |
| CONTRACTS FOR SERVICES                | 371,947      | 199,268      | 180,000     | 187,500     | 7,500                   | 4.17%   |
| GOODS, MATERIALS & SUPPLIES           | 739,876      | 597,038      | 583,600     | 599,100     | 15,500                  | 2.66%   |
| INTERNAL CHARGES                      | 371,998      | 318,547      | 416,416     | 425,000     | 8,584                   | 2.06%   |
| SALARIES, WAGES & BENEFITS            | 1,989,242    | 1,635,263    | 2,185,223   | 2,229,043   | 43,820                  | 2.01%   |
| Total                                 | 3,486,455    | 2,759,652    | 3,381,361   | 3,456,328   | 74,967                  | 2.22%   |
| Net                                   | 0            | 1,103,851    | 0           | 0           | 0                       | 0.00%   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase in contract revenues from RDNO to recover actual costs associated with operating and maintaining RDNO's water system

#### CONTRACTS FOR SERVICES

- Increase due to higher costs for asphalt, concrete, hired equipment, and Cityworks licensing costs

#### GOODS MATERIALS & SUPPLIES

- Increased due to the increase in cost of treatment chemicals, and equipment purchases

#### INTERNAL CHARGES

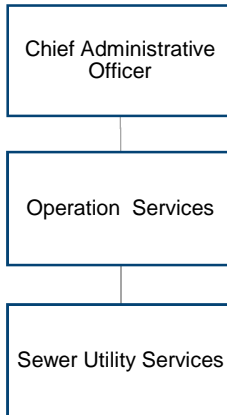
- Increase in fleet charge

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

# OPERATION SERVICES

## SEWER UTILITY SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

|                           |      |
|---------------------------|------|
| 2023 Approved Net Cost    | \$0  |
| 2022 Amended Net Cost     | \$0  |
| Budget Change             | \$0  |
| Change By %               | 0%   |
| 2023 Authorized Positions | 26.2 |
| 2022 Authorized Positions | 26.2 |
| FTE Change                | 0.0  |
| FTE Change By %           | 0.0% |

## Department Summary

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**Department Summary:** FISCAL SERVICES - SEWER (481)

**Budget Year:** 2023

**Manager:** Debra Law

**Division:** Financial Services - Sewer

**Accounting Reference:** 481

**Stage:** Proposed

**Approved:** No

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### Purpose:

Fiscal Services - Sewer (481) includes all Sewer revenues such as user fees, surcharges, sewer local area service repayments and grants. Additionally, amounts transferred from reserves, debt servicing costs for sewer specific debt issuances, and a transfer to Sewer general reserves for the anticipated annual surplus for sewer operations are included in this department.

### Budget Summary

|                                       |                      |
|---------------------------------------|----------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(7,326,032)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(6,424,827)</b> |
| <b>Budget Change</b>                  | <b>\$(901,205)</b>   |
| <b>Budget Change by %</b>             | <b>(14.03%)</b>      |
| <b>2023 FTE</b>                       | <b>0.0</b>           |
| <b>2022 FTE</b>                       | <b>0.0</b>           |
| <b>FTE Change</b>                     | <b>0.0</b>           |
| <b>FTE Change by %</b>                | <b>0.00%</b>         |

### Outlook for Upcoming Budget:

Taxation revenues related to Sewer Local Area Service (LAS) repayments are anticipated to reduce slightly in 2023.

Consistent with other areas of the City, insurance costs for property and liability insurance are anticipated to increase in 2023. The insurance industry has been steadily increasing premiums to better offset their risk of payouts, and the City has experienced increasing premiums over the last few years.

2023 is the second of five years that a 3% user rates increase will take affect, consistent with Council's direction during the regular meeting on October 25, 2021.

### Highlights of Current Year:

2022 sewer rates were increased by 3%. Actual sewer fee revenue generally met budgeted expectations.

There was no new debt added to the sewer function in 2022.

Taxation from Sewer Local Area Service repayments remained at a similar level to 2021.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** FISCAL SERVICES - SEWER (481)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---|--------------|--------------|-------------|-------------|-------------------------|----------|
|   |              |              |             |             | \$                      | %        |
| Revenues                                    |              |              |             |             |                         |          |
| DEVELOPER CONTRIBUTIONS                     | 234,027      | 0            | 231,927     | 231,927     | 0                       | 0.00%    |
| GOVERNMENT TRANSFERS                        | 113,870      | 0            | 90,752      | 95,700      | 4,948                   | 5.45%    |
| INTEREST, PENALTIES & GAINS                 | 391,297      | 0            | 0           | 0           | 0                       | 0.00%    |
| INTERNAL REVENUES                           | 0            | 0            | 196,619     | 200,409     | 3,790                   | 1.93%    |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 474,741      | 275,351      | 500,000     | 500,000     | 0                       | 0.00%    |
| SEWER FEES & CHARGES                        | 8,973,033    | 4,423,939    | 9,424,955   | 10,031,431  | 606,476                 | 6.43%    |
| TAXATION REVENUES                           | 25,439       | 85,849       | 28,703      | 25,989      | (2,714)                 | (9.46%)  |
| TRANSFERS FROM RESERVES                     | 79,199       | 0            | 72,328      | 80,663      | 8,335                   | 11.52%   |
| Total                                       | 10,291,606   | 4,785,138    | 10,545,284  | 11,166,119  | 620,835                 | 5.89%    |
| Expenditures                                |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 88,719       | 97,773       | 102,007     | 114,246     | 12,239                  | 12.00%   |
| DEBT PRINCIPAL PAYMENTS                     | 527,249      | 527,249      | 527,249     | 527,249     | 0                       | 0.00%    |
| INTEREST, OTHER CHARGES & LOSSES            | 251,691      | 209,092      | 245,842     | 245,842     | 0                       | 0.00%    |
| INTERNAL CHARGES                            | 114,594      | 276,721      | 276,721     | 277,286     | 565                     | 0.20%    |
| TRANSFERS TO RESERVES                       | 3,864,147    | 0            | 2,968,638   | 2,675,464   | (293,174)               | (9.88%)  |
| Total                                       | 4,846,400    | 1,110,835    | 4,120,457   | 3,840,087   | (280,370)               | (6.80%)  |
| Net   | (5,445,205)  | (3,674,303)  | (6,424,827) | (7,326,032) | (901,205)               | (14.03%) |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Slight increase anticipated from Okanagan Basin Water Board for Sewerage Facilities Assistance funding

#### SEWER FEES & CHARGES

- Increase anticipated in residential fees due to new developments; post-pandemic non-residential revenue; and an additional 3% increase in user fees for 2023

#### TAXATION REVENUES

- Decrease due to Local Area Service (LAS) levies that completed in 2022

#### TRANSFERS FROM RESERVES

- Budget added to align with actuals, now revenues properly reflect the interest portion of LAS levies, and the principal repayments are recognized here to offset equity which is grouped with our reserves

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase required for anticipated increases in property and liability insurance premiums

#### TRANSFERS TO RESERVES

- This budget represents the anticipated surplus to be generated by sewer operations with a decrease for 2023 due to anticipated higher operating costs

Department Summary

|   |                                  |
|---|----------------------------------|
| <b>Department Summary:</b> VWRC ADMINISTRATION BUILDING (479) |                                  |
| <b>Budget Year:</b> 2023                                      | <b>Manager:</b> Brian Story      |
| <b>Division:</b> Operations - Facilities - Sewer              | <b>Accounting Reference:</b> 479 |
| <b>Stage:</b> Proposed  | <b>Approved:</b> No              |

Purpose:

This department covers the operation and maintenance of the Vernon Water Reclamation Administration building. This department is part of the Sewer fund and is funded by user fees. This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, perform minor renovations, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$46,394 |
| <b>Prior Year Approved Net Budget</b> | \$45,443 |
| <b>Budget Change</b>                  | \$951    |
| <b>Budget Change by %</b>             | 2.09%    |
| <b>2023 FTE</b>                       | 0.2      |
| <b>2022 FTE</b>                       | 0.2      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

Outlook for Upcoming Budget:

The Building Services Department will continue to maintain and manage building components of the Vernon Water Reclamation Centre (VWRC) consistent with existing service levels and perform minor building improvements to meet operational needs.

Highlights of Current Year:

- Replaced roof on RPS1 building
- Replaced Heating equipment in headworks building

Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** VWRC ADMINISTRATION BUILDING (479)

### Changes to Department:

| GL Category                 | 2021 Actuals  | 2022 Actuals  | 2022 Budget   | 2023 Budget   | 2022-2023 Budget Change |              |
|-----------------------------|---------------|---------------|---------------|---------------|-------------------------|--------------|
|                             |               |               |               |               | \$                      | %            |
| <b>Expenditures</b>         |               |               |               |               |                         |              |
| CONTRACTS FOR SERVICES      | 13,329        | 11,039        | 13,292        | 13,558        | 266                     | 2.00%        |
| GOODS, MATERIALS & SUPPLIES | 6,823         | 3,624         | 7,869         | 8,026         | 157                     | 2.00%        |
| INTERNAL CHARGES            | 1,444         | 827           | 2,163         | 2,250         | 87                      | 4.02%        |
| SALARIES, WAGES & BENEFITS  | 16,072        | 8,160         | 22,119        | 22,560        | 441                     | 1.99%        |
| <b>Total</b>                | <b>37,668</b> | <b>23,649</b> | <b>45,443</b> | <b>46,394</b> | <b>951</b>              | <b>2.09%</b> |
| <b>Net</b>                  | <b>37,668</b> | <b>23,649</b> | <b>45,443</b> | <b>46,394</b> | <b>951</b>              | <b>2.09%</b> |

### 2022 - 2023 Budget Changes:

INTERNAL CHARGES

- Increase in Fleet Charges

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** SEWER OPERATIONS - GENERAL (480)

**Budget Year:** 2023

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 480

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Sewer Operations General Department is responsible for the administration of the Sanitary Collection System (including Lift Stations) which includes the allocation of wages for management & CUPE B employees training costs, licenses, software requirements, fleet charges, plus Common Service Allocations. Common Service Allocations are charges incurred for Administration and the use of Operations Yards and Facilities.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$239,112 |
| <b>Prior Year Approved Net Budget</b> | \$210,765 |
| <b>Budget Change</b>                  | \$28,347  |
| <b>Budget Change by %</b>             | 13.45%    |
| <b>2023 FTE</b>                       | 0.9       |
| <b>2022 FTE</b>                       | 0.9       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

- Continue to train operators in order to meet certification requirements
- Maintain training and development opportunities
- Add two additional tablets to continue to expand use and training in Cityworks use

### Highlights of Current Year:

- Continued operator certification for Operators in Wastewater collections
- Continued safety training
- Continue to train staff in the use of Cityworks
- Added 2 new tablets for Cityworks operation
- Staff attended the NASTT No-Dig North Tradeshow and Conference for education in trenchless technology advancements

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** SEWER OPERATIONS - GENERAL (480)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |               |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|---------------|
|                                       |                |                |                |                | \$                      | %             |
| <b>Expenditures</b>                   |                |                |                |                |                         |               |
| COMMUNICATIONS, INSURANCE & UTILITIES | 5,804          | 4,321          | 5,500          | 5,810          | 310                     | 5.64%         |
| CONTRACTS FOR SERVICES                | 0              | 21,398         | 25,000         | 25,000         | 0                       | 0.00%         |
| GOODS, MATERIALS & SUPPLIES           | 8,896          | 10,128         | 14,600         | 13,450         | (1,150)                 | (7.88%)       |
| INTERNAL CHARGES                      | 48,394         | 57,107         | 57,187         | 84,110         | 26,923                  | 47.08%        |
| SALARIES, WAGES & BENEFITS            | 126,940        | 111,108        | 105,932        | 108,196        | 2,264                   | 2.14%         |
| TRANSFERS TO RESERVES                 | 2,770          | 2,546          | 2,546          | 2,546          | 0                       | 0.00%         |
| <b>Total</b>                          | <b>192,803</b> | <b>206,608</b> | <b>210,765</b> | <b>239,112</b> | <b>28,347</b>           | <b>13.45%</b> |
| <b>Net</b>                            | <b>192,803</b> | <b>206,608</b> | <b>210,765</b> | <b>239,112</b> | <b>28,347</b>           | <b>13.45%</b> |

### 2022 - 2023 Budget Changes:

GOODS, MATERIALS & SUPPLIES

- Decreased to align with actuals

INTERNAL CHARGES

- Increase in Common Service Allocation

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs



## Department Summary

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**Department Summary:** SANITARY SYSTEM COLLECTION (498)

**Budget Year:** 2023

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 498

**Stage:** Proposed

**Approved:** No

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### Purpose:

Under the direction of the Manager of Utilities, this department is responsible for the daily operation, maintenance and repair of the sanitary collection infrastructure, including gravity mains, force mains, manholes and residential & commercial services City wide. The department also assists with construction of capital works projects associated with the sanitary collection system.

In addition to the above, the department is also involved with infrastructure asset management investigation for short-term and future capital programs.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$1,699,801 |
| <b>Prior Year Approved Net Budget</b> | \$1,544,132 |
| <b>Budget Change</b>                  | \$155,669   |
| <b>Budget Change by %</b>             | 10.08%      |
| <b>2023 FTE</b>                       | 5.8         |
| <b>2022 FTE</b>                       | 5.6         |
| <b>FTE Change</b>                     | 0.2         |
| <b>FTE Change by %</b>                | 3.57%       |

### Outlook for Upcoming Budget:

- Install 35-45 Inspection chambers on failing sanitary sewer service lines for ease of maintenance
- Prepare pipe sections for trenchless technologies used in the Capital Program (eg. Cured in Place Pipe (CIPP) Lining)
- Spot repairs and section repairs of sanitary mains and service connections found with the CCTV (Closed Circuit Television) inspections
- Prioritize and repair the most critical 10-15 sanitary mainline spot/section failures
- Continue to install sanitary service connections as required
- Complete a minimum of 25 manhole repair work orders identified as having infiltration issues
- Complete the sanitary manhole inspection program
- Decommission the existing Sani-Dump facility at Kin Race Track and construct a new facility at Tronson Road
- Maintain existing infrastructure to existing service levels and target deficiencies

### Highlights of Current Year:

- Completed over 850 Sanitary manhole inspections
- Installed over 60 inspection chambers in areas identified as having lateral service failures in preparation for lining and ease of access
- Completed the annual sanitary main flushing maintenance program
- Optimized the annual maintenance program required for regularly scheduled weekly, monthly and quarterly trouble spots
- Outfitted Utilities water truck to carry out weekly sanitary flushing work to free staff and Hydro-Vac time

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** SANITARY SYSTEM COLLECTION (498)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 1,987        | 0            | 0           | 0           | 0                       | 0.00%   |
| SEWER FEES & CHARGES                  | 127,808      | 66,164       | 89,500      | 95,500      | 6,000                   | 6.70%   |
| Total                                 | 129,795      | 66,164       | 89,500      | 95,500      | 6,000                   | 6.70%   |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,617        | 1,509        | 0           | 1,675       | 1,675                   | 100.00% |
| CONTRACTS FOR SERVICES                | 94,594       | 43,761       | 40,000      | 51,800      | 11,800                  | 29.50%  |
| GOODS, MATERIALS & SUPPLIES           | 172,610      | 135,822      | 104,510     | 109,000     | 4,490                   | 4.30%   |
| INTERNAL CHARGES                      | 734,995      | 928,356      | 974,401     | 1,080,301   | 105,900                 | 10.87%  |
| SALARIES, WAGES & BENEFITS            | 409,132      | 291,744      | 514,721     | 552,525     | 37,804                  | 7.34%   |
| Total                                 | 1,412,949    | 1,401,192    | 1,633,632   | 1,795,301   | 161,669                 | 9.90%   |
| Net                                   | 1,283,154    | 1,335,028    | 1,544,132   | 1,699,801   | 155,669                 | 10.08%  |

### 2022 - 2023 Budget Changes:

#### SEWER FEES & CHARGES

- Increased due to 2021 actuals as well as anticipated connection fees for residential and commercial development in 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

Increased to capture electricity, water, and sewer costs related to sewer metering and the Sani-Dump Facility

#### CONTRACTS FOR SERVICES

- Increased due to addition of software maintenance and survey fees budget as well as an anticipated increase in contract costs relating to traffic management, excavating, asphalt and concrete services

#### GOODS, MATERIALS & SUPPLIES

- Increase due to higher costs of materials and supplies for sanitary collection maintenance supplies as well as increased equipment replacement costs

#### INTERNAL CHARGES

- Increase in Common Service Allocation

#### SALARIES, WAGES, & BENEFITS

- Labour CUPE B increased due to re-allocation of FTE's from 499 Lift Stations to centralize Staff Development charges
- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** LIFT STATIONS (499)

**Budget Year:** 2023

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 499

**Stage:** Proposed

**Approved:** No

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### Purpose:

Under the direction of the Manager of Utilities, this department oversees the daily operation, maintenance and repair of the sanitary lift stations, flush chambers, meter vaults and odour control injection sites throughout the city. This includes a well developed program of inspections, scheduled maintenance and emergency response.

### Budget Summary

|                                       |                  |
|---------------------------------------|------------------|
| <b>2023 Proposed Net Budget</b>       | \$1,004,856      |
| <b>Prior Year Approved Net Budget</b> | \$1,014,143      |
| <b>Budget Change</b>                  | <b>\$(9,287)</b> |
| <b>Budget Change by %</b>             | <b>(0.92%)</b>   |
| <b>2023 FTE</b>                       | 4.5              |
| <b>2022 FTE</b>                       | 4.8              |
| <b>FTE Change</b>                     | <b>(0.2)</b>     |
| <b>FTE Change by %</b>                | <b>(6.25%)</b>   |

### Outlook for Upcoming Budget:

- Rebuilding older pumps to maintain their efficiency and extend their useful lives
- Continue to monitor hydrogen sulfide readings in the Okanagan Landing sewer network to determine effectiveness of chemical dosing and carbon scrubber units
- Continue to replace SCADA (Supervisory Control And Data Acquisition) equipment that has reached the end of it's useful life
- Continue to bring lift station compounds up to industry standards and make them more aesthetically pleasing
- Maintain existing infrastructure to existing service levels and target deficiencies

### Highlights of Current Year:

- Reduced after hour call-outs with increased routine maintenance, upgrading aged infrastructure, implementing new solutions and servicing strategies
- Added Cityworks inspections to track maintenance schedules and create work orders as needed
- Continued maintenance schedules, and public communication to reduce overtime call outs

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LIFT STATIONS (499)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget      | 2023 Budget      | 2022-2023 Budget Change |                |
|---------------------------------------|----------------|----------------|------------------|------------------|-------------------------|----------------|
|                                       |                |                |                  |                  | \$                      | %              |
| <b>Expenditures</b>                   |                |                |                  |                  |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 64,778         | 44,926         | 68,000           | 68,000           | 0                       | 0.00%          |
| CONTRACTS FOR SERVICES                | 72,393         | 16,550         | 60,000           | 60,000           | 0                       | 0.00%          |
| GOODS, MATERIALS & SUPPLIES           | 175,124        | 148,583        | 188,800          | 198,200          | 9,400                   | 4.98%          |
| INTERNAL CHARGES                      | 221,747        | 206,538        | 231,041          | 228,041          | (3,000)                 | (1.30%)        |
| SALARIES, WAGES & BENEFITS            | 285,730        | 205,215        | 466,302          | 450,615          | (15,687)                | (3.36%)        |
| <b>Total</b>                          | <b>819,771</b> | <b>621,812</b> | <b>1,014,143</b> | <b>1,004,856</b> | <b>(9,287)</b>          | <b>(0.92%)</b> |
| <b>Net</b>                            | <b>819,771</b> | <b>621,812</b> | <b>1,014,143</b> | <b>1,004,856</b> | <b>(9,287)</b>          | <b>(0.92%)</b> |

### 2022 - 2023 Budget Changes:

#### GOODS, MATERIALS & SUPPLIES

- Increased due to Generator maintenance, repair and supply costs

#### INTERNAL CHARGES

- Increase in Fleet to reflect actuals and anticipated cost increases
- Increase in Common Service Allocation

#### SALARIES, WAGES & BENEFITS

- Labour CUPE B decreased due to re-allocation of FTE's to 498 Sanitary System Collections to centralize Staff Development charges

## Department Summary

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**Department Summary:** PROJECTS - SEWER UTILITIES (969)

**Budget Year:** 2023

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 969

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Sewer Utilities Projects Department (969) covers the one time projects or purchases undertaken by Utilities.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

No projects planned for 2023

### Highlights of Current Year:

Decommissioning of the temporary sani-dump facility at Kin Race Track Park and relocating to Tronson Rd.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - SEWER UTILITIES (969)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| TRANSFERS FROM RESERVES     | 101,988      | 0            | 175,000     | 0           | (175,000)               | (100.00%) |
| Total                       | 101,988      | 0            | 175,000     | 0           | (175,000)               | (100.00%) |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 26,423       | 0            | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES | 26,852       | 0            | 0           | 0           | 0                       | 0.00%     |
| INTERNAL CHARGES            | 14,049       | 0            | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 175,000     | 0           | (175,000)               | (100.00%) |
| SALARIES, WAGES & BENEFITS  | 34,664       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 101,988      | 0            | 175,000     | 0           | (175,000)               | (100.00%) |
| Net                         | 0            | 0            | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

No data at this time.

## Department Summary

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**Department Summary:** SPRAY IRRIGATION (490)

**Budget Year:** 2023

**Manager:** Serge Kozin

**Division:** Operations - Sewer Treatment &  
Disposal

**Accounting Reference:** 490

**Stage:** Proposed

**Approved:** No

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### Purpose:

As an alternative to lake discharge, spray irrigation of reclaimed effluent from the Vernon Water Reclamation Centre has been utilized since the 1970s. The program provides beneficial reuse of reclaimed water to four seed orchards, three golf courses, several hundred hectares of grazing land, pastures, soccer fields, baseball diamonds, the Regional Compost Facility, and residential landscape irrigation.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$934,822 |
| <b>Prior Year Approved Net Budget</b> | \$934,642 |
| <b>Budget Change</b>                  | \$180     |
| <b>Budget Change by %</b>             | 0.02%     |
| <b>2023 FTE</b>                       | 3.1       |
| <b>2022 FTE</b>                       | 3.1       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

- Complete the MacKay Reservoir dams study to confirm dam geometry, crest elevations, topographic study and operating level.
- Continue to replace aging infrastructure and make improvements to the system

### Highlights of Current Year:

- MacKay Booster Station main pump rebuilt.
- New equipment purchased for the Spray Irrigation Program
- Replacing legacy control systems with current standard platforms

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** SPRAY IRRIGATION (490)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| INTERNAL REVENUES                     | 22,298       | 22,298       | 22,298      | 22,298      | 0                       | 0.00%     |
| SALE OF SERVICES                      | 0            | 4,150        | 0           | 0           | 0                       | 0.00%     |
| SEWER FEES & CHARGES                  | 245,995      | 98,331       | 233,280     | 233,280     | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES               | 0            | 20,000       | 20,000      | 0           | (20,000)                | (100.00%) |
| Total                                 | 268,293      | 144,779      | 275,578     | 255,578     | (20,000)                | (7.26%)   |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 414,879      | 293,494      | 524,700     | 502,000     | (22,700)                | (4.33%)   |
| CONTRACTS FOR SERVICES                | 55,540       | 13,602       | 41,208      | 42,032      | 824                     | 2.00%     |
| GOODS, MATERIALS & SUPPLIES           | 106,592      | 75,386       | 138,934     | 128,860     | (10,074)                | (7.25%)   |
| INTERNAL CHARGES                      | 217,727      | 199,208      | 217,600     | 221,914     | 4,314                   | 1.98%     |
| SALARIES, WAGES & BENEFITS            | 279,380      | 225,531      | 287,778     | 295,594     | 7,816                   | 2.72%     |
| TRANSFERS TO RESERVES                 | 20,000       | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 1,094,117    | 807,221      | 1,210,220   | 1,190,400   | (19,820)                | (1.64%)   |
| Net                                   | 825,824      | 662,442      | 934,642     | 934,822     | 180                     | 0.02%     |

### 2022 - 2023 Budget Changes:

#### SEWER FEES & CHARGES

- Spray irrigation usage fees are currently below budget, usage fees are expected to be collected by the City by the end of 2022

#### TRANSFERS FROM RESERVES

- Decreased due to the removal of operating project carry over from previous year.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased to reflect actuals

#### GOODS, MATERIALS & SUPPLIES

- Decreased to reflect actuals

#### INTERNAL CHARGES.

- Increase in fleet charges.

#### SALARIES, WAGES & BENEFITS

- Increase for cost of living, service time and benefit costs.



## Department Summary

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**Department Summary:** VWRC TREATMENT (491)

**Budget Year:** 2023

**Manager:** Serge Kozin

**Division:** Operations - Sewer Treatment &  
Disposal

**Accounting Reference:** 491

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Vernon Water Reclamation Centre (VWRC) provides waste water treatment for the City of Vernon and the District of Coldstream. The facility ensures that public safety is protected and that the reclaimed effluent meets the high standards required by the Operating Certificate set out by the BC Ministry of Environment and Climate Change Strategy.

As directed by the BC Ministry of Environment and Climate Change Strategy's Operating Certificate, reclaimed water continues to be predominantly utilized for beneficial use in a land based spray irrigation program.

This budget also includes City of Vernon's share of the operating costs of the Regional Biosolids Composting facility.

### Outlook for Upcoming Budget:

- The City will be commissioning the new anaerobic treatment facility to process high strength waste before it is treated at the VWRC
- Continuing to pursue registration / amendment under the Municipal Wastewater Regulation or updating the Liquid Waste Management plan in consultation with the Ministry.

### Highlights of Current Year:

- High Rate Anaerobic Digester facility is scheduled for completion at the end of 2022
- Stand by generator major inspection, upgrades and maintenance completed
- Centrifuge PLC and components upgraded to current standards
- Smart motor controllers replacement
- Major overhaul, inspection and repairs to both centrifuges

### Change Request for 2023:

No change requests at this time.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | \$3,401,047 |
| <b>Prior Year Approved Net Budget</b> | \$2,675,702 |
| <b>Budget Change</b>                  | \$725,345   |
| <b>Budget Change by %</b>             | 27.11%      |
| <b>2023 FTE</b>                       | 11.9        |
| <b>2022 FTE</b>                       | 11.9        |
| <b>FTE Change</b>                     | 0.0         |
| <b>FTE Change by %</b>                | 0.00%       |

## Department Summary

**Department Summary:** VWRC TREATMENT (491)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS                  | 7,000        | 0            | 0           | 0           | 0                       | 0.00%     |
| SEWER FEES & CHARGES                  | 1,074,052    | 796,281      | 1,251,000   | 1,181,000   | (70,000)                | (5.60%)   |
| TRANSFERS FROM RESERVES               | 48           | 75,000       | 75,000      | 0           | (75,000)                | (100.00%) |
| Total                                 | 1,081,100    | 871,281      | 1,326,000   | 1,181,000   | (145,000)               | (10.94%)  |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 382,475      | 276,560      | 437,568     | 532,539     | 94,971                  | 21.70%    |
| CONTRACTS FOR SERVICES                | 603,929      | 541,065      | 1,036,590   | 905,017     | (131,573)               | (12.69%)  |
| GOODS, MATERIALS & SUPPLIES           | 429,750      | 519,149      | 612,676     | 1,002,424   | 389,748                 | 63.61%    |
| INTERNAL CHARGES                      | 701,136      | 679,228      | 692,342     | 833,153     | 140,811                 | 20.34%    |
| SALARIES, WAGES & BENEFITS            | 1,160,278    | 971,547      | 1,208,606   | 1,294,994   | 86,388                  | 7.15%     |
| TRANSFERS TO RESERVES                 | 89,517       | 13,920       | 13,920      | 13,920      | 0                       | 0.00%     |
| Total                                 | 3,367,085    | 3,001,468    | 4,001,702   | 4,582,047   | 580,345                 | 14.50%    |
| Net                                   | 2,285,985    | 2,130,187    | 2,675,702   | 3,401,047   | 725,345                 | 27.11%    |

### 2022 - 2023 Budget Changes:

#### SEWER FEES & CHARGES

- Decreased to reflect lower flows and effluent strength from Okanagan Spring Brewery.

#### TRANSFERS FROM RESERVES

- Decreased due to the removal of operating project carry over from previous year.

#### COMMUNICATIONS, INSURANCE, UTILITIES

- Increased to account for High Rate Anaerobic Digester facility utilities

#### CONTRACTS FOR SERVICES

- Decreased to reflect actuals from The Regional Compost Facility.

#### GOODS, MATERIALS & SUPPLIES

- Increased to reflect High Rate Anaerobic Digester process chemicals.

#### INTERNAL CHARGES

- Increase in fleet charges and common service allocations.

#### SALARIES, WAGES & BENEFITS

- Increase for labour related to facility expansion, cost of living, service time and benefit costs

## Department Summary

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**Department Summary:** PROJECTS - VWRC / SRAY IRRIGATION & COMPOST FACILITY (967)

**Budget Year:** 2023

**Manager:** Serge Kozin

**Division:** Operations - Sewer Treatment & Disposal

**Accounting Reference:** 967

**Stage:** Proposed

**Approved:** No

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### Purpose:

This cost centre captures projects that are outside of the operating budgets for the Vernon Water Reclamation Centre (VWRC) Spray Irrigation Program (SI) and the Regional Compost Facility. Projects are either approved as a Service Level Adjustment or as part of the Capital Budget.

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

Regional Compost Facility capital projects for 2023 include the following:

- Mix quonset building envelope renewal
- Water line curb stops repairs
- Pavement repairs
- Air filtration
- Contingency

### Highlights of Current Year:

VWRC and Spray Irrigation projects included in 2022:

- High Rate Anaerobic Digester facility construction
- Regional Compost Facility 2022 capital projects
- Spray Irrigation parts and equipment replacement
- VWRC centrifuge mechanical rebuild
- VWRC centrifuge PLC's upgrades

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - VWRC / SRAY IRRIGATION & COMPOST FACILITY (967)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| TRANSFERS FROM RESERVES               | 2,145,287    | 0            | 7,851,447   | 231,000     | (7,620,447)             | (97.06%) |
| Total                                 | 2,145,287    | 0            | 7,851,447   | 231,000     | (7,620,447)             | (97.06%) |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 95,048       | 4,298        | 0           | 0           | 0                       | 0.00%    |
| CONTRACTS FOR SERVICES                | 335,880      | 5,703        | 0           | 0           | 0                       | 0.00%    |
| GOODS, MATERIALS & SUPPLIES           | 1,713,176    | 2,993,364    | 0           | 0           | 0                       | 0.00%    |
| INTERNAL CHARGES                      | 0            | 1,056        | 0           | 0           | 0                       | 0.00%    |
| PROJECTS                              | 1,183        | 0            | 7,851,447   | 231,000     | (7,620,447)             | (97.06%) |
| SALARIES, WAGES & BENEFITS            | 0            | 36,058       | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 2,145,287    | 3,040,479    | 7,851,447   | 231,000     | (7,620,447)             | (97.06%) |
| Net                                   | 0            | 3,040,479    | 0           | 0           | 0                       | 0.00%    |

### 2022 - 2023 Budget Changes:

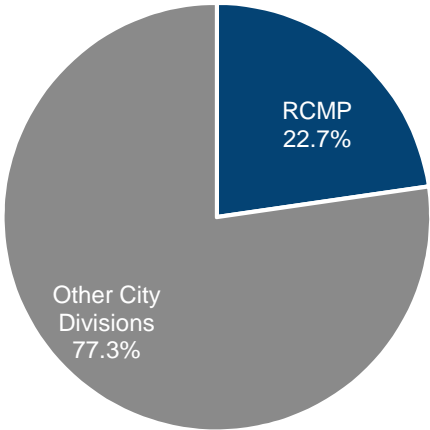
No data at this time.

# RCMP CONTRACT

Shawna Baher  
Superintendent  
Shawna.baher@rcmp-grc.gc.ca



| DIVISIONAL BUDGET SUMMARY |  |              |
|---------------------------|--|--------------|
| 2023 Approved Net Cost    |  | \$11,444,676 |
| 2022 Amended Net Cost     |  | \$10,052,582 |
| Budget Change             |  | \$392,094    |
| Change By %               |  | 3.55%        |
| 2023 FTE                  |  | 0.0          |
| 2022 FTE                  |  | 0.0          |
| FTE Change                |  | 0.0          |
| FTE Change By %           |  | 0%           |



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name  | 2023<br>BUDGET    | 2022<br>BUDGET    | \$<br>INCREASE | %<br>INCREASE |
|----------------------|-------------------|-------------------|----------------|---------------|
| <b>RCMP Contract</b> |                   |                   |                |               |
| RCMP CONTRACT (310)  | 11,444,676        | 11,052,582        | 392,094        | 3.55 %        |
| Total RCMP Contract  | 11,444,676        | 11,052,582        | 392,094        | 3.55 %        |
| <b>GRAND TOTAL</b>   | <b>11,444,676</b> | <b>11,052,582</b> | <b>392,094</b> | <b>3.55 %</b> |

## Department Summary

**Department Summary:** RCMP CONTRACT (310)

**Budget Year:** 2023

**Manager:** Shawna Baher

**Division:** RCMP Contract

**Accounting Reference:** 310

**Stage:** Proposed

**Approved:** No

### Purpose:

Vernon North Okanagan RCMP (VNOD) is a regional detachment providing policing services to the City of Vernon and the areas of Armstrong, Coldstream, Enderby, Falkland, Lumby, Spallumcheen, as well as Splits in First Nations and Okanagan First Nations Lands. The office has 56 police officers who are funded by and work within the City of Vernon. The other areas of VNOD are funded through a combination of provincial and municipal policing contracts determined by population.

VNOD employees are committed to providing a quality and timely police service as guided by our core values of honesty, integrity, professionalism, compassion, accountability and respect.

### Outlook for Upcoming Budget:

During the previous year, the National Police Federation (NPF) ratified a pay package with Treasury Board Canada. The cumulative effect of the salary increase amounted to 23.76% from April 1, 2017 to March 31, 2023. Municipalities started to pay the new rates of pay as of April 1st, 2021. The City of Vernon has a current funded strength of 56 members.

This budget does not allow for expenses related to the items or investigations requiring high costs for specialized police techniques or resources. Investigations continue to be heavily laden with electronic exhibits including phones, computers and video footage and often require in depth examination. Should any extraordinary items occur, the City has funds saved in the RCMP Contingency reserve.

Priority calls for service often involve violence, threats of violence, require an urgency to protect life and property and often involve mental health challenges. Due to the danger presented at these calls a minimum two-member response is required. The additional number of members for these types of calls leaves less time for members to attend, investigate and complete the court disclosure process when a person is charged.

### Highlights of Current Year:

VNOD remains committed to the 2019-2022 VNOD Strategic Plan and our policing priorities of enhanced public safety, community connections and road safety. Over the past year, we have maintained many initiatives in support of these priorities including bi-weekly Comparative Statistic meetings to share information and formulate strategies to address issues in the community. Our current Strategic Plan is set to expire in 2022. In early 2023 we will return to in person meetings with our stakeholders to provide an update on initiatives undertaken during 2022, identify our priorities, and generate a new Strategic Plan.

This year our frontline officers ensured the safety of the various beaches, parks and lakes in our area with scheduled patrols on foot and by boat. As Covid-19 restrictions lifted we attended numerous events and once again were able to host Coffee with a Cop, the Jean Minguy Memorial RCMP Youth Academy and the Emergency Services Showcase.

In May 2022 VNOD Targeted Policing worked six shifts together as part of an Enhanced Downtown Enforcement Initiative conducting enforcement and increasing police presence in the downtown area of Vernon, this initiative will again occur in October of 2022. In early May 2022 Vernon North Okanagan RCMP started foot patrols in the downtown area of Vernon. During these patrols members engaged with property owners, the street entrenched population, service providers, attended local businesses and conducted enforcement.

### Change Request for 2023:

| Number                      | Name                      | Stage     | Initial Cost     | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|---------------------------|-----------|------------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4001                 | Additional 2 RCMP Members | Requested | \$414,000        | \$0                     | \$0             | \$414,000             | \$420,831             |
| <b>Total Change Request</b> |                           |           | <b>\$414,000</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$414,000</b>      | <b>\$420,831</b>      |

## Department Summary

**Department Summary:** RCMP CONTRACT (310)

### Changes to Department:

| GL Category             | 2021 Actuals      | 2022 Actuals     | 2022 Budget       | 2023 Budget       | 2022-2023 Budget Change |                |
|-------------------------|-------------------|------------------|-------------------|-------------------|-------------------------|----------------|
|                         |                   |                  |                   |                   | \$                      | %              |
| <b>Revenues</b>         |                   |                  |                   |                   |                         |                |
| GOVERNMENT TRANSFERS    | 545,038           | 458,521          | 503,270           | 500,946           | (2,324)                 | (0.46%)        |
| TRANSFERS FROM RESERVES | 1,017,815         | 0                | 0                 | 0                 | 0                       | 0.00%          |
| <b>Total</b>            | <b>1,562,853</b>  | <b>458,521</b>   | <b>503,270</b>    | <b>500,946</b>    | <b>(2,324)</b>          | <b>(0.46%)</b> |
| <b>Expenditures</b>     |                   |                  |                   |                   |                         |                |
| CONTRACTS FOR SERVICES  | 11,488,594        | 5,532,418        | 11,555,852        | 11,945,622        | 389,770                 | 3.37%          |
| <b>Total</b>            | <b>11,488,594</b> | <b>5,532,418</b> | <b>11,555,852</b> | <b>11,945,622</b> | <b>389,770</b>          | <b>3.37%</b>   |
| <b>Net</b>              | <b>9,925,741</b>  | <b>5,073,897</b> | <b>11,052,582</b> | <b>11,444,676</b> | <b>392,094</b>          | <b>3.55%</b>   |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Traffic Fine Revenues have been adjusted to reflect average actuals received in prior years.

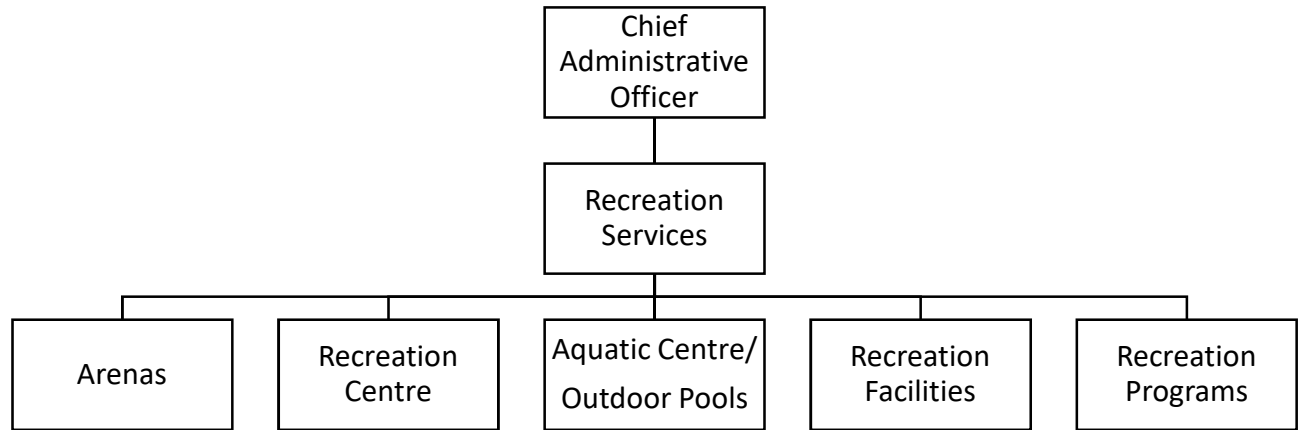
#### CONTRACTS FOR SERVICES

- The contract amount is based on the RCMP 5-Year Financial Plan updated annually.



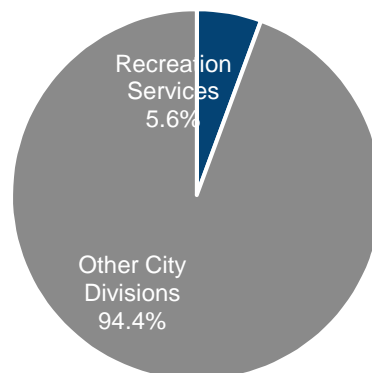
# RECREATION SERVICES

Doug Ross  
Director  
dross@vernon.ca



## DIVISIONAL BUDGET SUMMARY

|                        |             |
|------------------------|-------------|
| 2023 Approved Net Cost | \$2,827,642 |
| 2022 Amended Net Cost  | \$2,606,975 |
| Budget Change          | \$220,667   |
| Change By %            | .084%       |
| 2023 FTE               | 57.6        |
| 2022 FTE               | 56.0        |
| FTE Change             | 1.6         |
| FTE Change By %        | 0.02%       |



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

| Costing Center Name                          | 2023<br>BUDGET   | 2022<br>BUDGET   | \$<br>INCREASE | %<br>INCREASE |
|--|------------------|------------------|----------------|---------------|
| <b>Recreation</b>                            |                  |                  |                |               |
| RECREATION - GENERAL (800)                   | 286,624          | (536,743)        | 823,367        | -153.401%     |
| ARENAS - GENERAL (801)                       | 425,391          | 406,507          | 18,884         | 4.645%        |
| CENTENNIAL RINK (810)                        | 47,583           | 44,863           | 2,720          | 6.063%        |
| PRIEST VALLEY ARENA & GYM (830)              | 154,044          | 125,922          | 28,122         | 22.333%       |
| KAL TIRE PLACE - OPERATIONS (840)            | 186,068          | 134,029          | 52,039         | 38.827%       |
| KAL TIRE PLACE - SPECIAL EVENTS (842)        | (105,255)        | (16,575)         | (88,680)       | 535.023%      |
| KAL TIRE PLACE - NORTH (844)                 | 87,306           | 48,978           | 38,328         | 78.256%       |
| ARENA PARKING LOTS & GROUNDS (849)           | 34,384           | 32,337           | 2,047          | 6.33%         |
| RECREATION CENTRE OFFICE (850)               | 502,654          | 469,771          | 32,883         | 7.00%         |
| PROGRAMMING - GENERAL (860)                  | 309,504          | 313,821          | (4,317)        | -1.376%       |
| PROGRAMMING - SECTION 1 (861)                | (103,616)        | (99,285)         | (4,331)        | 4.362%        |
| PROGRAMMING - SECTION 2 (862)                | (63,838)         | (65,863)         | 2,025          | -3.075%       |
| PROGRAMMING - SECTION 3 (863)                | (121,414)        | (137,115)        | 15,701         | -11.451%      |
| AQUATIC CENTRE (865)                         | 633,259          | 592,153          | 41,106         | 6.942%        |
| WINTER CARNIVAL BUILDING (871)               | 1,009            | 889              | 120            | 13.498%       |
| CURLING CLUB (872)                           | (52,445)         | (40,199)         | (12,246)       | 30.463%       |
| HALINA 50+ ACTIVITY CENTRE (875)             | 100,104          | 95,335           | 4,769          | 5.002%        |
| RECREATION CENTRE GROUNDS (878)              | 9,950            | 9,755            | 195            | 1.999%        |
| RECREATION CENTRE PARKING LOTS (879)         | 38,441           | 36,124           | 2,317          | 6.414%        |
| RECREATION CENTRE FACILITY (880)             | 291,761          | 272,170          | 19,591         | 7.198%        |
| LAKEVIEW WADING POOL (893)                   | 80,751           | 45,271           | 35,480         | 78.372%       |
| LAVINGTON POOL (898)                         | 54,044           | 50,509           | 3,535          | 6.999%        |
| PROJECTS - RECREATION (981)                  | 0                | 808,037          | -(808,037)     | -100.00%      |
| PROJECTS - RECREATION VERNON (982)           | 0                | 0                | 0              | 0.00%         |
| Total Recreation                             | 2,796,309        | 2,590,691        | 205,618        | 7.94%         |
| <b>Recreation - City Only</b>                |                  |                  |                |               |
| LAKER'S CLUBHOUSE (456)                      | 17,333           | 16,284           | 1,049          | 6.442%        |
| RECREATION COMPLEX CHILD CARE FACILITY (887) | 7,000            | 0                | 7,000          | 100.00%       |
| LAKERS CHILD CARE FACILITY (888)             | 7,000            | 0                | 7,000          | 100.00%       |
| Total Recreation - City Only                 | 31,333           | 16,284           | 15,049         | 92.416%       |
| <b>GRAND TOTAL</b>                           | <b>2,827,642</b> | <b>2,606,975</b> | <b>220,667</b> | <b>8.460%</b> |

## Department Summary

### Department Summary: RECREATION - GENERAL (800)

**Budget Year:** 2023

**Manager:** Doug Ross

**Division:** Recreation

**Accounting Reference:** 800

**Stage:** Proposed

**Approved:** No

#### Purpose:

The City of Vernon Recreation Services operates Greater Vernon Recreation Services on a fee for service agreement with the District of Coldstream and Electoral Areas B & C of the Regional District of North Okanagan. The City of Vernon provides 68.4% of the funding for the Service, while the District of Coldstream, Area B & C collectively provide 31.6% of the funding. Recreation Services' mission statement is "through recreation, we improve quality of life". To carry out this mission, Recreation Services provides programs, services and rentals and operates the Vernon Recreation Centre, Priest Valley, Kal Tire Place and Kal Tire Place North Arenas and the Centennial Outdoor Rink. In the summer, Recreation Services operates the Lakeview and Lavington outdoor pools and in the spring and summer months leases and operates the Vernon Curling Club. Administrative support, registrations and customer service are supplied through offices located at the Recreation Centre and Kal Tire Place.

#### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | \$286,624          |
| <b>Prior Year Approved Net Budget</b> | <b>\$(536,743)</b> |
| <b>Budget Change</b>                  | \$823,367          |
| <b>Budget Change by %</b>             | 153.40%            |
| <b>2023 FTE</b>                       | 2.4                |
| <b>2022 FTE</b>                       | 2.4                |
| <b>FTE Change</b>                     | 0.0                |
| <b>FTE Change by %</b>                | 0.00%              |

#### Outlook for Upcoming Budget:

2023 will be the fifth and final year of the five year Greater Vernon Recreation Facilities & Programming Agreement. To calculate a funding increase from the Agreement Participants, funding for Recreation Services is based on the previous year's contributions, plus the CPI Canada all goods and services for August. The base funding is calculated using the 2021 contributions plus the 7% CPI from August 2022. The overall increase to the base funding for the 2023 budget year is \$265,129; made up of a \$181,348 increase from the City of Vernon and \$83,780 collectively from the District of Coldstream, Area B & C. This increase will assist Recreation Services in maintaining historic levels of operation while dealing with inflation and the transition back to a new normal following two years of COVID.

In addition to the increase to the base contributions, there is also a service level adjustment for the operational budget for the newly rebuilt Lakeview Wading Pool & Spray Park. As per the Agreement, when a new facility is developed or substantially renovated requiring additional funding for operations, a service level adjustment is applied to the contributions provided by each of the Participants on a pro rata basis. The total service level adjustment is \$35,482; with the City of Vernon's share being \$24,270 and \$11,212 collectively from the District of Coldstream, Area B & C.

Beginning in 2023, all tax-funded projects are facilitated through the Recreation Major Maintenance Reserve. The transfer is recorded in Dept 800.

#### Highlights of Current Year:

2022 was the fourth year of the five year Agreement. Over the previous eight years of the Agreement, Recreation Services has provided services at or above historic levels and reinvested in our recreation facilities. As operating in a COVID-19 environment stretched into 2022, a slow transition towards a new normal meant that numerous adjustments to the operation were still required. The need for increased cleaning and disinfection were still needed to ensure a safe environment for both staff and the public. Dealing with staff shortages throughout the year was challenging, while seeing an increase in the number of large event rentals, increasing attendance and public confidence.

Despite all of the challenges facing staff, Recreation Services was again able to safely provide programs, services and rentals to the public throughout the year.

#### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION - GENERAL (800)

### Changes to Department:

| GL Category                                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---|--------------|--------------|-------------|-------------|-------------------------|-----------|
|   |              |              |             |             | \$                      | %         |
| Revenues                                    |              |              |             |             |                         |           |
| SERVICES PROVIDED TO OTHER GOVTS & AGENCIES | 1,149,725    | 1,196,864    | 1,196,864   | 1,291,856   | 94,992                  | 7.94%     |
| TAXATION REVENUES                           | 24,000       | 0            | 24,000      | 24,000      | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES                     | 33,015       | 0            | 58,485      | 22,800      | (35,685)                | (61.02%)  |
| Total                                       | 1,206,740    | 1,196,864    | 1,279,349   | 1,338,656   | 59,307                  | 4.64%     |
| Expenditures                                |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES       | 50,391       | 52,528       | 54,525      | 56,357      | 1,832                   | 3.36%     |
| CONTRACTS FOR SERVICES                      | 45,503       | 29,446       | 28,103      | 34,718      | 6,615                   | 23.54%    |
| GOODS, MATERIALS & SUPPLIES                 | 20,843       | 58,266       | 71,517      | 42,859      | (28,658)                | (40.07%)  |
| INTERNAL CHARGES                            | 168,712      | 168,332      | 171,493     | 176,346     | 4,853                   | 2.83%     |
| SALARIES, WAGES & BENEFITS                  | 355,786      | 300,124      | 370,468     | 404,900     | 34,432                  | 9.29%     |
| TRANSFERS TO RESERVES                       | 371,909      | 46,500       | 46,500      | 910,100     | 863,600                 | 1,857.20% |
| Total                                       | 1,013,143    | 655,195      | 742,606     | 1,625,280   | 882,674                 | 118.86%   |
| Net   | (193,597)    | (541,669)    | (536,743)   | 286,624     | 823,367                 | 153.40%   |

### 2022 - 2023 Budget Changes:

#### SERVICES PROVIDED TO OTHER GOVTS

- 7% increase in contribution from Agreement Participants along with a service level adjustment for the newly rebuilt Lakeview Wading Pool & Spray Park

#### TRANSFERS FROM RESERVES

- Reduced due to one time transfers in 2022

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in contract for recreation software and liability insurance premium

#### CONTRACTS FOR SERVICES

- Increase in staff training and legal fees to reflect actuals

#### GOODS, MATERIALS & SUPPLIES

- Decrease due to one time contribution to BC Games in 2022

#### INTERNAL CHARGES

- Contributions for financial services, HAZMAT and Bylaw services

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

#### TRANSFERS TO RESERVES

- Small reduction in transfer to IT Reserve

- Transfer of tax funding to Recreation Major Maintenance Reserve for current year projects

## Department Summary

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**Department Summary:** ARENAS - GENERAL (801)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 801

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Arenas General area of Recreation Services is responsible for the management and operation of the arenas including the day to day operation, maintenance, staffing and scheduling of Kal Tire Place, Kal Tire Place North, Priest Valley Arena and the Centennial Outdoor Rink. In addition to the operation of these ice sheets, the department also maintains, staffs and operates the Priest Valley Gymnasium, Boxing Club and the Curling Rink floor area in the spring and summer.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$425,391 |
| <b>Prior Year Approved Net Budget</b> | \$406,507 |
| <b>Budget Change</b>                  | \$18,884  |
| <b>Budget Change by %</b>             | 4.65%     |
| <b>2023 FTE</b>                       | 3.3       |
| <b>2022 FTE</b>                       | 3.3       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Well into our fifth year of operation of Kal Tire Place North, staff now have history and actual costs to assist in better understanding what is required to operate this facility.

As recommended in the Recreation Master Plan, funding is included in this budget for staff to attend conferences and training courses for staff development and capacity building.

### Highlights of Current Year:

A major maintenance project that was completed in the arenas in 2022 was the replacement of the Vernon Curling Rink chiller as part of the Priest Valley Refrigeration Plant Upgrade. It is also expected that the construction of the Zamboni Bay at the Centennial Outdoor Rink will be completed in the fall in time for the opening of the rink in late November.

A grant application has been submitted to the CleanBC Commercial Vehicle Pilot Program for the conversion of two propane ice resurfacers to electric power, pending final approval of the grant funding.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** ARENAS - GENERAL (801)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 14,106         | 11,112         | 14,503         | 14,861         | 358                     | 2.47%        |
| CONTRACTS FOR SERVICES                | 0              | 514            | 0              | 0              | 0                       | 0.00%        |
| GOODS, MATERIALS & SUPPLIES           | 3,698          | 6,759          | 12,250         | 13,692         | 1,442                   | 11.77%       |
| INTERNAL CHARGES                      | 42,307         | 11,235         | 52,206         | 52,488         | 282                     | 0.54%        |
| SALARIES, WAGES & BENEFITS            | 225,521        | 246,948        | 327,548        | 344,350        | 16,802                  | 5.13%        |
| <b>Total</b>                          | <b>285,632</b> | <b>276,567</b> | <b>406,507</b> | <b>425,391</b> | <b>18,884</b>           | <b>4.65%</b> |
| <b>Net</b>                            | <b>285,632</b> | <b>276,567</b> | <b>406,507</b> | <b>425,391</b> | <b>18,884</b>           | <b>4.65%</b> |

### 2022 - 2023 Budget Changes:

GOODS, MATERIALS & SUPPLIES

- Funding for conferences and staff training increased

SALARIES, WAGES & BENEFITS

- Increased for cost of living, service time and benefits

## Department Summary

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**Department Summary:** CENTENNIAL RINK (810)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 810

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Centennial Rink is an outdoor rink located on the Vernon Recreation Complex that is operated weather permitting between late November/early December and mid to late February. The rink offers free public skating and shinny hockey and is a favourite with children, families and seniors alike during the fall and winter. Due to our mild winters, the Centennial Rink is the only safe outdoor option in the community for unstructured skating and shinny hockey.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$47,583 |
| <b>Prior Year Approved Net Budget</b> | \$44,863 |
| <b>Budget Change</b>                  | \$2,720  |
| <b>Budget Change by %</b>             | 6.06%    |
| <b>2023 FTE</b>                       | 0.6      |
| <b>2022 FTE</b>                       | 0.6      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Skating lessons have been moved indoors to the Priest Valley Arena so there will not be revenue on the Centennial Rink for skating lessons.

### Highlights of Current Year:

After the replacement of the chiller, the Centennial was able to open to the public on time.

There is a decrease in actual revenue due to an event moving their event to a private facility.

The Centennial Rink returned to regular operating capacity in 2022.

Programming that regularly occurred on the Centennial was moved indoors to the Priest Valley Arena. This allowed for an increase in free public skating and shinny on the outdoor rink.

Construction of the new Centennial Zamboni Bay is underway and it is anticipated to be completed in time for the opening of the rink in late November. The installation of the new bay will greatly improve safety around the Centennial as the Zamboni will no longer need to drive from the Priest Valley Arena, around the Curling Rink and down the fire lane between the Recreation Centre and the Curling Rink.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** CENTENNIAL RINK (810)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |        |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|--------|
|                                       |              |              |             |             | \$                      | %      |
| Revenues                              |              |              |             |             |                         |        |
| SALE OF SERVICES                      | 97           | 2,624        | 4,816       | 5,509       | 693                     | 14.39% |
| Total                                 | 97           | 2,624        | 4,816       | 5,509       | 693                     | 14.39% |
| Expenditures                          |              |              |             |             |                         |        |
| COMMUNICATIONS, INSURANCE & UTILITIES | 18,126       | 17,776       | 19,514      | 22,333      | 2,819                   | 14.45% |
| CONTRACTS FOR SERVICES                | 325          | 0            | 1,030       | 1,030       | 0                       | 0.00%  |
| GOODS, MATERIALS & SUPPLIES           | 68           | 656          | 1,056       | 1,088       | 32                      | 3.03%  |
| SALARIES, WAGES & BENEFITS            | 3,205        | 10,876       | 28,079      | 28,641      | 562                     | 2.00%  |
| Total                                 | 21,725       | 29,308       | 49,679      | 53,092      | 3,413                   | 6.87%  |
| Net                                   | 21,629       | 26,685       | 44,863      | 47,583      | 2,720                   | 6.06%  |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost



## Department Summary

**Department Summary:** PRIEST VALLEY ARENA & GYM (830)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 830

**Stage:** Proposed

**Approved:** No

### Purpose:

The Priest Valley (PV) Arena is a 200 seat facility that plays host to a variety of groups and is home to the Vernon Figure Skating Club. In the spring the ice comes out and the facility is used for lacrosse practices and dry floor events like Creative Chaos.

The PV Gymnasium is a secondary school size gym that plays host to a variety of sports and activities including basketball, volleyball, badminton and pickleball. The Vernon Boxing Club is located below the gym. The revenue from the rental of the Boxing Club and the PV Gymnasium is included in the PV Arena budget.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$154,044 |
| <b>Prior Year Approved Net Budget</b> | \$125,922 |
| <b>Budget Change</b>                  | \$28,122  |
| <b>Budget Change by %</b>             | 22.33%    |
| <b>2023 FTE</b>                       | 3.2       |
| <b>2022 FTE</b>                       | 3.2       |
| <b>FTE Change</b>                     | (0.1)     |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Similar to last year, it is expected that events, bookings and user visits will return to normal, pre-COVID levels. The budget reflects this in both revenues and expenses.

The Priest Valley Arena and Gym will play host to the 2023 BC Winter Games in March. The facilities have been donated for the 3 day event. This is to make up for the cancelled games in 2022.

### Highlights of Current Year:

The Priest Valley Refrigeration Plant Replacement project, a continuation of the compressor room overhaul, took place from April to August and saw one chiller replaced to meet current Technical Safety BC standards.

Creative Chaos was again able to host their large event.

An event cancelled with little notice and moved their event to a private facility.

Benches were sanded and painted in all the dressing rooms and the outside of the building also received a refresh in the form of new paint.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PRIEST VALLEY ARENA & GYM (830)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |                |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|----------------|
|                                       |                |                |                |                | \$                      | %              |
| <b>Revenues</b>                       |                |                |                |                |                         |                |
| INTERNAL REVENUES                     | 3,111          | 11,414         | 50,679         | 29,754         | (20,925)                | (41.29%)       |
| SALE OF SERVICES                      | 136,289        | 120,561        | 311,955        | 326,012        | 14,057                  | 4.51%          |
| <b>Total</b>                          | <b>139,401</b> | <b>131,975</b> | <b>362,634</b> | <b>355,766</b> | <b>(6,868)</b>          | <b>(1.89%)</b> |
| <b>Expenditures</b>                   |                |                |                |                |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 130,083        | 112,222        | 135,781        | 159,076        | 23,295                  | 17.16%         |
| CONTRACTS FOR SERVICES                | 53,753         | 31,034         | 62,060         | 59,259         | (2,801)                 | (4.51%)        |
| GOODS, MATERIALS & SUPPLIES           | 14,369         | 10,042         | 18,305         | 18,011         | (294)                   | (1.61%)        |
| SALARIES, WAGES & BENEFITS            | 170,188        | 141,729        | 272,410        | 273,464        | 1,054                   | 0.39%          |
| <b>Total</b>                          | <b>368,393</b> | <b>295,026</b> | <b>488,556</b> | <b>509,810</b> | <b>21,254</b>           | <b>4.35%</b>   |
| <b>Net</b>                            | <b>228,993</b> | <b>163,051</b> | <b>125,922</b> | <b>154,044</b> | <b>28,122</b>           | <b>22.33%</b>  |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Reduction due to the cancelation of the hockey league

#### SALE OF SERVICES

- Anticipated increase as ice will be kept in the arena until mid to late May

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Property Insurance premiums increased for 2023
- Increase in natural gas costs and water/sewer due to rate increases

#### CONTRACTS FOR SERVICES

- Contract costs decreased to reflect actual costs in current and previous years

#### SALARIES, WAGES & BENEFITS

- Increase in cost of living, service time and benefits

## Department Summary

**Department Summary:** KAL TIRE PLACE - OPERATIONS (840)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 840

**Stage:** Proposed

**Approved:** No

### Purpose:

Kal Tire Place is a 3,003 seat facility that is home to the Vernon Vipers Jr. Hockey Team. Kal Tire Place is the main facility in Greater Vernon for hosting large special events like the Special Olympics BC Winter Games, BC Winter Games, Canadian Senior Curling Championships, Kraft Hockeyville, the 55+ BC Games, Concerts, etc. The facility has approximately 300,000 user visits per year and is open approximately 5,824 hours over 364 days annually.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$186,068 |
| <b>Prior Year Approved Net Budget</b> | \$134,029 |
| <b>Budget Change</b>                  | \$52,039  |
| <b>Budget Change by %</b>             | 38.83%    |
| <b>2023 FTE</b>                       | 3.0       |
| <b>2022 FTE</b>                       | 3.0       |
| <b>FTE Change</b>                     | 0.1       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Kal Tire Place will play host to the 2023 BC Winter Games in March. The facility has been donated for the three day event. This is to replace the cancelled 2022 BC Games.

It is anticipated that Kal Tire Place will play host to the Fall Home Show, the Okanagan Military Tattoo, graduations, and numerous other sport tournaments again in 2023. A major event for 2023 will be the 2023 National Tae Kwon Do Championships to be held in May. It is anticipated that at least two concerts will be held in 2023. The revenue and expense budgets for these special events will be in the newly created Kal Tire Place Special Events, department 842.

Kal Tire Place ice will remain in through the summer of 2023 to accommodate our Spring and Summer ice groups. The ice has not been removed from Kal Tire Place North for three years and the concrete slab must be assessed.

### Highlights of Current Year:

The North Okanagan Minor Lacrosse Association held a successful 2022 Bantam Provincial Tournament on the concrete slab of Kal Tire Place and the newly purchased Rec Turf Carpet System on Kal Tire Place North.

In response to the extreme weather in late July, Kal Tire Place was host to a community cooling centre. Allowing those without other options to come into the building as a reprieve from the heat. The facility was mainly used by older adults looking for a place to walk during the extreme heat event. There was also a pet room set up for those who had pets that needed to cool off.

Kal Tire Place continued to play host to the return of such events as the Spring Home Show, graduations, and Okanagan Military Tattoo. Kal Tire Place also hosted a children's concert with The Wiggles, the Fall Home Show, and the annual Christmas Craft Fair in the Fall of 2022.

Kal Tire Place was used to host the IHA Fall Vaccination Clinic in the Civic and Crossover Rooms.

Indoor walking at Kal Tire Place continued to be an important source of exercise for the community.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** KAL TIRE PLACE - OPERATIONS (840)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| INTERNAL REVENUES                     | 0            | 0            | 26,487      | 12,200      | (14,287)                | (53.94%) |
| SALE OF GOODS                         | 390          | 1,069        | 0           | 0           | 0                       | 0.00%    |
| SALE OF SERVICES                      | 444,908      | 377,097      | 540,003     | 515,657     | (24,346)                | (4.51%)  |
| TAXATION REVENUES                     | 17,400       | 0            | 17,400      | 17,400      | 0                       | 0.00%    |
| Total                                 | 462,698      | 378,166      | 583,890     | 545,257     | (38,633)                | (6.62%)  |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 309,693      | 220,063      | 304,481     | 314,142     | 9,661                   | 3.17%    |
| CONTRACTS FOR SERVICES                | 92,709       | 90,595       | 117,239     | 117,346     | 107                     | 0.09%    |
| GOODS, MATERIALS & SUPPLIES           | 30,869       | 29,871       | 47,096      | 50,610      | 3,514                   | 7.46%    |
| INTERNAL CHARGES                      | 1,422        | 2,230        | 0           | 0           | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS            | 268,199      | 206,018      | 249,103     | 249,227     | 124                     | 0.05%    |
| Total                                 | 702,892      | 548,778      | 717,919     | 731,325     | 13,406                  | 1.87%    |
| Net                                   | 240,193      | 170,612      | 134,029     | 186,068     | 52,039                  | 38.83%   |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

-more in line with actuals, to reflect the cancellation of the men's hockey league and adjustment of the percentage of programming turned over to facilities

#### SALE OF SERVICES

-event rental budget for this area has been moved to newly created Kal Tire Place Special Events budget area842

#### COMMUNICATION, INSURANCE & UTILITIES

- Property Insurance premiums increased for 2023
- Increase in natural gas due to rate increases
- Decrease in hydro cost projected for 2023
- Projected decrease in water/sewer for 2023 based on 2022 actuals

#### GOODS, MATERIALS & SUPPLIES

- Increase to reflect current and prior year actuals

## Department Summary

**Department Summary:** KAL TIRE PLACE - SPECIAL EVENTS (842)

**Budget Year:** 2023

**Manager:** Leah Walker

**Division:** Recreation

**Accounting Reference:** 842

**Stage:** Proposed

**Approved:** No

### Purpose:

With the increase in special events at Kal Tire Place, the Concessions department has been renamed Special Events. This budget area has been dedicated to the revenues and expenses for all special events that take place in Kal Tire Place and Kal Tire Place North like the Vernon Military Tattoo, the Vernon Home Show, the Chamber of Commerce Expo and the Christmas Craft Fair as well as any new special events that are booked.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(105,255)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(16,575)</b>  |
| <b>Budget Change</b>                  | <b>\$(88,680)</b>  |
| <b>Budget Change by %</b>             | <b>(535.02%)</b>   |
| <b>2023 FTE</b>                       | <b>2.3</b>         |
| <b>2022 FTE</b>                       | <b>2.3</b>         |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>0.00%</b>       |

### Outlook for Upcoming Budget:

With the expectation that attendance at events will return to normal, revenues and expenses have been adjusted to reflect this.

As recommended in the Greater Vernon Recreation Master Plan, Recreation Services will be creating a position of Recreation Events Coordinator. This will help to boost the support we can give to events at all Recreation Facilities and improve the user experience. The Recreation Events Coordinator position is partially funded through a contribution from Vernon Tourism.

Due to this reorganization, previous revenues and expenses that were in other departments, have been moved to this newly created Kal Tire Place Special Events budget area.

### Highlights of Current Year:

The return to full capacity and lessening of COVID-19 restrictions was slow at the start of 2022. This affected the number of people able to attend events and the tournaments that could take place.

Concessions were open more hours during tournament weekends and worked with organizations to promote the concessions through promotions in tournament packages.

Recreation Services has been utilized more often in 2022 for catering of courses and meetings that have taken place at all Recreation Centre facilities. This is the first step to being able to offer a full catering menu to our user groups.

A public survey was completed in September 2022 regarding the satisfaction of concession services and what the public would like to see offered going forward. This feedback will be used with the goal of improving the customer experience in the 2022/2023 season.

In the Fall, Recreation Services hired a Catering and Events Crew Chief to be able to offer more in-house catering to user groups as well as post-game meals to the more elite athletes who are travelling via bus to take home with them.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** KAL TIRE PLACE - SPECIAL EVENTS (842)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| INTERNAL REVENUES           | 0            | 708          | 500         | 15,000      | 14,500                  | 2,900.00% |
| SALE OF GOODS               | 68,227       | 120,029      | 263,500     | 222,500     | (41,000)                | (15.56%)  |
| SALE OF SERVICES            | 1,365        | 6,466        | 10,000      | 106,482     | 96,482                  | 964.82%   |
| TRANSFERS FROM RESERVES     | 0            | 0            | 0           | 25,000      | 25,000                  | 100.00%   |
| Total                       | 69,592       | 127,202      | 274,000     | 368,982     | 94,982                  | 34.66%    |
| Expenditures                |              |              |             |             |                         |           |
| COST OF GOODS SOLD          | 38,613       | 58,409       | 104,000     | 69,000      | (35,000)                | (33.65%)  |
| GOODS, MATERIALS & SUPPLIES | 3,623        | 3,269        | 10,500      | 10,500      | 0                       | 0.00%     |
| SALARIES, WAGES & BENEFITS  | 61,853       | 94,606       | 142,925     | 184,227     | 41,302                  | 28.90%    |
| Total                       | 104,090      | 156,284      | 257,425     | 263,727     | 6,302                   | 2.45%     |
| Net                         | 34,497       | 29,081       | (16,575)    | (105,255)   | (88,680)                | (535.02%) |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Started offering more catering to internal customers and see this as an area for growth in 2023

#### SALE OF GOODS

- Concession revenue inline with actuals

#### SALE OF SERVICES

- Revenue from event rentals at Kal Tire Place and Kal Tire Place North have been moved into this budget area

#### TRANSFER FROM RESERVES

- Tourism will be helping to support the new Event Coordinator position with a \$25,000 monetary contribution

#### COST OF GOODS SOLD

- Cost of goods more inline with actuals

#### SALARIES, WAGES & BENEFITS

- Exempt wages due to the newly created position full time Event Coordinator

- Excluded wages increase to factor in the newly created position of part time Concession Supervisor as well as the minimum wage increase

## Department Summary

**Department Summary:** KAL TIRE PLACE - NORTH (844)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 844

**Stage:** Proposed

**Approved:** No

### Purpose:

Kal Tire Place North Arena has a regulation NHL size sheet of ice, 400 spectator seats, 6 dressing rooms, 2 gender neutral/referee rooms, a small meeting room called the Breakaway Room, a large public space called the Civic Room, a large overhead access door to the ice sheet and is the new home of the Greater Vernon Minor Hockey office. This expanded facility is a great asset and allows Kal Tire Place to host events that were not previously possible in a single sheet facility. The facility also has two commercial lease spaces that are occupied by RINK Hockey Academy and the Training House gym.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$87,306 |
| <b>Prior Year Approved Net Budget</b> | \$48,978 |
| <b>Budget Change</b>                  | \$38,328 |
| <b>Budget Change by %</b>             | 78.26%   |
| <b>2023 FTE</b>                       | 2.9      |
| <b>2022 FTE</b>                       | 2.8      |
| <b>FTE Change</b>                     | 0.1      |
| <b>FTE Change by %</b>                | 3.57%    |

### Outlook for Upcoming Budget:

Kal Tire Place North is operating year round, 7 days a week from early in the morning until late at night (most months). Because of this, revenues have increased, but so have expenses to operate the facility.

It is anticipated that rentals and revenue will return to near normal levels.

Kal Tire Place will play host to the 2023 BC Winter Games in March. The facility has been donated for the three day event. This is to replace the cancelled 2022 BC Games.

The revenue and expense budgets for these special events will be in the newly created Kal Tire Place - Special Events, department 842.

The lease space tenants have greatly increased daytime, non-prime time use of the ice throughout the year. Some scheduling changes have been made, moving groups from the Priest Valley Arena to Kal Tire Place North, to create operational efficiencies.

The ice has not been removed from Kal Tire Place North for three years. The ice will need to be removed and the floor condition (concrete slab) assessed to see if any repairs are necessary. This will involve the ice being removed for an undetermined amount of time beginning in mid-May of 2023. Once an assessment has taken place, staff will have a better idea of how long the ice will need to be removed. Spring and summer ice will be accommodated at Kal Tire Place.

### Highlights of Current Year:

The North Okanagan Minor Lacrosse Association held a successful 2022 Bantam Provincial Tournament on the concrete slab of Kal Tire Place and on the newly purchased Rec Turf Carpet System at Kal Tire Place North.

Regular events are returning to Kal Tire Place North. 2022 saw the return of the Chamber of Commerce Expo and The Fall Home Show. Three adult tournaments and four minor hockey tournaments were not able to be held due to COVID restrictions still in place between January and April 2022. The Okanagan Military Tattoo chose not to use Kal Tire Place North for their trade show, due to anticipated lower numbers.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** KAL TIRE PLACE - NORTH (844)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| INTERNAL REVENUES                     | 950          | 0            | 21,981      | 10,200      | (11,781)                | (53.60%) |
| SALE OF SERVICES                      | 449,523      | 338,733      | 490,193     | 494,431     | 4,238                   | 0.86%    |
| Total                                 | 450,473      | 338,733      | 512,174     | 504,631     | (7,543)                 | (1.47%)  |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 204,347      | 165,628      | 278,662     | 288,151     | 9,489                   | 3.41%    |
| CONTRACTS FOR SERVICES                | 18,514       | 13,584       | 27,412      | 42,680      | 15,268                  | 55.70%   |
| GOODS, MATERIALS & SUPPLIES           | 13,353       | 8,873        | 16,905      | 20,286      | 3,381                   | 20.00%   |
| SALARIES, WAGES & BENEFITS            | 215,179      | 177,875      | 238,173     | 240,820     | 2,647                   | 1.11%    |
| TRANSFERS TO RESERVES                 | 12,710       | 5,014        | 0           | 0           | 0                       | 0.00%    |
| Total                                 | 464,102      | 370,974      | 561,152     | 591,937     | 30,785                  | 5.49%    |
| Net                                   | 13,629       | 32,241       | 48,978      | 87,306      | 38,328                  | 78.26%   |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- more in line with actuals, to reflect the cancellation of the men's hockey league and adjustment of the percentage programming turn overs to facilities

#### SALE OF SERVICES

- With Kal Tire Place North Arena ice being removed in the Spring, revenue for rentals during this time has been shifted to the Kal Tire Place  
 - Event rental budget for this area has been moved to department 842

#### COMMUNICATION, INSURANCE & UTILITIES

- Property Insurance premiums increase for 2023  
 - Increase in natural gas cost due to rate increases  
 - Decrease in hydro cost projected for 2023  
 - Projected decrease in water/sewer for 2023 based on 2022 actuals

#### CONTRACTS FOR SERVICES

- Increased to reflect actuals from prior years and planned work and to share costs evenly between Kal Tire Place and Kal Tire Place North

#### GOODS, MATERIALS & SUPPLIES

- Increase to reflect current and prior year actuals

#### SALARIES, WAGES & BENEFITS

- Labour cost increase due to cost of living, service time, and benefits



## Department Summary

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**Department Summary:** ARENA PARKING LOTS & GROUNDS (849)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 849

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Kal Tire Place parking lot is used by visitors and events. The Kal Tire Place parking lot is the location of the Vernon Farmers Market, the Southern Interior Karting Association, as well as other community events at various times of the year.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$34,384 |
| <b>Prior Year Approved Net Budget</b> | \$32,337 |
| <b>Budget Change</b>                  | \$2,047  |
| <b>Budget Change by %</b>             | 6.33%    |
| <b>2023 FTE</b>                       | 0.0      |
| <b>2022 FTE</b>                       | 0.0      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

The snow plowing budget has been adjusted due to anticipated changes including higher costs for the contractors and snow only being hauled to the adjacent dirt lot.

Parking Lot Revenues may be impacted depending on work that will be carried out for the development of a Kin Race Track Athletic Park

The snow shoveling budget will see a decrease as City of Vernon staff will do the sidewalk shoveling previously done by a contractor.

It is anticipated that there will be an increase in revenue with the updated contract for the Vernon Farmers Market.

### Highlights of Current Year:

Revenues for the parking lot were not impacted by COVID as the Farmer's Market was deemed an essential service as a provider of food and the Car Club was able to meet all requirements for physical distancing and group gathering sizes.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** ARENA PARKING LOTS & GROUNDS (849)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |        |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|--------|
|                             |              |              |             |             | \$                      | %      |
| Revenues                    |              |              |             |             |                         |        |
| SALE OF SERVICES            | 12,815       | 11,645       | 12,250      | 17,557      | 5,307                   | 43.32% |
| Total                       | 12,815       | 11,645       | 12,250      | 17,557      | 5,307                   | 43.32% |
| Expenditures                |              |              |             |             |                         |        |
| CONTRACTS FOR SERVICES      | 23,550       | 37,572       | 42,425      | 49,734      | 7,309                   | 17.23% |
| GOODS, MATERIALS & SUPPLIES | 415          | 1,808        | 1,276       | 1,302       | 26                      | 2.04%  |
| INTERNAL CHARGES            | 11           | 0            | 0           | 0           | 0                       | 0.00%  |
| SALARIES, WAGES & BENEFITS  | 175          | 382          | 886         | 905         | 19                      | 2.14%  |
| Total                       | 24,152       | 39,762       | 44,587      | 51,941      | 7,354                   | 16.49% |
| Net                         | 11,336       | 28,116       | 32,337      | 34,384      | 2,047                   | 6.33%  |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- it is anticipated that there will be an increase in revenue with the updated contract for the Vernon Farmers Market

#### CONTRACTS FOR SERVICES

- Aligned snow plowing budget to service costs have increased with new contractor

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** RECREATION CENTRE OFFICE (850)

**Budget Year:** 2023

**Manager:** Leah Walker

**Division:** Recreation

**Accounting Reference:** 850

**Stage:** Proposed

**Approved:** No

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### Purpose:

Recreation Centre Office is the Registration and Administration office located in the Vernon Recreation Centre. Clerical staff are front line contact with the public and handle all program registrations, collect all registration and admission fees to programs and the Vernon Aquatic Centre, handle public inquiries in person, on the phone and through email. Staff deal with all facility bookings, including parks bookings and supply clerical support to all other staff as needed. The office at the Recreation Centre is open over 5000 hours, 364 days per year.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$502,654 |
| <b>Prior Year Approved Net Budget</b> | \$469,771 |
| <b>Budget Change</b>                  | \$32,883  |
| <b>Budget Change by %</b>             | 7.00%     |
| <b>2023 FTE</b>                       | 6.1       |
| <b>2022 FTE</b>                       | 6.0       |
| <b>FTE Change</b>                     | 0.1       |
| <b>FTE Change by %</b>                | 1.67%     |

### Outlook for Upcoming Budget:

As we return to a near normal, we have welcomed back most of our users, at the capacity allowed by staffing levels. It is anticipated that this will continue in 2023.

Due to the requirement from HR for guaranteed hour positions for new hires, the number of hours staff will now have to work during shutdown, when traditionally we only had one staff member working, has caused an increase in staff wages.

An all access pass, giving pass holders access to all public swim, public skate, fitness gym use and drop in sports, with one purchased pass, was approved in the Spring of 2022. This will allow ease for users who currently use more than one facility and also give other users the opportunity to try out the different activities, with their one pass.

### Highlights of Current Year:

Both positions of Facility Booking Clerk have been in their role for a year now. These positions have been kept extremely busy with the lifting of COVID-19 restrictions and people wanting to celebrate what they haven't been able to for two plus years. In the first two quarters of 2022, the Booking Clerks did over 10,500 individual bookings and over 1000 contracts were issued.

Despite clerical staff having many hurdles and changing PHO and IHA orders and procedures thrown their way, they continued to provide a high level of customer service.

The department redistributed the available hours of work by creating a full time Recreation Clerk as well as eight positions with guaranteed hours ranging from 4-20 hours of work per week.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE OFFICE (850)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Revenues</b>                       |                |                |                |                |                         |              |
| SALE OF GOODS                         | 9,105          | 21,811         | 32,500         | 33,650         | 1,150                   | 3.54%        |
| SALE OF SERVICES                      | 25,454         | 13,664         | 39,050         | 43,638         | 4,588                   | 11.75%       |
| <b>Total</b>                          | <b>34,559</b>  | <b>35,475</b>  | <b>71,550</b>  | <b>77,288</b>  | <b>5,738</b>            | <b>8.02%</b> |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 11,058         | 8,180          | 11,385         | 11,741         | 356                     | 3.13%        |
| CONTRACTS FOR SERVICES                | 649            | 990            | 850            | 1,200          | 350                     | 41.18%       |
| GOODS, MATERIALS & SUPPLIES           | 17,566         | 17,294         | 29,496         | 33,225         | 3,729                   | 12.64%       |
| INTEREST, OTHER CHARGES & LOSSES      | 38,749         | 37,677         | 38,000         | 41,999         | 3,999                   | 10.52%       |
| SALARIES, WAGES & BENEFITS            | 464,063        | 358,994        | 461,590        | 491,777        | 30,187                  | 6.54%        |
| <b>Total</b>                          | <b>532,085</b> | <b>423,135</b> | <b>541,321</b> | <b>579,942</b> | <b>38,621</b>           | <b>7.13%</b> |
| <b>Net</b>                            | <b>497,526</b> | <b>387,661</b> | <b>469,771</b> | <b>502,654</b> | <b>32,883</b>           | <b>7.00%</b> |

### 2022 - 2023 Budget Changes:

#### SALE OF GOODS

- More in line with actuals

#### SALE OF SERVICES

- More in line with actuals

#### GOODS, MATERIALS & SUPPLIES

- Due to lack of training and development opportunities in the last two years, more staff development opportunities are planned for 2023.

#### INTEREST, OTHER CHARGES & LOSSES

- Moneris fees are more in line with actuals

#### SALARIES, WAGES & BENEFITS

- Increase in CUPE staff hours due to guaranteed hour positions that now require more clerks to work over shutdown  
 - Labour cost increase due to cost of living, service time, and benefits

## Department Summary

**Department Summary:** PROGRAMMING - GENERAL (860)

**Budget Year:** 2023

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 860

**Stage:** Proposed

**Approved:** No

### Purpose:

The Recreation Programming Department is comprised of Programming General and Programming Sections 1, 2 and 3. The Programming Department is responsible for the planning and delivery of community recreation and active living opportunities. The programming department offers over 1,000 programs per year ensuring that opportunities to participate are available for preschoolers, youth, teens, adults, seniors, and people of all income levels and people with disabilities. Programming General is the 'overhead' area for all programs and includes general marketing of all activities and programs through radio, social media, web, print and the recreation departments Active Living Guide which is published twice per year: Fall/Winter, Spring/Summer.

### Budget Summary

|                                       |                  |
|---------------------------------------|------------------|
| <b>2023 Proposed Net Budget</b>       | \$309,504        |
| <b>Prior Year Approved Net Budget</b> | \$313,821        |
| <b>Budget Change</b>                  | <b>\$(4,317)</b> |
| <b>Budget Change by %</b>             | <b>(1.38%)</b>   |
| <b>2023 FTE</b>                       | 3.0              |
| <b>2022 FTE</b>                       | 3.0              |
| <b>FTE Change</b>                     | 0.0              |
| <b>FTE Change by %</b>                | 0.00%            |

### Outlook for Upcoming Budget:

The outlook for 2023 will be re-growth. Focus will be on growing the program staff team as there are significant staff shortages in all program areas. Recruiting staff and finding facility space are key factors in the re-growth plan for the Recreation Programs department to provide more activity options and program spaces in 2023 and beyond.

The expansion of our volunteer program will support programs by: addressing some staffing level concerns; incorporating volunteers as extra staff support; providing skill training and coaching for youth and other volunteers to be potential staff.

### Highlights of Current Year:

For all program areas, flexibility and adaptation continued to be the key factors through 2022 as we adjusted to the new normal and the reduced access to staffing in programs. The summer and fall were met with optimism as the COVID pandemic mitigations were removed and or reduced.

The volunteer program in 2022 allowed for development of free indoor skate boarding opportunities for all ages, and allowed for increased activity and group sizes in many programs, specifically summer camps. Community partner relationships with Pacific Sport Okanagan assisted with sport skill training for staff and the sharing of staff and equipment for summer camps.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - GENERAL (860)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                             |              |              |             |             | \$                      | %        |
| Revenues                    |              |              |             |             |                         |          |
| GOVERNMENT TRANSFERS        | 1,000        | 0            | 0           | 0           | 0                       | 0.00%    |
| INTERNAL REVENUES           | 9,039        | 9,775        | 9,250       | 16,750      | 7,500                   | 81.08%   |
| SALE OF GOODS               | (32)         | 0            | 0           | 0           | 0                       | 0.00%    |
| SALE OF SERVICES            | 114,677      | 13,779       | 20,903      | 23,540      | 2,637                   | 12.62%   |
| Total                       | 124,684      | 23,554       | 30,153      | 40,290      | 10,137                  | 33.62%   |
| Expenditures                |              |              |             |             |                         |          |
| CONTRACTS FOR SERVICES      | 12,000       | 9,553        | 33,639      | 23,547      | (10,092)                | (30.00%) |
| GOODS, MATERIALS & SUPPLIES | 2,769        | 4,043        | 4,250       | 4,800       | 550                     | 12.94%   |
| INTERNAL CHARGES            | 6,331        | 0            | 0           | 4,000       | 4,000                   | 100.00%  |
| SALARIES, WAGES & BENEFITS  | 365,165      | 238,355      | 306,085     | 317,447     | 11,362                  | 3.71%    |
| Total                       | 386,264      | 251,951      | 343,974     | 349,794     | 5,820                   | 1.69%    |
| Net                         | 261,580      | 228,397      | 313,821     | 309,504     | (4,317)                 | (1.38%)  |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Increase is anticipated for the use of the Recreation Centre Bus by programs, as we return to normal

#### SALE OF SERVICES

- Increase advertising sales through partner ad placements in the summer camp flyer

#### CONTRACTS FOR SERVICES

- Decrease in General Contracts to reflect the reallocation of funds to Internal Charges for shared radio ads organized through Communications Department

#### INTERNAL CHARGES

- Increase due to Recreation Services transferring contract advertising funding to Communications Department for shared radio ads

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs

## Department Summary

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**Department Summary:** PROGRAMMING - SECTION 1 (861)

**Budget Year:** 2023

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 861

**Stage:** Proposed

**Approved:** No

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### Purpose:

To coordinate the delivery of a variety of recreation programs for all ages, newborn to seniors, while maintaining or developing positive and productive relationships with the community. The primary focus of Section 1 is on programs for Preschool and Youth, while also providing opportunities for families to get active and play together.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(103,616)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(99,285)</b>  |
| <b>Budget Change</b>                  | <b>\$(4,331)</b>   |
| <b>Budget Change by %</b>             | <b>(4.36%)</b>     |
| <b>2023 FTE</b>                       | <b>4.9</b>         |
| <b>2022 FTE</b>                       | <b>4.8</b>         |
| <b>FTE Change</b>                     | <b>0.1</b>         |
| <b>FTE Change by %</b>                | <b>2.08%</b>       |

### Outlook for Upcoming Budget:

The new Leaders In Training (LIT) program is expanding our opportunities for teens to be part of and engaged in community recreation. Providing experience in leading drop-in activities, gaining certification in Fundamental Movement Skills and First Aid and cultivating potential to be future program leaders. Expanded 2023 program offerings will allow even more volunteer opportunities for our LIT's to develop new skills and gain experience.

The Tiny Tots Preschool classes have been changed to provide longer class times for 4 year old's. The extended class day will provide a better transition for kids who will be attending kindergarten the following year. This change was completed to meet parent's requests for exposure to longer class time, in order for their children to be prepared for the longer kindergarten days.

### Highlights of Current Year:

Tiny Tots Preschool and the Playschool programs continued to be in demand, as parents looked for ways to provide safe social activity for their children. New themed and sport introduction playschool programs are being offered, to provide more options to meet community interest

Youth camps returned to providing more of the normal summer activities, without COVID restrictions. The return of regular camp activities, like sailing, rock climbing and paddle boarding provided additional options for campers to engage with the community and try a new sport.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - SECTION 1 (861)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| GOVERNMENT TRANSFERS                  | 25,383       | 28,443       | 11,300      | 29,600      | 18,300                  | 161.95%  |
| SALE OF SERVICES                      | 154,828      | 224,479      | 349,308     | 339,231     | (10,077)                | (2.88%)  |
| Total                                 | 180,212      | 252,922      | 360,608     | 368,831     | 8,223                   | 2.28%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,188        | 753          | 1,710       | 1,724       | 14                      | 0.82%    |
| CONTRACTS FOR SERVICES                | 2,532        | 780          | 13,500      | 2,650       | (10,850)                | (80.37%) |
| GOODS, MATERIALS & SUPPLIES           | 2,795        | 15,393       | 18,650      | 21,550      | 2,900                   | 15.55%   |
| INTERNAL CHARGES                      | 690          | 9,418        | 9,494       | 11,706      | 2,212                   | 23.30%   |
| SALARIES, WAGES & BENEFITS            | 126,264      | 147,707      | 217,969     | 227,585     | 9,616                   | 4.41%    |
| Total                                 | 133,470      | 174,051      | 261,323     | 265,215     | 3,892                   | 1.49%    |
| Net                                   | (46,742)     | (78,870)     | (99,285)    | (103,616)   | (4,331)                 | (4.36%)  |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increased as the Tiny Tots Preschool Early Childhood Educators (ECEs) receive additional wage enhancements that come in the form of grants

#### SALE OF SERVICES

- Decrease in Program Fees is anticipated as a result of increased offerings for summer camps by other businesses in the community

#### CONTRACTS FOR SERVICES

- Decrease to reflect the new training programs that allow summer camp staff to provide some of the previously contracted specialized services

#### GOODS, MATERIALS & SUPPLIES

- Increased to provide more individual program supplies for participants as the sharing of supplies can no longer be expected, as a result of changes from COVID

#### INTERNAL CHARGES

- Increase in youth program internal charges, such as gym use and arena rentals as a result of Camp services using more indoor spaces as back up options due to expected smoke from fires and heat events

#### SALARIES, WAGES & BENEFITS

- Increased to provide competitive wages for program staff



## Department Summary

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**Department Summary:** PROGRAMMING - SECTION 2 (862)

**Budget Year:** 2023

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 862

**Stage:** Proposed

**Approved:** No

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### Purpose:

To co-ordinate the delivery of a variety of recreation programs for all ages, newborn to seniors, while maintaining or developing positive and productive relationships with the community. Section 2 focuses on adult (14+) fitness (land, water, weights), adult (14+) general programming and outdoor recreation. All program sections overlap in the provision of special events and youth camps and activities.

### Budget Summary

|                                       |                   |
|---------------------------------------|-------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(63,838)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(65,863)</b> |
| <b>Budget Change</b>                  | <b>\$2,025</b>    |
| <b>Budget Change by %</b>             | <b>3.07%</b>      |
| <b>2023 FTE</b>                       | <b>1.0</b>        |
| <b>2022 FTE</b>                       | <b>1.0</b>        |
| <b>FTE Change</b>                     | <b>0.0</b>        |
| <b>FTE Change by %</b>                | <b>0.00%</b>      |

### Outlook for Upcoming Budget:

The outlook for 2023 will be on growing the fitness program staff team. There are significant fitness staff shortages, making providing some activities difficult, and there is a probability of having to cancel classes as no substitute staff are available to cover sick time. To mitigate the probability of canceling classes, fewer class options are being provided, but class sizes are returning to pre-COVID capacity to meet community demand.

In order to offset rising costs for facility space and instructor wages, the 2023 fitness programs will see a 4.5% increase to fees. Adult outdoor adventure programs and youth outdoor adventure programs have been budgeted to run at pre-COVID capacities, however environmental conditions such as fire, smoke and extreme heat may reduce offerings, due to the lack of safe and appropriate indoor space.

### Highlights of Current Year:

The Aquafit program remained in high demand. The classes will continue to be run as registered programs with a option to allow for drop in, if space is available.

As the year moved along we saw the return of many of our long-time participants to our Fitness classes. Being able to offer consistent programming has enabled many of our seniors to rebuild and maintain their fitness, not to mention their social connections. Mindfulness and stress release are key components to this past year, as well as moving forward. To this end we saw an increase in interest for programs such as yoga and meditation. We successfully added multiple mindfulness programs to our offerings.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - SECTION 2 (862)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| GOVERNMENT TRANSFERS                  | 500          | 0            | 1,000       | 1,000       | 0                       | 0.00%    |
| SALE OF GOODS                         | 587          | 314          | 750         | 500         | (250)                   | (33.33%) |
| SALE OF SERVICES                      | 52,112       | 72,262       | 164,555     | 165,969     | 1,414                   | 0.86%    |
| Total                                 | 53,199       | 72,577       | 166,305     | 167,469     | 1,164                   | 0.70%    |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 541          | 361          | 1,000       | 1,000       | 0                       | 0.00%    |
| CONTRACTS FOR SERVICES                | 3,664        | 6,022        | 19,644      | 23,007      | 3,363                   | 17.12%   |
| GOODS, MATERIALS & SUPPLIES           | 3,418        | 1,764        | 5,287       | 5,052       | (235)                   | (4.44%)  |
| INTERNAL CHARGES                      | 971          | 1,420        | 5,941       | 4,917       | (1,024)                 | (17.24%) |
| SALARIES, WAGES & BENEFITS            | 33,736       | 34,961       | 68,570      | 69,655      | 1,085                   | 1.58%    |
| Total                                 | 42,331       | 44,527       | 100,442     | 103,631     | 3,189                   | 3.17%    |
| Net                                   | (10,868)     | (28,049)     | (65,863)    | (63,838)    | 2,025                   | 3.07%    |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase in youth program revenues is anticipated as we return to more normal program offerings and class sizes

#### CONTRACTS FOR SERVICES

- Increased due to the expected return of Outdoor Adventure Activities utilizing many local businesses

#### INTERNAL CHARGES

- Decrease, as class sizes can return to normal, removing the need for the additional classes that had been created

#### SALARIES, WAGES & BENEFITS

- Increased to provide competitive wages for program staff

## Department Summary

**Department Summary:** PROGRAMMING - SECTION 3 (863)

**Budget Year:** 2023

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 863

**Stage:** Proposed

**Approved:** No

### Purpose:

To co-ordinate the delivery of a variety of recreation programs for all ages, newborn to seniors, while maintaining or developing positive and productive relationships with the community. The primary focus of Section 3 is on providing programs to meet the needs of residents in the area of sports: skating lessons, hockey, racquet sports, volleyball, basketball, softball, and pickle ball programs.

### Budget Summary

|                                       |                    |
|---------------------------------------|--------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(121,414)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(137,115)</b> |
| <b>Budget Change</b>                  | <b>\$15,701</b>    |
| <b>Budget Change by %</b>             | <b>11.45%</b>      |
| <b>2023 FTE</b>                       | <b>1.1</b>         |
| <b>2022 FTE</b>                       | <b>1.0</b>         |
| <b>FTE Change</b>                     | <b>0.0</b>         |
| <b>FTE Change by %</b>                | <b>10.00%</b>      |

### Outlook for Upcoming Budget:

The goal for 2023 will be to bring volleyball leagues back up to pre-COVID registration levels. The access to the School District 22 gymnasiums and the recruitment of staff, is vital to achieving the targeted budget for 2023 Recreation Services sport programs.

The recruitment of staff to referee the leagues is also a factor in the success of the 2023 sport programs. To address staffing, the hope is that the Leaders In Training Program (LIT) will see some of the youth become a Sport Ref, which will in turn allow us to expand our adult sport league offerings.

Ice Skating Lessons will be offered indoors at the Priest Valley Arena this year, to provide consistent program offerings. In past years, skating lessons were held on the Centennial outdoor rink, but due to snow or strange weather events, many lessons were cancelled.

The Hockey League has not been able to recover from COVID cancellations, with many players not returning to form teams. Some players have joined teams in the Armstrong League and others are participating in shinny hockey, as a more flexible play option.

### Highlights of Current Year:

With a huge community effort, over \$3,000 was raised to build the indoor skate park features to be used in the Vernon Curling Club during the summer. Four carpenters donated their time to building boxes, ramps etc. The access to the Curling Club indoor skate park was provided for free and volunteers signed up to monitor activities and the safe use of the skate park.

In June as part of the celebration of Parks and Recreation month, we hosted Toonie Try It Sports for youth, adults and families. The Try It events provided options to try a fitness or sport class with no commitment. This was possible due to ParticipACTION grant funding and the passionate commitment from our program staff and community coaches.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - SECTION 3 (863)

### Changes to Department:

| GL Category                           | 2021 Actuals    | 2022 Actuals    | 2022 Budget      | 2023 Budget      | 2022-2023 Budget Change |                 |
|---------------------------------------|-----------------|-----------------|------------------|------------------|-------------------------|-----------------|
|                                       |                 |                 |                  |                  | \$                      | %               |
| <b>Revenues</b>                       |                 |                 |                  |                  |                         |                 |
| GOVERNMENT TRANSFERS                  | 952             | 0               | 0                | 0                | 0                       | 0.00%           |
| SALE OF SERVICES                      | 102,337         | 129,045         | 316,475          | 260,786          | (55,689)                | (17.60%)        |
| <b>Total</b>                          | <b>103,290</b>  | <b>129,045</b>  | <b>316,475</b>   | <b>260,786</b>   | <b>(55,689)</b>         | <b>(17.60%)</b> |
| <b>Expenditures</b>                   |                 |                 |                  |                  |                         |                 |
| COMMUNICATIONS, INSURANCE & UTILITIES | 539             | 360             | 2,918            | 2,118            | (800)                   | (27.42%)        |
| CONTRACTS FOR SERVICES                | 5,608           | 16,456          | 33,346           | 34,163           | 817                     | 2.45%           |
| GOODS, MATERIALS & SUPPLIES           | 3,455           | 2,472           | 12,440           | 7,589            | (4,851)                 | (39.00%)        |
| INTERNAL CHARGES                      | 386             | 10,874          | 86,513           | 50,105           | (36,408)                | (42.08%)        |
| SALARIES, WAGES & BENEFITS            | 23,696          | 28,971          | 44,143           | 45,397           | 1,254                   | 2.84%           |
| <b>Total</b>                          | <b>33,685</b>   | <b>59,132</b>   | <b>179,360</b>   | <b>139,372</b>   | <b>(39,988)</b>         | <b>(22.29%)</b> |
| <b>Net</b>                            | <b>(69,605)</b> | <b>(69,912)</b> | <b>(137,115)</b> | <b>(121,414)</b> | <b>15,701</b>           | <b>11.45%</b>   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increased admissions with more drop in sport and expanded options for public skating being offered
- Decrease in program fees with the removal of the Hockey League
- Increase in youth program fees as more youth sports activities are offered

#### GOODS, MATERIALS & SUPPLIES

- Decreased with removal of Hockey League

#### INTERNAL CHARGES

- Decreased internal transfers between Programming and Arenas as the Hockey League is no longer offered, freeing up ice time for other users

#### SALARIES, WAGES & BENEFITS

- Increased to provide competitive wages for program staff

## Department Summary

**Department Summary:** AQUATIC CENTRE (865)

**Budget Year:** 2023

**Manager:** Gary Lefebvre

**Division:** Recreation

**Accounting Reference:** 865

**Stage:** Proposed

**Approved:** No

### Purpose:

The Aquatics Department is responsible for the management and operation of the Vernon Aquatic Centre. This includes the day to day operation, maintenance, scheduling, supervision, lifeguarding and aquatic program instruction. The Aquatic Centre which includes a 25 metre eight lane lap pool, a leisure pool, hot tub, steam room, sauna and fitness gym is open approximately 5,000 hours per year over 342 days. The Aquatic Centre typically has over 220,000 user visits per year including public swimming, lane swimming, rental users, aquatic fitness classes, public and private swim lessons, school swim lessons, Kokanee Swim Club participants, and spectators.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$633,259 |
| <b>Prior Year Approved Net Budget</b> | \$592,153 |
| <b>Budget Change</b>                  | \$41,106  |
| <b>Budget Change by %</b>             | 6.94%     |
| <b>2023 FTE</b>                       | 16.9      |
| <b>2022 FTE</b>                       | 16.7      |
| <b>FTE Change</b>                     | 0.3       |
| <b>FTE Change by %</b>                | 1.20%     |

### Outlook for Upcoming Budget:

Although lower than pre-pandemic levels, Recreation Services anticipates a steady increase in pass sales, drop-in user visits and swim lesson registrations as the community becomes increasingly comfortable with the new normal.

The Aquatic Centre will continue to offer a high number of lifeguard and instructor training courses to ensure there are qualified lifeguards and instructors in the community to work at our facilities.

The Aquatic Centre will be able to offer more school swim lessons in 2023 as more instructors will be available during school hours. The Aquatic Centre is anticipating a high demand for school lessons in the winter and spring months.

Upgrades for a new secondary UV disinfection system for the lap pool has been included in the 2023 Major Maintenance Project budget.

### Highlights of Current Year:

The Vernon Aquatic Centre transitioned to a new learn to swim program in 2022. Aquatic Centre staff were notified in January that the Canadian Red Cross would no longer be offering their water safety program as of January 1, 2023. Over an eight month period the Vernon Aquatic Centre retrained the staff, updated the registration system and educated the public on the transition. The Vernon Aquatic Centre began offering the Lifesaving Society Swim for Life program in October of 2022.

The Vernon Aquatic Centre was able to return to near normal service levels in 2022. Many aquatic centers throughout the province had to significantly reduce hours of operation and limit program offerings due to lifeguard shortages. Although attendance levels were capped for some swims due to staff illness and limited options for coverage, the Vernon Aquatic Centre was able to remain open. The Vernon Aquatic Centre's ability to continue to run training programs throughout the pandemic helped minimize the impact to operations in 2022.

Upgrades were completed to the secondary disinfection systems of the Leisure Pool and Hot Tub. This involved replacing the Ozone disinfection system with a UV disinfection system. These projects were completed during the annual maintenance shutdown despite significant challenges and supply chain issues.

The Vernon Aquatic Centre was able to offer three (3) National Lifeguard Courses, certifying over twenty-four (24) new lifeguards this year. The Aquatic Centre also ran three (3) National Lifeguard Recertification Clinics with over twenty-six (26) participants renewing their certification. The Vernon Aquatic Centre had a significant number of staff members add one or more new certifications to their resume in 2022. There were twenty-seven (27) new Swim for Life Instructors, seven (7) new Lifesaving Instructors, three (3) new Artistic Swimming (Synchro) Instructors, four (4) new First Aid Instructors and two (2) new National Lifeguard Instructors.

In May, the waterslide was closed for safety reasons. A planned project to repair the waterslide during the maintenance shutdown was not able to take place when additional issues with the slide structure were identified.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** AQUATIC CENTRE (865)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS                  | 1,000        | 0            | 1,000       | 1,000       | 0                       | 0.00%     |
| INTERNAL REVENUES                     | 11,354       | 10,938       | 24,266      | 21,563      | (2,703)                 | (11.14%)  |
| SALE OF GOODS                         | 3,128        | 7,286        | 5,000       | 11,050      | 6,050                   | 121.00%   |
| SALE OF SERVICES                      | 606,464      | 659,628      | 1,045,214   | 1,048,923   | 3,709                   | 0.35%     |
| TRANSFERS FROM RESERVES               | 0            | 4,628        | 4,628       | 0           | (4,628)                 | (100.00%) |
| Total                                 | 621,946      | 682,480      | 1,080,108   | 1,082,536   | 2,428                   | 0.22%     |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 208,864      | 161,819      | 227,106     | 238,091     | 10,985                  | 4.84%     |
| CONTRACTS FOR SERVICES                | 44,645       | 46,205       | 66,576      | 56,462      | (10,114)                | (15.19%)  |
| GOODS, MATERIALS & SUPPLIES           | 67,229       | 71,825       | 114,480     | 107,092     | (7,388)                 | (6.45%)   |
| INTERNAL CHARGES                      | 4,032        | 4,000        | 5,600       | 9,600       | 4,000                   | 71.43%    |
| SALARIES, WAGES & BENEFITS            | 975,815      | 942,319      | 1,258,499   | 1,304,550   | 46,051                  | 3.66%     |
| TRANSFERS TO RESERVES                 | 4,628        | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                                 | 1,305,213    | 1,226,168    | 1,672,261   | 1,715,795   | 43,534                  | 2.60%     |
| Net                                   | 683,267      | 543,687      | 592,153     | 633,259     | 41,106                  | 6.94%     |

### 2022 - 2023 Budget Changes:

#### INTERNAL REVENUES

- Reduction due to lower summer camp attendance

#### SALE OF GOODS

- Increase in locker and lifejacket rentals based on actuals from previous years

#### SALE OF SERVICES

- Decrease in public admissions and pass sales based on actuals from previous year
- Increase in taxable program fees to reflect increase in the number of training programs offered

#### TRANSFER FROM RESERVES

- Reduction after one time transfer in 2022

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance premiums and anticipated increase in utilities

#### CONTRACTS FOR SERVICES

- Decrease in advertising costs by utilizing a City wide radio advertising contract

#### GOODS, MATERIALS & SUPPLIES

- Increase in candidate fees and training manual costs to reflect the number of training programs offered

#### INTERNAL CHARGES

- Increase due to Recreation Services transferring advertising funding to Communications Department for shared radio ads

#### SALARIES, WAGES & BENEFITS

- Increase to reflect new wage rates for entry level lifeguards to help with recruitment.
- Increased to reflect cost of maintaining an aging facility

## Department Summary

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**Department Summary:** WINTER CARNIVAL BUILDING (871)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 871

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Winter Carnival Building is under the umbrella of Recreation Services as per the Recreation Facilities & Programming Fee for Service Agreement. The Winter Carnival Building is currently occupied by the Winter Carnival Society. The building is supplied free of charge with the tenants responsible for all costs except property insurance.

### Budget Summary

|                                       |         |
|---------------------------------------|---------|
| <b>2023 Proposed Net Budget</b>       | \$1,009 |
| <b>Prior Year Approved Net Budget</b> | \$889   |
| <b>Budget Change</b>                  | \$120   |
| <b>Budget Change by %</b>             | 13.50%  |
| <b>2023 FTE</b>                       | 0.0     |
| <b>2022 FTE</b>                       | 0.0     |
| <b>FTE Change</b>                     | 0.0     |
| <b>FTE Change by %</b>                | 0.00%   |

### Outlook for Upcoming Budget:

By resolution of Council, the Vernon Winter Carnival Society may continue to stay in the building as long as it is safe to do so and there is no cost to the City of Vernon. The Winter Carnival Society has accepted all responsibility for the building.

### Highlights of Current Year:

Some cedars on the Recreation Complex grounds located at the north end of the Winter Carnival building had to be removed as the Fire Department identified them as a fire hazard. The cost for the removal was charged to the Recreation Centre Grounds budget.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** WINTER CARNIVAL BUILDING (871)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget  | 2022-2023 Budget Change |               |
|---------------------------------------|--------------|--------------|-------------|--------------|-------------------------|---------------|
|                                       |              |              |             |              | \$                      | %             |
| <b>Expenditures</b>                   |              |              |             |              |                         |               |
| COMMUNICATIONS, INSURANCE & UTILITIES | 812          | 877          | 889         | 1,009        | 120                     | 13.50%        |
| <b>Total</b>                          | <b>812</b>   | <b>877</b>   | <b>889</b>  | <b>1,009</b> | <b>120</b>              | <b>13.50%</b> |
| <b>Net</b>                            | <b>812</b>   | <b>877</b>   | <b>889</b>  | <b>1,009</b> | <b>120</b>              | <b>13.50%</b> |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance



## Department Summary

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**Department Summary:** CURLING CLUB (872)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 872

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Curling Rink is owned by the Vernon Curling Club. The 19,200 sq ft main floor of the Curling Club is rented by Recreation Services from April to September each year through a contract with the Vernon Curling Club and is rented out for dry floor events. For the fall and winter of the year the Vernon Curling Club operates the entire facility.

### Budget Summary

|                                       |                   |
|---------------------------------------|-------------------|
| <b>2023 Proposed Net Budget</b>       | <b>\$(52,445)</b> |
| <b>Prior Year Approved Net Budget</b> | <b>\$(40,199)</b> |
| <b>Budget Change</b>                  | <b>\$(12,246)</b> |
| <b>Budget Change by %</b>             | <b>(30.46%)</b>   |
| <b>2023 FTE</b>                       | <b>0.0</b>        |
| <b>2022 FTE</b>                       | <b>0.0</b>        |
| <b>FTE Change</b>                     | <b>0.0</b>        |
| <b>FTE Change by %</b>                | <b>0.00%</b>      |

### Outlook for Upcoming Budget:

It is anticipated that events and bookings will return to near normal levels in 2023. The budget reflects this in both revenues and expenses.

As per the contract with the Curling Club, they will contribute a maximum of \$6,000 through cost recoveries for snow removal. Property insurance premiums have increased substantially, however, this is also a cost recovery expense that is reimbursed by the Curling Club through their contract.

In 2023, the Curling Club will play host to the 2023 Senior National Championship. It is anticipated that the event will utilize the Creekside Conference Centre for part of this event.

### Highlights of Current Year:

As part of the Priest Valley Refrigeration Plant Upgrade project, the Curling Rink chiller was replaced in the summer. Funds from the Ice Plant Equipment Reserve, supplied by the Vernon Curling Club, were used to partially pay for the upgrade.

In the summer of 2022, Recreation Services opened an indoor skateboard park for the community inside of the Curling Club. This free drop in was organized through the Recreation Programming Department and made possible through community donations and volunteers.

There was a decrease in actual revenues due to an event moving their event to a private facility.

Creative Chaos and the Friends of the Library Book Sale returned to host successful events in 2022.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** CURLING CLUB (872)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |          |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|----------|
|                                       |              |              |             |             | \$                      | %        |
| Revenues                              |              |              |             |             |                         |          |
| SALE OF SERVICES                      | 93,576       | 7,287        | 112,566     | 129,474     | 16,908                  | 15.02%   |
| Total                                 | 93,576       | 7,287        | 112,566     | 129,474     | 16,908                  | 15.02%   |
| Expenditures                          |              |              |             |             |                         |          |
| COMMUNICATIONS, INSURANCE & UTILITIES | 34,477       | 39,955       | 44,317      | 46,252      | 1,935                   | 4.37%    |
| CONTRACTS FOR SERVICES                | 6,273        | 8,719        | 10,200      | 12,751      | 2,551                   | 25.01%   |
| GOODS, MATERIALS & SUPPLIES           | 5,500        | 5,850        | 5,850       | 6,026       | 176                     | 3.01%    |
| INTERNAL CHARGES                      | 258          | 71           | 0           | 0           | 0                       | 0.00%    |
| SALARIES, WAGES & BENEFITS            | 1,275        | 178          | 0           | 0           | 0                       | 0.00%    |
| TRANSFERS TO RESERVES                 | 10,800       | 12,000       | 12,000      | 12,000      | 0                       | 0.00%    |
| Total                                 | 58,583       | 66,774       | 72,367      | 77,029      | 4,662                   | 6.44%    |
| Net                                   | (34,993)     | 59,487       | (40,199)    | (52,445)    | (12,246)                | (30.46%) |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Include the recoverable costs of gas, hydro, insurance, snow removal and garbage removal

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Property insurance premium increases for 2023  
 - Decrease in natural gas due to facility upgrades  
 - Increase in hydro cost as projected for 2023

#### CONTRACTS FOR SERVICES

- Increase to reflect actuals

#### GOODS, MATERIALS & SUPPLIES

- Increase in cost of snow plowing

## Department Summary

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**Department Summary:** HALINA 50+ ACTIVITY CENTRE (875)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 875

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Halina Senior Citizens Recreational Society (the Society) operates the Halina 50+ Activity Centre through a contract with the City. Recreation Services supplies the facility, all maintenance support services and custodial services to the Society. The Society pays the City \$2 per member with an estimated membership of approximately 450 members. The Director of Recreation sits as an ex-officio member of the Halina Board, supplying assistance with board structure and governance.

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$100,104 |
| <b>Prior Year Approved Net Budget</b> | \$95,335  |
| <b>Budget Change</b>                  | \$4,769   |
| <b>Budget Change by %</b>             | 5.00%     |
| <b>2023 FTE</b>                       | 0.6       |
| <b>2022 FTE</b>                       | 0.6       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Administration has been working with the Halina Centre Board to renegotiate the long term rental agreement.

A project to replace the floor of the billiards room is included in the Projects budget.

### Highlights of Current Year:

The Halina Centre Board and Manager have been working to re-open the Centre and welcome back members after the extended closure due to COVID.

The use of the Billiards Room was impacted by flooding from a water leak and drains backing up. Assessment of the damage indicated that the tile contained asbestos. Removal and replacement of the flooring has been delayed while determining the source of the drains backing up and fixing the problem.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** HALINA 50+ ACTIVITY CENTRE (875)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 0            | 0            | 0           | 900         | 900                     | 100.00% |
| Total                                 | 0            | 0            | 0           | 900         | 900                     | 100.00% |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 34,667       | 28,452       | 37,702      | 41,201      | 3,499                   | 9.28%   |
| CONTRACTS FOR SERVICES                | 1,987        | 13,295       | 5,804       | 5,894       | 90                      | 1.55%   |
| GOODS, MATERIALS & SUPPLIES           | 5,373        | 4,892        | 7,500       | 7,704       | 204                     | 2.72%   |
| SALARIES, WAGES & BENEFITS            | 43,618       | 36,158       | 44,329      | 46,205      | 1,876                   | 4.23%   |
| Total                                 | 85,644       | 82,796       | 95,335      | 101,004     | 5,669                   | 5.95%   |
| Net                                   | 85,644       | 82,796       | 95,335      | 100,104     | 4,769                   | 5.00%   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Previous years Membership dues have been waved. Will be collected in 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in Property Insurance budget to reflect actual costs and an increase for 2023

#### SALARIES, WAGES & BENEFITS

- Labour cost adjusted to reflect increased cost of living, service time, and benefits

## Department Summary

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**Department Summary:** RECREATION CENTRE GROUNDS (878)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 878

**Stage:** Proposed

**Approved:** No

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### Purpose:

Recreation Centre Grounds includes the maintenance and care of the grounds including grass mowing, landscaping, irrigation and arborist services. The maintenance of the grounds, mostly done through contractors, is overseen by the Recreation Facilities Manager. The Regional District of the North Okanagan (RDNO) pays a share of the costs associated with grounds maintenance through a recoverable work order as the property is shared with RDNO facilities including the Performing Arts Centre and the Okanagan Boys & Girls Club.

### Budget Summary

|                                       |         |
|---------------------------------------|---------|
| <b>2023 Proposed Net Budget</b>       | \$9,950 |
| <b>Prior Year Approved Net Budget</b> | \$9,755 |
| <b>Budget Change</b>                  | \$195   |
| <b>Budget Change by %</b>             | 2.00%   |
| <b>2023 FTE</b>                       | 0.2     |
| <b>2022 FTE</b>                       | 0.2     |
| <b>FTE Change</b>                     | 0.0     |
| <b>FTE Change by %</b>                | 0.00%   |

### Outlook for Upcoming Budget:

Continued invasive weed management and the thinning of the canopy along the creek is an annual priority. This focus on weed control and canopy growth reduction will improve safety by creating better sight lines through the foliage.

Lawn Maintenance for the new Childcare Facility is going to be funded through the agreement with the Boys and Girls Club.

### Highlights of Current Year:

Construction of the new Childcare Facility in the previously vacant lots along 35th Ave has been completed.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE GROUNDS (878)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| INTERNAL REVENUES                     | 36,506       | 37,236       | 37,236      | 37,981      | 745                     | 2.00%     |
| Total                                 | 36,506       | 37,236       | 37,236      | 37,981      | 745                     | 2.00%     |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 1,004        | 0            | 1,227       | 0           | (1,227)                 | (100.00%) |
| CONTRACTS FOR SERVICES                | 19,766       | 16,550       | 26,724      | 28,509      | 1,785                   | 6.68%     |
| GOODS, MATERIALS & SUPPLIES           | 4,000        | 894          | 3,100       | 3,162       | 62                      | 2.00%     |
| INTERNAL CHARGES                      | 1,659        | 987          | 1,530       | 1,561       | 31                      | 2.03%     |
| SALARIES, WAGES & BENEFITS            | 9,240        | 12,135       | 14,410      | 14,699      | 289                     | 2.01%     |
| Total                                 | 35,669       | 30,567       | 46,991      | 47,931      | 940                     | 2.00%     |
| Net                                   | (837)        | (6,669)      | 9,755       | 9,950       | 195                     | 2.00%     |

### 2022 - 2023 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- A reduction as the cost for water on the vacant lots along 35th Avenue have been transferred to the Child Care Centre.

CONTRACTS FOR SERVICES

- Small annual increase for grounds maintenance contract

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

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**Department Summary:** RECREATION CENTRE PARKING LOTS (879)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 879

**Stage:** Proposed

**Approved:** No

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### Purpose:

Recreation Centre Parking Lots includes all costs associated with the maintenance of the parking lots including snow ploughing, snow removal and sanding, as well as lot sweeping, line painting and cleaning of catch basins. The Regional District of North Okanagan pays 25% of all costs associated with the parking lots through a recoverable work order as the lots are shared by RDNO facilities including the Performing Arts Centre and Okanagan Boys & Girls Club.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$38,441 |
| <b>Prior Year Approved Net Budget</b> | \$36,124 |
| <b>Budget Change</b>                  | \$2,317  |
| <b>Budget Change by %</b>             | 6.41%    |
| <b>2023 FTE</b>                       | 0.1      |
| <b>2022 FTE</b>                       | 0.1      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Parking lot budgets are being increased due to extra sidewalks and snow hauling services.

Parking lot sweeping needs to be done as early in the spring as possible to help cut down on tracking dirt into the facilities. If the City crews are unable to fit in the Recreation Complex lots, contractors will be utilized. This will allow for winter dust removal to occur sooner and allow City street sweeping to be the priority for City equipment.

### Highlights of Current Year:

With the development of the new Child Care Facility, long term storage of snow on the vacant lots along 35th Avenue is no longer possible. Snow will now need to be hauled away.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE PARKING LOTS (879)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 9,264        | 4,587        | 0           | 5,500       | 5,500                   | 100.00% |
| Total                                 | 9,264        | 4,587        | 0           | 5,500       | 5,500                   | 100.00% |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 2,077        | 1,545        | 1,943       | 1,982       | 39                      | 2.01%   |
| CONTRACTS FOR SERVICES                | 18,541       | 25,418       | 25,929      | 33,448      | 7,519                   | 29.00%  |
| GOODS, MATERIALS & SUPPLIES           | 48           | 2,436        | 218         | 222         | 4                       | 1.83%   |
| INTERNAL CHARGES                      | 138          | 1,362        | 3,500       | 3,570       | 70                      | 2.00%   |
| SALARIES, WAGES & BENEFITS            | 4,030        | 6,888        | 4,534       | 4,719       | 185                     | 4.08%   |
| Total                                 | 24,833       | 37,649       | 36,124      | 43,941      | 7,817                   | 21.64%  |
| Net                                   | 15,569       | 33,062       | 36,124      | 38,441      | 2,317                   | 6.41%   |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Added to capture RDNO recoverable expense for shared parking lot maintenance

#### CONTRACTS FOR SERVICES

- Increase in snow plowing contract, extra hauling

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost



## Department Summary

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**Department Summary:** RECREATION CENTRE FACILITY (880)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 880

**Stage:** Proposed

**Approved:** No

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### Purpose:

Recreation Centre Facility includes all aspects of the operation of the 'dry side' of the Recreation Centre including all maintenance and custodial services as well as the revenue generated through rental of the Creekside Conference Centre, Kitchen, Dogwood Gymnasium and the Willow Room (multi-purpose space).

### Budget Summary

|                                       |           |
|---------------------------------------|-----------|
| <b>2023 Proposed Net Budget</b>       | \$291,761 |
| <b>Prior Year Approved Net Budget</b> | \$272,170 |
| <b>Budget Change</b>                  | \$19,591  |
| <b>Budget Change by %</b>             | 7.20%     |
| <b>2023 FTE</b>                       | 3.4       |
| <b>2022 FTE</b>                       | 3.4       |
| <b>FTE Change</b>                     | 0.0       |
| <b>FTE Change by %</b>                | 0.00%     |

### Outlook for Upcoming Budget:

Similar to last year, it is expected that events, bookings and user visits will return to near normal levels.

The Recreation Centre will play host to the 2023 BC Winter Games in March. The Creekside Conference Centre will be used as a food venue and central hub for the Games. The facilities are being donated for the three day event. This is to replace the cancelled event in 2022.

In 2023, the Curling Club will play host to the 2023 Senior National Championship. It is anticipated that the event will utilize the Creekside Conference Centre for part of this event.

### Highlights of Current Year:

The Interior Health vaccination clinic was open until the end of January 2022. This allowed the opportunity for the Recreation Centre to play a key role in assisting the community in dealing with COVID.

Major events such as Winter Carnival, Shop-a-Rama, Creative Chaos, Ski Swap, SD 22 Project Scholarship, graduations, and numerous private parties and events were able to return in 2022.

The Programming department was able to return to normal usage of the Recreation Centre facilities.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE FACILITY (880)

### Changes to Department:

| GL Category                           | 2021 Actuals   | 2022 Actuals   | 2022 Budget    | 2023 Budget    | 2022-2023 Budget Change |              |
|---------------------------------------|----------------|----------------|----------------|----------------|-------------------------|--------------|
|                                       |                |                |                |                | \$                      | %            |
| <b>Revenues</b>                       |                |                |                |                |                         |              |
| INTERNAL REVENUES                     | 2,182          | 7,591          | 12,576         | 12,828         | 252                     | 2.00%        |
| SALE OF SERVICES                      | 159,872        | 80,121         | 127,814        | 130,370        | 2,556                   | 2.00%        |
| <b>Total</b>                          | <b>162,054</b> | <b>87,712</b>  | <b>140,390</b> | <b>143,198</b> | <b>2,808</b>            | <b>2.00%</b> |
| <b>Expenditures</b>                   |                |                |                |                |                         |              |
| COMMUNICATIONS, INSURANCE & UTILITIES | 72,568         | 61,254         | 80,954         | 88,943         | 7,989                   | 9.87%        |
| CONTRACTS FOR SERVICES                | 41,626         | 24,326         | 34,473         | 36,908         | 2,435                   | 7.06%        |
| GOODS, MATERIALS & SUPPLIES           | 35,193         | 23,026         | 32,419         | 35,495         | 3,076                   | 9.49%        |
| INTERNAL CHARGES                      | 0              | 0              | 500            | 505            | 5                       | 1.00%        |
| SALARIES, WAGES & BENEFITS            | 244,689        | 191,020        | 264,214        | 273,108        | 8,894                   | 3.37%        |
| <b>Total</b>                          | <b>394,076</b> | <b>299,627</b> | <b>412,560</b> | <b>434,959</b> | <b>22,399</b>           | <b>5.43%</b> |
| <b>Net</b>                            | <b>232,023</b> | <b>211,915</b> | <b>272,170</b> | <b>291,761</b> | <b>19,591</b>           | <b>7.20%</b> |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase due to fee increase for 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Property insurances premiums increased
- Increase in natural gas cost due to rate increases
- Decrease in water/sewer as projected

#### CONTRACTS FOR SERVICES

- Increased contract costs to reflect actuals

#### GOODS, MATERIALS & SUPPLIES

- Increased to reflect current and prior year actuals

#### SALARIES, WAGES & BENEFITS

- Increased cost of living, service time, and benefits

## Department Summary

**Department Summary:** LAKEVIEW WADING POOL (893)

**Budget Year:** 2023

**Manager:** Gary Lefebvre

**Division:** Recreation

**Accounting Reference:** 893

**Stage:** Proposed

**Approved:** No

### Purpose:

The Aquatics Department is responsible for the management and operation of the Lakeview Wading Pool and Spray Park including the day to day operation, maintenance, staffing and scheduling of lifeguards. The pool is open free of charge from the Friday before Canada Day to Labour Day approximately 9.5 weeks each summer and the wading pool is open approximately 565 hours a season. The Spray Park will be open from May long weekend until Labour Day once construction is complete.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$80,751 |
| <b>Prior Year Approved Net Budget</b> | \$45,271 |
| <b>Budget Change</b>                  | \$35,480 |
| <b>Budget Change by %</b>             | 78.37%   |
| <b>2023 FTE</b>                       | 1.6      |
| <b>2022 FTE</b>                       | 0.8      |
| <b>FTE Change</b>                     | 0.8      |
| <b>FTE Change by %</b>                | 100.00%  |

### Outlook for Upcoming Budget:

The Lakeview Wading Pool started a complete rebuild in 2022, which will make it more inviting, sustainable and accessible to the community. The new facility will include a 3,725 sq ft wading pool that goes from zero depth to approximately 3'8" deep. The facility will include washroom and change facilities that can service the pool and park users. The facility will also include a small spray park that will be operational for a longer season for the citizens of Greater Vernon.

As per the Greater Vernon Recreation Service Facilities and Programming Agreement, following the development of a new facility, an adjusted operational budget is provided to the Greater Vernon Advisory Committee Participants. The projected service level adjustment for the Lakeview Wading Pool is \$35,482. Vernon's 68.4% of the additional contribution will be \$24,270. The District of Coldstream, Area B and Area C will contribute an additional \$11,212.

The new Lakeview Wading Pool will be heated and will allow Recreation Services to offer the Lifesaving Society Swim for Life learn to swim program for the first time.

It is anticipated that bather attendance will be significantly higher and bather experience will be greatly improved. An increased number of lifeguards will be required to handle the increase in bather attendance.

### Highlights of Current Year:

Recreation Services was successful in receiving \$1,887,576 in funding from the Canada - British Columbia Investing in Canada Infrastructure Program – Community, Culture and Recreation Program.

The Lakeview Wading Pool did not operate during the 2022 season. The facility was closed to public while geotechnical and hazardous materials assessments were completed at the existing facility. Much of the site preparation and foundation work has been completed including, tree removal, building demolition, site excavation and concrete and plumbing work.

### Change Request for 2023:

| Number                      | Name                                   | Stage    | Initial Cost    | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|--|----------|-----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4013                 | New Lakeview Pool - Operational Impact | Approved | \$35,482        | \$0                     | \$11,212        | \$24,270              | \$24,757              |
| <b>Total Change Request</b> |  |          | <b>\$35,482</b> | <b>\$0</b>              | <b>\$11,212</b> | <b>\$24,270</b>       | <b>\$24,757</b>       |

## Department Summary

**Department Summary:** LAKEVIEW WADING POOL (893)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |         |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|---------|
|                                       |              |              |             |             | \$                      | %       |
| Revenues                              |              |              |             |             |                         |         |
| SALE OF SERVICES                      | 0            | 0            | 0           | 10,220      | 10,220                  | 100.00% |
| Total                                 | 0            | 0            | 0           | 10,220      | 10,220                  | 100.00% |
| Expenditures                          |              |              |             |             |                         |         |
| COMMUNICATIONS, INSURANCE & UTILITIES | 930          | 885          | 1,279       | 7,900       | 6,621                   | 517.67% |
| CONTRACTS FOR SERVICES                | 4,199        | 377          | 2,729       | 3,998       | 1,269                   | 46.50%  |
| GOODS, MATERIALS & SUPPLIES           | 1,374        | 5,888        | 4,664       | 6,054       | 1,390                   | 29.80%  |
| INTERNAL CHARGES                      | 0            | 647          | 25          | 25          | 0                       | 0.00%   |
| SALARIES, WAGES & BENEFITS            | 28,144       | 4,713        | 36,574      | 72,994      | 36,420                  | 99.58%  |
| Total                                 | 34,647       | 12,510       | 45,271      | 90,971      | 45,700                  | 100.95% |
| Net                                   | 34,647       | 12,510       | 45,271      | 80,751      | 35,480                  | 78.37%  |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase with the introduction of swim lessons to Lakeview Pool

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in costs due to the operation of the new pool and an increase in property insurance premiums

#### CONTRACTS FOR SERVICES

- Increase costs for startup and winterizing the new pool with a surge tank system

#### GOODS, MATERIALS & SUPPLIES

- Increased costs due to the operation of the new pool

#### SALARIES, WAGES & BENEFITS

- Increase to reflect the service level adjustment for lifeguarding at the new pool

## Department Summary

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**Department Summary:** LAVINGTON POOL (898)

**Budget Year:** 2023

**Manager:** Gary Lefebvre

**Division:** Recreation

**Accounting Reference:** 898

**Stage:** Proposed

**Approved:** No

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### Purpose:

The Aquatics Department is responsible for the management and operation of the Lavington Outdoor Pool including the day to day operation, maintenance, staffing and scheduling of lifeguards. The pool is open free of charge for public swimming from Canada Day to Labour Day approximately 9.5 weeks each summer. Lavington Pool is open approximately 482 hours a season. A small amount of revenue is generated through preschool swimming lessons. The pool is located in Lavington Park and is owned by the District of Coldstream.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$54,044 |
| <b>Prior Year Approved Net Budget</b> | \$50,509 |
| <b>Budget Change</b>                  | \$3,535  |
| <b>Budget Change by %</b>             | 7.00%    |
| <b>2023 FTE</b>                       | 1.2      |
| <b>2022 FTE</b>                       | 1.0      |
| <b>FTE Change</b>                     | 0.2      |
| <b>FTE Change by %</b>                | 20.00%   |

### Outlook for Upcoming Budget:

This facility is part of the Fee for Service Agreement with the Regional District of North Okanagan and the District of Coldstream.

To assist with recruitment, an increase in wages for the Summer Student Lifeguards is included in the budget.

The Lavington Wading Pool will be switching over from the Red Cross Swimming and Water Safety Program to the Lifesaving Society Swim for Life Program.

### Highlights of Current Year:

The Lavington Outdoor Pool accommodated 170 students from Lavington Elementary with 1-hour rentals for each grade level on June 21 and June 22.

The Lavington Wading Pool continues to be a popular location for parents with young children to visit and cool off during the warm summer months. This small outdoor facility had over 7,500 user visits, averaging 100 visits a day, during the 2022 Season.

The Lavington Wading pool offered a total of 5 lesson sets of Red Cross Swim lessons to a total of 210 participants from June 27 to September 5, 2022. An increase of 49 participants over any previous season.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LAVINGTON POOL (898)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |       |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-------|
|                                       |              |              |             |             | \$                      | %     |
| Revenues                              |              |              |             |             |                         |       |
| SALE OF SERVICES                      | 5,453        | 10,689       | 9,984       | 10,513      | 529                     | 5.30% |
| Total                                 | 5,453        | 10,689       | 9,984       | 10,513      | 529                     | 5.30% |
| Expenditures                          |              |              |             |             |                         |       |
| COMMUNICATIONS, INSURANCE & UTILITIES | 5,975        | 674          | 6,137       | 6,223       | 86                      | 1.40% |
| CONTRACTS FOR SERVICES                | 1,177        | 973          | 1,500       | 1,500       | 0                       | 0.00% |
| GOODS, MATERIALS & SUPPLIES           | 3,658        | 7,665        | 5,010       | 5,330       | 320                     | 6.39% |
| SALARIES, WAGES & BENEFITS            | 41,751       | 49,560       | 47,846      | 51,504      | 3,658                   | 7.65% |
| Total                                 | 52,562       | 58,872       | 60,493      | 64,557      | 4,064                   | 6.72% |
| Net                                   | 47,108       | 48,182       | 50,509      | 54,044      | 3,535                   | 7.00% |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Increase in swim lesson revenue due to a fee increase

#### GOODS, MATERIALS & SUPPLIES

- Increase in uniform expenses to purchase sun smart, gender neutral uniforms for swim instructors.

#### SALARIES, WAGES & BENEFITS

- Increase in lifeguard wages to recruit more experienced staff to work at this facility

## Department Summary

**Department Summary:** PROJECTS - RECREATION (981)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 981

**Stage:** Proposed

**Approved:** No

### Purpose:

The Projects Department identifies the Major Maintenance projects and initiatives planned for Recreation Services. As set out in the Recreation Facilities and Programming Agreement, the City of Vernon MUST spend a set amount of money each year on Major Maintenance. The original amount was based on the 2013 approved Capital budget of \$690,564 and is to be increased by the CPI Canada August each year.

### Budget Summary

|                                       |             |
|---------------------------------------|-------------|
| <b>2023 Proposed Net Budget</b>       | 0           |
| <b>Prior Year Approved Net Budget</b> | \$808,037   |
| <b>Budget Change</b>                  | \$(808,037) |
| <b>Budget Change by %</b>             | (100.00%)   |
| <b>2023 FTE</b>                       | 0.0         |
| <b>2022 FTE</b>                       | 0.0         |
| <b>FTE Change</b>                     | 0.0         |
| <b>FTE Change by %</b>                | 0.00%       |

### Outlook for Upcoming Budget:

The base Major Maintenance budget for 2022 was \$808,037 and will increase by 7% to \$864,600. Two Fortis grants are anticipated to be received to help offset total expenses in conjunction with the Kal Tire Place Heat Recapture and Condenser Replacement projects: \$95,625 - Fortis - Kal Tire Place, Heat Recapture and \$239,743 - Fortis - Kal Tire Place, Condenser Replacement.

New major maintenance projects with a net total of \$864,600 that are recommended for Council consideration include the following. Two of the projects were deferred from 2022 in order to utilize the funds for the repainting of the Aquatic Centre Lap Pool:

\$468,398 - Kal Tire Place, Condenser Replacement  
\$151,406 - Kal Tire Place, Heat Recapture  
\$150,000 - Recreation Facility Major Maintenance Reserve - Repayment (Leisure Pool AHU Project)  
\$125,000 - Aquatic Centre, Fire Suppression (Deferred from 2022)  
\$ 77,000 - Aquatic Centre, Lap Pool UV System  
\$ 65,542 - Priest Valley Arena, Fascia / Roof Replacement  
\$ 40,000 - Halina Centre, Billiards Room Floor Replacement  
\$ 25,000 - Recreation Projects, Future Consulting  
\$ 24,000 - Recreation Centre, Engineering Studies  
\$ 20,000 - Aquatic Centre, Leisure Pool Duct Painting (Deferred from 2022)  
\$ 20,000 - Fees and Charges Review  
\$ 12,622 - Accessibility Upgrades  
\$ 12,000 - Recreation Centre, Perimeter Drainage Assessment  
\$ 9,000 - Aquatic Centre / Halina, Basement Ventilation

In addition to the above noted projects, Council at their meeting of October 11, 2022 provided early approval for the following purchases as they are fully funded by the Recreation Vehicle & Equipment Reserve: \$34,000 for two stand on floor scrubbers for Kal Tire Place and the Recreation Centre, \$54,000 for one replacement pick-up truck, and \$280,000 for one electric ice resurfacer to replace a propane powered unit at end of life.

Beginning in 2023, tax-funded projects (\$864,600) is being facilitated through the Recreation Major Maintenance Reserve.

### Highlights of Current Year:

Projects that were completed in 2022 include: The Centennial Zamboni Bay, Phase 2 Priest Valley Refrigeration Plant, Recreation Centre Facility Condition Assessment, Hot Tub and Leisure Pool UV Systems, PV Gym North Roof Fascia, Aquatic Center Sauna Rebuild, Recreation Building Security Upgrades, Recreation Facilities HVAC Control Upgrades, Aquatic Centre Lap & Leisure Pool Painting and the Aquatic Centre Changeroom LED Lighting. The project to replace the Kal Tire Place LED Marquee Sign is underway and expected to be completed by year end. The Aquatic Centre Fire Suppression and the Leisure Pool Duct Painting projects were deferred until 2023 in order to utilize the funds for the sandblasting and repainting of the Lap Pool.

The Lakeview Wading Pool Revitalization project started in late spring with geotechnical testing and demolition of the old pool and washroom building and excavation of the new pool site started in August. It is anticipated that the concrete foundation will be in place by year end with the new facility scheduled to reopen in the summer of 2023.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - RECREATION (981)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS        | 600,229      | 97,847       | 1,983,847   | 335,368     | (1,648,479)             | (83.10%)  |
| INTERNAL REVENUES           | 0            | 356,124      | 356,124     | 0           | (356,124)               | (100.00%) |
| SALE OF SERVICES            | 78,801       | 0            | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS FROM RESERVES     | 1,053,606    | 0            | 1,906,456   | 1,232,600   | (673,856)               | (35.35%)  |
| Total                       | 1,732,636    | 453,971      | 4,246,427   | 1,567,968   | (2,678,459)             | (63.08%)  |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 1,755,019    | 764,651      | 38,680      | 0           | (38,680)                | (100.00%) |
| GOODS, MATERIALS & SUPPLIES | 14,663       | 100,837      | 0           | 0           | 0                       | 0.00%     |
| INTERNAL CHARGES            | 0            | 21           | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 4,865,784   | 1,417,968   | (3,447,816)             | (70.86%)  |
| SALARIES, WAGES & BENEFITS  | 0            | 140          | 0           | 0           | 0                       | 0.00%     |
| TRANSFERS TO RESERVES       | 114,166      | 150,000      | 150,000     | 150,000     | 0                       | 0.00%     |
| Total                       | 1,883,848    | 1,015,650    | 5,054,464   | 1,567,968   | (3,486,496)             | (68.98%)  |
| Net                         | 151,212      | 561,679      | 808,037     | 0           | (808,037)               | (100.00%) |

### 2022 - 2023 Budget Changes:

#### GOVERNMENT TRANSFERS

- Two separate grant funding opportunities from Fortis

#### INTERNAL REVENUES

- Reduction after one time transfer in 2022

#### TRANSFERS FROM RESERVES

- Transfers from the Recreation Vehicle and Equipment Reserve
- A reduction after one time transfers were done in 2021
- Transfer from Recreation Major Maintenance Reserve for tax-funded projects \$864,600 (presentation change in 2023)

#### CONTRACTS FOR SERVICES

- A reduction after one time additional funding for the UV Disinfection System in 2022

#### PROJECTS

- Only shows budget. Actuals are expended in the related expense lines (eg. CONTRACTS FOR SERVICES; GOODS, MATERIALS & SUPPLIES; etc.)



## Department Summary

**Department Summary:** PROJECTS - RECREATION VERNON (982)

**Budget Year:** 2023

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 982

**Stage:** Proposed

**Approved:** No

### Purpose:

The Projects – Recreation Vernon department budget is to track any projects that will be funded solely by the City of Vernon outside of the Greater Vernon Recreation Facilities and Programming Agreement

### Budget Summary

|                                       |       |
|---------------------------------------|-------|
| <b>2023 Proposed Net Budget</b>       | 0     |
| <b>Prior Year Approved Net Budget</b> | 0     |
| <b>Budget Change</b>                  | 0     |
| <b>Budget Change by %</b>             | 0.00% |
| <b>2023 FTE</b>                       | 0.0   |
| <b>2022 FTE</b>                       | 0.0   |
| <b>FTE Change</b>                     | 0.0   |
| <b>FTE Change by %</b>                | 0.00% |

### Outlook for Upcoming Budget:

With the approval of the Active Living Centre project the City will now undertake the development of the proposed facility which will be located in the Kin Race Track Athletic Park. The new facility will include a 50m x 8 lane pool with 2 movable bulkheads, a leisure pool (with warmer water, play features, accessible entry, and 3 x 25m lanes), steam room and sauna, two hot tubs, pool support areas (i.e., change rooms, storage, spectator seating), a double gymnasium with multiple sport courts, 150m synthetic walking/running track, an 80-station fitness centre and dedicated multi-purpose program spaces.

As identified in the City of Vernon Active Living Centre Borrowing Strategy, the first year of the project will focus on the design which is anticipated to cost approximately 10% of the overall project cost or \$12,000,000. It is anticipated that the City will request the first draw of the borrowing in the fall of 2023. The design phase is expected to take a full year to complete and will include additional public engagement to help determine final design elements.

### Highlights of Current Year:

In March of 2020, Council received the results of the Child Care Space Action Plan. The strategies put forward in the plan resulted in the application for infrastructure grants to increase the number of child care spaces for the citizens of the Greater Vernon area. Both of the City of Vernon applications to the BC Child Care Space Creation program were successful and \$3 million in project funding was awarded for each of the two child care centers. A third UBCM Community Child Care Space Creation Program grant for \$1 million was received as a top up and brought the total funds received to \$7 million.

A ribbon cutting ceremony took place on September 7, and the two new facilities are scheduled to begin providing child care by the fall of 2022. Once open, both of the child care centres will be operated through an agreement with the Okanagan Boys & Girls Club and will make a significant impact in meeting the community need for child care.

The proposed Active Living Centre, a key part of Vernon City Council's 2019-2022 Strategic Plan, was approved through assent voting by a margin of 60.9%-39.1% on Saturday, October 15, with 5,121 citizens voting in favour of the City of Vernon Active Living Centre Loan Authorization Bylaw 5908 and 3,282 citizens voting no.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - RECREATION VERNON (982)

### Changes to Department:

| GL Category                 | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|-----------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                             |              |              |             |             | \$                      | %         |
| Revenues                    |              |              |             |             |                         |           |
| GOVERNMENT TRANSFERS        | 2,043,310    | 0            | 4,956,690   | 0           | (4,956,690)             | (100.00%) |
| INTERNAL REVENUES           | 0            | 0            | 0           | 12,000,000  | 12,000,000              | 100.00%   |
| TRANSFERS FROM RESERVES     | 130,000      | 0            | 0           | 0           | 0                       | 0.00%     |
| Total                       | 2,173,310    | 0            | 4,956,690   | 12,000,000  | 7,043,310               | 142.10%   |
| Expenditures                |              |              |             |             |                         |           |
| CONTRACTS FOR SERVICES      | 2,083,462    | 4,095,831    | 0           | 0           | 0                       | 0.00%     |
| GOODS, MATERIALS & SUPPLIES | 11,062       | 103,662      | 0           | 0           | 0                       | 0.00%     |
| INTERNAL CHARGES            | 60,710       | 1,181        | 0           | 0           | 0                       | 0.00%     |
| PROJECTS                    | 0            | 0            | 4,956,690   | 12,000,000  | 7,043,310               | 142.10%   |
| SALARIES, WAGES & BENEFITS  | 18,076       | 2,587        | 0           | 0           | 0                       | 0.00%     |
| Total                       | 2,173,310    | 4,203,260    | 4,956,690   | 12,000,000  | 7,043,310               | 142.10%   |
| Net                         | 0            | 4,203,260    | 0           | 0           | 0                       | 0.00%     |

### 2022 - 2023 Budget Changes:

INTERNAL REVENUE

- Proceeds from long-term borrowing for the design of the Active Living Centre

## Department Summary

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**Department Summary:** LAKER'S CLUBHOUSE (456)

**Budget Year:** 2023

**Manager:** Dustin Pridham

**Division:** Recreation - City Only

**Accounting Reference:** 456

**Stage:** Proposed

**Approved:** No

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### Purpose:

Lakers Clubhouse is a multipurpose facility that is located in the Okanagan Landing area of Vernon and has undergone extensive renovations over the past few years. The facility is used for recreation programs, camps and rentals as well as for City of Vernon meetings and workshops. The beautiful park like setting and entire wall of glass make this facility a favorite for small weddings, and events. This facility is NOT part of the Recreation Facilities & Programming Agreement. All funding comes from the City of Vernon.

### Budget Summary

|                                       |          |
|---------------------------------------|----------|
| <b>2023 Proposed Net Budget</b>       | \$17,333 |
| <b>Prior Year Approved Net Budget</b> | \$16,284 |
| <b>Budget Change</b>                  | \$1,049  |
| <b>Budget Change by %</b>             | 6.44%    |
| <b>2023 FTE</b>                       | 0.0      |
| <b>2022 FTE</b>                       | 0.0      |
| <b>FTE Change</b>                     | 0.0      |
| <b>FTE Change by %</b>                | 0.00%    |

### Outlook for Upcoming Budget:

Similar to last year, it is expected that events, bookings and user visits will gradually return as we transition to near normal levels. The 2023 budget is based on 2019 levels, with appropriate annual increases.

The budget does include a relatively substantial increase for property insurance. As the budget for the Clubhouse is quite small, the overall increase in the Clubhouse budget cannot be kept to 3% without compromising the provision of services.

### Highlights of Current Year:

The Lakers Clubhouse was able to host several events and weddings in 2022 as we transition back to pre-COVID operations.

The Clubhouse continued to be a valuable resource for Recreation Services and the City of Vernon. Lakers has been utilized by the City for several staff training sessions, Council workshops and meetings.

The Clubhouse was used throughout the summer as a location for Summer Camps. The facility being adjacent to green space, Marshall Fields and close to the lake made it a preferred location this summer.

In 2022, Council approved one time funding of \$20,000 to install a keyless fob system and purchase a mechanical floor scrubber.

### Change Request for 2023:

No change requests at this time.

## Department Summary

**Department Summary:** LAKER'S CLUBHOUSE (456)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget | 2022-2023 Budget Change |           |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------------------|-----------|
|                                       |              |              |             |             | \$                      | %         |
| Revenues                              |              |              |             |             |                         |           |
| INTERNAL REVENUES                     | 2,800        | 2,980        | 3,000       | 3,060       | 60                      | 2.00%     |
| SALE OF SERVICES                      | 8,228        | 16,822       | 14,100      | 17,149      | 3,049                   | 21.62%    |
| TRANSFERS FROM RESERVES               | 0            | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| Total                                 | 11,028       | 19,802       | 37,100      | 20,209      | (16,891)                | (45.53%)  |
| Expenditures                          |              |              |             |             |                         |           |
| COMMUNICATIONS, INSURANCE & UTILITIES | 15,044       | 13,371       | 13,881      | 15,356      | 1,475                   | 10.63%    |
| CONTRACTS FOR SERVICES                | 13,881       | 15,852       | 16,154      | 18,237      | 2,083                   | 12.89%    |
| GOODS, MATERIALS & SUPPLIES           | 447          | 1,399        | 700         | 1,158       | 458                     | 65.43%    |
| INTERNAL CHARGES                      | 625          | 654          | 650         | 751         | 101                     | 15.54%    |
| PROJECTS                              | 0            | 0            | 20,000      | 0           | (20,000)                | (100.00%) |
| SALARIES, WAGES & BENEFITS            | 391          | 1,299        | 1,999       | 2,040       | 41                      | 2.05%     |
| Total                                 | 30,388       | 32,576       | 53,384      | 37,542      | (15,842)                | (29.68%)  |
| Net                                   | 19,360       | 12,774       | 16,284      | 17,333      | 1,049                   | 6.44%     |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- Expectation that rentals will return to pre-COVID levels

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance premium

#### CONTRACTS FOR SERVICES

- Restore contracted services to pre-COVID levels for Clubhouse Caretaker

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost

## Department Summary

**Department Summary:** RECREATION COMPLEX CHILD CARE FACILITY (887)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation - City Only

**Accounting Reference:** 887

**Stage:** Proposed

**Approved:** No

### Purpose:

Recreation Complex Child Care is located on the Recreation Services property and is owned by the City, but operated by the Okanagan Boys and Girls Club through agreement, to provide child care for the community. This facility is NOT part of the Greater Vernon Recreation Facilities & Programming Agreement. All funding comes from the City of Vernon. The facility structure is maintained and insured by the City, with the day to day operating expenses being the responsibility of the Okanagan Boys and Girls club.

### Budget Summary

|                                       |         |
|---------------------------------------|---------|
| <b>2023 Proposed Net Budget</b>       | \$7,000 |
| <b>Prior Year Approved Net Budget</b> | 0       |
| <b>Budget Change</b>                  | \$7,000 |
| <b>Budget Change by %</b>             | 100.00% |
| <b>2023 FTE</b>                       | 0.0     |
| <b>2022 FTE</b>                       | 0.0     |
| <b>FTE Change</b>                     | 0.0     |
| <b>FTE Change by %</b>                | 0.00%   |

### Outlook for Upcoming Budget:

This will be the first year of operation for the facility. The Boys and Girls Club is responsible for installation and recurring costs of any utilities connected to the Premises including, but not limited to, water, electricity, telephone, internet, garbage, and wastewater.

As the facility is newly constructed, no budgeting has been allocated for building envelope or mechanical system repairs or replacement.

### Highlights of Current Year:

Facility opened in November 2022 for child care services, providing 100 three to five year old care spaces and 24 six month to three years old care spaces.

### Change Request for 2023:

| Number                      | Name   | Stage    | Initial Cost   | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|--|----------|----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4019                 | Recreation Centre Child Care Facility Net Operations | Approved | \$7,000        | \$0                     | \$0             | \$7,000               | \$7,070               |
| <b>Total Change Request</b> |  |          | <b>\$7,000</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$7,000</b>        | <b>\$7,070</b>        |

## Department Summary

**Department Summary:** RECREATION COMPLEX CHILD CARE FACILITY (887)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget   | 2022-2023 Budget Change |                |
|---------------------------------------|--------------|--------------|-------------|---------------|-------------------------|----------------|
|                                       |              |              |             |               | \$                      | %              |
| <b>Revenues</b>                       |              |              |             |               |                         |                |
| SALE OF SERVICES                      | 0            | 0            | 0           | 11,000        | 11,000                  | 100.00%        |
| <b>Total</b>                          | <b>0</b>     | <b>0</b>     | <b>0</b>    | <b>11,000</b> | <b>11,000</b>           | <b>100.00%</b> |
| <b>Expenditures</b>                   |              |              |             |               |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 0            | 0            | 0           | 17,000        | 17,000                  | 100.00%        |
| CONTRACTS FOR SERVICES                | 0            | 0            | 0           | 1,000         | 1,000                   | 100.00%        |
| <b>Total</b>                          | <b>0</b>     | <b>0</b>     | <b>0</b>    | <b>18,000</b> | <b>18,000</b>           | <b>100.00%</b> |
| <b>Net</b>                            | <b>0</b>     | <b>0</b>     | <b>0</b>    | <b>7,000</b>  | <b>7,000</b>            | <b>100.00%</b> |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- First year of operating for the child care facility. Cost recovery from the Boys and Girls Club for utilities that are registered to the City as building owner

#### COMMUNICATIONS, INSURANCE & UTILITIES

- First year of operating for the child care facility with utilities that are registered to the City as building owner, Cost recovery from the Boys and Girls Club  
 - First year of the building insurance

#### CONTRACTS FOR SERVICES

- Landscaping contract first year of child care facility share of Recreation Complex property

## Department Summary

**Department Summary:** LAKERS CHILD CARE FACILITY (888)

**Budget Year:** 2023

**Manager:** Stan Mitchell

**Division:** Recreation - City Only

**Accounting Reference:** 888

**Stage:** Proposed

**Approved:** No

### Purpose:

The Lakers Child Care facility is located in the Okanagan Landing area of Vernon and is owned by the City but operated by the Okanagan Boys and Girls Club through agreement, to provide child care for the community. This facility is NOT part of the Greater Vernon Recreation Facilities & Programming Agreement. All funding comes from the City of Vernon. The facility structure is maintained and insured by the City, with the day to day operating expenses being the responsibility of the Okanagan Boys and Girls club.

### Budget Summary

|                                       |         |
|---------------------------------------|---------|
| <b>2023 Proposed Net Budget</b>       | \$7,000 |
| <b>Prior Year Approved Net Budget</b> | 0       |
| <b>Budget Change</b>                  | \$7,000 |
| <b>Budget Change by %</b>             | 100.00% |
| <b>2023 FTE</b>                       | 0.0     |
| <b>2022 FTE</b>                       | 0.0     |
| <b>FTE Change</b>                     | 0.0     |
| <b>FTE Change by %</b>                | 0.00%   |

### Outlook for Upcoming Budget:

This will be the first year of operation for the facility. The Boys and Girls Club is responsible for installation and recurring costs of any utilities connected to the Premises including, but not limited to, water, electricity, telephone, internet, garbage, and wastewater.

As the facility is newly constructed, no budgeting has been allocated for building envelope or mechanical system repairs or replacement.

### Highlights of Current Year:

Facility opened in October 2022 for child care services, providing 50 three to five year old care spaces and 24 six month to three years old care spaces.

### Change Request for 2023:

| Number                      | Name                                       | Stage    | Initial Cost   | Annual Incremental Cost | Non-Tax Funding | Net Tax Rqmt for 2023 | Net Tax Rqmt for 2024 |
|-----------------------------|--|----------|----------------|-------------------------|-----------------|-----------------------|-----------------------|
| AUTO - 4020                 | Laker's Child Care Facility Net Operations | Approved | \$7,000        | \$0                     | \$0             | \$7,000               | \$7,070               |
| <b>Total Change Request</b> |  |          | <b>\$7,000</b> | <b>\$0</b>              | <b>\$0</b>      | <b>\$7,000</b>        | <b>\$7,070</b>        |

## Department Summary

**Department Summary:** LAKERS CHILD CARE FACILITY (888)

### Changes to Department:

| GL Category                           | 2021 Actuals | 2022 Actuals | 2022 Budget | 2023 Budget   | 2022-2023 Budget Change |                |
|---------------------------------------|--------------|--------------|-------------|---------------|-------------------------|----------------|
|                                       |              |              |             |               | \$                      | %              |
| <b>Revenues</b>                       |              |              |             |               |                         |                |
| SALE OF SERVICES                      | 0            | 0            | 0           | 11,000        | 11,000                  | 100.00%        |
| <b>Total</b>                          | <b>0</b>     | <b>0</b>     | <b>0</b>    | <b>11,000</b> | <b>11,000</b>           | <b>100.00%</b> |
| <b>Expenditures</b>                   |              |              |             |               |                         |                |
| COMMUNICATIONS, INSURANCE & UTILITIES | 0            | 0            | 0           | 17,000        | 17,000                  | 100.00%        |
| CONTRACTS FOR SERVICES                | 0            | 0            | 0           | 1,000         | 1,000                   | 100.00%        |
| <b>Total</b>                          | <b>0</b>     | <b>0</b>     | <b>0</b>    | <b>18,000</b> | <b>18,000</b>           | <b>100.00%</b> |
| <b>Net</b>                            | <b>0</b>     | <b>0</b>     | <b>0</b>    | <b>7,000</b>  | <b>7,000</b>            | <b>100.00%</b> |

### 2022 - 2023 Budget Changes:

#### SALE OF SERVICES

- First year of operating for the child care facility. Cost recovery from the Boys and Girls Club for utilities that are registered to the City as building owner

#### COMMUNICATIONS, INSURANCE & UTILITIES

- First year of operating for the child care facility with utilities that are registered to the City as building owner, Cost recovery from the Boys and Girls Club  
 - First year of the building insurance

#### CONTRACTS FOR SERVICES

- Landscaping contract first year of child care facility share of Lakers property





# CHANGE REQUESTS

## Change Request Summary

| Page #  | Name   | Number    | Department Responsible  | FTE,<br>if Known | Request<br>Amount   | Annual<br>Operating<br>Cost | Non-Tax<br>Funding | 2023 Tax<br>Funding |
|---|--|-----------|---|------------------|---------------------|-----------------------------|--------------------|---------------------|
| <b>Expenditures Requiring Approval By Council Resolution</b>  |  |           |   |                  |                     |                             |                    |                     |
| 394   | Marshall Fields Washroom Service   | 3985      | Marshall Fields Park (664)  |                  | \$ 35,000           | \$ 35,000                   | \$ -               | \$ 35,000           |
| 395   | Talent Acquisition & Retention Position                                  | 3998      | Human Resources General (150)   | 1.00             | 87,500              | 87,500                      | -                  | 87,500              |
| 396   | Deputy Fire Chief Position   | 3999      | Fire Department General (320)   | 1.00             | 171,321             | 171,321                     | -                  | 171,321             |
| 397   | Bylaw Compliance Officer Position  | 4000      | Bylaw Compliance (345)  | 1.00             | 92,741              | 92,741                      | -                  | 92,741              |
| 398   | Additional 2 RCMP Members  | 4001      | RCMP Contract (310)   |                  | 414,000             | 414,000                     | -                  | 414,000             |
| 399   | Additional Operating Costs Due to Development                            | 4002      | Paved Streets (415)   |                  | 118,438             | 118,438                     | 12,871             | 105,567             |
| 400   | Snow Removal Frequency Increase (downtown, 27 St, 32 St & problem areas) | 4004      | Paved Streets (415)   |                  | 134,000             | 134,000                     | 134,000            | -                   |
| 401   | Snow Removal Enhancements to Bus Stops                                   | 4006      | Paved Streets (415)   |                  | 160,000             | 160,000                     | -                  | 160,000             |
| 402   | Snow Plowing Enhancements to Priority Lanes                              | 4007      | Paved Streets (415)   |                  | 15,000              | 15,000                      | -                  | 15,000              |
| 403   | Snow Plowing Enhancements to Cul-de-sacs                                 | 4008      | Paved Streets (415)   |                  | 80,000              | 80,000                      | -                  | 80,000              |
| 404   | Snow Plowing Sidewalks - Weekend & Holiday Response                      | 4009      | Sidewalks & Multi-use Paths (416)   |                  | 20,000              | 20,000                      | -                  | 20,000              |
| 405   | Additional Funding for O'Keefe Ranch                                     | 4010      | Grants (145)  |                  | 100,000             | -                           | 100,000            | -                   |
| 406   | Library Sunday Openings  | 4011      | Grants (145)  |                  | 18,728              | 18,728                      | -                  | 18,728              |
| 407   | Firefighting Apparatus Reserve Contribution                              | 4012      | Fire Department General (320)   |                  | 350,000             | 350,000                     | -                  | 350,000             |
| 408   | City Hall Flag Pole  | 4018      | Civic Plaza (452)   |                  | 10,000              | -                           | 10,000             | -                   |
|   |  |           |   | <b>3.00</b>      | <b>\$ 1,806,728</b> | <b>\$ 1,696,728</b>         | <b>\$ 256,871</b>  | <b>\$ 1,549,857</b> |
| <b>Expenditures Previously Approved By Council Resolution</b> |  |           |   |                  |                     |                             |                    |                     |
| 409   | New Lakeview Pool - Operational Impact                                   | 4013      | Lakeview Wading Pool (893)  | 0.8              | \$ 35,482           | \$ 35,482                   | \$ 11,212          | \$ 24,270           |
| 410   | Civic Memorial Park - Full Year Operational Impact                       | 4014      | Civic Memorial Park (637)   | 0.4              | 42,901              | 42,901                      | -                  | 42,901              |
| 411   | Park Field Lining  | 4015      | Local Parks General (600)   | 0.6              | 191,000             | 80,000                      | 111,000            | 80,000              |
| 412-413   | Child Care Facilities Net Operations                                     | 4019/4020 | Recreation Centre Child Care Facility (887); Lakers Child Care Facility (888) |                  | 14,000              | 14,000                      | -                  | 14,000              |
|   |  |           |   | <b>1.8</b>       | <b>\$ 283,383</b>   | <b>\$ 172,383</b>           | <b>\$ 122,212</b>  | <b>\$ 161,171</b>   |
| <b>TOTAL CHANGE REQUESTS</b>                                  |  |           |   | <b>4.8</b>       | <b>\$ 2,090,111</b> | <b>\$ 1,869,111</b>         | <b>\$ 379,083</b>  | <b>\$ 1,711,028</b> |

Change Request Information

Change Request: AUTO - 3985 - Marshall Field Washrooms Service

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council authorize Administration to bring forward a service level increase for consideration during the 2023 budget deliberations to extend operation and maintenance of the Marshall Field washroom facility to include January to March 31 and November 1 to December 31 annually at a cost of \$35,000 to be funded by taxation

Justification:

Department Responsibility: MARSHALL FIELDS PARK (664)

Initial Cost: \$35,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 35,000.00 | 36,050.00 | 37,132.00 | 38,246.00 | 39,393.00 |

Change Request Information

Change Request: AUTO - 3998 - Talent Acquisition & Retention Position

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: Council, at their Regular meeting held on Monday, August 15, 2022, passed the following resolution:

“THAT Council support, in principle, the creation of a full time Coordinator, Talent Acquisition and Retention position for a cost of approximately\$87,500, to be funded through taxation;

AND FURTHER, that Council direct Administration to bring forward a Service Level Adjustment for the addition of a Coordinator, Talent Acquisition and Retention, during the 2023 Budget process, as described in the memorandum titled "Talent Acquisition and Retention Staffing Request" dated August5, 2022, respectfully submitted by the Director, Human Resources.

Justification:

Department Responsibility: HUMAN RESOURCES - GENERAL (150)

Initial Cost: \$87,500.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 87,500.00 | 89,222.00 | 90,996.00 | 92,794.00 | 94,640.00 |

Change Request Information

Change Request: AUTO - 3999 - Deputy Fire Chief Position

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: Council, at their Regular meeting held on Monday, August 15, 2022, passed the following resolution:

“THAT Council support, in principle, the creation of a full time Deputy Chief position for a cost of approximately \$184,000, to be funded through taxation;

AND FURTHER, that Council direct Administration to bring forward a Service Level Adjustment for the addition of a Deputy Chief position, during the 2023 Budget process, as described in the memorandum titled “Request for Full Time Equivalent Deputy Chief Position” dated July 18, 2022, respectfully submitted by the Director of Fire Rescue Service.

Justification:

Department Responsibility: FIRE DEPARTMENT - GENERAL (320)

Initial Cost: \$171,321.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |            |            |            |            |            |
|----------------------|------------|------------|------------|------------|------------|
| Net Tax Requirement: | 2023       | 2024       | 2025       | 2026       | 2027       |
|                      | 171,321.00 | 174,586.00 | 177,898.00 | 181,281.00 | 186,463.00 |

Change Request Information

Change Request: AUTO - 4000 - Bylaw Compliance Officer

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: Council, at their Regular meeting held on Monday, August 15, 2022, passed the following resolution:

“THAT Council receive the memorandum titled "Bylaw Compliance 2023 Budget Priorities" dated July 27, 2022 respectfully submitted by the Manager, Protective Services;

AND FURTHER, that Council direct Administration to bring forward a Service Level Adjustment for consideration during 2023 budget deliberations for one full time Bylaw Compliance Officer at a fully loaded cost of \$92,741, to be funded through taxation.

Justification:

Department Responsibility: BYLAW COMPLIANCE (345)

Initial Cost: \$92,741.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |            |            |
|----------------------|-----------|-----------|-----------|------------|------------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026       | 2027       |
|                      | 92,741.00 | 96,492.00 | 98,426.00 | 100,406.00 | 102,409.00 |

## Change Request Information

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**Change Request:** AUTO - 4001 - Additional 2 RCMP Members

**Budget Year:** 2023

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Requested

**Description:** Council, at their Regular meeting held on Monday, August 15, 2022, passed the following resolution:

“THAT Council receive the memorandum titled “Additional RCMP Regular Member Increase for 2023 Budget” dated August 9th, 2022 respectfully submitted by the Officer in Charge of Vernon North Okanagan Detachment;

AND FURTHER, that Council direct Administration to bring forward a Service Level Adjustment for consideration during the 2023 budget deliberations for two Regular Members of the RCMP at a fully loaded cost of \$414, 000 to be funded through taxation. (\$460, 000 before 10% Federal payment).

**Justification:** VNOD RCMP are requesting the addition of two regular member positions for the 2023 budget. The last increase to membership was in November 2017 when six new positions were asked for and approved for the 2018 budget.

**Department Responsibility:** RCMP CONTRACT (310)

**Initial Cost:** \$414,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

| <b>Net Tax Requirement:</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|
|                             | 414,000.00  | 420,831.00  | 427,774.00  | 434,833.00  | 442,008.00  |

## Change Request Information

---

### Change Request: AUTO - 4002 - Additional Operating Costs Due to Development

**Budget Year:** 2023

**Change Request Type:** Partially Funded by  
Taxation

**Change Request Stage:** Requested

**Description:** Council, at their Regular meeting held on Monday, August 15, 2022, passed the following resolution:

“THAT Council receive the memorandum titled "Additional Operating Costs Due to Development" dated July 29, 2022, respectfully submitted by the General Manager, Public Works;

AND FURTHER, that Council authorize Administration to bring forward a service level increase for consideration during 2023 Budget Deliberations for additional operating costs due to development to be funded \$105,567 by taxation and \$12,871 from Sewer Rates.

**Justification:**

**Department Responsibility:** PAVED STREETS (415)

**Initial Cost:** \$118,438.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$12,871.00

|                             |             |             |             |             |             |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Net Tax Requirement:</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> |
|                             | 105,567.00  | 107,678.00  | 109,832.00  | 112,029.00  | 114,270.00  |



Change Request Information

Change Request: AUTO - 4004 - Snow Removal Frequency Increase (downtown, 27 St, 32 St, & problem areas)

Budget Year: 2023

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: AND FURTHER, that Council authorize Administration to bring forward a service level increase for consideration during the 2023 Budget Deliberations to increase the frequency of snow removal in the areas defined in the Snow and Ice Control policy at an estimated annual cost of \$134,000 to be funded by taxation;

Justification: To be funded by Snow Removal Reserve when needed.

Department Responsibility: PAVED STREETS (415)

Initial Cost: \$134,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$134,000.00

|                      |      |      |      |      |      |
|----------------------|------|------|------|------|------|
| Net Tax Requirement: | 2023 | 2024 | 2025 | 2026 | 2027 |
|                      | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Change Request Information

Change Request: AUTO - 4006 - Snow Removal Enhancements to Bus Stops

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: AND FURTHER, that Council authorize Administration to bring forward a service level increase for consideration during the 2023 Budget Deliberations to enhance the removal of snow from bus stops at an estimated annual cost of \$160,000 to be funded by taxation;

Justification:

Department Responsibility: PAVED STREETS (415)

Initial Cost: \$160,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |            |            |            |            |            |
|----------------------|------------|------------|------------|------------|------------|
| Net Tax Requirement: | 2023       | 2024       | 2025       | 2026       | 2027       |
|                      | 160,000.00 | 163,200.00 | 166,464.00 | 169,793.00 | 173,189.00 |

Change Request Information

Change Request: AUTO - 4007 - Snow Plowing Enhancements to Priority Lanes

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: AND FURTHER, that Council authorize Administration to bring forward a service level increase for consideration during the 2023 Budget Deliberations to enhance snow plowing of priority lanes at an estimated annual cost of \$15,000 to be funded by taxation;

Justification:

Department Responsibility: PAVED STREETS (415)

Initial Cost: \$15,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 15,000.00 | 15,300.00 | 15,606.00 | 15,918.00 | 16,236.00 |

Change Request Information

Change Request: AUTO - 4008 - Snow Plowing Enhancements to Cul-de-sacs

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: AND FURTHER, that Council authorize Administration to bring forward a service level increase for consideration during the 2023 Budget Deliberations to enhance snow plowing of cul-de-sacs at an estimated annual cost of \$80,000 to be funded by taxation;

Justification:

Department Responsibility: PAVED STREETS (415)

Initial Cost: \$80,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 80,000.00 | 81,600.00 | 83,232.00 | 84,897.00 | 86,595.00 |

Change Request Information

Change Request: AUTO - 4009 - Snow Plowing Sidewalks - Weekend & Holiday Response

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: AND FURTHER, that Council authorize Administration to bring forward a service level increase for consideration during the 2023 Budget Deliberations to enhance snow plowing of sidewalks maintained by the City to include weekend and holiday response at an estimated annual cost of \$20,000 to be funded by taxation;

Justification:

Department Responsibility: SIDEWALKS & MULTI-USE TRAILS (416)

Initial Cost: \$20,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 20,000.00 | 20,400.00 | 20,808.00 | 21,224.00 | 21,648.00 |

## Change Request Information

---

### Change Request: AUTO - 4010 - Additional Funding for O'Keefe Ranch

**Budget Year:** 2023

**Change Request Type:** Funded by Non-Tax  
Sources

**Change Request Stage:** Requested

**Description:** THAT Council receive for information the memorandum titled "2023 Grant Request from O'Keefe Ranch" dated September 13, 2022 and respectfully submitted by the Manager, Financial Planning & Reporting;

AND FURTHER, that Council direct Administration to include in the 2023 Financial Plan, as a Service Level Adjustment, an operating grant of \$150,000 for O'Keefe Ranch & Interior Heritage Society to be funded \$50,000 from taxation and \$100,000 from the Casino Grant Reserve as outlined in the memorandum titled '2023 Grant Request from O'Keefe Ranch' dated September 13, 2022 and respectfully submitted by the Manager, Financial Planning & Reporting;

AND FURTHER, that the Service Level Adjustment be included in the 2023 proposed budget for Council's consideration.

**Justification:**

**Department Responsibility:** GRANTS (145)

**Initial Cost:** \$100,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$100,000.00

| <b>Net Tax Requirement:</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|
|                             | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |

## Change Request Information

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Change Request: AUTO - 4011 - Library Sunday Openings

**Budget Year:** 2023

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Requested

**Description:** THAT Council direct Administration to forward the September 15, 2022 request from Jeremy Feddersen, Chief Financial Officer, Okanagan Regional Library to the Regional District of North Okanagan (Electoral Areas B & C) and District of Coldstream Council for consideration of funding this request utilizing the typical cost ratio for Greater Vernon Advisory Committee services;  
AND FURTHER, that Council direct Administration to include \$18,728 as a grant to the Okanagan Regional Library, for library Sunday openings, in the 2023 financial plan, for Council approval in December, 2022.

**Justification:**

**Department Responsibility:** GRANTS (145)

**Initial Cost:** \$18,728.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

|                             |             |             |             |             |             |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Net Tax Requirement:</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> |
|                             | 18,728.00   | 0.00        | 0.00        | 0.00        | 0.00        |

Change Request Information

Change Request: AUTO - 4012 - Firefighting Apparatus Reserve Contribution

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: Included in the Vernon Fire Rescue Services 8-Year Strategic Plan is an annual contribution to an Apparatus Replacement Reserve.

Justification:

Department Responsibility: FIRE DEPARTMENT - GENERAL (320)

Initial Cost: \$350,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |            |            |            |            |            |
|----------------------|------------|------------|------------|------------|------------|
| Net Tax Requirement: | 2023       | 2024       | 2025       | 2026       | 2027       |
|                      | 350,000.00 | 360,500.00 | 371,315.00 | 382,454.00 | 393,928.00 |



Change Request Information

Change Request: AUTO - 4018 - City Hall Flag Pole

Budget Year: 2023

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: Installation of a new flag pole on the Civic Plaza grounds

Justification:

Department Responsibility: CIVIC PLAZA (452)

Initial Cost: \$10,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$10,000.00

|                      |      |      |      |      |      |
|----------------------|------|------|------|------|------|
| Net Tax Requirement: | 2023 | 2024 | 2025 | 2026 | 2027 |
|                      | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Change Request Information

Change Request: AUTO - 4013 - New Lakeview Pool - Operational Impact

Budget Year: 2023

Change Request Type: Partially Funded by  
Taxation

Change Request Stage: Approved

Description: Lakeview Pool Rebuild in 2022 - net operational impact beginning in 2023

Justification:

Department Responsibility: LAKEVIEW WADING POOL (893)

Initial Cost: \$35,482.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$11,212.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 24,270.00 | 24,757.00 | 25,253.00 | 25,759.00 | 26,276.00 |

Change Request Information

Change Request: AUTO - 4014 - Civic Memorial Park - Full Year Operational Impact

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Civic Memorial Park Construction in 2022 with 1/2 year operational budget. 2023 will be the first full-year of operation.

Justification:

Department Responsibility: CIVIC MEMORIAL PARK (637)

Initial Cost: \$42,901.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |           |           |           |           |           |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Net Tax Requirement: | 2023      | 2024      | 2025      | 2026      | 2027      |
|                      | 42,901.00 | 43,916.00 | 44,955.00 | 46,020.00 | 47,112.00 |

## Change Request Information

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**Change Request:** AUTO - 4015 - Park Field Lining

**Budget Year:** 2023

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Council, at their Regular meeting held on Monday, July 18, 2022, passed the following resolution:

“THAT Council receive the memorandum titled “Field Lining” dated July 4, 2022, respectfully submitted by the Manager, Parks and Public Spaces;

AND FURTHER, that Council authorize the expenditure of up to \$111,000 for the purchase of a truck, utility trailer and field line painting machine to be funded by the 2021 Unexpended Uncommitted reserve;

AND FURTHER, that Council provide early 2023 budget approval for field line painting services at an annual cost of \$80,000 to be funded from taxation.”  
CARRIED.”

**Justification:**

**Department Responsibility:** LOCAL PARKS - GENERAL (600)

**Initial Cost:** \$191,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$111,000.00

| <b>Net Tax Requirement:</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|
|                             | 80,000.00   | 81,600.00   | 83,234.00   | 84,896.00   | 86,595.00   |

Change Request Information

Change Request: AUTO - 4019 - Recreation Centre Child Care Facility Net Operations

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: First year of operation for the Recreation Centre Child Care Facility - net unrecoverable component

Justification:

Department Responsibility: RECREATION CENTRE CHILD CARE FACILITY (887)

Initial Cost: \$7,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |          |          |          |          |          |
|----------------------|----------|----------|----------|----------|----------|
| Net Tax Requirement: | 2023     | 2024     | 2025     | 2026     | 2027     |
|                      | 7,000.00 | 7,070.00 | 7,140.00 | 7,212.00 | 7,284.00 |

Change Request Information

Change Request: AUTO - 4020 - Laker's Child Care Facility Net Operations

Budget Year: 2023

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: First year of operation for the Laker's Child Care Facility - net unrecoverable component

Justification:

Department Responsibility: LAKERS CHILD CARE FACILITY (888)

Initial Cost: \$7,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

|                      |          |          |          |          |          |
|----------------------|----------|----------|----------|----------|----------|
| Net Tax Requirement: | 2023     | 2024     | 2025     | 2026     | 2027     |
|                      | 7,000.00 | 7,070.00 | 7,140.00 | 7,212.00 | 7,284.00 |



# CAPITAL

# 2023 INFRASTRUCTURE PROGRAM OVERVIEW

## Sustainable Infrastructure

Cities like Vernon are challenged to maintain, replace and extend the life of their aging infrastructure. Asset management helps ensure that Vernon is minimizing the costs of replacing and expanding existing infrastructure, with the aim of providing sustainable services. The City's approach to asset management requires two components to be successful: a predictable and adequate funding stream, and strategies that contain the cost of replacing existing infrastructure and constructing new infrastructure.

The City recognized that funding was inadequate to achieve the goals of its asset management approach in 2013. Thus, Council approved a cumulative infrastructure levy of 1.9% for 10 years to provide additional funding to support the renewal of capital infrastructure. Vernon's approach to ensuring sustainable infrastructure uses this funding and combines it with strategies that contain infrastructure costs. These strategies include:

- a) delivering projects that focus on extending the life of existing infrastructure; and,
- b) reducing the costs of new infrastructure through the adjustment of design standards based on appropriate levels of service for the City's various asset classes.

## 2023 Infrastructure Program Overview

The projects contained in the 2023 Capital Program are consistent with the 2022 Rolling 5 Year Infrastructure Plan. These projects continue to strategically renew Vernon's assets as guided by the City's asset management program for its various asset classes. The 2023 Capital Program also incorporates planned investments to support the continued growth of the community and to address organization capacity as the City continues to evolve its Infrastructure Program. City Council annually reviews projects recommended by Administration and has approved a total of 27 capital projects for 2023 with a total value of over \$21 million. Highlights include the following:

- Infrastructure replacement including road, sanitary and storm main on 32<sup>nd</sup> Avenue from Pleasant Valley Road to 20<sup>th</sup> Street;
- Infrastructure replacement including road and sanitary as well as drainage improvements on 32<sup>nd</sup> Avenue and 38<sup>th</sup> Street near Alexis Park Drive and 30<sup>th</sup> Avenue;
- Polson Park Vernon Creek Naturalization Phase 1
- Kin Race Track Park Phase 1;
- the extension of sanitary sewer collector pipe to a portion of the remaining non-serviced areas in the Okanagan Landing area using horizontal directional drilling.

The allocation of capital expenditures to various classes of projects is as follows:

### Capital Category 2023

|                            |                     |
|----------------------------|---------------------|
| Buildings Projects         | \$ 500,000          |
| Drainage Projects          | \$3,375,700         |
| Major Capital              | \$6,410,500         |
| Organizational Capacity    | \$1,321,875         |
| Parks Projects             | \$4,538,300         |
| Wastewater Projects        | \$2,875,700         |
| Transportation Projects    | <u>\$2,488,800</u>  |
| <b>Total (27 Projects)</b> | <b>\$21,510,875</b> |

## Future Annual Operations and Maintenance Costs

Future annual operations and maintenance (O&M) includes new ongoing costs associated with completed projects (such as utility charges, maintenance, repair, custodial costs, etc.), and increase the annual operating budget as projects are completed. Total estimated annual O&M cost increases associated with the 2023 Capital Program are \$63,050.



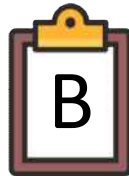
# INFRASTRUCTURE REPORT CARD 2022

## Sanitary System



The City's sanitary infrastructure is a combination of linear sewers and lift stations that convey flows from homes and businesses to the Vernon Water Reclamation Centre, where it is treated and discharged through the Spray Irrigation Program and/or outfalled into Okanagan Lake.

Replacement Value \$437 Million  
Condition: GOOD



### Quick Facts

- 280 km of Sanitary Mains
- 21 Lift Stations
- 1 Water Reclamation Centre
- Spray Irrigation System
- 9 km Outfall Line in Okanagan Lake

Deficit (Backlog): \$28 Million

Estimated Required Annual Funding: \$6.8 Million  
(Ideal budget: annual depreciation of replacement value)

## Condition



\*Most valuable assets

\*Does not include new High Strength Waste Facility



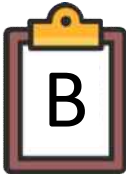
# INFRASTRUCTURE REPORT CARD 2022

## Stormwater System



The City’s stormwater system aids in preventing flooding by draining rain water away from buildings and roads and controlling the rate of discharge into the creeks and lakes. Stormwater infrastructure is a combination of linear storm sewers and appurtenances, such as catch basins and manholes, as well as culverts (creek/road), and ditches.

Replacement Value \$247 Million  
Condition: GOOD



### Quick Facts:

- 203 km of Storm Mains
- 28 Creek Crossings
- 164 km of ditches/swales
- 6 km Road Culverts
- 5299 Catch basins
- 3509 Manholes

Deficit (Backlog): \$21 Million

Estimated Required Annual Funding: \$3.9 Million  
(Ideal budget: annual depreciation of replacement value)

## Condition



\*Most valuable assets

# INFRASTRUCTURE REPORT CARD 2022

## Transportation System



The City of Vernon operates and maintains roadways, bridges and traffic infrastructure, thus enabling safe and effective travel. Assets in the Roadway category include arterials, collectors, local roads, and lanes. These assets include road base, asphalt, curb and gutter, street furniture, etc. Assets in the Structures category include bridges, creek crossing culverts, and pedestrian footbridges. Traffic Assets include street lighting, signals and parking meters.

Replacement Value \$614 Million  
Condition: GOOD



### Quick Facts:

- 105 km of Arterial/Collector Roads
- 181 km of Local Roads
- 26 Bridges and Structures
- 62 Traffic Signals
- 2852 Streetlights

Deficit (Backlog): \$66 Million

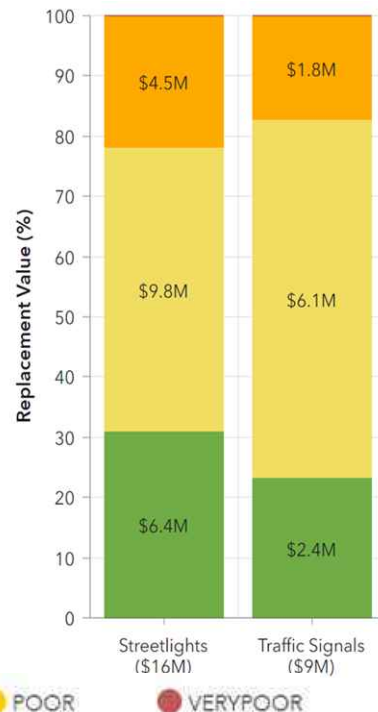
Estimated Required Annual Funding: \$8 Million  
(Ideal budget: annual depreciation of replacement value)

## Condition

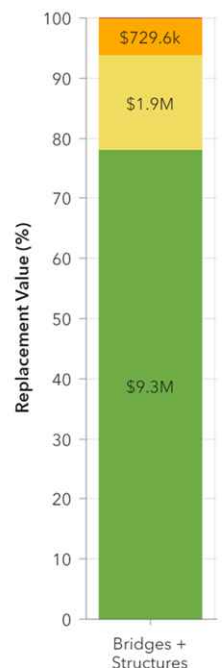
### Roadway



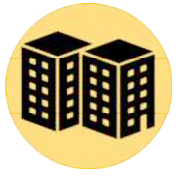
### Traffic



### Structures



\*Most valuable assets



# INFRASTRUCTURE REPORT CARD 2022

## Buildings

The City of Vernon owns and operates many building facilities as part of its built environment. These facilities are used to provide the wide range of services offered by the City. Building inventory is divided into three categories: Administrative Facilities, Recreation & Cultural Facilities, and the O'Keefe Ranch buildings.

Replacement Value \$132 Million  
Condition: FAIR



### Quick Facts:

- 23 Administrative Facilities
- 11 Recreation & Cultural Facilities
- 18 O'Keefe Ranch buildings

Deficit (Backlog): **\$19 Million**

Estimated Required Annual Funding: **\$2.4 Million**  
(Ideal budget: annual depreciation of replacement value)

## Condition

### Buildings



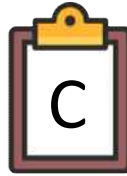
# INFRASTRUCTURE REPORT CARD 2022

## Airport



The City of Vernon operates and maintains the Vernon Regional Airport. This airport provides a variety of commercial aviation services and constitutes a centre of airside manufacturing for the North Okanagan. Assets include runways, taxiways, ramps, equipment, terminal building, and hangars.

Replacement Value \$11 Million  
Condition: FAIR



### Quick Facts:

- 1 Airport Terminal Building
- 2 Hangars
- 3 Rental Properties
- 25,000 m<sup>2</sup> of runway
- 19,429 m<sup>2</sup> of apron/taxiway

Deficit (Backlog): **\$3.7 Million**

Estimated Required Annual Funding: **\$0.3 Million**  
(Ideal budget: annual depreciation of replacement value)

## Condition

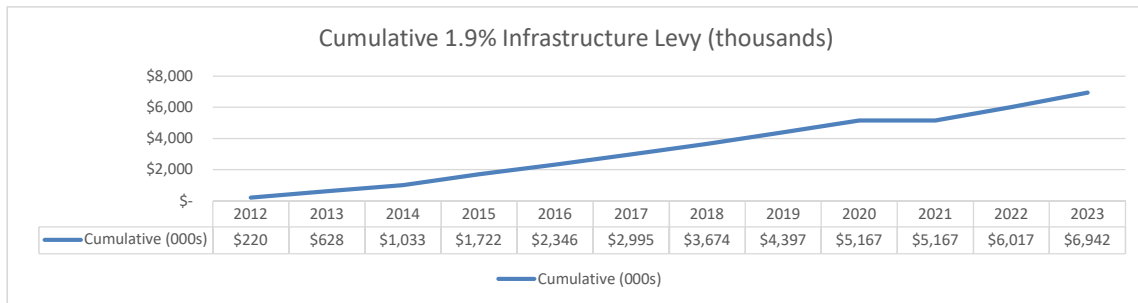
### Airport





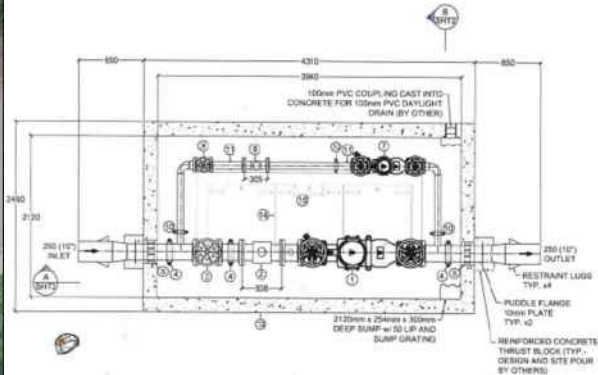
## 2023 Project List & Funding Sources

| Project # | Title   | Cost                 | 1.9% Levy           | Funding Source      |                     |                     |                     |                     |
|-----------|---|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|           |   |                      |                     | Sewer<br>Reserves   | Casino              | Gas Tax             | DCC's               | Other               |
| 2023-01   | BUILDING FACILITY RENEWAL                         | \$ 500,000           | \$ 500,000          |                     |                     |                     |                     |                     |
| 2023-02   | PRIORITY DRAINAGE IMPROVEMENT                     | 700,000              | 700,000             |                     |                     |                     |                     |                     |
| 2023-03   | STORM MAINTENANCE AT VARIOUS LOCATIONS            | 450,000              | 450,000             |                     |                     |                     |                     |                     |
| 2023-04   | POLSON PARK VERNON CREEK NATURALIZATION - PHASE 1 | 1,950,000            |                     |                     | 1,950,000           |                     |                     |                     |
| 2023-05   | 32 AVE AND 38 ST                                  | 2,782,000            |                     | 371,000             |                     | 2,411,000           |                     |                     |
| 2023-06   | 33 ST - SANITARY                                  | 420,000              | 90,000              | 330,000             |                     |                     |                     |                     |
| 2023-07   | 32 AVE - PLEASANT VALLEY RD TO 20 ST              | 1,720,000            | 320,000             | 300,000             |                     | 1,100,000           |                     |                     |
| 2023-08   | SILVERSTAR RD / STAR RD TO PHOENIX DR             | 500,000              | 5,000               |                     |                     |                     | 495,000             |                     |
| 2023-09   | INFRASTRUCTURE PROGRAM SUPPORT                    | 926,875              | 648,769             | 161,111             |                     |                     |                     | 116,995             |
| 2023-10   | LAND ACQUISITION                                  | 350,000              | 100,000             | 100,000             |                     |                     | 150,000             |                     |
| 2023-11   | CAPITAL DESIGN                                    | 1,786,000            | 1,006,000           | 254,000             |                     |                     | 526,000             |                     |
| 2023-12   | PIPE VIDEO INSPECTION                             | 45,000               | 22,500              | 22,500              |                     |                     |                     |                     |
| 2023-13   | KIN RACE TRACK PARK - PHASE 1                     | 3,000,000            |                     |                     |                     |                     |                     | 3,000,000           |
| 2023-14   | PARKS INFRASTRUCTURE RENEWAL                      | 55,000               | 55,000              |                     |                     |                     |                     |                     |
| 2023-15   | PRIORITY SANITARY REPLACEMENT                     | 500,000              |                     | 500,000             |                     |                     |                     |                     |
| 2023-16   | SANITARY TRUNK MAIN INSPECTION                    | 80,000               |                     | 80,000              |                     |                     |                     |                     |
| 2023-17   | OKANAGAN LANDING SANITARY SEWER MUNICIPAL FEE     | 1,110,000            | 180,000             | 930,000             |                     |                     |                     |                     |
| 2023-18   | NEWTON ROAD SANITARY SEWER LAS                    | 160,000              | 70,000              | 90,000              |                     |                     |                     |                     |
| 2023-19   | SPRAY IRRIGATION ASSET RENEWAL                    | 400,000              |                     | 400,000             |                     |                     |                     |                     |
| 2023-20   | VWRC ASSET RENEWAL                                | 350,000              |                     | 350,000             |                     |                     |                     |                     |
| 2023-21   | LAKE ACCESS SITE - PRIORITY LOCATIONS             | 1,170,000            | 1,170,000           |                     |                     |                     |                     |                     |
| 2023-22   | ROAD MAINTENANCE - VARIOUS LOCATIONS              | 150,000              | 150,000             |                     |                     |                     |                     |                     |
| 2023-23   | PAVEMENT OVERLAYS - VARIOUS LOCATIONS             | 350,000              | 350,000             |                     |                     |                     |                     |                     |
| 2023-24   | TRANSPORTATION SAFETY IMPROVEMENTS                | 150,000              | 150,000             |                     |                     |                     |                     |                     |
| 2023-25   | TRANSIT AND ACTIVE TRANSPORTATION IMPROVEMENTS    | 135,000              | 135,000             |                     |                     |                     |                     |                     |
| 2023-26   | MASTER TRANSPORTATION PLAN UPDATE                 | 350,000              | 350,000             |                     |                     |                     |                     |                     |
| 2023-27   | CIVIC PARK PHASE 3                                | 1,359,000            | 489,436             |                     |                     |                     |                     | 869,564             |
|           |   | <b>\$ 21,448,875</b> | <b>\$ 6,941,705</b> | <b>\$ 3,888,611</b> | <b>\$ 1,950,000</b> | <b>\$ 3,511,000</b> | <b>\$ 1,171,000</b> | <b>\$ 3,986,559</b> |



# BUILDING FACILITY RENEWAL

PROJECT #2023-01



Total Capital Costs:

\$ 500,000

## Project Summary

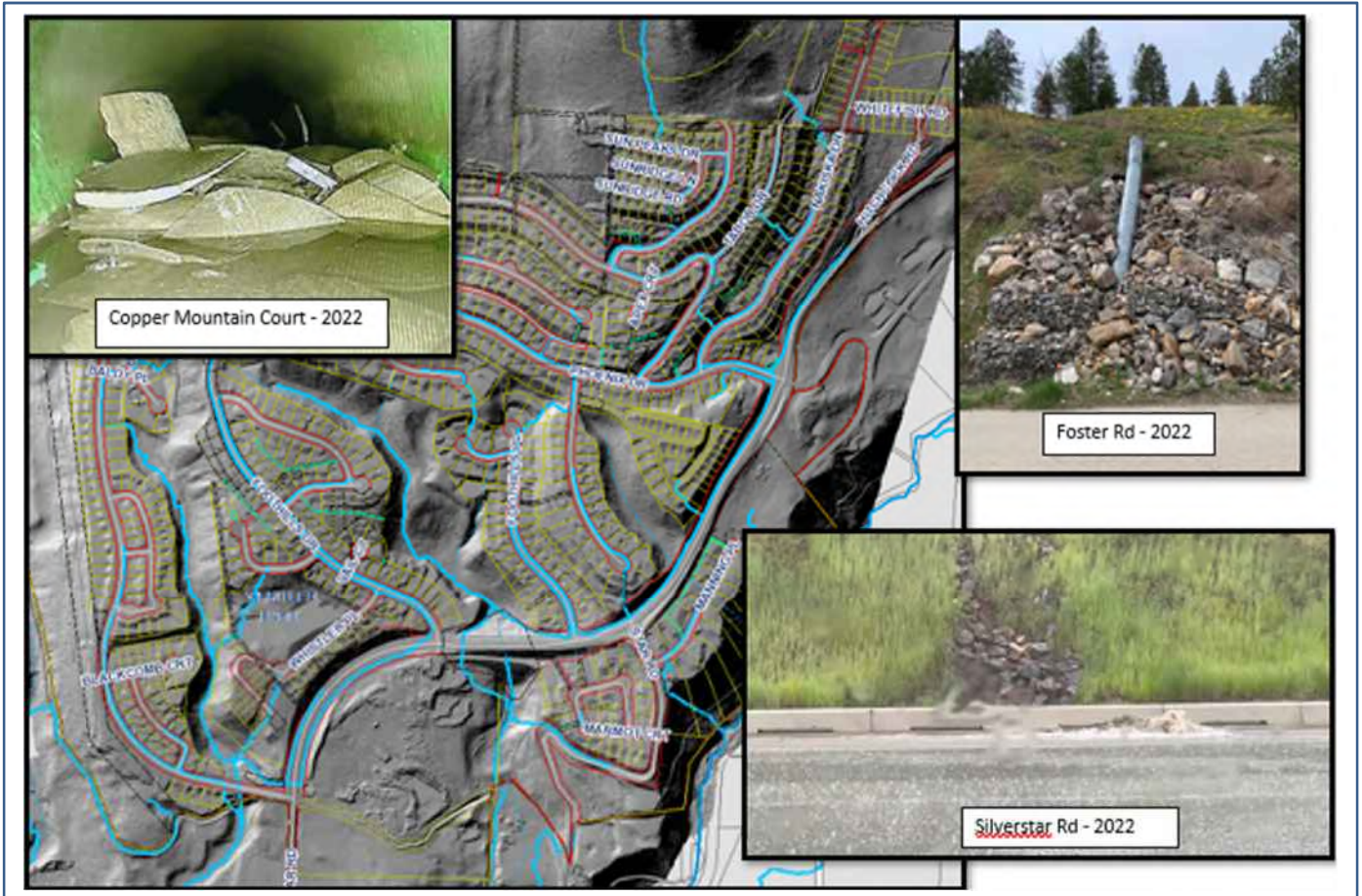
The building projects identified for 2023 are shown in the table below.

| Facility                                | Component   | Total Cost |
|---|---|------------|
| City Facilities Asset Management Plan   | Update to the 2015 Facility Asset Management plan to include all of the City owned facilities.  | \$250,000  |
| Perimeter Isolation for City Facilities | Perimeter isolation of the water services for City owned facilities to comply with RDNO bylaws. This will provide upgrades to all water services for 8 water services for City facilities. The is a 2 year program with \$250,000 proposed in 2023 and \$250,000 in 2024. 2023 projects would include Rec Centre, Cemetery, Alexis park ball diamond washroom, and the BMX Ranger Park track. | \$250,000  |
| Total 2023 Facility Renewal Projects    |   | \$500,000  |
|   |   |            |

# PRIORITY DRAINAGE IMPROVEMENT



PROJECT #2023-02



**Total Capital Costs:** \$ 700,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 5,000

## Project Summary

The Drainage Infrastructure Prioritization Plan (DIPP) was completed to develop a strategy to prioritize investments in drainage using risk and level of service assessments. The DIPP developed a risk framework suited to Vernon's climate, community size, topography, and infrastructure types.

The City-Wide Drainage Improvements project is intended to be an annual capital funding envelope that addresses drainage issues identified in the DIPP and could also be used to address unplanned and emerging drainage issues. The 2023 priority drainage improvements will continue work on the high priority drainage improvements along the north basin (Tronson Road area) and shift towards emerging high priority drainage issues in the foothills area.





# STORM MAINTENANCE VARIOUS LOCATIONS

PROJECT #2023-03



Example of typical v-ditch



Example of typical small culvert



Sediment Cleanout at 20<sup>th</sup> Street Culvert

|  |                   |
|--|-------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 450,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>N/A</b>        |

## Project Summary

Administration completed an asset management review of the City's drainage infrastructure in 2015 that identified a gap in sustainability to provide a base level of service for the service and infrastructure provided at the time. Projected increases in rainfall event magnitude and frequency, especially for more extreme events, further emphasizes the need for preventative maintenance for the City's drainage infrastructure.

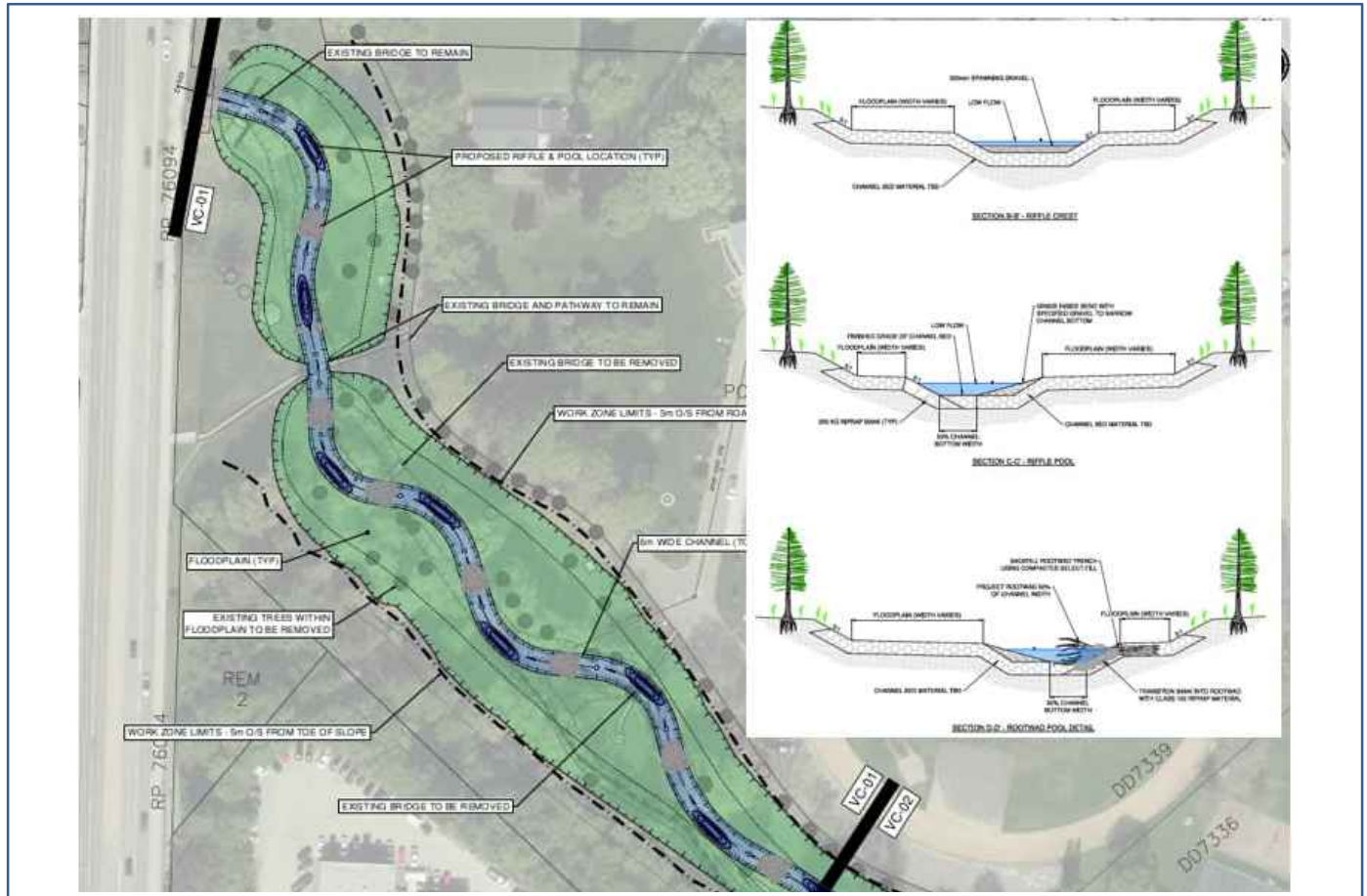
To address this gap, in 2015, Council endorsed an increase of the annual storm water maintenance budget in order to implement a preventative maintenance program. Preventative maintenance activities help to ensure that key stormwater infrastructure reaches its expected service life.

Maintenance includes ditching and shoulder grading, pipe flushing and maintenance, CCTV and manhole inspections, spot repairs and sediment basin cleaning, as well as any unplanned maintenance due to an emerging issue.

# POLSON PARK VERNON CREEK NATURALIZATION PHASE 1



PROJECT #2023-04



**Total Capital Costs:** \$ 1,950,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ 10,000

## Project Summary

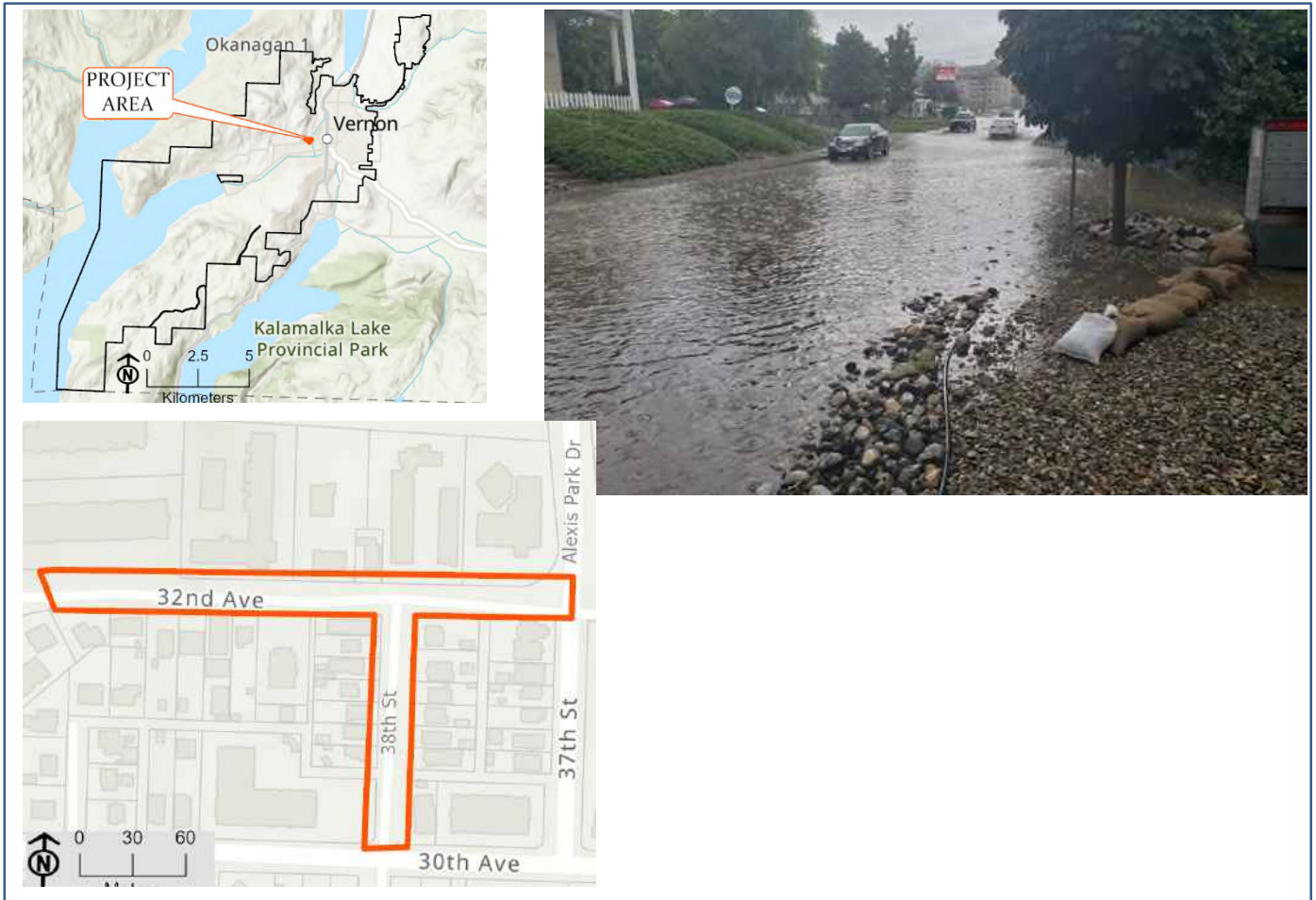
As part of the permitting process to construct the BX Sediment Pond project in 2022, Department of Fisheries and Oceans required that the City improve riparian habitat and fish spawning habitat elsewhere within the City of Vernon. The chronic ponding and highwater issues seen in Polson Park in part due to the concrete channelized section of Vernon Creek and the duck ponds was seen as an opportunity to improve those issues and meet permitting requirements for the BX Sediment Pond.

The City intends to complete phase 1 of the Vernon Creek naturalization project in Polson Park in 2023 with these funds. Phase 1 of naturalizing Vernon Creek through Polson Park is a requirement from DFO for the BX Sediment Pond project. Phase 2 is anticipated for the following year and will enable the City to receive habitat compensation credits from DFO to apply to future projects to complete future in-stream work.



# 32<sup>nd</sup> AVENUE AND 38<sup>th</sup> STREET RECONSTRUCTION

PROJECT 2023-05



|  |                     |
|--|---------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 2,782,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>\$ 1000</b>      |

## **Project Summary**

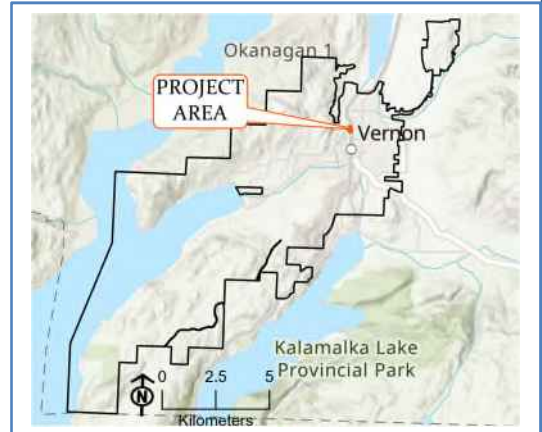
The project includes reconstruction of approximately 440metres of road, storm sewer, sanitary sewer, and water main along 32<sup>nd</sup> Avenue (37st – 3910 32 Ave) and 38<sup>th</sup> Street (32 Ave – 30 Ave). The project will also include upgrades to the sidewalks and incorporate new bike lanes.

A key consideration for this project is to address the drainage issues along 32<sup>nd</sup> Avenue identified as a high priority through Drainage Infrastructure Prioritization Plan. The current drainage system is frequently overwhelmed and residents are experiencing flooding

The project will result in the solution of the drainage problems, transportation safety improvements, and infrastructure renewal.

# 33<sup>rd</sup> STREET SANITARY SEWER REPLACEMENT 42<sup>nd</sup> AVENUE TO 43<sup>rd</sup> AVEVUE

PROJECT #2023-06



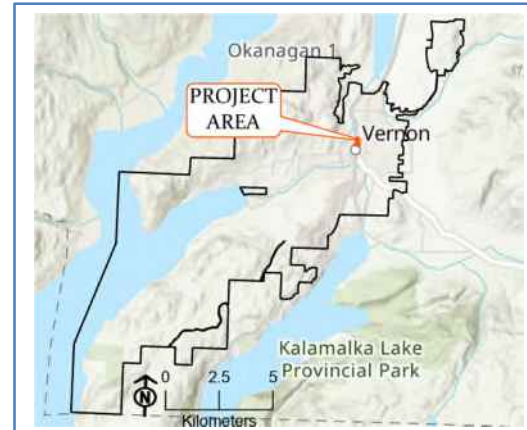
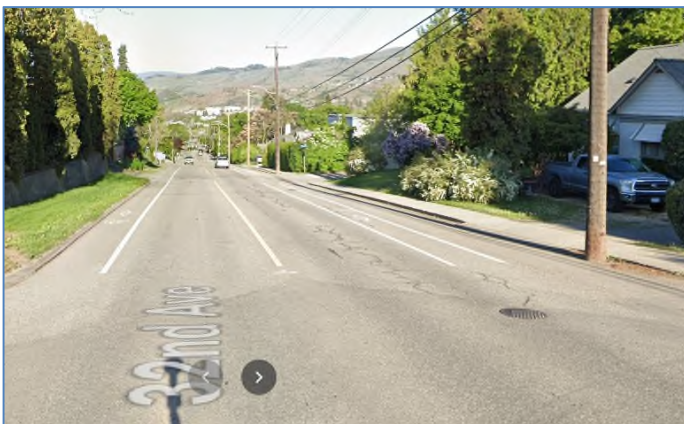
**Total Capital Costs: \$420,000**

## Project Summary

The project includes sanitary replacement on 33rd street from 42-43 Ave with service replacement and a plan to partner with RDNO for replacement of water infrastructure.

# 32<sup>nd</sup> AVENUE RECONSTRUCTION PLEASANT VALLEY ROAD TO 20<sup>th</sup> STREET

PROJECT #2023-07



|  |                     |
|--|---------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 1,720,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>\$ 1500</b>      |

## Project Summary

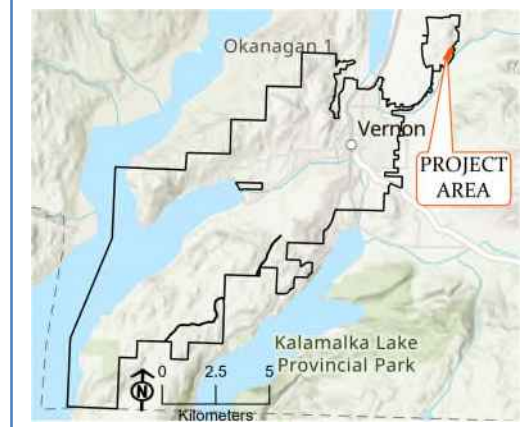
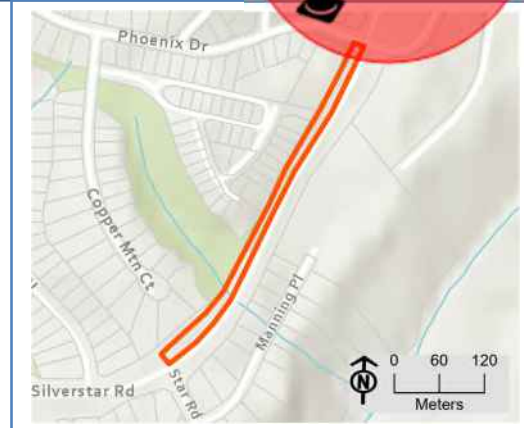
The project scope includes, sanitary and storm main replacement on 32<sup>nd</sup> Avenue from Pleasant Valley Road to 20<sup>th</sup> Street, new curb, gutter, sidewalk, associated drainage, water and sanitary services. The driver for the project is poor road and utility condition on an Arterial Road.

RDNO will also be partnering on the project to renew water infrastructure.



# SILVER STAR ROAD STAR ROAD TO PHEONIX DRIVE

PROJECT #2023-08



**Total Capital Costs:** \$ 500,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 2,000

## Project Summary

The project includes the installation of new decorative streetlights onto existing developer installed bases, wiring, new service /meter kiosk and BC Hydro connection with associated infrastructure. The existing median will be cleaned and infilled with concrete.

# INFRASTRUCTURE PROGRAM SUPPORT

PROJECT #2023-09



**Yearly Cost:** \$ 926,875

## Project Summary

This project summarizes the funding that has been approved by Council for new positions that support the planning and delivery of the City's Infrastructure program.

| Department / Positions   | Costs      | Notes   |
|--|------------|---|
| Real Estate / Land Agent   | \$ 119,619 | Approved 2019   |
| Infrastructure / 2 x Project Managers, Manager, Infrastructure Projects, Manager, Infrastructure Systems, Water Resources Engineer | \$ 688,761 | Approved 2019, 2021 and 2022  |
| Procurement Services / Senior Buyer  | \$ 118,495 | Approved 2021   |
| TOTALS   | \$ 926,875 | Split between 1.9% (\$648,769), Sanitary Utility (\$161,111) and Kin Race Track Reserve (\$116,995) |

Note: The new two year term GIS Position that was also approved in August 2021 has not been included in the funding. This position is funded from reserves outside the Infrastructure Program.

# LAND ACQUISITION

PROJECT #2023-10



**Total Capital Costs:**

**\$ 350,000**

## **Project Summary**

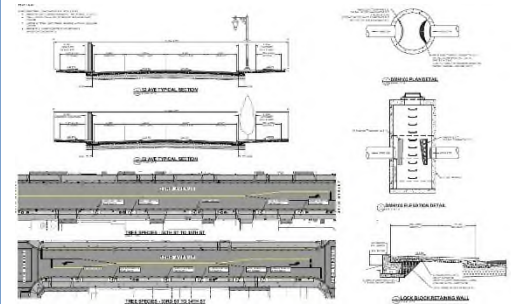
Land acquisition is required to support the capital projects in 2023 and future years. A predictable and regular stream of funding for land acquisition is critical to project planning and scheduling. Due to the timelines associated with land acquisition, it is important that land is acquired well in advance of designing and constructing future projects. Early land acquisition ensures that land acquisition does not become an impediment on the critical path to project completion.

Funding for 2023 will support land acquisition to support trail connections, sewer extension projects and future transportation projects.



# CAPITAL DESIGN

PROJECT #2023-11



PLAN - 43rd STREET CHANNEL WORKS  
SCALE = 1:500

Total Costs:

\$ 1,786,000

## Project Summary

Design of 2024 capital projects in 2023 enables projects to be ready earlier for tender and construction, thereby reducing bid costs. Project Management principles recommend design and property acquisition in the year prior to construction. A portion of this funding will also be used to do design for projects planned past 2023 construction that align with the Rolling 5 Year Capital Plan. Funding has also been included in this budget for servicing studies for key development areas.

The major capital projects for 2024 being designed in 2023 being include:

- Pleasant Valley Road and 39<sup>th</sup> Avenue Roundabout
- 32<sup>nd</sup> Avenue 18<sup>th</sup> Street to 20<sup>th</sup> Street Reconstruction
- Vernon Creek Crossing at 43<sup>rd</sup> Avenue
- Polson Park Vernon Creek Naturalization Phase 2

# PIPE VIDEO INSPECTION

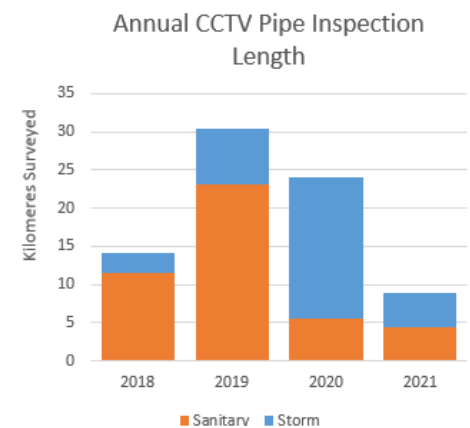
PROJECT #2023-12



Pipe Inspection Crawler



Roots



**Total Capital Costs: \$ 45,000**

## Project Summary

This annual project funds the program for annual inspection of storm and sanitary sewer mains in conjunction with the closed circuit television (CCTV) video inspection system.

The City has 462 kilometres of sanitary and storm sewer pipes, much of which consists of older material reaching the end of its estimated service life. An assessment of pipe condition is necessary to prioritize infrastructure replacement projects with the budgets available, as well as improve upon preventative maintenance strategies such as root cutting or main flushing programs.



# KIN RACE TRACK PARK PHASE 1

PROJECT #2023-13



**Total Capital Costs:** \$ 3,000,000

**Operation and Maintenance Estimated Yearly Costs:** \$ TBC

## Project Summary

Phase 1 of the Kin Race Track Park may be able to proceed in 2023. The scope of the project will depend on the results of the current drainage, environmental, archeology, transportation work being completed as well as the Active Living Center referendum.

# PARKS INFRASTRUCTURE RENEWAL

PROJECT #2023-14



|  |                  |
|--|------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 55,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>N/A</b>       |

## Project Summary

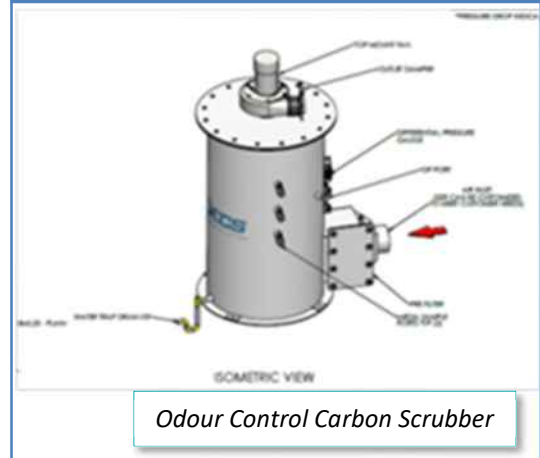
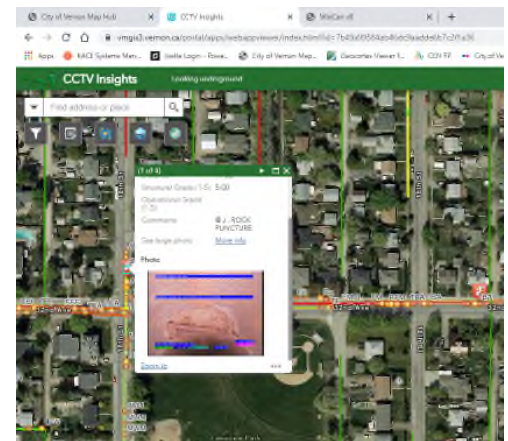
Vernon's park system is made up of a variety of parks, trails and outdoor recreation facilities. This system provides a multitude of benefits for residents, visitors, businesses and the natural environment. The standard of maintenance in parks affects community pride and ultimately how people feel while in parks, how they use them and how they treat them. At the same time, the management of the parks system must be financially sustainable, and consider the long-term financial implications of the desired level of service.

This project provides a predictable and stable stream of funding for the continued placement of updated standard benches, picnic tables and park signs. There are many aging facilities within the City's parks system that require replacement, and a comprehensive Parks Asset Management Plan is currently being completed that will make recommendations for parks renewal funding.



# PRIORITY SANITARY REPLACEMENT

PROJECT #2023-15



**Total Capital Costs:** \$ 500,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## Project Summary

Priority sanitary replacement infrastructure repairs required to maintain and improve operation of the sanitary collection system. Work that has been identified in the Pipe Video Inspection program is prioritized for spot repair and sections of main replacement that will be funded from this budget. Additional work planned for 2023 includes replacement of emergency generators at the Anderson, Tronson and Cummins lift stations .

Funding is from sanitary sewer collection reserves.

# SANITARY TRUNK MAIN INSPECTION

PROJECT #2023-16



*Sanitary Trunk Main*

|  |                  |
|--|------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 80,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>N/A</b>       |

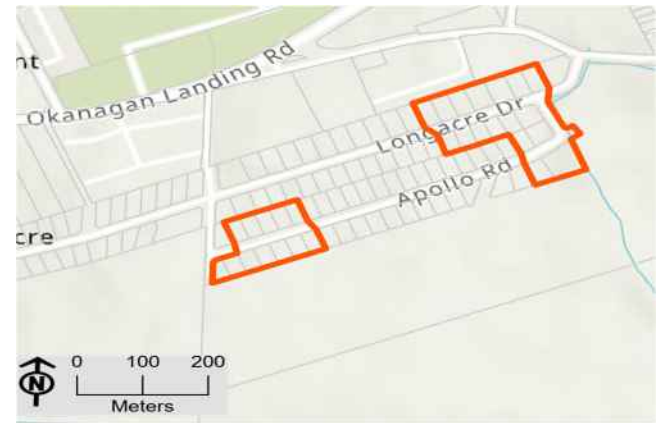
## Project Summary

One of the most critical pieces of infrastructure in the sanitary collection system is the sanitary trunk main. The City's sanitary trunk main receives wastewater from many tributary branches and delivers wastewater to the Vernon Water Reclamation Centre for treatment.

This project is to complete the sanitary trunk main inspection, which will include by-pass pumping on the third phase of the trunk main inspection program. The exact project scope will be determined based on the prevailing bid prices for this inspection work but the truck main from Coldstream will be the focus for 2023. Continual inspection of the City's sanitary trunk mains are an essential component of the overall asset management plan. This work will increase the City's understanding of the condition of its critical infrastructure.

# OKANAGAN LANDING SEWER MUNICIPAL FEE VARIOUS AREAS

PROJECT #2023-17



**Total Capital Costs:** \$ 1,110,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 1,500

## Project Summary

Sanitary sewer collector pipe would be extended to a portion of the remaining un-serviced areas in the Okanagan Landing using horizontal directional drilling. The capital funds requested would allow installation of approximately 1000 lineal meters of sewer collector pipe and related road restoration. Individual services would be installed when owners request service connection.

The capital cost of service would be recovered from owners at the time of connection to the City sewer service by way of a fee bylaw. The budget includes \$180,000 of road related costs for the proposed 2023 project, with road funding from the 1.9% Infrastructure Levy.

Extension of the City's sanitary sewer collection system to the remaining unserviced areas in the Okanagan Landing is one of the key action items in the City's Liquid Waste Management Plan. In the last 10 years the City has extended sewer service to 385 properties in the Okanagan Landing area, providing residents with access to City sewer service.





## NEWTON SEWER LOCAL AREA SERVICE

PROJECT #2023-18



|  |                   |
|--|-------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 160,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>\$300</b>      |

### **Project Summary**

Sanitary sewer service would be extended to five homes in Newton Road area of the Okanagan Landing through this local area service project. The project would include approximately 75 lineal meters of new 200 mm diameter sewer collector pipe, 100 mm diameter services to each property, manholes, restoration, and other related works. Petitioning is planned for late 2022/early 2023 and construction would follow in 2023, contingent upon councils approved of the project and support of area residents during the resident initiated petitioning process. \$80,000 of the project cost is related to road restoration, with funding from the 1.9% infrastructure levy. The balance of project costs (\$90,000) would be recovered from owners by way of a local area service tax.

Extension of the City's sanitary sewer collection system to the remaining un-serviced areas in the Okanagan Landing Area is one of the key action items in the City's Liquid Waste Management Plan.



# SPRAY IRRIGATION ASSET RENEWAL

PROJECT #2023-19



**Total Capital Costs:** \$ 400,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## Project Summary

The Asset Management Plan for the Vernon Water Reclamation Centre, including the Spray Irrigation System and Outfall Line (2019) provides direction, predictions and estimated costs associated with maintaining our treatment and disposal infrastructure. It assists staff to understand where it can target investments that effectively reduce risk and support service levels without disruption. This is an annual program to support on-going asset renewal at the VWRC.

The specific Spray Irrigation renewal projects planned for 2023 include:

| Project                       | Cost              |
|-------------------------------|-------------------|
| Annual Hose Reel Replacement  | \$ 200,000        |
| Process Equipment Replacement | \$ 150,000        |
| Additional Priority Items     | \$ 50,000         |
| <b>Subtotal</b>               | <b>\$ 400,000</b> |

# VWRC ASSET RENEWAL

PROJECT #2023-20



**Total Capital Costs:** \$ 350,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## Project Summary

The Asset Management Plan for the Vernon Water Reclamation Centre, including the Spray Irrigation System and Outfall Line (2019) provides direction, predictions and estimated costs associated with maintaining our treatment and disposal infrastructure. It assists staff to understand where it can target investments that effectively reduce risk and support service levels without disruption. This is an annual program to support on-going asset renewal at the VWRC.

The specific facility renewal projects planned for 2023 include:

| Project                               | Cost              |
|---------------------------------------|-------------------|
| VWRC PLC Replacement Program Phase II | \$ 250,000        |
| VRWC Facility and Equipment Renewal   | \$ 100,000        |
| <b>Subtotal</b>                       | <b>\$ 350,000</b> |

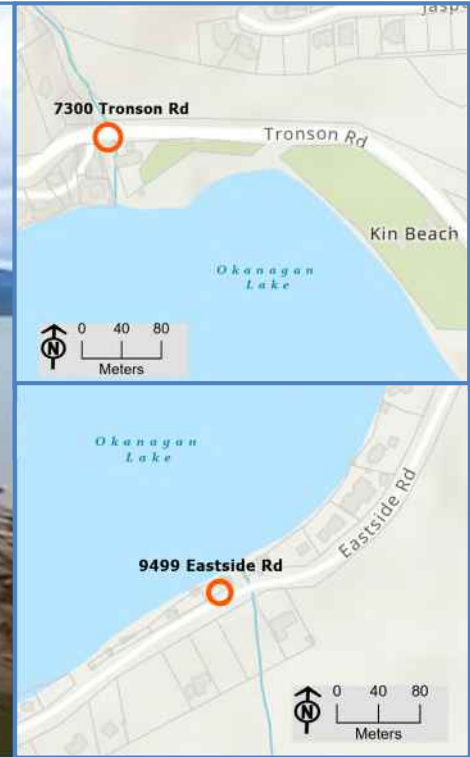
## LAKE ACCESSES

### 9499 EASTSIDE RD & 7300 TRONSON RD

PROJECT #2023-21



Lake Access Site #30  
(9499 Eastside Road)



Total Capital Costs: \$ 1,170,000

Operation and Maintenance Estimated Yearly Costs: \$ 20,000

### Project Summary

The budget for this project includes construction and construction services for two lake access sites: Site #30 (9499 Eastside Road) and Site #20 (7300 Tronson Road). These two sites were directed by Council to be constructed in 2023.

- **Site #20 (7300 Tronson Road)** would include improvements to the drainage channel, active transportation connections, and may involve shoreline restoration.
- **Site #30 (9499 Eastside Road)** would include on-street parking, information sign, bike racks, and stairs to get users from the roadway to the beach elevation. This site includes some



***Natural assets are protected, valued and assist with climate readiness and minimize the need for built infrastructure***



# ROAD MAINTENANCE VARIOUS LOCATIONS

PROJECT #2023-22



Crack Sealing



Spray Patching



Cold Mix Pothole Repair

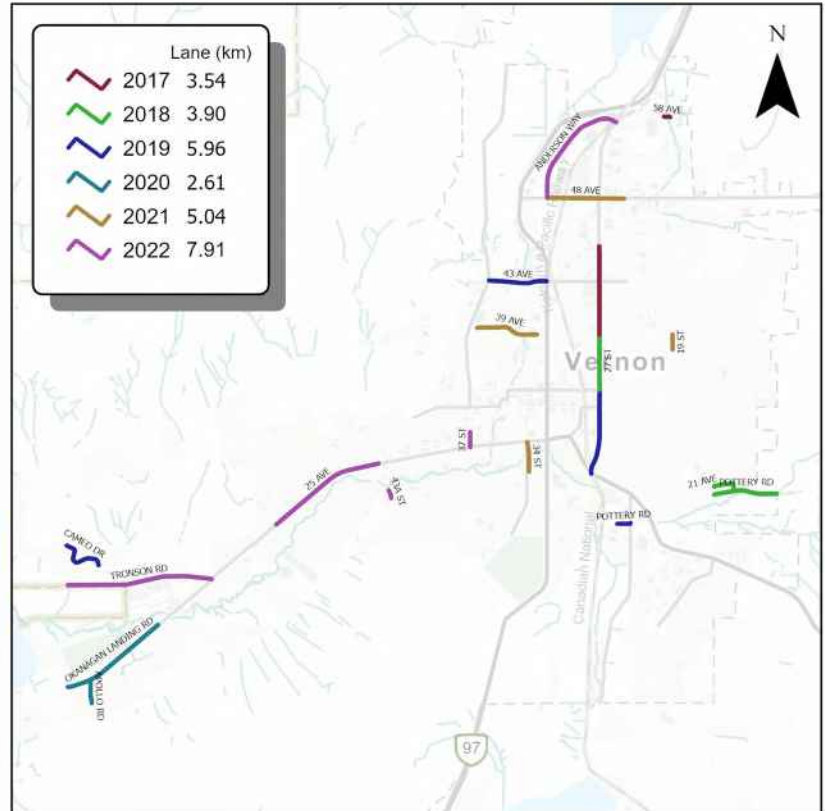
|  |                   |
|--|-------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 150,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>N/A</b>        |

## Project Summary

Road maintenance uses various pavement preservation strategies such as crack sealing and chip sealing to prolong the life of pavement assets. This project is annual funding that supplements the Operations budget and prolongs the life of roads through recommended annual maintenance. Such road maintenance will be completed at priority locations in 2023, as identified by the road asset condition report.

# PAVEMENT OVERLAYS VARIOUS LOCATIONS

PROJECT #2023-23



**Total Capital Costs:** \$ 350,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## Project Summary

Asphalt overlays prolong the life of roads and are part of a recommended preventative maintenance strategy. Improved ride quality also reduces road users' costs related to vehicle maintenance.

This additional \$350,000 will bring the total overlay budget to \$1,500,000. The planned projects for 2023 will include:

An update to the road asset management analysis is currently in progress and will recommend an overlay budget that will aim to maintain and consistent road condition and level of service.

# TRANSPORTATION SAFETY VARIOUS LOCATIONS

PROJECT #2023-24



Recreation Centre Access on 33<sup>rd</sup> St



Roadside Barriers on 14<sup>th</sup> Ave



Road Marking Changes on  
Okanagan Landing Road

|   |            |
|---|------------|
| Total Capital Costs:                              | \$ 150,000 |
| Operation and Maintenance Estimated Yearly Costs: | \$ 15,000  |

## Project Summary

The City receives requests from the public throughout the year related to transportation safety concerns. These concerns typically involve concrete roadside barriers, traffic calming, overhead crosswalk signs, intersection configuration, static signage, road marking changes, and other miscellaneous requests. \$150,000 is dedicated to addressing transportation safety improvements as issues arise. Planned locations for addressing safety concerns include adjusting the Recreation Centre Access on 33<sup>rd</sup> Street, crosswalk upgrades, and installing vehicle activated speed signs. The City will work through these locations with the available budget.



***Enable and support the enhancement and expansion of transit and alternative mobility options.***



# TRANSIT AND ACTIVE TRANSPORTATION IMPROVEMENTS VARIOUS LOCATIONS

PROJECT #2023-25



New bus shelter on Alexis Park Drive



New bike rack on 30<sup>th</sup> Ave



Retrofitted ramp at 29<sup>th</sup> St & 30<sup>th</sup> Ave

**Total Capital Costs:** \$ 135,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 6,750

## Project Summary

These funds are used to provide transit infrastructure and active transportation improvements to increase level of service and accessibility. The cost of transit and active transportation improvements varies depending on specific site conditions.

- Transit infrastructure improvements in 2023 will include the development of new bus stop locations for the new Route #10 – Middleton Mountain, currently scheduled to start operating in January 2024. Additional budget would be used to build transit infrastructure that improves transit riders' experience, such as bus stop pads, lighting, shelters, bike racks, and other amenities. Bus stops selected for improvements are chosen based on transit ridership data, comments received from the public, and discussions with BC Transit and First Transit (the transit operator).
- Active transportation improvements will vary and will be implemented based on public requests (e.g. sidewalk ramp improvements, pavement marking adjustments, wayfinding, public bike rack requests).



**Land-Use &  
Transportation**

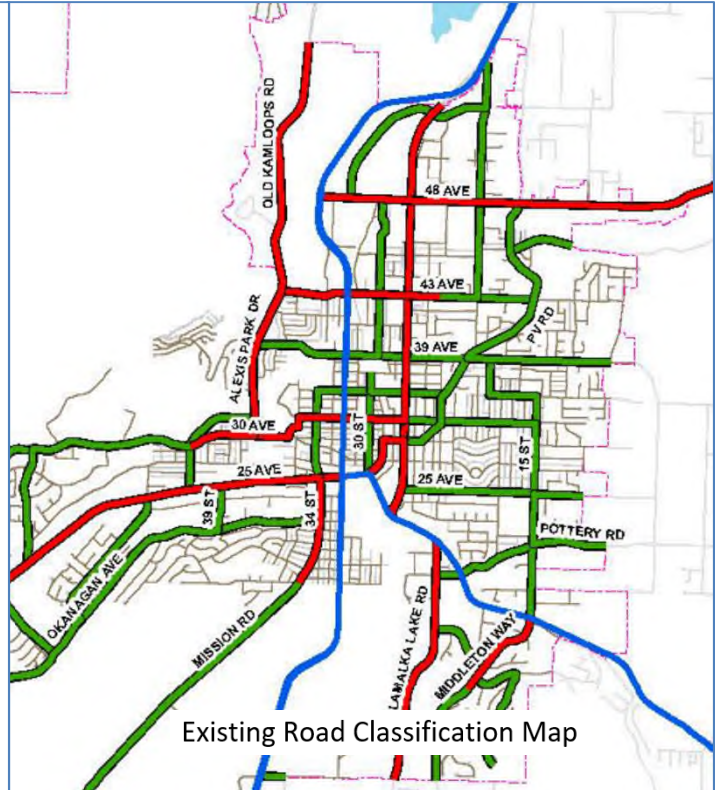
***Enable and support the enhancement and expansion of transit and alternative mobility options.***

# MASTER TRANSPORTATION PLAN UPDATE

PROJECT #2023-26



25 Year Master Transportation Plan



Total Capital Costs: \$ 350,000

Operation and Maintenance Estimated Yearly Costs: \$ 0

## Project Summary

These funds are used to update the existing Master Transportation Plan, which was formally adopted by Council into the Official Community Plan in 2016. The updated plan will review progress since the last plan and review (and revise were needed) the existing road classifications, planned active transportation connections, and future network connections. The update will also include a component on emerging transportation technologies and will include public participation component to gather feedback. The Master Transportation Plan update is intended to be completed alongside the Official Community Plan, and will coincide with the Transportation Asset Management Plan.



***Continue to implement the Master Transportation Plan, and update as needed, concurrently with the OCP to integrate and prioritize active transportation investments with the goals of the Climate Action Plan.***



# CIVIC MEMORIAL PARK PHASE 3

PROJECT #2023-27



|  |                     |
|--|---------------------|
| <b>Total Capital Costs:</b>                              | <b>\$ 1,359,000</b> |
| <b>Operation and Maintenance Estimated Yearly Costs:</b> | <b>\$ TBC</b>       |

## Project Summary

Phase 3 of the Civic Memorial Park may be able to proceed in 2023 subject to receiving grant funding of \$639,000 from Canada Community Revitalization Fund. The scope of the project will include renovations to the Civic Memorial Park Building public space, shade structure and a water feature. The City's contribution to the project funding was included as project 2022-13 Civic Memorial Park Phase 2.

This project also includes funding to improve the Meadows area and to support the full renovations of the Civic Memorial Park Building in the amount \$720,000.

## 2024 Project List & Summary Funding Sources

| Title  | Projected Cost       |                     |                      |
|--|----------------------|---------------------|----------------------|
|  | General              | Sewer               | Total                |
| BUILDING FACILITY RENEWAL  | \$ 630,000           |                     | \$ 630,000           |
| PRIORITY DRAINAGE IMPROVEMENT  | 500,000              |                     | 500,000              |
| 43 ST VERNON CREEK CROSSING  | 3,500,000            |                     | 3,500,000            |
| POLSON PARK VERNON CREEK NATURALIZATION - PHASE 2                          | 2,000,000            |                     | 2,000,000            |
| STORM MAINTENANCE AT VARIOUS LOCATIONS                                     | 506,000              |                     | 506,000              |
| CITY PROPERTY EROSION PROTECTION   | 80,000               |                     | 80,000               |
| KALAMALKA LAKE ROAD - 14 AVE TO HWY 6 & MULTI-USE PATH                     | 2,450,000            |                     | 2,450,000            |
| PLEASANT VALLEY ROAD AND 39 AVE ROUNDABOUT                                 | 3,000,000            | 84,000              | 3,084,000            |
| 32 AVE - 18 ST TO 20 ST  | 1,200,000            | 410,000             | 1,610,000            |
| INFRASTRUCTURE PROGRAM SUPPORT   | 765,764              | 161,111             | 926,875              |
| LAND ACQUISITION   | 100,000              |                     | 100,000              |
| CAPITAL DESIGN   | 1,624,000            | 338,000             | 1,962,000            |
| PIPE VIDEO INSPECTION  | 22,500               | 22,500              | 45,000               |
| KIN RACE TRACK PARK - PHASE 2  | 3,000,000            |                     | 3,000,000            |
| PARKS INFRASTRUCTURE RENEWAL   | 100,000              |                     | 100,000              |
| BIKE PARK PHASE 2  | 500,000              |                     | 500,000              |
| PRIORITY SANITARY REPLACEMENT  |                      | 50,000              | 50,000               |
| SANITARY FLOW MONITORING AND MODELLING                                     |                      | 80,000              | 80,000               |
| SANITARY TRUNK MAIN INSPECTION   |                      | 80,000              | 80,000               |
| OKANAGAN LANDING SANITARY SEWER MUNICIPAL FEE                              | 250,000              | 1,000,000           | 1,250,000            |
| SPRAY IRRIGATION ASSET RENEWAL   |                      | 500,000             | 500,000              |
| VWRC ANNUAL ASSET REPLACEMENT AND RENEWAL                                  |                      | 500,000             | 500,000              |
| VERNON AIRPORT OPERATIONS HANGER & TAXIWAY ECHO AND APRON 3                | 700,000              |                     | 700,000              |
| ROAD MAINTENANCE - VARIOUS LOCATIONS                                       | 100,000              |                     | 100,000              |
| PAVEMENT OVERLAYS - VARIOUS LOCATIONS                                      | 350,000              |                     | 350,000              |
| TRANSPORTATION SAFETY IMPROVEMENTS - VARIOUS LOCATIONS                     | 125,000              |                     | 125,000              |
| TRANSIT INFRASTRUCTURE IMPROVEMENTS AND SIDEWALK RAMPS - VARIOUS LOCATIONS | 100,000              |                     | 100,000              |
| PRIORITY INTERSECTION IMPROVEMENT - VARIOUS LOCATIONS                      | 100,000              |                     | 100,000              |
| LAKE ACCESS SITE - 7806 TRONSON RD   | 500,000              |                     | 500,000              |
| PLEASANT VALLEY RD TO 20 ST MULTI-USE PATH                                 | 500,000              |                     | 500,000              |
| KALAMALKA LAKE RD TO EASTHILL MULTI-USE PATH                               | 1,000,000            |                     | 1,000,000            |
|  | <b>\$ 23,703,264</b> | <b>\$ 3,225,611</b> | <b>\$ 26,928,875</b> |

| Source                 | Projected Funding    |                     |                      |
|------------------------|----------------------|---------------------|----------------------|
|                        | General              | Sewer               | Total                |
| INFRASTRUCTURE RESERVE | \$ 10,031,269        |                     | \$ 10,031,269        |
| FEDERAL GAS TAX        | 539,000              |                     | 539,000              |
| CASINO FUNDS           | 2,000,000            |                     | 2,000,000            |
| GRANTS                 | 3,350,000            |                     | 3,350,000            |
| DCC'S                  | 4,636,000            | 55,000              | 4,691,000            |
| SEWER RESERVES         |                      | 3,170,611           | 3,170,611            |
| KIN PARK RESERVE       | 3,146,995            |                     | 3,146,995            |
|                        | <b>\$ 23,703,264</b> | <b>\$ 3,225,611</b> | <b>\$ 26,928,875</b> |

## 2025 Project List & Summary Funding Sources

| Title  | Projected Cost |              |               |
|--|----------------|--------------|---------------|
|  | General        | Sewer        | Total         |
| BUILDING FACILITY RENEWAL  | \$ 630,000     |              | \$ 630,000    |
| PRIORITY DRAINAGE IMPROVEMENT  | 250,000        |              | 250,000       |
| PRIORITY STRUCTURAL FLOOD MITIGATION                                       | 3,500,000      |              | 3,500,000     |
| STORM MAINTENANCE AT VARIOUS LOCATIONS                                     | 506,000        |              | 506,000       |
| TRENCHLESS STORM & SANITARY REHABILITATION                                 | 200,000        | 200,000      | 400,000       |
| PHOENIX DR / SILVER STAR RD ROUNDABOUT                                     | 1,137,446      |              | 1,137,446     |
| ALEXIS PARK DR - 40 AVE to 43 AVE  | 4,000,000      |              | 4,000,000     |
| 35 AVE - 30 ST TO 34 ST  | 2,175,000      | 361,180      | 2,536,180     |
| 32ND AVE - 15 ST TO 18 ST  | 1,400,000      | 300,000      | 1,700,000     |
| INFRASTRUCTURE PROGRAM SUPPORT   | 765,764        | 161,111      | 926,875       |
| LAND ACQUISITION   | 100,000        |              | 100,000       |
| CAPITAL DESIGN   | 1,519,000      | 339,000      | 1,858,000     |
| PIPE VIDEO INSPECTION  | 22,500         | 22,500       | 45,000        |
| POLSON PARK PHASE 1  | 1,500,000      |              | 1,500,000     |
| PARKS INFRASTRUCTURE RENEWAL   | 100,000        |              | 100,000       |
| CEMETERY GREEN BURIAL SITE   | 70,000         |              | 70,000        |
| PRIORITY SANITARY REPLACEMENT  | -              | 700,000      | 700,000       |
| SANITARY FLOW MONITORING AND MODELLING                                     | -              | 50,000       | 50,000        |
| SANITARY TRUNK MAIN INSPECTION   | -              | 80,000       | 80,000        |
| OKANAGAN LANDING SANITARY SEWER MUNICIPAL FEE                              | 250,000        | 1,000,000    | 1,250,000     |
| SPRAY IRRIGATION ASSET RENEWAL   | -              | 500,000      | 500,000       |
| VWRC ANNUAL ASSET REPLACEMENT AND RENEWAL                                  | -              | 500,000      | 500,000       |
| VERNON AIRPORT OPERATIONS HANGAR   | 500,000        |              | 500,000       |
| ROAD MAINTENANCE - VARIOUS LOCATIONS                                       | 125,000        |              | 125,000       |
| PAVEMENT OVERLAYS - VARIOUS LOCATIONS                                      | 100,000        |              | 100,000       |
| TRANSPORTATION SAFETY IMPROVEMENTS - VARIOUS LOCATIONS                     | 145,000        |              | 145,000       |
| TRANSIT INFRASTRUCTURE IMPROVEMENTS AND SIDEWALK RAMPS - VARIOUS LOCATIONS | 125,000        |              | 125,000       |
| PRIORITY INTERSECTION IMPROVEMENT - VARIOUS LOCATIONS                      | 100,000        |              | 100,000       |
| MASTER TRANSPORTATION PLAN PRIORITY IMPROVEMENTS                           | 100,000        |              | 100,000       |
| OKANAGAN LANDING BENCH RD  | 500,000        |              | 500,000       |
| LAKE ACCESS SITE - 7700 TRONSON ROAD                                       | 500,000        |              | 500,000       |
|  | \$ 20,320,710  | \$ 4,213,791 | \$ 24,534,501 |

| Source                 | Projected Funding |              |               |
|------------------------|-------------------|--------------|---------------|
|                        | General           | Sewer        | Total         |
| INFRASTRUCTURE RESERVE | \$ 12,358,715     |              | \$ 12,358,715 |
| FEDERAL GAS TAX        | 1,000,000         |              | 1,000,000     |
| CASINO FUNDS           | -                 |              | -             |
| GRANTS                 | 3,787,000         |              | 3,787,000     |
| DCC'S                  | 2,806,000         | 55,000       | 2,861,000     |
| SEWER RESERVES         |                   | 4,158,791    | 4,158,791     |
| KIN PARK RESERVE       | 368,995           |              | 368,995       |
|                        | \$ 20,320,710     | \$ 4,213,791 | \$ 24,534,501 |

## 2026 Project List & Summary Funding Sources

| Title  | Projected Cost |              |               |
|--|----------------|--------------|---------------|
|  | General        | Sewer        | Total         |
| BUILDING FACILITY RENEWAL  | \$ 630,000     |              | \$ 630,000    |
| PRIORITY DRAINAGE IMPROVEMENT  | 800,000        |              | 800,000       |
| PRIORITY STRUCTURAL FLOOD MITIGATION                                       | 4,175,903      |              | 4,175,903     |
| TRENCHLESS STORM SEWER AND CULVERT REHABILITATION                          | 200,000        | 200,000      | 400,000       |
| STORM MAINTENANCE AT VARIOUS LOCATIONS                                     | 506,000        |              | 506,000       |
| LAKESHORE RD - OKANAGAN LANDING RD TO VERNON CREEK - PHASE 1               | 3,000,000      | 158,000      | 3,158,000     |
| 31 AVE - 32 ST TO 35 ST  | 2,484,000      | 529,000      | 3,013,000     |
| INFRASTRUCTURE PROGRAM SUPPORT   | 765,764        | 161,111      | 926,875       |
| LAND ACQUISITION   | 100,000        |              | 100,000       |
| CAPITAL DESIGN   | 1,399,930      | 168,000      | 1,567,930     |
| PIPE VIDEO INSPECTION  | 22,500         | 22,500       | 45,000        |
| KIN RACE TRACK PARK - PHASE 3  | 3,000,000      |              | 3,000,000     |
| POLSON PARK - PHASE 1  | 2,000,000      |              | 2,000,000     |
| CEMETERY WORK YARDS IMPROVEMENTS   | 66,000         |              | 66,000        |
| PARKS INFRASTRUCTURE RENEWAL   | 75,000         |              | 75,000        |
| PRIORITY SANITARY REPLACEMENT  |                | 700,000      | 700,000       |
| SANITARY FLOW MONITORING AND MODELLING                                     |                | 50,000       | 50,000        |
| SANITARY TRUNK MAIN INSPECTION   |                | 80,000       | 80,000        |
| OKANAGAN LANDING SANITARY SEWER MUNICIPAL FEE                              | 250,000        | 1,000,000    | 1,250,000     |
| SPRAY IRRIGATION ASSET RENEWAL   |                | 500,000      | 500,000       |
| VWRC ANNUAL ASSET REPLACEMENT AND RENEWAL                                  |                | 500,000      | 500,000       |
| VERNON AIRPORT TAXIWAY REMEDIATION   | 250,000        |              | 250,000       |
| ROAD MAINTENANCE - VARIOUS LOCATIONS                                       | 125,000        |              | 125,000       |
| PAVEMENT OVERLAYS - VARIOUS LOCATIONS                                      | 100,000        |              | 100,000       |
| TRANSPORTATION SAFETY IMPROVEMENTS - VARIOUS LOCATIONS                     | 145,000        |              | 145,000       |
| TRANSIT INFRASTRUCTURE IMPROVEMENTS AND SIDEWALK RAMPS - VARIOUS LOCATIONS | 125,000        |              | 125,000       |
| PRIORITY INTERSECTION IMPROVEMENT - VARIOUS LOCATIONS                      | 100,000        |              | 100,000       |
| LAKE ACCESS SITE - PRIORITY LOCATIONS                                      | 500,000        |              | 500,000       |
|  | \$ 20,820,097  | \$ 4,068,611 | \$ 24,888,708 |

| Source                 | Projected Funding |              |               |
|------------------------|-------------------|--------------|---------------|
|                        | General           | Sewer        | Total         |
| INFRASTRUCTURE RESERVE | \$ 12,165,172     |              | \$ 12,165,172 |
| FEDERAL GAS TAX        | 145,930           |              | 145,930       |
| CASINO FUNDS           | 160,000           |              | 160,000       |
| GRANTS                 | 3,580,000         |              | 3,580,000     |
| DCC'S                  | 1,628,000         | 58,000       | 1,686,000     |
| SEWER RESERVES         |                   | 4,010,611    | 4,010,611     |
| KIN PARK RESERVE       | 3,140,995         |              | 3,140,995     |
|                        | \$ 20,820,097     | \$ 4,068,611 | \$ 24,888,708 |

## 2027 Project List & Summary Funding Sources

| Title  | Projected Cost       |                     |                      |
|--|----------------------|---------------------|----------------------|
|  | General              | Sewer               | Total                |
| BUILDING FACILITY RENEWAL  | \$ 630,000           |                     | \$ 630,000           |
| PRIORITY DRAINAGE IMPROVEMENT  | 800,000              |                     | 800,000              |
| PRIORITY STRUCTURAL FLOOD MITIGATION                                       | 3,500,000            |                     | 3,500,000            |
| TRENCHLESS STORM SEWER AND CULVERT REHABILITATION                          | 700,000              | 700,000             | 1,400,000            |
| STORM MAINTENANCE AT VARIOUS LOCATIONS                                     | 506,000              |                     | 506,000              |
| LAKESHORE RD - OKANAGAN LANDING RD TO VERNON CREEK - PHASE 2               | 3,000,000            | 158,000             | 3,158,000            |
| 32 AVE - 31 ST TO 33 ST  | 1,538,000            | 298,000             | 1,836,000            |
| INFRASTRUCTURE PROGRAM SUPPORT   | 765,764              | 161,111             | 926,875              |
| LAND ACQUISITION   | 100,000              |                     | 100,000              |
| CAPITAL DESIGN   | 1,375,930            | 168,000             | 1,543,930            |
| PIPE VIDEO INSPECTION  | 22,500               | 22,500              | 45,000               |
| POLSON PARK - PHASE 3  | 2,500,000            |                     | 2,500,000            |
| PARKS INFRASTRUCTURE RENEWAL   | 75,000               |                     | 75,000               |
| PRIORITY SANITARY REPLACEMENT  |                      | 700,000             | 700,000              |
| SANITARY FLOW MONITORING AND MODELLING                                     |                      | 50,000              | 50,000               |
| SANITARY TRUNK MAIN INSPECTION   |                      | 80,000              | 80,000               |
| OKANAGAN LANDING SANITARY SEWER MUNICIPAL FEE                              | 250,000              | 1,000,000           | 1,250,000            |
| SPRAY IRRIGATION ASSET RENEWAL   |                      | 400,000             | 400,000              |
| VWRC ANNUAL ASSET REPLACEMENT AND RENEWAL                                  |                      | 1,000,000           | 1,000,000            |
| ROAD MAINTENANCE - VARIOUS LOCATIONS                                       | 125,000              |                     | 125,000              |
| PAVEMENT OVERLAYS - VARIOUS LOCATIONS                                      | 100,000              |                     | 100,000              |
| TRANSPORTATION SAFETY IMPROVEMENTS - VARIOUS LOCATIONS                     | 145,000              |                     | 145,000              |
| TRANSIT INFRASTRUCTURE IMPROVEMENTS AND SIDEWALK RAMPS - VARIOUS LOCATIONS | 125,000              |                     | 125,000              |
| PRIORITY INTERSECTION IMPROVEMENT - VARIOUS LOCATIONS                      | 100,000              |                     | 100,000              |
| LAKE ACCESS SITE - PRIORITY LOCATIONS                                      | 500,000              |                     | 500,000              |
|  | <b>\$ 16,858,194</b> | <b>\$ 4,737,611</b> | <b>\$ 21,595,805</b> |

| Source                 | Projected Funding    |                     |                      |
|------------------------|----------------------|---------------------|----------------------|
|                        | General              | Sewer               | Total                |
| INFRASTRUCTURE RESERVE | \$ 12,227,269        |                     | \$ 12,227,269        |
| FEDERAL GAS TAX        | 145,930              |                     | 145,930              |
| CASINO FUNDS           | 160,000              |                     | 160,000              |
| GRANTS                 | 2,580,000            |                     | 2,580,000            |
| DCC'S                  | 1,628,000            | 58,000              | 1,686,000            |
| SEWER RESERVES         |                      | 4,679,611           | 4,679,611            |
| KIN PARK RESERVE       | 116,995              |                     | 116,995              |
|                        | <b>\$ 16,858,194</b> | <b>\$ 4,737,611</b> | <b>\$ 21,595,805</b> |

## GLOSSARY

**British Columbia Assessment (BCA):** BC Assessment provides accurate property and value information to:

- Tax authorities;
- Property owners;
- Municipal, provincial and federal government agencies;
- Realtors, appraisers, lawyers, bankers, title search companies;
- Other private and public agencies.

**Business Improvement Area (BIA):** is a defined area in which a specified tax levy or tax exemption program is authorized by bylaw.

**Balanced Budget:** A plan of financial operations where revenues and transfers from all sources equal all expenses and transfers.

**Base Budget:** The cost of continuing the existing levels of service for the previous year.

**Community Charter:** The Provincial Legislation conveying many of the powers and responsibility to the City.

**Consumer Price Index (CPI):** is an indicator of changes in consumer prices experienced by Canadians. It is obtained by comparing, over time, the cost of a fixed basket of goods and services purchased by consumers. Since the basket contains goods and services of unchanging or equivalent quantity and quality, the index reflects only pure price change.

**Canadian Union of Public Employees (CUPE):** is the union representing Vernon's unionized workforce. The union Local is CUPE 626.

**Capital Project:** Major construction acquisition or renovation/renewal activities, which add value to the City's capital assets or significantly increase their useful life.

**Development Cost Charges (DCC'S):** are fees imposed by bylaw on new developments to assist in the funding of future infrastructure such as parks, new and/or wider streets, water, storm and sewer services.

**Discretionary Grant:** Each year the City awards discretionary grants to organizations for the purpose of providing funding under general guidelines established by policy.

**Federation of Canadian Municipalities (FCM):** FCM has been a national voice of municipal government since 1901. Today, FCM advocates for municipalities to be sure their citizens' needs are reflected in federal policies and programs.

**Financial Plan:** A Financial Plan is required each year under section 165 of the Community Charter, for the operating year and four following years, to authorize by bylaw the planned revenues and expenditures. The terms financial plan, and budget are often used interchangeably.

**Freedom of Information and Protection of Privacy Act (FOIPPA):** is an Act of the Legislative Assembly of British Columbia governing the public sector. The legislation defines public sector requirements for collection, use, disclosure and safeguarding of individuals personal information, decrees individuals right to access public sector records, including access to an individual's own 'personal information as well as records in the custody or control of a 'public body'

**Full Time Equivalent (FTE):** is a unit of measure for employed individuals that makes them comparable despite working different hours per week, month or year. It is measured by the number of hours worked by all employees of an organization or department, divided by the standard employee work week. In this example five employees could work seven hours per week for a total of 35 hours and have a calculated FTE of 1.

**Fund Balance:** The combined total of revenues, expenditures, debt payments, debt proceeds, and inter fund transfers for a specific fund.

**Government Finance Officers Association (GFOA):** is an association founded in 1906 and represents public finance officials throughout the United States and Canada. The association is involved in planning, financing and implementing thousands of governmental operations.

**International Association of Fire Fighters (IAFF):** is the union representing Vernon's full-time paid firefighters. The Union Local is IAFF 1517.

**Local Government Management Association of British Columbia (LGMA):** is an association founded in 1919 that supports excellence in local government through education, training, professional development, and networking.

**Municipal Finance Authority of British Columbia (MFA):** was created in 1970 to contribute to the financial well-being of local governments throughout BC. The M.F.A pools the borrowing and investment needs of BC communities and through a collective structure is able to provide a range of low cost and flexible financial services.

**Municipal Insurance Association (MIA):** is member owned and operated, and contributes to the financial security of local governments in British Columbia. Over 150 Municipalities and Regional Districts are members. The Association's mission is to:

- Provide broad liability insurance coverage at stable and best value costs,
- Maintain the liability insurance coverage needed for members financial security,
- Stabilize liability insurance costs, and
- Offer risk management education and resources to assist members in preventing claims.

**North Okanagan Columbia Shuswap Regional Hospital:** is a governing agency for the hospitals in the North Okanagan Shuswap region and is incorporated under the Hospital District Act. Its principal activities are to finance capital construction projects and capital equipment purchases for health care facilities within the Regional Hospital District.

**Official Community Plan (OCP):** is intended to define the vision of the community – how the community sees itself growing and developing in the future and ultimately what kind of place the community wants Vernon to be.

**Okanagan Basin Water Board (OBWB):** The overall objective of the board is to undertake strategic projects and programs at the Basin scale that meet the collective needs of Okanagan citizens for long-term sustainable water supplies while supporting the capacity of member jurisdictions to meet their own water management goals.

**Okanagan Regional Library (ORL):** The ORL serves over 360,000 people across an area covering 59,600 square kilometers through 29 branches.

**Public Sector Accounting Standards (PSAS):** These are generally accepted accounting principles (GAAP) that most local government in Canada follow.

**Regional District of North Okanagan (RDNO):** is the local government for electoral areas of the North Okanagan, regional service body responsible for providing essential regional services to all jurisdictions within the North Okanagan and is an inter-jurisdictional service body that provides local government services on a sub-regional basis across jurisdictional boundaries.

**Southern Interior Local Government Association (SILGA):** is an association comprised of elected officials from 37 cities, towns, villages, districts and regional districts in South Central British Columbia. The associations purpose is to enhance and provide the forum to improve quality and level of service provided by local governments to its citizens.

**Union of British Columbia Municipalities (UBCM):** is an organization that has served and represented the interests of local government in BC since 1905. UBCM initiates, monitors, interprets and reacts where such changes could have an effect on local governments and the communities they serve. UBCM is made up of delegates of local elected representatives.



# 2023-2027 FINANCIAL PLAN