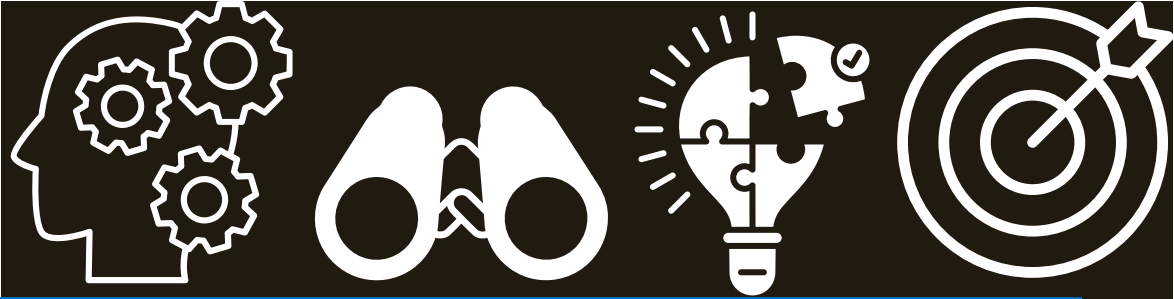


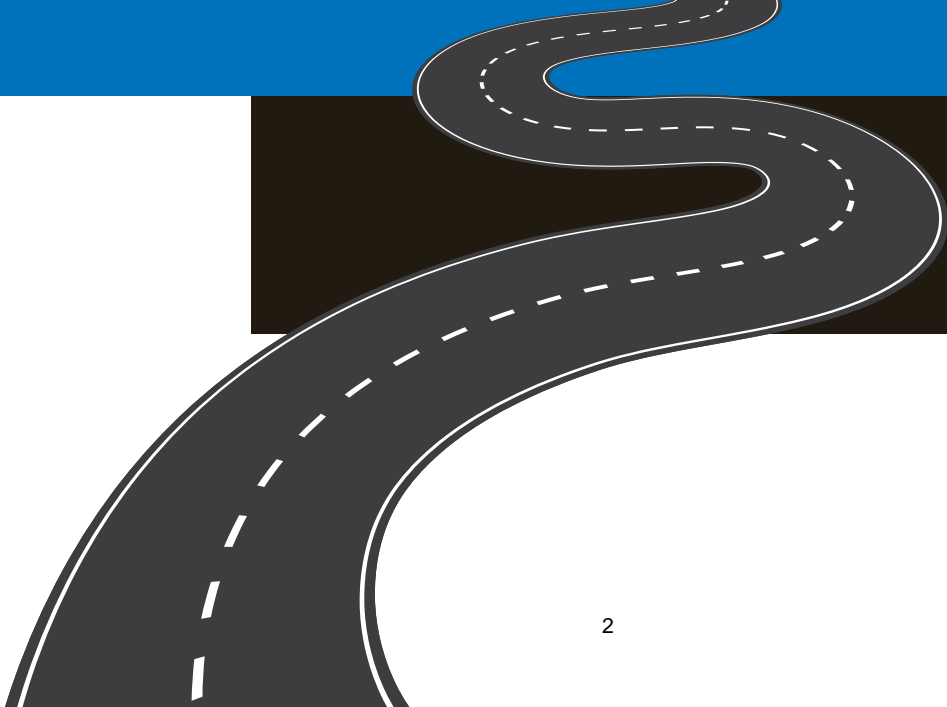
# FINANCIAL PLAN 2024-2028





# MISSION STATEMENT

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



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# CHIEF FINANCIAL OFFICER'S EXECUTIVE SUMMARY



November 7, 2023

In accordance with the requirements of Section 165 of the Community Charter, Administration is presenting the 2024-2028 Proposed Financial Plan ("Budget") to Council on November 14, 2023 for consideration and deliberation on December 4 and 5, 2023. Public input was requested through a web survey in May 2023. In person public input is scheduled two times on Monday, December 4, 2023.

During the June 8, 2023 Council meeting, Council directed Administration to submit a 2024 operating and capital budget that was within a 4.0% tax revenue increase. There are also other initiatives that will require a further increase in taxation: 2022 initiatives that were funded one-half year - \$94,000, 2023 initiatives that were one-time funded - \$424,000, and 2024 operating costs for completed projects - \$158,250, all totaling \$676,250. In addition, in 2024 the City will be taking over 100% financial responsibility for the operation and maintenance of Recreation facilities in the City. Council has agreed to implement a two-tiered fee schedule as of January 2024. As a result, Administration anticipates a significant change in Recreation revenues. A Council report was presented that identified the net additional cost for the 2024 budget is estimated at \$1,280,500.

Development activity in the City continues to be strong. Each year Administration anticipates an increase in taxation due to newly constructed homes and facilities (non-market change). For 2024, BC Assessment's Preview roll indicates an increase in assessments totaling \$192 million, resulting in an estimated \$630 thousand additional tax revenue. As development in the City continues to be strong and resulting in higher than budgeted permit revenues, Administration has increased the permit revenue budget by \$300 thousand for 2024-2028 budget. Last year at this time the Bank of Canada interest rate was set at 3.75%. As of today, the Bank of Canada interest rate is set at 5.0%. This rate has been stable for a few months and has resulted in returns on investment income higher than budgeted. Administration has determined, based on expected cashflows and anticipated stable interest rates, that for the 2024-2028 budget, this revenue source can be increased by \$1.8 million.

Administration is supporting several tax-funded change requests. Eleven of these requests are for additional staffing totaling 10.2 full time equivalent positions. All of the staffing requests were previously presented to Council for consideration during the 2024-2028 budget deliberations. Other requests are related to contract increases, operating costs for a new park and fleet vehicle, plus funding for library Sunday openings. If approved, the total additional 2024 tax requirement for these change requests is \$1,530,078 or 2.9%. Some of these change requests will also have 2025 tax-funding requirements, due to being budgeted in 2024 for a partial year, including the cost for firefighters, planner, transit expansion and a GIS/Asset Management position totaling \$733,200.

The City's Infrastructure Renewal program continues to serve the citizens with direct investment in its roads and utilities. There are 23 capital projects planned totaling \$29 million. The capital levy had a 4% increase from 2023, now totaling \$7.2 million. Other funding sources include \$5.7 million from sewer reserves, \$2 million from Casino revenues, \$3.4 million from Gas Tax, \$3.7 million from the Growing Communities fund, \$3.6 million from DCC's, \$3.1 million from anticipated grant revenues, and \$300 thousand from other reserves.

The City's largest initiative (\$121 million), the Active Living Centre, has Administration focused on a successful project using an Integrated Project Delivery model. Due to the adjusted timing of expenditures for this project, Administration has recommended postponing the first 3.5% tax increase for this project to 2025. Despite this adjustment, the City is still positioned to substantially complete this project within four years.

A handwritten signature in cursive script that reads "Debra".

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

# VERNON CITY COUNCIL



**Councillor Brian Guy**  
*bguy@vernon.ca*

**Mayor Victor Cumming**  
*mayor@vernon.ca*

**Councillor Brian Quiring**  
*bquiring@vernon.ca*

**Councillor Kelly Fehr**  
*kfehr@vernon.ca*



**Councillor Akbal Mund**  
*amund@vernon.ca*

**Councillor Teresa Durning**  
*tdurning@vernon.ca*

**Councillor Kari Gares**  
*kgares@vernon.ca*





## OUR STORY

Vernon, British Columbia, is situated on the traditional territory of the Syilx People of the Okanagan Nation, who have called this land home for centuries. Their rich cultural tradition and connection to the land continue to influence the City's identity to this day. Vernon is more than a city; it's a thriving testament to the potential harmonious coexistence between people and nature. It is a place where residents and visitors alike can activate life and create lasting memories against a backdrop of breathtaking landscapes.

Vernon's growth accelerated with the arrival of the railway, and the City was officially incorporated in 1892. With a population of over 44,900 residents, Vernon has managed the close-knit feel of a small town while offering the amenities and conveniences of a city. The City's commercial hub serves as a central point for the North Okanagan Region, making it an economic, cultural, and recreational hub.

Come and make Vernon your home as you can enjoy everything this stunning region has to offer such as boating, fishing, mountain biking, nature walks, and lakeside picnicking with of course fresh fruit. Vernon's geographical location is nothing short of stunning. Surrounded by rolling hills, verdant valleys, and three pristine lakes - Okanagan, Swan, and Kalamalka. Okanagan Lake, is the largest in the valley. The region boasts a unique microclimate, with mild winters and warm summers, making it a year-round destination for outdoor enthusiasts. When winter blankets the region with snow, Vernon becomes a gateway to exceptional winter sports such as cross-country skiing, snowshoeing, and down hill skiing in the nearby Silver Star Mountain Resort.

The people of Vernon take pride in their community spirit and actively participate in various events and initiatives. From the annual Winter Carnival, celebrating the City's winter wonderland to the colorful and lively Farmer's Market. The City pulsates with a sense of togetherness and local pride. Vernon's Art and culture scene is a testament to its vibrant and creative spirit. The City offers numerous art galleries, including the Vernon Public Art Gallery, which showcases both local and national talent. Live theater productions, music festivals, and art exhibitions provide residents and visitors with a wide range of cultural experiences.

We invite you to share our goal that future generations can enjoy the same pristine landscapes and outdoor activities that define Vernon today.



**Nature's Reawakening**

**SPRING**

As winter's grip loosens, Vernon undergoes a remarkable transformation, emerging from its snowy cocoon into a vibrant tapestry of colors and life. Spring, typically spanning from March to May, bring forth an enchanting rebirth of nature.

The City's surrounding hills and valleys burst into a riot of wildflowers, with vibrant blooms carpeting the landscape. The air is filled with the melodious songs of returning migratory birds, making birdwatching a delightful pastime.

Vernon's Farmer's Market awakens from their slumber, offering a cornucopia of fresh, locally grown produce, artisanal cheeses, and handmade crafts. It's the perfect time to savor farm-to-table dining experiences in the City's restaurant.

As the days grow longer and warmer, Vernon residents celebrate the season with outdoor festivals and community events, embracing the joy and newfound life and the promise of sunny days ahead.



**Sun-Drenched Adventures**

**SUMMER**

Summer in Vernon is a sun-soaked delight that showcases the region's outdoor treasures. From June to August, the city comes alive with endless opportunities for recreation and relaxation.

Okanagan lake, with its warm waters, beckons swimmers, boaters, and sunbathers to its sandy beaches. Stand-up paddle boarding, waterskiing, and tubing are just a few of the aquatic activities that define summer on the lake. Hiking and mountain biking enthusiasts revel in the myriad of trails that crisscross the surrounding hills and forests. The Vernon area offers a diverse range of routes, from leisurely strolls to challenging ascents.

Vernon's cultural calendar thrives in the summer. Live music festivals, outdoor theatre production, and art exhibitions take center stage with the vibrant arts scene spilling into the air. The Vernon and District Performing Arts Centre hosts a diverse lineup of entertainment.

The City's culinary scene flourishes this season with local distilleries, cideries and breweries inviting visitors to savor the fruits of the Okanagan's fertile land.



**A Symphony of Colors**

**FALL**

Fall in Vernon is a breathtaking spectacle as the landscapes transform into a masterpiece of reds, oranges, and yellows. From September to November, the region experience a dazzling display of autumnal beauty.

Hiking during this season is a sensory delight, with the crunch of fallen leaves underfoot and the crisp, cool air.

Fall means the harvest season is here in the Okanagan Valley, with farm-to-table restaurants featuring dishes that incorporate the bounty of the harvest. It's also the time to indulge in freshly picked apples, pumpkins, and other seasonal delights of local farmers' markets.

As the days grow shorter, Vernon's cultural scene remains vibrant. Art galleries showcase fall-themes exhibitions, and the city's theatre productions offer opportunities to enjoy the performances in cozy, indoor settings.

Fall in Vernon is a symphony of colors and flavors, a season of reflection and gratitude as nature prepares for the coming winter, leaving indelible memories for all who experience it.



**A Snowy Wonderland**

**WINTER**

Winter in Vernon transforms the region into a picturesque snowscape, captivating locals and visitors alike. From December to February, the landscape dons a sparkling white coat, turning the city into a winter wonderland.

Blanketed by pristine snow, Vernon's natural beauty shines even brighter. Silver Star Mountain Resort, just a short drive away, offers world-class downhill skiing and snowboarding. The mountain's 3,282 acres of skiable terrain cater to all ski levels, from beginners to seasoned experts.

For those seeking a slower pace, cross country skiing and snowshoeing are popular choices, with well-groomed trails weaving through nearby forests.

Winter not only transforms the landscape, it also ignites a sense of camaraderie. The annual Winter Carnival, dating back to 1961, is a cherished tradition. It features snow sculptures, parades, and a festive atmosphere that warms the coldest days.

Let the snow fall, as Vernon has cozy cafes and restaurants with warm and hearty comfort food. It is a time to embrace the beauty, camaraderie and outdoor adventures here.

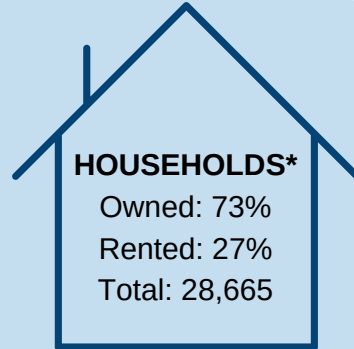


# VERNON DEMOGRAPHICS



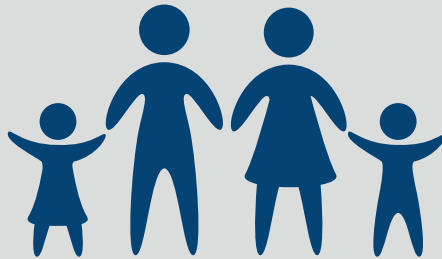
**POPULATION\*\***  
45,086

**HOUSEHOLD INCOME\***  
Median income \$79,000



**AGE\***

0-14 Years: 13.8%  
15-64 Years: 58.3%  
65+ Years: 27.9%  
85+: 3.9%



**FAMILIES\***

2 Persons: 58%  
3 Persons: 18%  
4 Persons: 15%  
5+ Persons: 9%  
Average size: 2.3



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



CITIZENS OF VERNON



MAYOR AND COUNCIL



**PATRICIA BRIDAL**  
Chief Administrative Officer (CAO)



**KEVIN POOLE**  
Director of Corporate Administration  
kpoole@vernon.ca

CORPORATE ADMINISTRATION



**SHAWNA BAHER**  
Superintendent RCMP  
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RCMP



**DEBRA LAW**  
Director of Financial Services  
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FINIACIAL SERVICES



**DAVID LIND**  
Fire Chief  
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FIRE RESCUE SERVICES



**TERRY BARTON**  
Director of Planning and Community Services  
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PLANNING AND COMMUNITY SERVICES



**SARAH PATTERSON**  
Director of Human Resources  
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HUMAN RESOURCES



**JAMES RICE**  
Director of Operation Services  
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OPERATION SERVICES



**JASON BLOOD**  
Director of Recreation Services  
jblood@vernon.ca

RECREATION SERVICES



**2023 – 2026**

# COUNCIL STRATEGIC PLAN



# MAYOR'S MESSAGE



*Victor I. Cumming  
Mayor, City of Vernon*

As Mayor of Vernon, I am pleased to present City Council's Strategic Plan for 2023 - 2026. The plan outlines five areas of strategic priorities: livability; vibrancy; recreation, parks and natural areas; environmental leadership; and governance and organizational excellence.

Through these areas, we will work collaboratively with each other, community partners, neighbouring jurisdictions, and other orders of government to foster a community that is safe, inviting, progressive, and prosperous.

Vernon is located in the traditional territory of the Syilx People of the Okanagan Nation. Council is committed to taking meaningful steps toward reconciliation with Indigenous Peoples and consistently looks for opportunities to collaborate with Okanagan Indian Band; particularly as we focus on the importance of being responsible stewards of the local environment and supporting sustainable growth across the community.

Having a safe and affordable place to call 'home' is paramount. That's why Council is wholly dedicated to the continued development of diverse housing options based on smart growth principles, to create an equitable and accessible community for all. Additionally, we're focused on creating a vibrant community, where we recognize local culture and history, nurture the arts, and create meaningful opportunities for residents to participate in activities with each other. Economic prosperity is key, and we have plans in place to continue promoting business development and tourism while also making sure we have the sport, recreation, health, and well-being resources citizens need.

We will take responsible steps to implement Vernon's Climate Action Plan to make the community better and more resilient. We will also continue to protect and enhance the local built and natural environment by diligently maintaining assets as identified in the City's Asset Management Plan.

Council's Strategic Plan is ambitious but achievable. We look forward to on-going engagement with citizens as we put this plan into action. Together, we are creating a thriving Vernon that is uniquely attractive to residents, businesses, and visitors alike. Here's to our next chapter.





TURTLE MOUNTAIN



## VERNON CITY COUNCIL

*(L-R) Councillor Brian Guy, Councillor Kelly Fehr, Councillor Teresa Durning, Mayor Victor Cumming, Councillor Kari Gares, Councillor Akbal Mund, Councillor Brian Quiring*



# GOVERNING VALUES

What guides our decision-making?

**INTEGRITY:** Our words match our actions

**SOUND INFORMATION:** We make decisions based on data and smart growth principles

**PRINCIPLES:** We apply common principles to ensure fairness and to increase trust

**FAIRNESS:** Our decisions are unbiased and focused on equal opportunity

**TRANSPARENCY:** We make decisions in a way that builds trust and we are willing to explain our “why”



## VISION

We envision a prosperous and sustainable future for Vernon, where green spaces are preserved and protected, housing meets the needs of all, neighbourhoods are strong and vibrant, alternative transportation options are available, the downtown is revitalized, and age and youth friendly activities abound.

*Based on Vernon's Official Community Plan*

## CITY OF VERNON MISSION STATEMENT

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

*Adopted November 2015*

## ADVOCACY

We will continue to partner and collaborate with other orders of government to influence policies that support our community, region, and strategic goals.

STRATEGIC  
PRIORITIES



LIVABILITY



VIBRANCY



RECREATION, PARKS  
AND NATURAL AREAS



ENVIRONMENTAL  
LEADERSHIP



GOVERNANCE AND  
ORGANIZATIONAL  
EXCELLENCE



# LIVABILITY

Focus on policies and systems that provide residents a community where they can thrive





# AREAS OF FOCUS

## HOUSING

Continue to encourage housing diversity and development to create a resilient, equitable, and accessible community

## COMMUNITY SAFETY

Focus on enhancing the safety of the community by: continuing to support emergency services; emergency preparedness; and collaboratively addressing street entrenchment issues

## PROACTIVE PLANNING

Engage citizens in updates to the Official Community Plan (OCP) to align with their expectations and vision, proportionate to the community



## PROJECTS AND INITIATIVES

- Implement VFRS Eight Year Strategic Plan 2018 – 2025 (2023 – 2025)
- Implement Gun and Gang Violence Prevention Strategy (2023 – 2026)
- Update Official Community Plan (2024 – 2025)
- Develop new VFRS and Emergency Management Strategic Plan (2024 – 2025)
- Implement Housing Action Plan (ongoing)
- Additional space for RCMP (ongoing)

## GUIDING DOCUMENTS

- [Vernon Fire Rescue Services Eight Year Strategic Plan 2018 – 2025](#)
- [Gun and Gang Violence Prevention Strategy](#)
- [Official Community Plan Bylaw #5470](#)
- [Housing Action Plan](#)
- [RCMP Strategic Plan](#)



# VIBRANCY

Focus on building a community where businesses prosper, arts and culture thrive, and residents and visitors can gather



# AREAS OF FOCUS

## VIBRANT DOWNTOWN

Support strategic initiatives to foster a safe, inviting, and vibrant city core

## ARTS AND CULTURE

Acknowledge local culture and history and nurture the arts

## COMMUNITY PARTICIPATION AND TOGETHERNESS

Create meaningful opportunities for residents to participate in and with the community

## ECONOMIC PROSPERITY

Continue to work with organizations and businesses in the community to promote and generate business development and tourism



## PROJECTS AND INITIATIVES

- Historical and structural building assessment for O’Keefe Historical Ranch **(2023 – 2024)**
- Active participant in Greater Vernon Cultural Centre project **(2023 - 2026)**
- Implementation of Age and Dementia Friendly Community Plan **(2023; ongoing)**
- Captain Bailey Way development **(2024)**
- Development of Cultural District **(2024 – 2025)**
- Review Downtown parking **(2024; ongoing)**

## GUIDING DOCUMENTS

- [Greater Vernon Cultural Plan](#)
- [Airport Master Plan](#)
- [City Centre Neighbourhood Plan](#)
- [Tourism Vernon Five Year Strategic Plan](#)
- [25 Year Transportation Master Plan](#)



# RECREATION, PARKS AND NATURAL AREAS

Focus on providing amenities (natural and built) to offer opportunities for connection, health and well-being



# AREAS OF FOCUS

## RECREATION

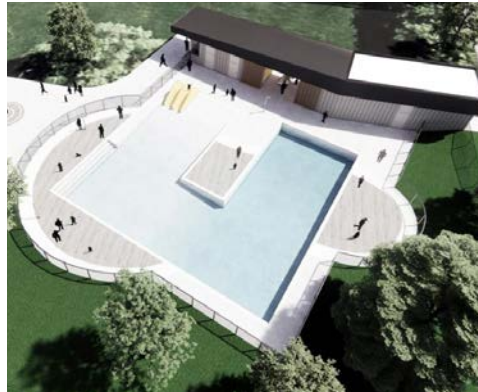
Ensure the community has the sport, recreation, health, and well-being resources necessary to support residents and attract visitors

## PARKS

Maximize the accessibility and usability of parks in the City

## TRAILS AND NATURAL AREAS

Promote and protect Vernon's natural assets through strategic acquisition and responsible stewardship



## PROJECTS AND INITIATIVES

- Lakeview Wading “Peanut” Pool revitalization **(2023)**
- Civic Memorial Park Phase 2 and 3 **(2023 – 2024)**
- Develop and construct Active Living Centre **(2023 – 2026)**
- Begin Kin Race Track Athletic Park development **(2023; ongoing)**
- Polson Park Master Plan **(2024)**
- Feasibility Study for Vernon Aquatic Centre **(2024 – 2025)**

## GUIDING DOCUMENTS

- [Five Year Financial Plan](#)
- [Parks Master Plan](#)
- [Greater Vernon Recreation Master Plan](#)
- [Active Living Centre Feasibility Study](#)



# ENVIRONMENTAL LEADERSHIP

Focus on protecting and enhancing local built and natural environments as a core community strength



# AREAS OF FOCUS

## ASSET MANAGEMENT

Proactively fund and maintain built and natural assets

## CLIMATE ACTION

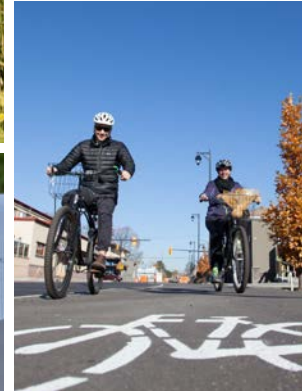
Take responsible steps to implement Vernon's Climate Action Plan

## BUILDING RESILIENCE AND WILDFIRE MANAGEMENT

Protect the community and foster resilience in the face of natural and climate change-related risks

## TRANSPORTATION

Review and update the Transportation Master Plan to keep residents and visitors moving in a responsible and sustainable way



## PROJECTS AND INITIATIVES

- Silver Star Rd multi-use path Phase 2 (2023)
- Update Building Asset Management Plan (2024)
- Develop new Transportation Master Plan (2024 – 2025)
- Polson Park Vernon Creek Naturalization Project Phase 1 and 2 (2024 – 2025)
- Develop Storm Water Control Bylaw (2025)
- Implement Climate Action Plan (ongoing)
- Implement flood mitigation recommendations (ongoing)
- Fuels management for City-owned lands (ongoing)

## GUIDING DOCUMENTS

- [Five Year Financial Plan and Rolling Capital Plan](#)
- [25 Year Transportation Master Plan](#)
- [Liquid Waste Management Plan](#)
- [Climate Action Plan](#)
- [Climate Action Plan Priorities](#)
- [Flooding Mapping, Risk Analysis and Mitigation Report](#)
- [Community Wildfire Protection Plan](#)



# GOVERNANCE AND ORGANIZATIONAL EXCELLENCE

Focus on leading by example in how Council operates to provide excellent cost-effective services





# AREAS OF FOCUS

## GOOD GOVERNANCE

Lead by example in strong and disciplined decision making

## RECONCILIATION

Take meaningful steps toward reconciliation with Indigenous Peoples and look for opportunities to collaborate

## EXTERNAL RELATIONSHIPS

Work with community groups, neighbouring municipalities, and other orders of government to positively impact our region

## RECRUITMENT AND RETENTION

Ensure we are creating an environment where employees are supported and retained

## SOUND INTERNAL PROCESSES

Focus on internal systems and processes that support effective and efficient service delivery



## PROJECTS AND INITIATIVES

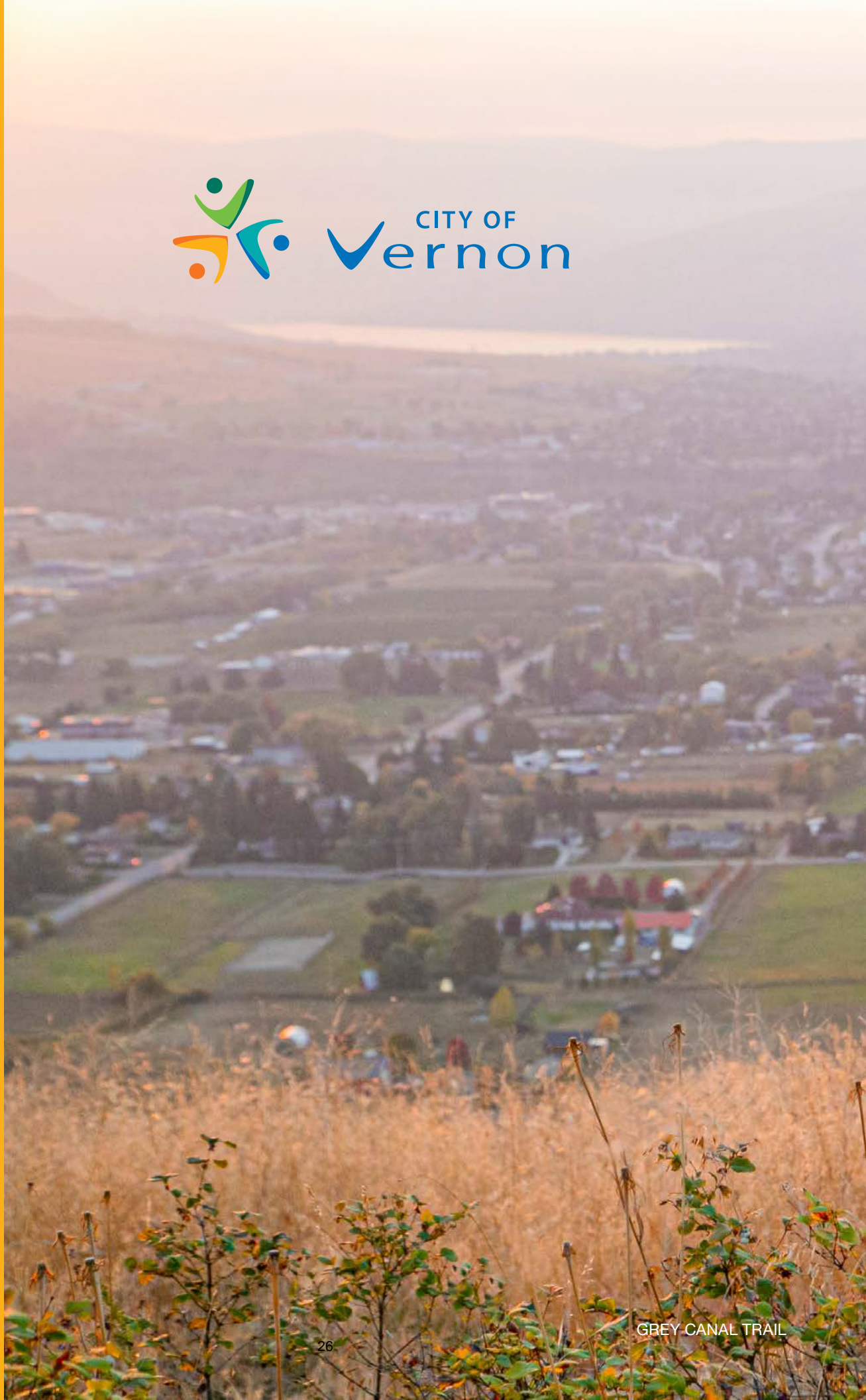
- Participate in a regional Accessibility Committee **(2023)**
- Complete Council Code of Responsible Conduct **(2023)**
- Online purchase options for monthly parking passes **(2024)**
- Implement new Respectful Workplace and Anti-Discrimination Policy **(2024)**
- Redevelop City of Vernon website **(2025 – 2026)**
- Seek opportunities to collaborate with OKIB **(ongoing)**
- Implement Development Approval Process Review recommendations **(ongoing)**

## GUIDING DOCUMENTS

- [Council Code of Responsible Conduct](#)
- [Human Resources Strategic Plan](#)
- [Development Approval Process Review](#)



CITY OF  
Vernon





**Strategic priority**  
**LIVABILITY**

Focus on policies and systems that provide residents a community where they can thrive.

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<b>HOUSING</b>  <i>Continue to encourage housing diversity and development to create a resilient, equitable, and accessible community</i>	Complete and implement <a href="#">Short Term Rental Regulations</a>	2023 - 2024	Underway	Licensing Planning Bylaw Services Information Svcs
	Develop education program to discuss diverse housing options within community	2023 - 2024		Planning Communications
	Implement <a href="#">Housing Action Plan</a>	Ongoing	Underway	Planning
	Continue strategic and responsible acquisition and disposition of lands to support <a href="#">Housing Action Plan</a> objectives	Ongoing		Real estate
	Continue to partner with BC Housing, not-for-profits and the development community on attainable and affordable housing, including the use of City-owned land	Ongoing	Underway	Planning Real Estate
	Promote existing housing incentives (i.e., DCC waivers, tax incentive, etc.) and investigate potential additional incentives to encourage more housing stock within community	Ongoing	Underway	Planning
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<b>COMMUNITY SAFETY</b>  <i>Focus on enhancing the safety of the community by: continuing to support emergency services; emergency preparedness; and collaboratively addressing street entrenchment issues</i>	Undertake a third-party Fire Services department review	2023	RFP in process	Fire Rescue
	Review <a href="#">Restorative Justice Services</a> contract (CMHA) and possible involvement of regional participants to help fund the program	2023 - 2024	Underway	CSLA
	Continue implementing <a href="#">VFRS Eight Year Strategic Plan 2018 - 2025</a>	2023 - 2025	Underway	Fire Rescue
	Continue to increase staffing levels per the VFRS 2018 - 2025 strategic plan recommendations	2023 - 2025	Underway	Fire Rescue
	Implement <a href="#">Gun and Gang Violence Prevention Strategy</a>	2023 – 2026		CSLA Protective Svcs
	Develop strategy to increase participation in <a href="#">RCMP and Community Safety volunteer programs</a>	2024		Protective Svcs
	Develop new VFRS and Emergency Management Strategic Plan, ensure to include strategy to address increasing call frequency for First Responder program	2024 - 2025		Fire Rescue
	Investigate options for additional RCMP space	Ongoing		RCMP Administration Procurement
	Continue support of local <a href="#">RCMP initiatives and strategic priorities</a>	Ongoing	Underway	RCMP Administration CSLA
	Continue implementation of VFRS Apparatus Replacement Plan	Ongoing	Underway	Fire Rescue
Review and enhance training and support for Bylaw Officer safety and mental health considerations	Ongoing	Underway	Protective Svcs	

	Work toward staffing Fire Station 1 and 2 with four FT firefighters	Ongoing	Underway	Fire Rescue
	Continue staffing Fire Station 3 during high risk periods, working toward FT staffing	Ongoing	Underway	Fire Rescue
<b>AREA OF FOCUS</b>	<b>PROJECTS AND INITIATIVES</b>	<b>YEAR</b>	<b>PROGRESS</b>	<b>DEPARTMENT</b>
<p><b>PROACTIVE PLANNING</b></p> <p><i>Engage citizens in updates to the Official Community Plan (OCP) to align with their expectations and vision, proportionate to the community</i></p>	Develop a Height Map for Vernon as part of the <a href="#">Official Community Plan</a> (OCP) update	2023 - 2024		Planning
	Conduct a comprehensive OCP public engagement process	2024 – 2025		Planning
	Review and update OCP based on input received from citizens	2024 - 2025		Planning
	During the review and update of the OCP, integrate all climate risk and vulnerability analyses and emissions data, and objectives, actions and targets from the <a href="#">Climate Action Plan</a>	2025		Planning
	Review Zoning Bylaw to implement the OCP	2026		Planning



Focus on building a community where businesses prosper, arts and culture thrive, and residents and visitors can gather.

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<b>VIBRANT DOWNTOWN</b>  <i>Support strategic initiatives to foster a safe, inviting, and vibrant city core</i>	Implement <a href="#">Outdoor Commercial Use Permit</a> program	2023	Complete	Licensing Transportation
	Investigate potential expansion of seasonal 30 <sup>th</sup> Avenue closure, in coordination and partnership with Downtown Vernon Association (DVA)	2023 – 2024; Ongoing		Planning Economic Dev Transportation
	Review <a href="#">Downtown parking</a> needs and surface parking lot options	2024; Ongoing		Planning Transportation Real estate
	Continue working with DVA on programming and initiatives to encourage community participation in events, safety, and development	Ongoing	Underway	Economic Dev
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<b>ARTS AND CULTURE</b>  <i>Acknowledge local culture and history and nurture the arts</i>	Install grant funded tourism information kiosks in key areas of the community	2023	Underway	Economic Dev Tourism
	Review the Downtown Mural Maintenance Program, in coordination with the DVA	2023	Complete	Facilities
	Conduct a historical and structural building assessment of <a href="#">O’Keefe Historical Ranch</a> facilities	2023 – 2024	Underway	Facilities
	Continue working with regional partners toward the construction and opening of the <a href="#">Greater Vernon Cultural Centre</a>	2023 - 2026	Underway	Infrastructure Planning Administration
	Identify a dedicated <i>Cultural District</i> area within the City’s core	2024 - 2025		Planning
	Develop a Public Art Policy	2025 – 2026		Planning
	Continue promoting arts and cultural activities and experiences as part of <a href="#">Tourism Vernon’s Annual Marketing Plan</a>	Ongoing	Underway	Tourism
	Investigate Destination Management supports for Arts and Cultural partners to foster growth in experiences available to visitors and residents	Ongoing		Tourism

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT	
<p><b>COMMUNITY PARTICIPATION AND TOGETHERNESS</b></p> <p><i>Create meaningful opportunities for residents to participate in and with the community</i></p>	Develop and begin implementing Age and Dementia Friendly Community Plan	2023; Ongoing	Underway	Planning	
	Install Community Flag Pole on Civic grounds	2023	Complete	Facilities	
	Develop Flag Policy	2023	Complete	Legislative Svcs	
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT	
<p><b>ECONOMIC PROSPERITY</b></p> <p><i>Continue to work with organizations and businesses in the community to promote and generate business development and tourism</i></p>	Develop and launch new website for <a href="#">Tourism Vernon</a>	2023	Underway	Tourism	
	Complete brand assessment and brand refresh for Tourism Vernon	2023	Underway	Tourism	
	Complete Economic Development Services Mapping project	2023	Underway	Economic Dev	
	Audit and update Tourism support programs (i.e., co-op marketing policy and small accommodators policy)	2024		Tourism	
	Review opportunity to expand and develop <a href="#">hanger space</a> at Captain Bailey Way	2024		Public Works Airport Real Estate	
	Develop a plan to connect Cultural and Sport Districts to alternative transportation networks and hotels	2025 - 2026		Economic Dev Tourism Transportation	
	Promote the <a href="#">Okanagan Rail Trail</a> and <a href="#">Grey Canal Trail</a> through marketing and other initiatives with regional participants	Ongoing	Underway	Tourism	



Strategic priority

## RECREATION, PARKS AND NATURAL AREAS

Focus on providing amenities (natural and built)  
to offer opportunities for connection, health and well-being.

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>RECREATION</b></p> <p><i>Ensure the community has the sport, recreation, health, and well-being resources necessary to support residents and attract visitors</i></p>	Complete revitalization of <a href="#">Lakeview Wading “Peanut” Pool</a> and amenities	2023	Underway	Recreation
	Complete Recreation and Parks Fees Assessment	2023	Underway	Recreation Parks
	Complete and begin implementing <a href="#">Tourism Vernon's</a> Sport Tourism Strategy	2023 - 2024		Tourism Economic Dev
	Develop and construct <a href="#">Active Living Centre</a>	2023 – 2026	Underway	IPD team
	Update and implement Active Living Centre borrowing strategy as project proceeds	2023 - 2026		Finance
	Conduct Feasibility Study for <a href="#">Vernon Aquatic Centre</a>	2024 - 2025		Recreation
	Review Recreation Services department structure to appropriately support operation of the Active Living Centre	2024 - 2025		Recreation
	Develop a Joint Use Agreement with School District No. 22 for the use of recreation facilities	2024 - 2025		Recreation
	Develop an Allocation Policy for all recreation facilities and spaces	2025		Recreation
	Develop and implement a comprehensive marketing plan for Recreation Services	2026		Recreation Communications
	Continue implementing <a href="#">Recreation Master Plan</a>	Ongoing	Underway	Recreation
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>PARKS</b></p> <p><i>Maximize the accessibility and usability of parks in the City</i></p>	Complete Deer Lake Park renewal	2023	Underway	Infrastructure
	Complete Pottery Ravine Park improvements	2023	Underway	Infrastructure
	Develop and begin implementation of Parks and Public Spaces Asset Management Plan	2023		Parks
	Complete construction of Civic Memorial Park Phase 2 and 3	2023 - 2024	Underway	Infrastructure
	Advance Kin Race Track Athletic Park planning and construction	2023 - 2026		Planning Infrastructure
	Develop Polson Park Master Plan	2024		Planning
	Continue implementation of <a href="#">Cemetery Master Plan</a>	Ongoing	Underway	Parks
	Continue implementation of <a href="#">Parks Master Plan</a>	Ongoing	Underway	Parks

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>TRAILS AND NATURAL AREAS</b></p> <p><i>Promote and protect Vernon's natural assets through strategic acquisition and responsible stewardship</i></p>	Complete a wetland inventory within the municipal boundary	2023 - 2024		Planning
	Complete trail connections in following areas: Whitecourt to Foothills Place; Valleyview Place to Commonage Trail; F.B. Jacques Park to Centennial Drive	2024		Infrastructure
	Promote <a href="#">Trails Capital of BC</a> designation through marketing and other initiatives with regional participants	Ongoing	Underway	Tourism Transportation
	Continue development, enhancement and maintenance of lake access sites	Ongoing	Underway	Transportation Infrastructure Parks
	Continue reviewing opportunities to acquire land for hilltop parks	Ongoing	Underway	Real Estate





Strategic priority

**ENVIRONMENTAL LEADERSHIP**

Focus on protecting and enhancing local built and natural environments as a core community strength.

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>ASSET MANAGEMENT</b></p> <p><i>Proactively fund and maintain built and natural assets</i></p>	Commission VWRC High Rate Anaerobic Digester (HRAD)	2023	Underway	VWRC
	Complete construction of Silver Star Road multi-use path Phase 2	2023	Underway	Infrastructure
	Update fleet replacement strategy	2023 - 2024	Underway	Fleet
	Complete Hesperia Landfill closure plan	2024	Underway	Roads, Drainage, Airport
	Complete HVAC DDC upgrades to City Hall and RCMP building	2024		Facilities
	Review and update Building Asset Management Plan	2024		Facilities
	Conduct a Natural Asset inventory and develop a management plan	2024 - 2025		Planning Infrastructure
	Develop Storm Water Control Bylaw	2025		Infrastructure
	Review and amend Liquid Waste Management Plan	2025		VWRC
	Develop a sustainable service funding strategy for short and long term (former Infrastructure Levy)	Ongoing		Infrastructure Finance
	Expand use of trenchless pipe repair and replacement program	Ongoing	Underway	Utilities
	Continue implementation of sewer to Okanagan Landing area	Ongoing	Underway	Infrastructure
	Update Master Drainage Plan (2001)			Infrastructure
	Update Stormwater Development Cost Charge (DCC) Bylaw			Infrastructure
	Update Subdivision and Development Servicing Bylaw (SDSB) #3843			Infrastructure
Install flow monitoring gauges along Vernon Creek, BX Creek and other critical locations to monitor flow quantity and quality			Infrastructure	
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>CLIMATE ACTION</b></p> <p><i>Take responsible steps to implement Vernon's Climate Action Plan</i></p>	Explore the role of the City of Vernon in supporting the <a href="#">food/agriculture system</a> , as identified within the <a href="#">Climate Action Plan</a>	2024		Economic Dev
	Develop a <a href="#">building retrofit program</a> to support residents to be more resilient to climate change, reduce energy investments over time, and reduce greenhouse gas emissions by improving building efficiency and installing low-carbon energy systems	2026		Building Planning Finance
	Continue implementing <a href="#">Climate Action Plan</a>	Ongoing		All divisions
	Develop and fund a Climate-Ready <a href="#">Community Communications and Outreach Strategy</a> , as identified in the <a href="#">Climate Action Plan</a>	Ongoing		Planning Communications
	Continue to focus on City of Vernon green fleet alternatives	Ongoing	Underway	Fleet Transportation
	Implement enhanced reporting requirements dictated by Province for "Local Government Climate Action Plan"	Ongoing	Underway	Finance

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>BUILDING RESILIENCE AND WILDFIRE MANAGEMENT</b></p> <p><i>Protect the community and foster resilience in the face of natural and climate change-related risks</i></p>	Develop <a href="#">FireSmart</a> summer student program	2023	Recruitment process underway	Fire Rescue
	Develop FireSmart Community Wildfire Resiliency Plan	2023 – 2024	RFP posted	Fire Rescue Planning
	Develop a program to facilitate social connection, information sharing, climate awareness, and <a href="#">climate response activities</a> amongst City residents at the neighbourhood scale, as identified in the <a href="#">Climate Action Plan</a>	2023 - 2026		Planning Transportation Recreation Parks
	Stabilize funding for FireSmart Coordinator role	2024		Fire Rescue
	Review <a href="#">Tree Protection Bylaw #4152</a> to better encourage FireSmart practices and shade	2024		Fire Rescue Planning
	Complete Emergency Operation Centre (EOC) renovation	2024		Fire Rescue
	Begin Polson Park Vernon Creek Naturalization Project Phase 1 and 2	2024 - 2025		Infrastructure
	Update and implement the <a href="#">Landscaping Standards Bylaw #5015</a>	2024 – 2025		Planning
	Continue to enhance <a href="#">Emergency Management</a> program	Ongoing	Underway	Fire Rescue
	Implement <a href="#">flood mitigation recommendations</a>	Ongoing	Underway	Infrastructure
	Continue implementing fuels management plan for City owned lands	Ongoing	Underway	Fire Rescue
	Advocate for larger fuels treatments within and around the City of Vernon	Ongoing	Underway	Fire Rescue
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>TRANSPORTATION</b></p> <p><i>Review and update the Transportation Master Plan to keep residents and visitors moving in a responsible and sustainable way</i></p>	Develop updated <a href="#">Transportation Master Plan</a> , in coordination with updates to the <a href="#">Official Community Plan</a>	2024 - 2025		Transportation
	Review <a href="#">Parking and Loading</a> regulations in Zoning Bylaw #5000 as part of development process for the updated Transportation Master Plan	2024 – 2025		Transportation Planning
	Prioritize active transportation investments to align with <a href="#">Climate Action Plan</a> and Master Transportation Plan	Ongoing		Transportation
	Implement the new Transportation Master Plan	Ongoing		Transportation



Strategic priority

**GOVERNANCE AND ORGANIZATIONAL EXCELLENCE**

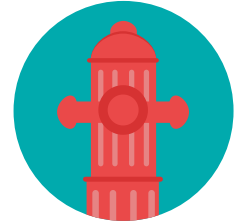
Focus on leading by example in how Council operates to provide excellent cost-effective services.

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>GOOD GOVERNANCE</b></p> <p><i>Lead by example in strong and disciplined decision making</i></p>	Complete <a href="#">Council Code of Responsible Conduct Policy</a>	2023	Complete	Legislative Svcs
	Participate in regional Accessibility Committee and its activities	2023	Underway	Legislative Svcs
	Update Procurement Policy	2023	Complete	Finance
	Develop public engagement and communication toolkit based on IAP2 principles	2024		Communications
	Review <a href="#">Council Procedure Bylaw</a>	2024		Legislative Svcs
	Review and update <a href="#">Fire Services Bylaw #5635</a>	2025		Fire Rescue
	Review and update <a href="#">Fees and Charges Bylaw #3909</a> annually	Ongoing	Underway	All divisions
	Continue implementation of eScribe features	Ongoing	Underway	Legislative Svcs
	Embed considerations from the <a href="#">Climate Action Plan</a> into all existing and new policy and bylaws	Ongoing		All divisions
	Complete Annual <a href="#">5-Year Financial Plan</a> and Annual <a href="#">Financial Statements</a>	Ongoing		Finance
	Review digital tools and resources to enhance public participation opportunities	Ongoing	Underway	Communications
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>RECONCILIATION</b></p> <p><i>Take meaningful steps toward reconciliation with Indigenous Peoples and look for opportunities to collaborate</i></p>	Continue participation in OKIB - Vernon Working Group	Ongoing	Underway	Administration
	Seek intentional opportunities to collaborate with OKIB	Ongoing	Underway	Administration
	Engage with OKIB in the development process for the <a href="#">Active Living Centre</a>	2023	Underway	IPD Team
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<p><b>EXTERNAL RELATIONSHIPS</b></p> <p><i>Work with community groups, neighbouring municipalities, and other orders of government to positively impact our region</i></p>	Continue working with regional partners toward the construction and opening of the <a href="#">Greater Vernon Cultural Centre</a>	2023 – 2026		Planning Infrastructure Administration
	Develop a Joint Use Agreement with School District No 22 for the use of recreation facilities	2024 – 2025		Recreation
	Continue to partner with BC Housing, not-for-profits and the development community on attainable and affordable housing	Ongoing		Planning CID
	Advocate to Federal Government on shortening processing times for staff to receive security clearance	Ongoing		CSLA RCMP
	Promote the <a href="#">Okanagan Rail Trail</a> , Grey Canal Trail and <i>Trails Capital of BC</i> designation in coordination with regional participants	Ongoing	Underway	Tourism
	Continue partnering with DVA on programming and initiatives to encourage community participation in events downtown, safety, and development	Ongoing	Underway	Economic Dev

AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<b>RECRUITMENT AND RETENTION</b>  <i>Ensure we are creating an environment where employees are supported and retained</i>	Conduct a 5-year market review for management and exempt employee salaries	2023		HR
	Offer IAP2 training opportunities to staff responsible for public engagement	2023		Communications
	Negotiate new Collective Agreement with CUPE	2024		HR
	Deliver a learning and development program to support the implementation of the City's new Respectful Workplace and Anti-Discrimination Policy	2024		HR
	Negotiate new Collective Agreement with IAFF	2025		HR
	Explore additional fire prevention resources for community education and fire inspections	2025		Fire Rescue
	Increase <a href="#">talent acquisition and retention</a> staffing and review hiring processes to appropriately respond to diverse market conditions	Ongoing		HR
	Continue developing a robust staff learning and development framework	Ongoing		HR
	Continue to identify and include DEI principles in HR systems, policies, programs and services	Ongoing		HR
	Develop human resource plans for key roles ahead of anticipated vacancies	Ongoing	Underway	All divisions
	Stabilize auxiliary firefighter program and continue to train Fire Station 3 auxiliary firefighters	Ongoing	Underway	Fire Rescue HR
	Integrate Fire Station 3 auxiliary firefighters into response plan	Ongoing	Complete	Fire Rescue
AREA OF FOCUS	PROJECTS AND INITIATIVES	YEAR	PROGRESS	DEPARTMENT
<b>SOUND INTERNAL PROCESSES</b>  <i>Focus on internal systems and processes that support effective and efficient service delivery</i>	Develop a Social Media Policy for City of Vernon-owned social media channels	2023		Communications
	Launch Office 365 across organization	2023 - 2024		Information Svcs
	Launch Workday cloud-based services across organization	2024	Underway	ADT team
	Investigate new software applications for Cemetery information management	2024		Finance Operations Information Svcs
	Review use and possible enhancements for Tempest including acceptance of other payment types	2024		Finance Information Svcs
	Investigate opportunities to digitize <a href="#">Airport</a> operations and information management	2024		Finance Airport Information Svcs
	Investigate online purchase and payment options for monthly parking passes	2024		Finance Information Svcs
	Investigate Digital Asset Management tools for City owned digital assets	2024		Communications
	Digitize development application and review process, as identified in the <a href="#">Development Approval Process Review</a>	2024		Planning Building Information Svcs
	Launch Workday Adaptive module (budgeting) across organization	2025		ADT Team Finance
	Investigate options to accept credit card payments for property taxes, utilities, applications, and other City services	2025		Finance Information Svcs

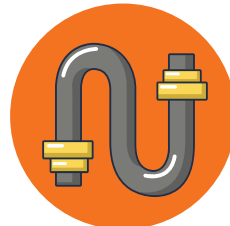
	Redevelop <a href="#">City of Vernon website</a> to improve user experience, accessibility and inclusivity	2025 – 2026		Communications Information Svcs
	Implement <a href="#">Development Approval Process Review</a> recommendations	Ongoing	Underway	Planning Building Information Svcs
	Review and begin implementation of Smart Cities and digital transformation initiatives	Ongoing		Administration Finance, HR, CID, Information Svcs
	Implement enhanced financial reporting requirements dictated by senior governments or changes in accounting standards (Asset Management reporting and Asset Retirement Obligations)	Ongoing		Finance
	Continuous improvement, enhancement and optimization of the Workday system to further align with the City's evolving needs	Ongoing		Finance Human Resources

# 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

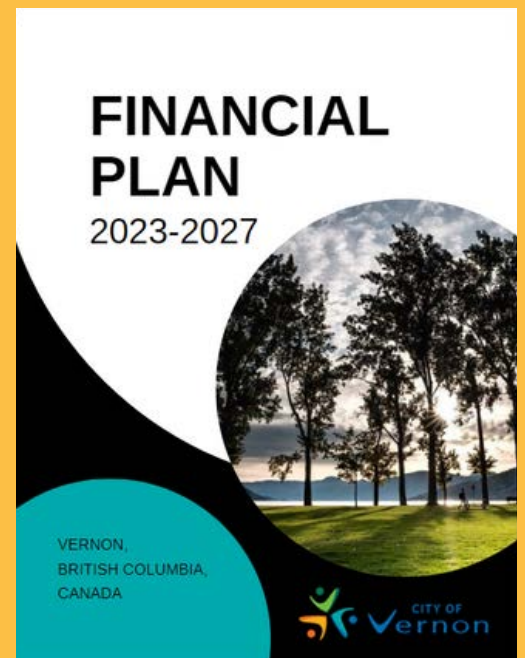
**January 01, 2023**

*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, 2023. 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. The award reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting.

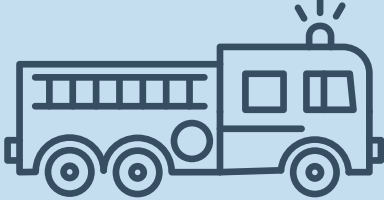
This award is valid for a period of one year only. We will continue to satisfy national recognized guidelines for effective budget presentation and we are submitting it to GFOA to determine its eligibility for another award.



# PERFORMANCE MEASURES

## PUBLIC SAFETY

### Fire incidents

	<b>2023</b> - 565	<b>2023</b> - 1,108	<b>2023</b> - 5,358
	<b>2022</b> - 473	<b>2022</b> - 775	<b>2022</b> - 4,463
	<b>2021</b> - 428	<b>2021</b> - 1056	<b>2021</b> - 3,943


### Fire inspections

### Emergency fire calls


### Bylaw calls for service

	<b>2023</b> - 4,880
	<b>2022</b> - 5,743
	<b>2021</b> - 6,102


### RCMP calls for service

	<b>2023</b> - 18,686
	<b>2022</b> - 23,080
	<b>2021</b> - 21,023

### Submissions to Crown for charge approval

	<b>2023</b> - 781
	<b>2022</b> - 873
	<b>2021</b> - 804


### Prisoners (Vernon only)

	<b>2023</b> - 987
	<b>2022</b> - 1,220
	<b>2021</b> - 1,274

### Impaired drivers taken off the road

	<b>2023</b> - 143
	<b>2022</b> - 108
	<b>2021</b> - 178

### Traffic- Violation Tickets & Written Warnings

	<b>2023</b> - 3,560
	<b>2022</b> - 2,720
	<b>2021</b> - 3,174



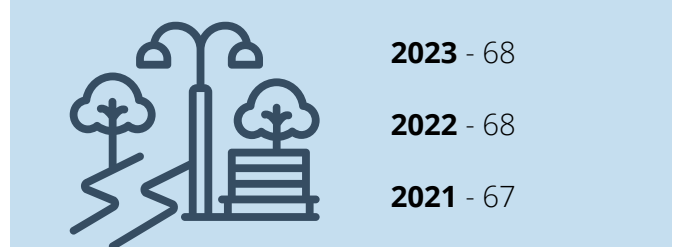
# PERFORMANCE MEASURES

## COMMUNITY

### Total length of paved roads



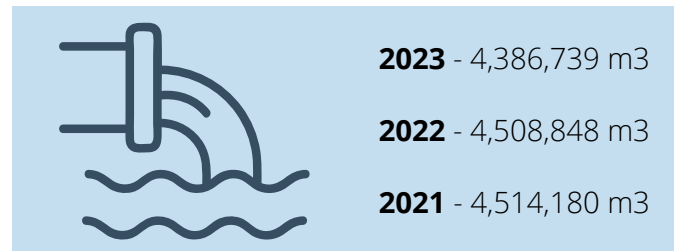
### # of municipal parks



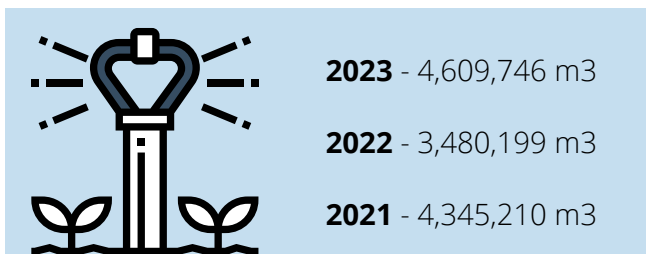
### Total volume of water delivered



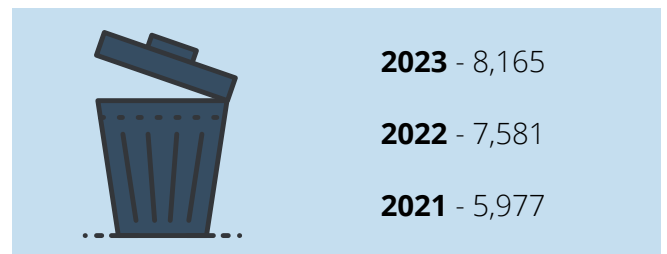
### Total volume of wastewater treated



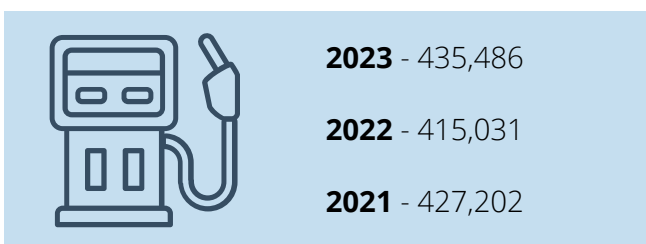
### Annual spray irrigation volume



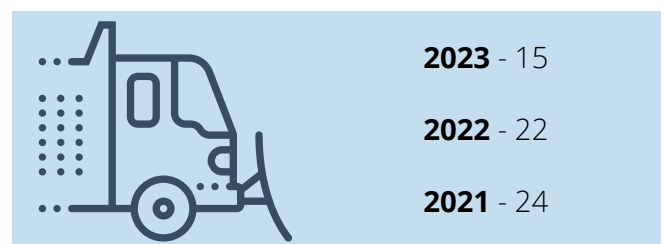
### Total tonnage solid waste



### Total fuel consumption



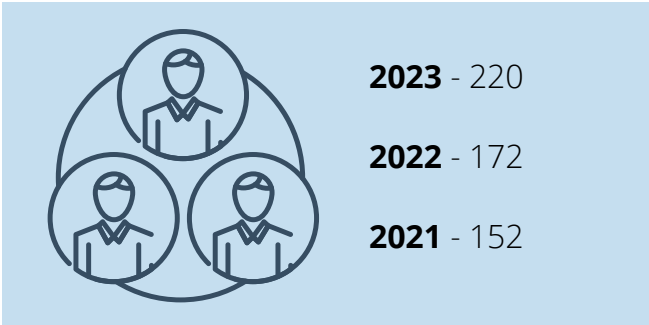
### # of snow events



# PERFORMANCE MEASURES

## ORGANIZATION PRIORITIES

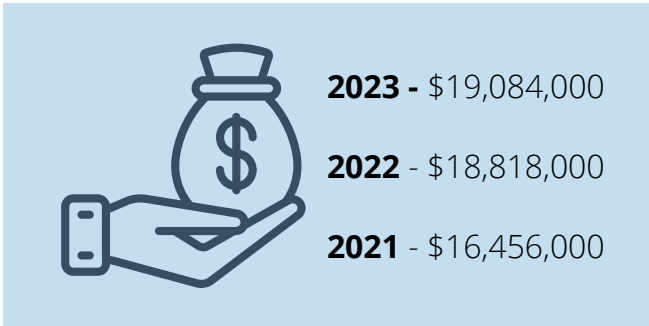
### # of position competitions



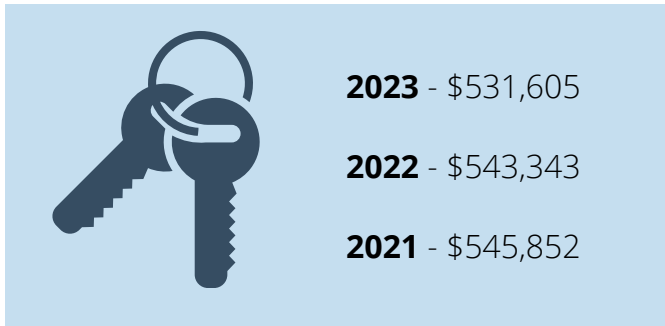
### WorkSafe BC Certification of Recognition Funding



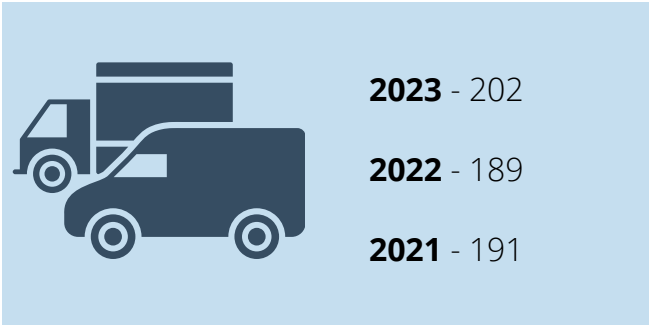
### Grants received



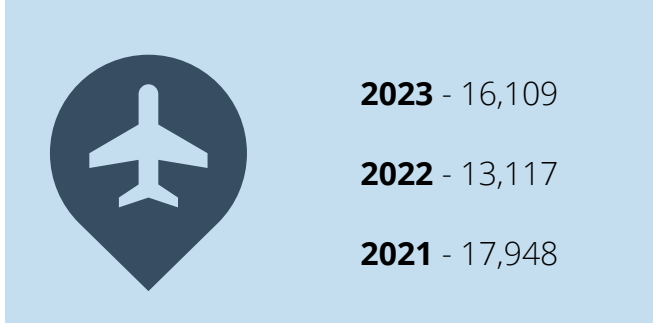
### Property leases



### # Licensed vehicles



### # of Aircraft movements



# PERFORMANCE MEASURES

## ECONOMY

### % Tax increases

	2021	2022	2023
Operating	2.52%	5.06%	2.67%
Infrastructure	0.00%	1.90%	1.90%
<b>Total</b>	<b>2.52%</b>	<b>6.96%</b>	<b>4.57%</b>

### Average residential assessment



**2023** - \$690,412  
**2022** - \$620,994  
**2021** - \$475,210

### Building Permit value

**2023** - \$223,533,588  
**2022** - \$202,701,650  
**2021** - \$173,490,795

### Housing starts

**2023** - 443  
**2022** - 472  
**2021** - 371

### Hotel revenue

**2023** - \$42,162,755  
**2022** - \$41,605,174  
**2021** - \$32,955,585

### Commercial & Industrial Building Permit value

**2023** - \$27,181,388  
**2022** - \$29,036,360  
**2021** - \$42,438,721

### Accounts Payable invoices processed

**2023** - 15,532  
**2022** - 13,973  
**2021** - 13,271

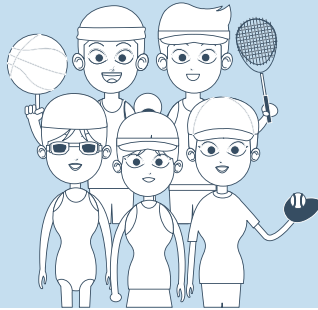
### Purchase Order Value

**2023** - \$27,066,699  
**2022** - \$20,185,720  
**2021** - \$26,434,408

# PERFORMANCE MEASURES

## RECREATION

### Recreation program registered participants (excludes aquatics)



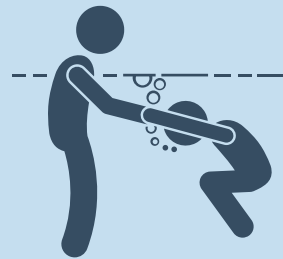
**2023** - 7,722  
**2022** - 7,144  
**2021** - 3,357  
**2020** - 2,403

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



**2023** - 129,943  
**2022** - 100,206  
**2021** - 68,212  
**2020** - 64,071

### Learn to Swim user visits



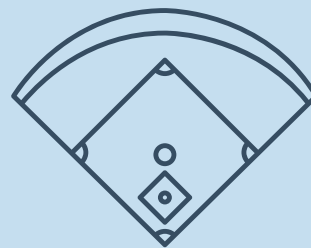
**2023** - 49,038  
**2022** - 36,315  
**2021** - 23,771  
**2020** - 25,289

### Arena hours booked



**2023** - 9,771  
**2022** - 8,354  
**2021** - 7,357  
**2020** - 4,723

### Park & field hours booked



**2023** - 36,174  
**2022** - 27,349  
**2021** - 13,488  
**2020** - 9,316

# 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.
- Transfers to and from reserve funds and surplus, and
- 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 Financial Officer's executive summary, community profile, demographics, organizational structure, council strategic plan, performance measures, 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 division, summary of labour costs, authorized positions (full time equivalents – FTE's), and summary reserve 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 and detailed departmental budgets.

### 4. Change requests

This section contains summary and detailed information about all service level change requests for approval. For the purposed budget change requests are grouped as either pre-approved or proposed change requests. Pre-approved change requests are included in department summaries whereas proposed change requests are not. For the approved budget, all approved requests are imbedded in each department summary.

### 5. Capital

This section starts with asset condition assessments called Infrastructure Report Card. The infrastructure report cards provide a high-level summary of the condition of the City/s mayor assets. 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 ensure 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 in an emergency.

# 2024 BUDGET PLANNING TIMELINE

**MAY 1 - 26**

Public Consultation through an online survey

**JUNE 8**

Special Committee of the Whole meeting - 2023-2026 Strategic Plan Review and issues influencing the 2024 - 2028 Financial Plan

**JUNE 15 - 30**

Budget Training for Managers

**JULY 4**

2024-2028 Budget software (Questica) opened to Managers

**JULY 4 - SEPTEMBER 3**

Manager meetings with Financial Services Staff

**SEPTEMBER 3**

Department budgets due to Financial Services, Questica closed

**SEPTEMBER 7 - OCTOBER 3**

CAO/CFO review with Directors/Managers

**OCTOBER 12**

Last day for changes to department budgets done by Finance

**NOVEMBER 14**

Presentation of Proposed Financial Plan to Council

**DECEMBER 4-5**

Council deliberations of Proposed Financial Plan

**JANUARY 8**

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, 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 expenditures in the Financial Plan. Revenues are budgeted in the year they 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 General

Administrative General 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 ensure 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 ensuring 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.

## Planning and Community Services

Planning and Community Services 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 Administration 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.

- Financial Operations is responsible for the day-to-day operations of all financial transactions within the City.
- Financial Planning and Reporting is responsible for the budgeting 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 firefighting 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.
- Fire Prevention and Life Safety is responsible for public safety education and fire inspection.
- 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 focuses 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, sub regional 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 5 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-eight RCMP members in 2023.
- 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 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 inquires, 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 Outdoor Pool in the summer.

# 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 (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 paid on-call 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 except for services that are tax subsidized as per Council's direction.
- 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



THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5980

A bylaw to adopt the "Financial Plan"  
for the Years 2024 – 2028

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WHEREAS Section 165 of the *Community Charter* requires the Council to prepare and adopt a Financial Plan for a five-year period for the years 2024 to 2028.

NOW THEREFORE as the Council of The Corporation of the City of Vernon desires to adopt the 2024 - 2028 Financial Plan, Council, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "**City of Vernon 2024 - 2028 Financial Plan Bylaw 5980**".
2. That Schedule "A" attached hereto and forming part of this bylaw is hereby adopted and shall be the 2024 - 2028 Financial Plan for The Corporation of the City of Vernon.
3. That Schedule "B" attached hereto and forming part of this bylaw is hereby adopted and shall be the 2024 - 2028 Financial Plan Revenue Policy.

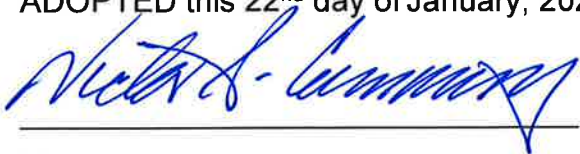
Public Consultation was held the 4<sup>th</sup> day of December 2023 pursuant to Section 166 of the *Community Charter*.

READ A FIRST TIME this 8<sup>th</sup> day of January, 2024.

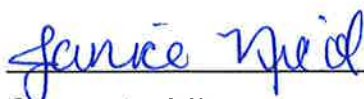
READ A SECOND TIME this 8<sup>th</sup> day of January, 2024.

READ A THIRD TIME this 8<sup>th</sup> day of January, 2024.

ADOPTED this 22<sup>nd</sup> day of January, 2024.



Mayor



Corporate Office



**THE CORPORATION OF THE CITY OF VERNON  
2024 - 2028 FINANCIAL PLAN (CONSOLIDATED)**

**BYLAW 5980 - SCHEDULE A**

For Year Ended December 31	Budget 2024	Provisional Budget 2025	Provisional Budget 2026	Provisional Budget 2027	Provisional Budget 2028
<b>Revenue</b>					
Taxation	\$ 57,008,959	\$ 63,034,264	\$ 68,258,546	\$ 74,598,261	\$ 79,325,229
Sanitary Sewer User Fees	11,561,782	11,995,813	12,446,717	12,590,696	12,736,683
Sale of Goods and Services	22,070,733	22,418,125	22,673,788	23,160,753	23,633,798
Fiscal Services	4,635,500	4,658,757	4,682,738	4,707,465	4,734,235
Natural Gas System	485,000	493,370	508,171	523,416	539,118
Government Transfers	12,507,771	10,015,699	12,363,023	10,154,895	12,921,795
Developer Contributions	3,874,977	4,997,927	3,077,927	1,287,115	1,860,200
<b>Total Revenue</b>	<b>\$ 112,144,722</b>	<b>\$ 117,613,955</b>	<b>\$ 124,010,910</b>	<b>\$ 127,022,601</b>	<b>\$ 135,751,058</b>
<b>Expenses</b>					
Communications, Insurance & Utiliti	\$ 5,179,085	\$ 5,373,615	\$ 5,558,792	\$ 5,750,324	\$ 5,945,825
Cost of Goods Sold	654,500	608,940	621,119	633,542	646,213
Amortization	12,420,945	12,669,366	12,922,754	13,181,212	13,444,835
Supplies, Materials & Contracts	44,147,416	43,226,110	44,329,249	45,746,550	47,053,657
Salaries, Wages, & Benefits	43,906,009	45,620,348	47,398,938	49,351,947	51,238,552
Interest and Fiscal Services	1,114,869	2,863,836	5,085,793	6,338,572	6,282,697
<b>Total Expenses</b>	<b>\$ 107,422,824</b>	<b>\$ 110,362,215</b>	<b>\$ 115,916,645</b>	<b>\$ 121,002,147</b>	<b>\$ 124,611,779</b>
<b>Net Revenues for the Year</b>	<b>\$ 4,721,898</b>	<b>\$ 7,251,740</b>	<b>\$ 8,094,265</b>	<b>\$ 6,020,454</b>	<b>\$ 11,139,279</b>
<b>Principal Payments on Long Term Debt</b>	(527,249)	(1,098,949)	(1,956,449)	(2,832,949)	(2,728,187)
<b>Change in Fund Balance</b>	4,194,649	6,152,791	6,137,816	3,187,505	8,411,092
<b>Estimated Closing Fund Balance</b>	716,074,530	722,227,321	728,365,137	731,552,642	739,963,734

<b>Reconciliation to Cash Basis:</b>					
Change in Fund Balance (see above)	\$ 4,194,649	\$ 6,152,791	\$ 6,137,816	\$ 3,187,505	\$ 8,411,092
Plus: Debt Proceeds	30,000,000	45,000,000	46,000,000	-	-
Plus: Amortization	12,420,945	12,669,366	12,922,754	13,181,212	13,444,835
Plus: Transfers from Reserves	29,272,871	24,346,336	25,384,576	27,134,118	26,712,666
Less: Transfers to reserves	(16,800,076)	(17,396,867)	(17,883,455)	(18,439,476)	(20,809,900)
Less: Approved infrastructure progr:	(29,088,389)	(25,771,626)	(26,561,691)	(25,063,359)	(27,758,693)
Less: Active Living Centre	(30,000,000)	(45,000,000)	(46,000,000)	-	-
<b>Reconciled Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 2024-2028 Financial Plan Revenue Policy

## Bylaw 5980 – Schedule B

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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 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 2024 is 50.8% 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 2024 is 30.0% 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 2024 is 19.2% of total revenue.

### Parcel Taxes

- Specified areas will bear the net cost to finance the local improvements.
- The proportion of revenues to be raised from parcel taxes in 2024 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. 2023 was the final year of the 1.9% annual taxation increase to be levied cumulatively for capital infrastructure funding. Beginning in 2024, the infrastructure levy receives a nominal increase in keeping with the overall tax increase approved by Council.

## 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>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Municipal portion of Property Tax revenue	\$43,811	\$45,723	\$47,471	\$52,017	\$54,846
Sale of Services	23,472	23,777	26,520	30,108	32,924
Other Revenue	5,773	333	1,528	442	480
Investment Income	2,096	1,400	1,148	2,931	2,381
Unconditional Government Transfers	567	591	557	459	501
<b>Less:</b>					
Actuarial adjustments on long term debt	(1,657)	(588)	(336)	(420)	(456)
<b>TOTAL MUNICIPAL REVENUES</b>	<b>\$74,062</b>	<b>\$71,236</b>	<b>\$76,838</b>	<b>\$85,537</b>	<b>\$90,676</b>
Liability Servicing factor	25%	25%	25%	25%	25%
<b>LIABILITY SERVICING LIMIT</b>	<b>\$18,516</b>	<b>\$17,809</b>	<b>\$19,210</b>	<b>\$21,384</b>	<b>\$22,669</b>
<b>LIABILITY SERVICING COST</b>					
Debt Servicing for Authorized and Issued Debt	3,825	1,269	779	773	777
Estimated Debt Servicing for Unissued Debt	223	237	237	10,829	10,744
<b>TOTAL LIABILITY SERVICING COST</b>	<b>\$4,048</b>	<b>\$1,506</b>	<b>\$1,016</b>	<b>\$11,602</b>	<b>\$11,521</b>
<b>LIABILITY SERVICING CAPACITY AVAILABLE</b>	<b>\$14,468</b>	<b>\$16,303</b>	<b>\$18,194</b>	<b>\$9,782</b>	<b>\$11,148</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>
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
2028	422,487	172,342	594,829

### 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 #2	4680	5,000,000	25 Years	1.47%	2027
Sewage Treatment Plant Draw #1	4680	2,037,900	25 Years	4.03%	2028
Water Reclamation Plant	4791	12,556,250	25 Years	0.91%	2030

## IMPACT ON RESIDENTIAL TAXPAYER

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### Estimated Cumulative Impact of Vernon Tax Increase

	AVERAGE HOME Assessment Value	
	2023	2024
LAND	\$ 352,110	\$ 340,705
IMPROVEMENTS	338,302	356,033
<b>TOTAL</b>	<b>\$ 690,412</b>	<b>\$ 696,738</b>

### ILLUSTRATION OF TAX LEVY DISTRIBUTION City of Vernon Changes Only

	2023	2024	DIFFERENCE
OPERATING LEVY	\$ 1,610	\$ 1,688	\$ 78
CAPITAL LEVY	250	263	13
<b>TOTAL</b>	<b>\$ 1,861</b>	<b>\$ 1,951</b>	<b>\$ 90</b>

**BUDGETED REVENUES & EXPENSES CASH BASIS**

Excludes Tax Payments To/From Other Governments

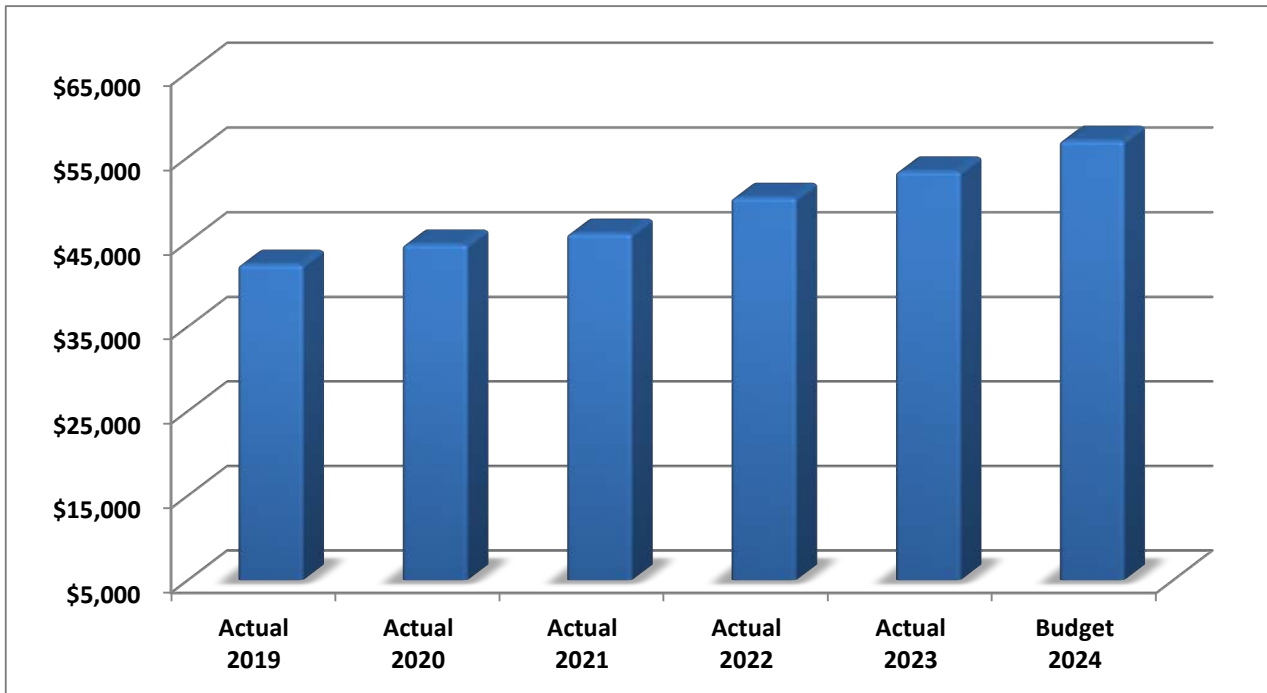
	2023 AMENDED BUDGET	2024 APPROVED BUDGET	GENERAL FUND ONLY	SEWER FUND ONLY
<b>REVENUE</b>				
Taxation revenues	\$ 53,308,065	\$ 57,008,959	\$ 56,985,866	\$ 23,093
Sale of services	17,225,708	17,718,279	17,718,279	-
Sewer fees & charges	11,541,211	11,561,782	-	11,561,782
Government transfers	15,654,776	12,507,771	12,397,971	109,800
Services to other governments	2,996,550	3,253,421	2,753,421	500,000
Natural gas system	480,000	485,000	485,000	-
Sale of goods	1,160,802	1,099,033	1,099,033	-
Interest, Penalties & Gains	7,124,403	9,123,946	8,746,408	377,538
Developer contributions	6,407,499	3,874,977	3,593,050	281,927
<b>TOTAL REVENUE</b>	<b>115,899,014</b>	<b>116,633,168</b>	<b>103,779,028</b>	<b>12,854,140</b>
<b>EXPENSES</b>				
Salaries, wages & benefits	40,758,220	43,906,009	41,126,616	2,779,393
Contracts for services	50,102,380	33,260,577	32,240,617	1,019,960
Amortization	11,860,146	12,420,945	9,298,511	3,122,434
Goods, materials & supplies	14,352,435	15,375,285	10,970,016	4,405,269
Communications, insurance & utilities	4,962,609	5,179,085	3,894,970	1,284,115
Interest, charges & losses	477,141	1,114,869	869,027	245,842
Cost of goods sold	666,000	654,500	654,500	-
<b>TOTAL EXPENSES</b>	<b>123,178,931</b>	<b>111,911,270</b>	<b>99,054,257</b>	<b>12,857,013</b>
<b>SURPLUS(DEFICIT)</b>	<b>(7,279,917)</b>	<b>4,721,898</b>	<b>4,724,771</b>	<b>(2,873)</b>
<b>RECONCILIATION TO CASH BASIS:</b>				
<b>BUDGETED SURPLUS (DEFICIT)</b>	(7,279,917)	4,721,898	4,724,771	(2,873)
Add: Amortization	11,860,146	12,420,945	9,298,511	3,122,434
Add: Transfers from reserves	59,248,016	29,272,871	23,404,444	5,868,427
Add: Debt Proceeds	12,000,000	30,000,000	30,000,000	-
Less: Proposed Infrastructure Program	(46,173,139)	(29,088,389)	(23,319,229)	(5,769,160)
Less: Active Living Centre Project	(12,000,000)	(30,000,000)	(30,000,000)	-
Debt principal payments	(527,249)	(527,249)	-	(527,249)
Transfers to reserves	(17,127,857)	(16,800,076)	(14,108,497)	(2,691,579)
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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. For 2024, Taxation represents 48.9% of total revenues as reported on a consolidated basis.

For 2024, \$630,000 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 2024, but did not in 2023.

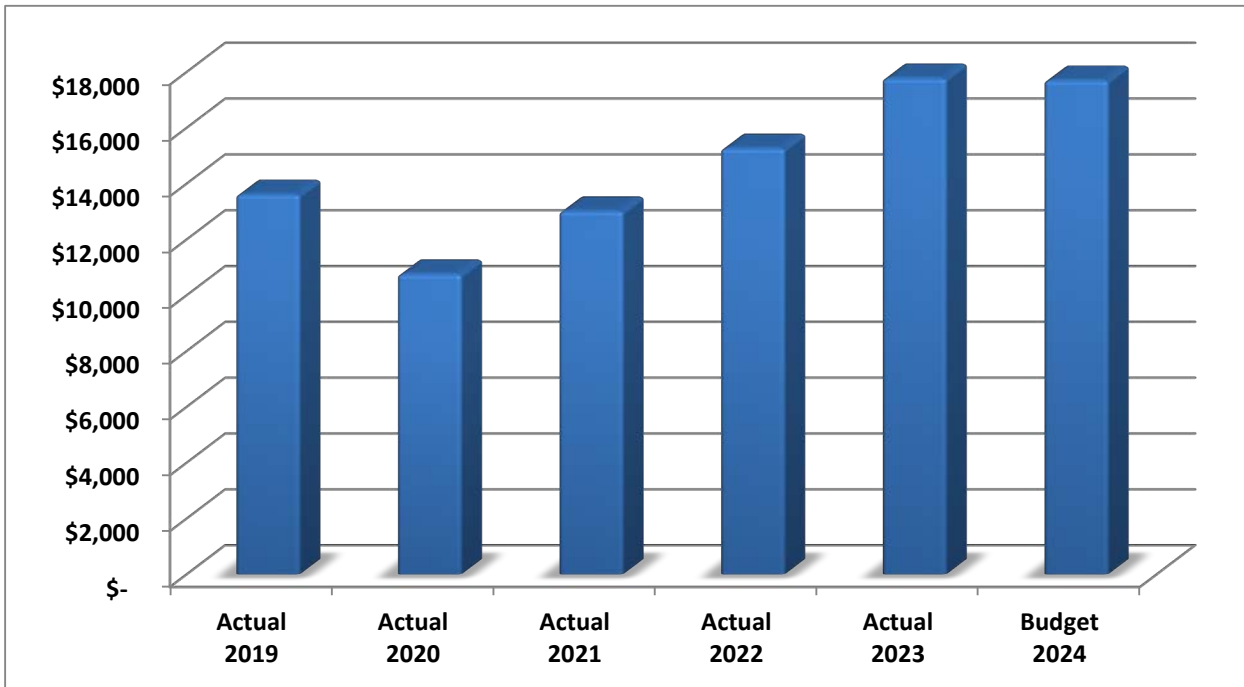
Year (in \$1,000's)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Taxes</b>	\$ 42,362	\$ 44,749	\$ 46,030	\$ 50,269	\$ 53,374	\$ 57,009
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	34.6%	48.7%	48.4%	46.2%	43.0%	48.9%



**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 2024 proposed budget anticipates higher fees due to increased building permits. 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.

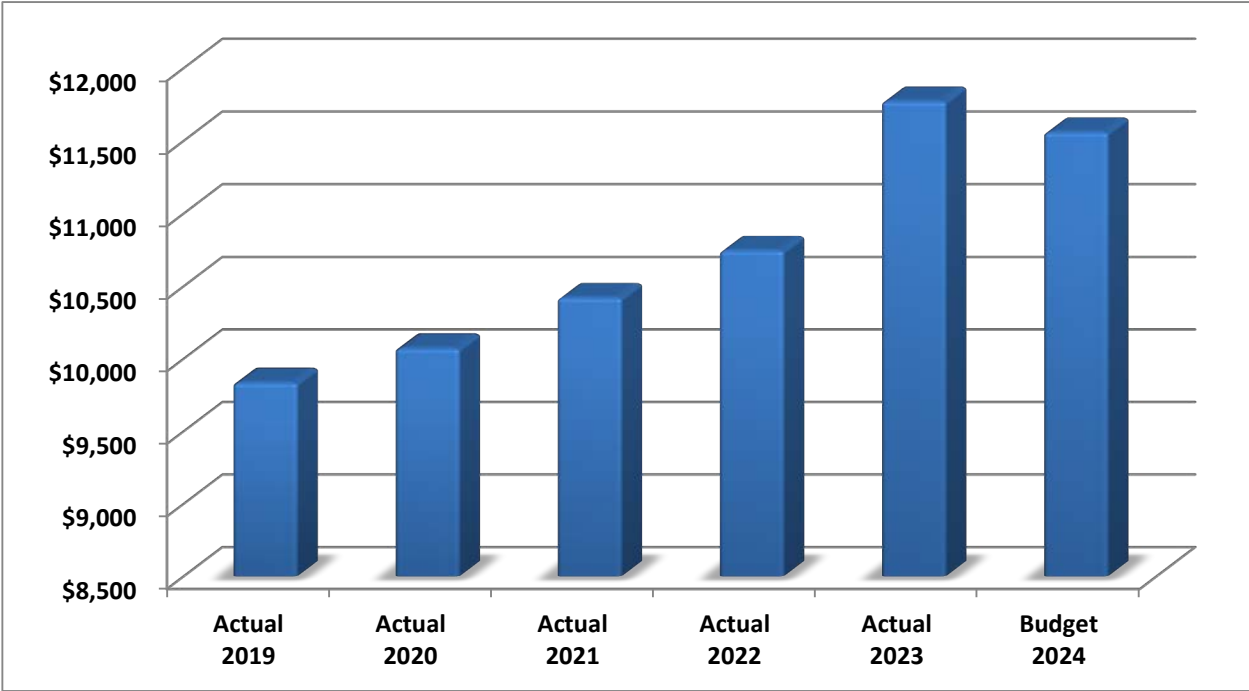
Year (in 1,000's)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Sale of Goods &amp; Services</b>	\$ 13,632	\$ 10,775	\$ 13,032	\$ 15,280	\$ 17,793	\$ 17,718
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	11.1%	11.7%	13.7%	14.0%	14.3%	15.2%



**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 Regional District of North Okanagan is responsible for the water, and the water infrastructure, provided to residents of Vernon.

Year (in 1,000's)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
Sanitary Sewer Fees	\$ 9,840	\$ 10,077	\$ 10,423	\$ 10,747	\$ 11,775	\$ 11,562
Total Revenue	122,573	91,823	95,198	108,904	124,046	116,633
Percentage	8.0%	11.0%	10.9%	9.9%	9.5%	9.9%

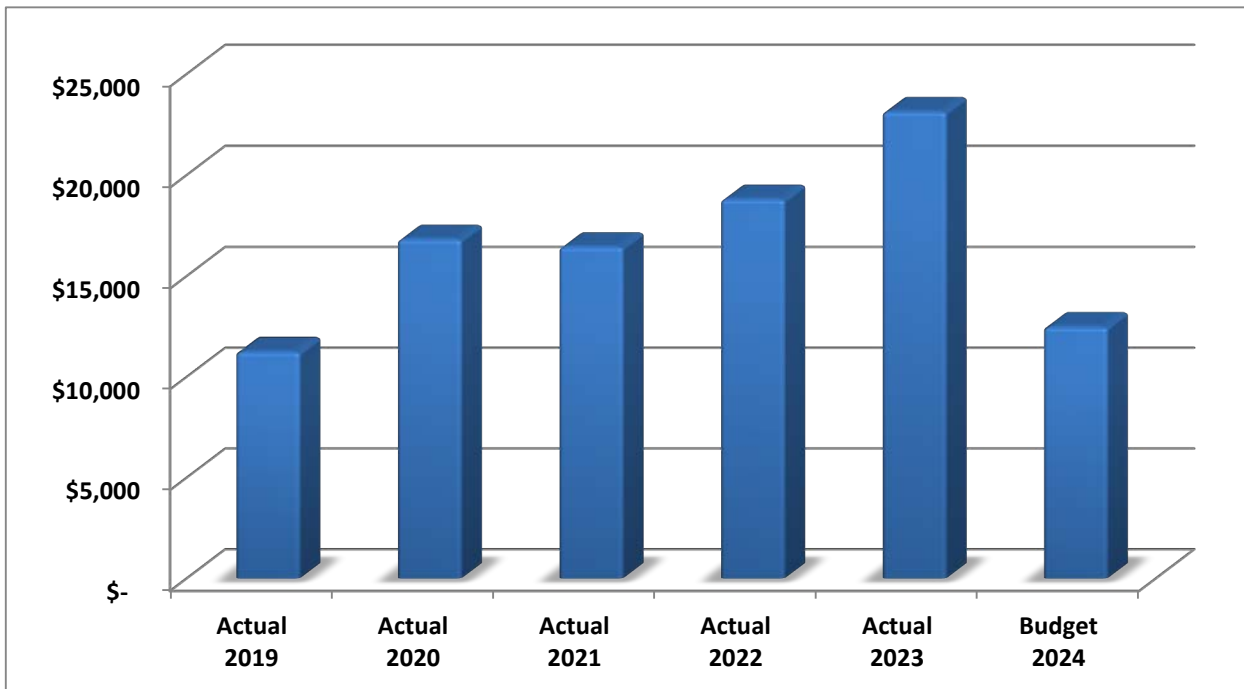




**REVENUE REPORTING**  
**GOVERNMENT GRANTS**

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, gaming grant and hotel tax. The Casino Gaming Grant is anticipated to increase in 2024 as Casinos are experiencing post-pandemic rebounds. 2023 included an unexpected one-time Provincial grant under the Growing Communities Fund for \$9.6 million.

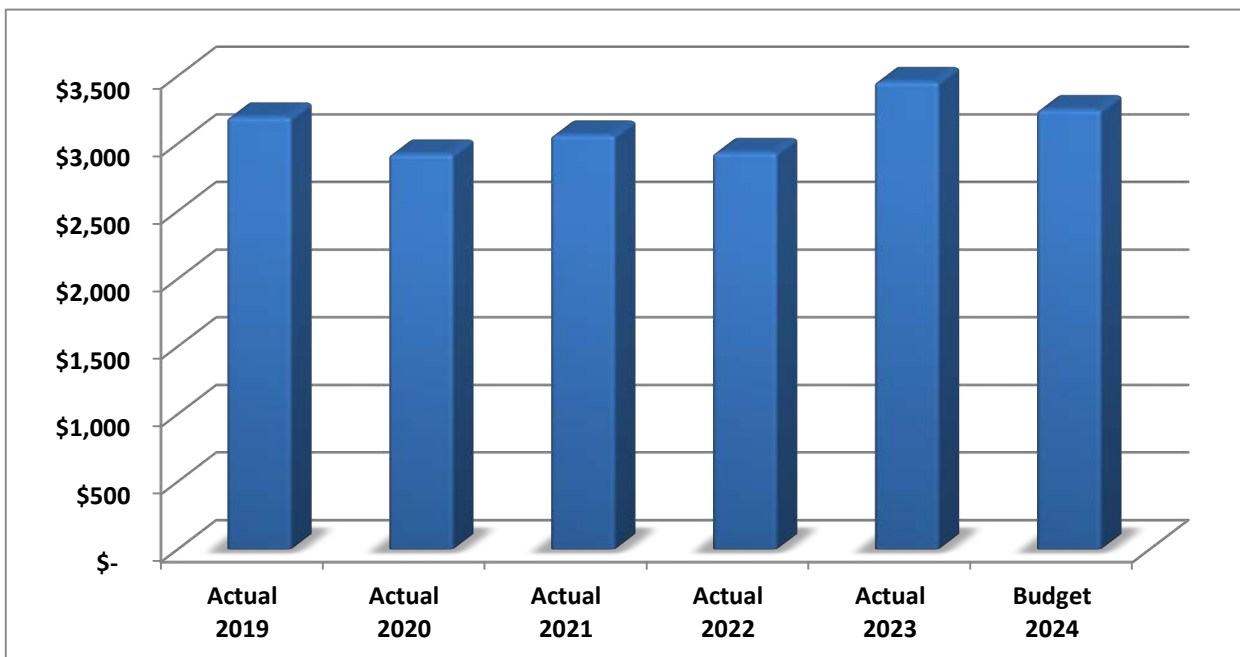
Year (in \$1,000)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Grants</b>	\$ 11,281	\$ 16,832	\$ 16,456	\$ 18,818	\$ 23,156	\$ 12,508
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	9.2%	18.3%	17.3%	17.3%	18.7%	10.7%



**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, regional recreation funding, 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.

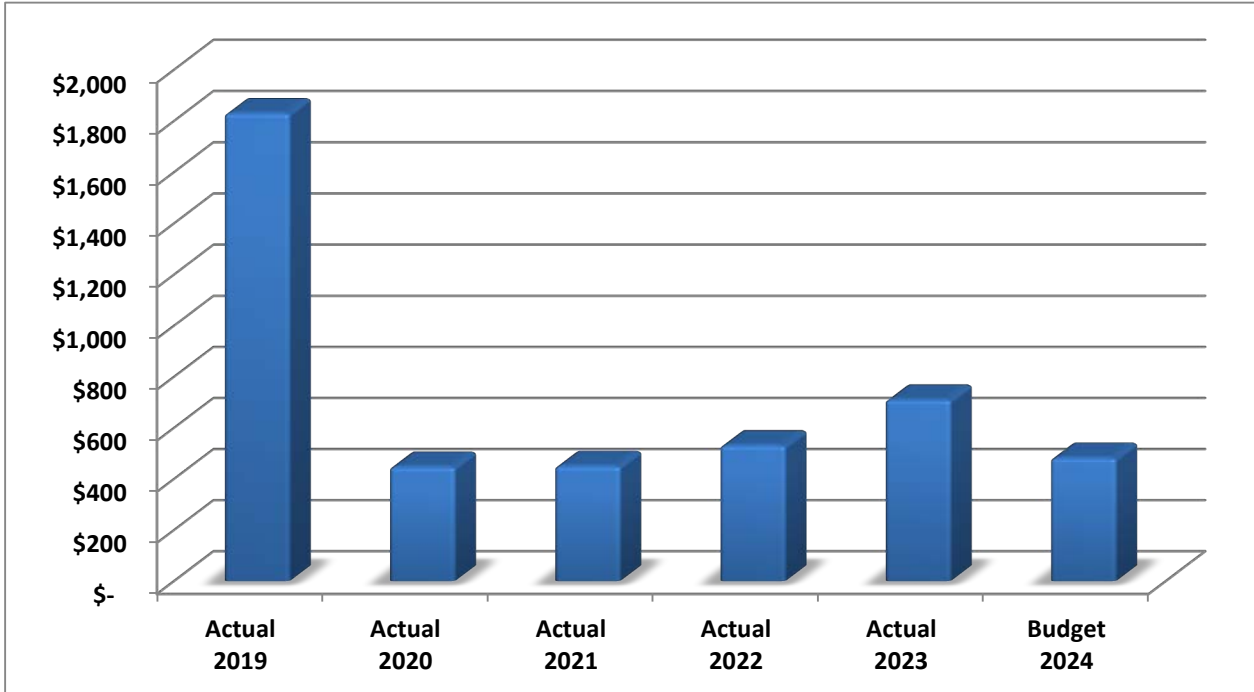
Year (in \$1,000)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Services to other Government</b>	\$ 3,199	\$ 2,925	\$ 3,065	\$ 2,936	\$ 3,461	\$ 3,253
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	2.6%	3.2%	3.2%	2.7%	2.8%	2.8%



**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.

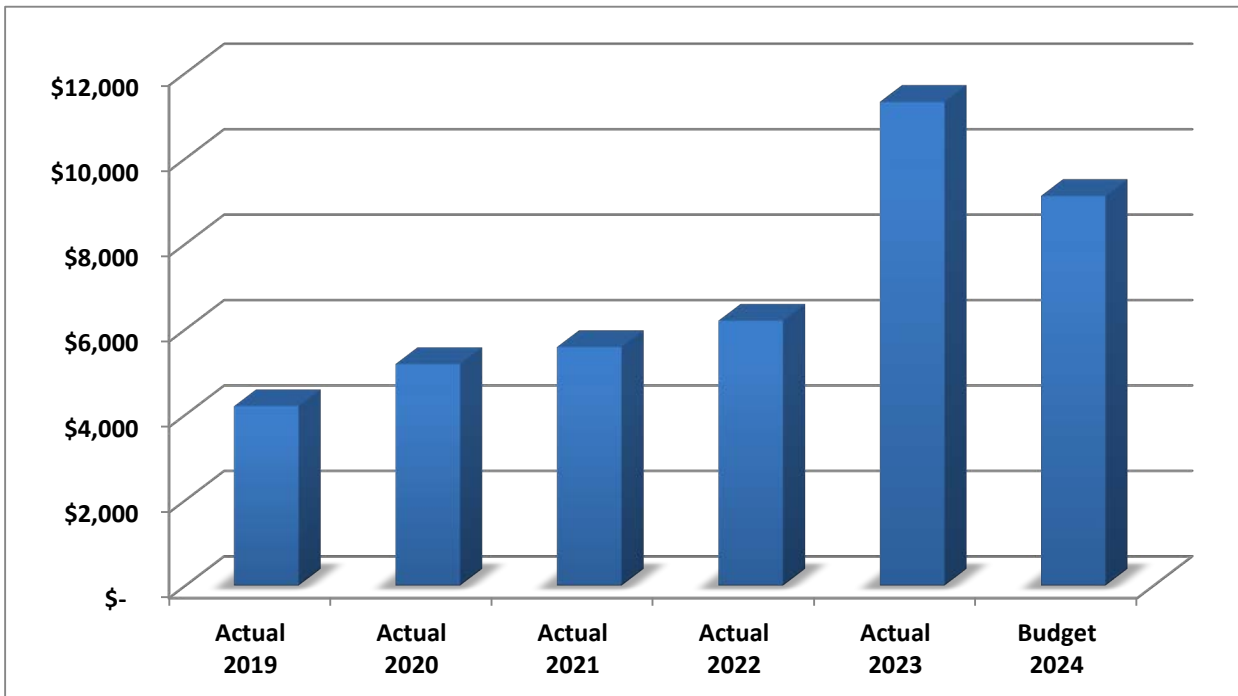
Year (in \$1,000)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Natural Gas System</b>	\$ 1,832	\$ 450	\$ 453	\$ 534	\$ 713	\$ 485
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	1.5%	0.5%	0.5%	0.5%	0.6%	0.4%



**REVENUE REPORTING**  
**FISCAL SERVICES**

Fiscal Services revenue encompasses interest revenue on overdue receivables, investment income, interest and penalties on outstanding taxes and overdue utilities. The primary cause of the 2024 decrease is investment earnings due to forecasted falling interest rates later in the year. Common Service Allocations (CSA) will slightly increase in 2024. 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.

Year (in \$1,000)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Fiscal Services Revenue</b>	\$ 4,198	\$ 5,185	\$ 5,584	\$ 6,201	\$ 11,327	\$ 9,124
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	3.4%	5.6%	5.9%	5.7%	9.1%	7.8%



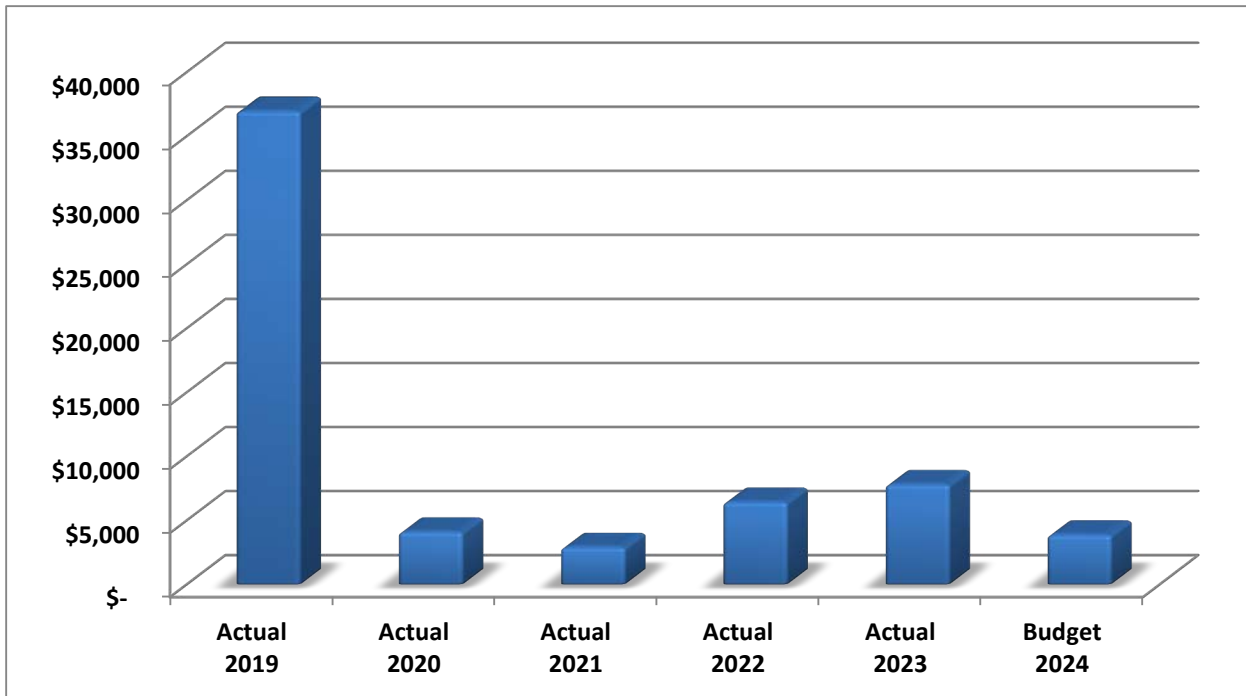
**REVENUE REPORTING**  
**CONTRIBUTIONS FROM DEVELOPERS**

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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.* ). 2019 was characterized by a one-time, unusual asset contribution from the Regional District of North Okanagan for specific recreation infrastructure.

Year (in \$1000's)	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget
<b>Contributions from Developers</b>	\$ 36,976	\$ 4,100	\$ 2,897	\$ 6,436	\$ 7,807	\$ 3,875
<b>Total Revenue</b>	122,573	91,823	95,198	108,904	124,046	116,633
<b>Percentage</b>	30.2%	4.5%	3.0%	5.9%	6.3%	3.3%



**REVENUE AND EXPENDITURES BY DIVISION**

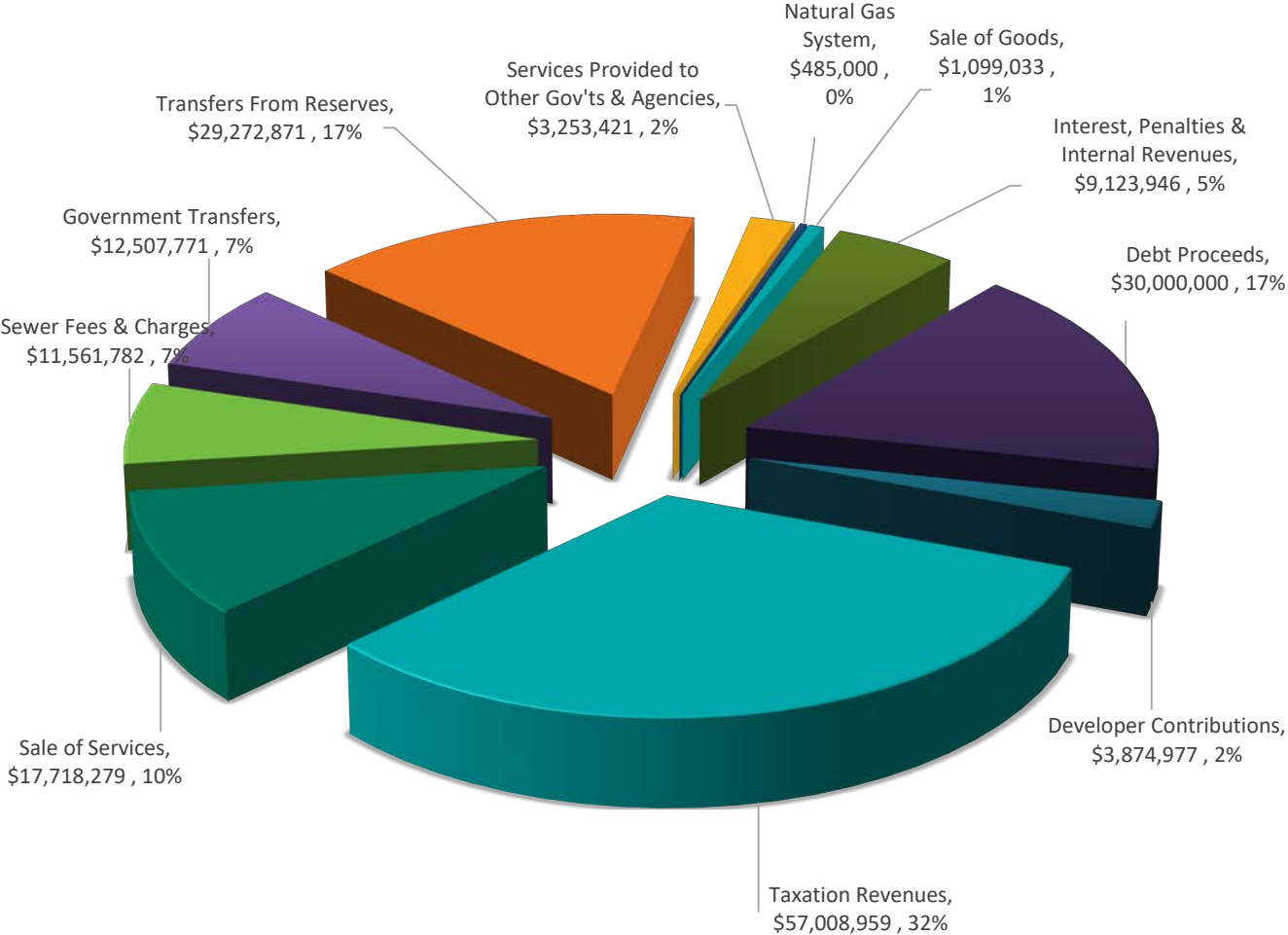
Division Costing Center	2024 Approved Budget	Transfers To/ From Reserves	Note	2024 Approved Budget
<b>Revenues</b>				
Administration - General	\$ 1,000			\$ 1,000
Corporate Administration	3,016,793	(561,224)		2,455,569
Facilities	85,579	(68,079)		17,500
Fleet	939,390	(938,000)		1,390
Financial Services	14,039,329	(939,112)		13,100,217
Finance - Collections for Other Governments	40,770,614		a) (40,770,614)	-
Finance - Taxation	55,099,311			55,099,311
Fire Rescue	2,313,216	(2,072,200)		241,016
Human Resources	65,000			65,000
Operations General	2,418,453	(109,000)		2,309,453
Parks Maintenance	923,785			923,785
Planning & Community Services	9,149,348	(657,376)		8,491,972
Public Works	4,823,798	(60,000)		4,763,798
Capital Projects Budget	29,088,389	(22,309,355)		6,779,034
RCMP Contract	958,122	(463,232)		494,890
Recreation (includes Laker's Clubhouse)	36,404,843	(946,026)	d) (30,000,000)	5,458,817
Sewer	12,953,407	(149,267)		12,804,140
Storm	66,500			66,500
Water	3,559,776			3,559,776
<b>Total Revenues</b>	<b>216,676,653</b>	<b>(29,272,871)</b>	<b>(70,770,614)</b>	<b>116,633,168</b>
<b>Expenditures</b>				
Administration - General	1,010,133			1,010,133
Amortization	12,420,945			12,420,945
Corporate Administration	9,869,463	(370,292)		9,499,171
Facilities	1,795,057			1,795,057
Financial Services	9,077,791	(3,937,817)		5,139,974
Finance - Collections for Other Governments	40,770,614		a) (40,770,614)	-
Finance - Taxation	7,219,373	(7,219,373)		-
Fire Rescue	11,330,242	(467,964)		10,862,278
Fleet	939,390	(884,796)		54,594
Human Resources	2,065,355			2,065,355
Operations General	2,421,672			2,421,672
Parks Maintenance	4,939,935			4,939,935
Planning & Community Services	14,457,702	(25,000)		14,432,702
Public Works	11,178,296	(100,000)		11,078,296
Infrastructure Program Budget	29,088,389		c) (29,088,389)	-
RCMP Contract	13,679,207			13,679,207
Recreation (includes Laker's Clubhouse)	39,875,302	(1,103,255)	d) (30,000,000)	8,772,047
Sewer	12,953,407	(2,691,579)	b) (527,249)	9,734,579
Storm	445,549			445,549
Water	3,559,776			3,559,776
<b>Total Expenditures</b>	<b>229,097,598</b>	<b>(16,800,076)</b>	<b>(100,386,252)</b>	<b>111,911,270</b>
<b>Net Surplus (Deficit), including Amortization</b>	<b>(12,420,945)</b>	<b>(12,472,795)</b>	<b>29,615,638</b>	<b>4,721,898</b>
Add: Amortization				<b>12,420,945</b>
Add: Transfers from reserves				<b>29,272,871</b>
Less: Infrastructure Program				<b>(29,088,389)</b>
Less: Debt principal payments				<b>(527,249)</b>
Less: Transfers to Reserves				<b>(16,800,076)</b>
<b>Net Surplus (Deficit)</b>				<b>\$ -</b>
a) Collections to/from other governments			\$ 40,770,614	
b) Debt principal payments			\$ 527,249	
c) Infrastructure Projects			\$ 29,088,389	
d) Active Living Centre project & associated debt proceeds			\$ 30,000,000	

## REVENUE & EXPENSES BY CATEGORY

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

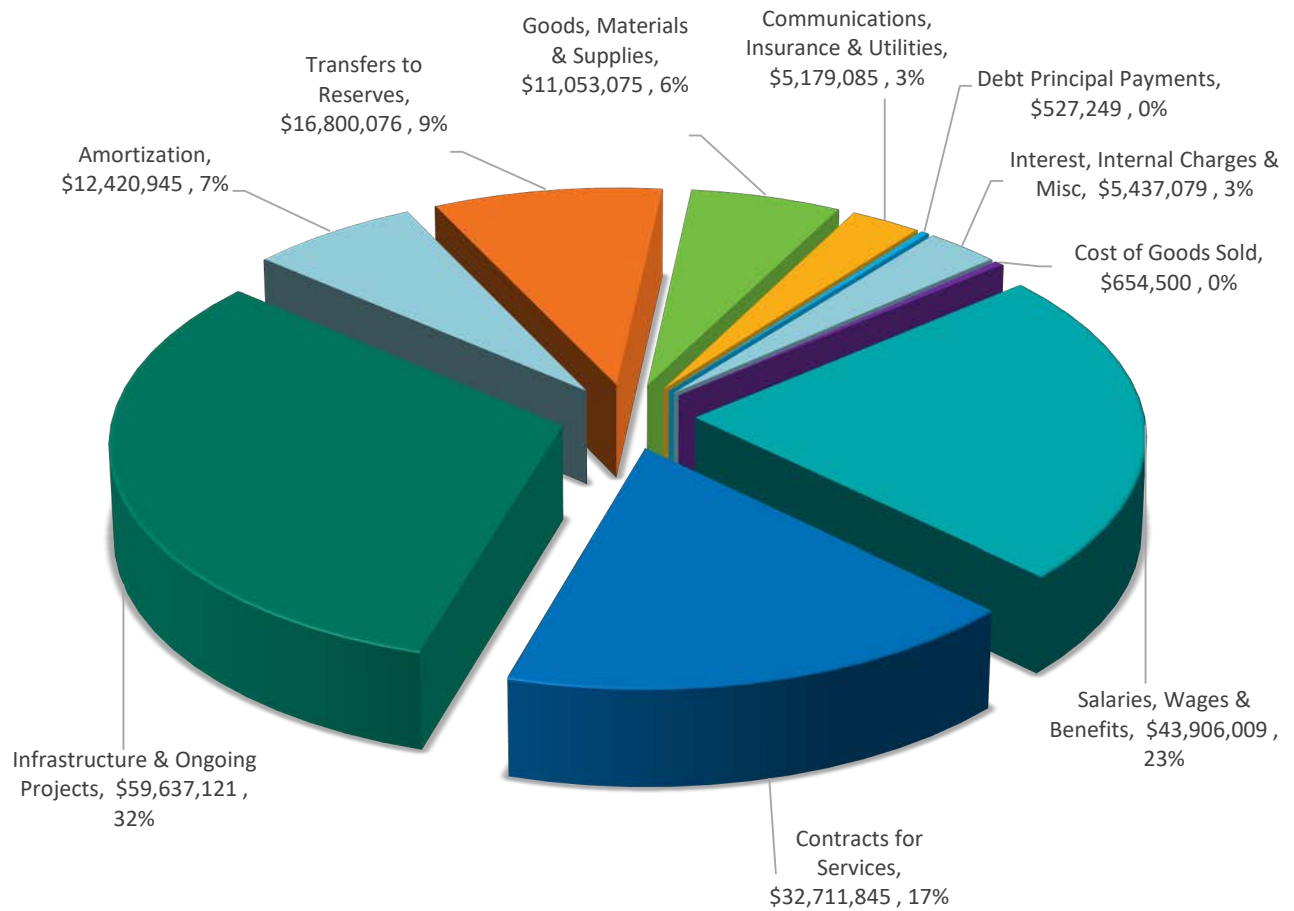
	2023 AMENDED BUDGET	2024 APPROVED BUDGET
<b>REVENUE</b>		
Taxation Revenues	\$ 53,308,065	\$ 57,008,959
Sale of Services	17,225,708	17,718,279
Sewer Fees & Charges	11,541,211	11,561,782
Government Transfers	15,654,776	12,507,771
Transfers From Reserves	59,248,016	29,272,871
Services Provided to Other Gov'ts & Agencies	2,996,550	3,253,421
Natural Gas System	480,000	485,000
Sale of Goods	1,160,802	1,099,033
Interest, Penalties & Internal Revenues	7,124,403	9,123,946
Debt Proceeds	12,000,000	30,000,000
Developer Contributions	6,407,499	3,874,977
<b>Total Revenue</b>	<b>187,147,030</b>	<b>175,906,039</b>
<b>EXPENDITURES</b>		
Salaries, Wages & Benefits	40,758,220	43,906,009
Contracts for Services	31,424,994	32,711,845
Infrastructure & Ongoing Projects	76,850,525	59,637,121
Amortization	11,860,146	12,420,945
Transfers to Reserves	17,127,857	16,800,076
Goods, Materials & Supplies	10,233,368	11,053,075
Communications, Insurance & Utilities	4,962,609	5,179,085
Debt Principal Payments	527,249	527,249
Interest, Internal Charges & Misc	4,596,208	5,437,079
Cost of Goods Sold	666,000	654,500
<b>Total Expenditures</b>	<b>199,007,176</b>	<b>188,326,984</b>
<b>Net Surplus/(Deficit), Including Amortization</b>	<b>(11,860,146)</b>	<b>(12,420,945)</b>
<b>Net Surplus/(Deficit), Excluding Amortization</b>	<b>\$ -</b>	<b>\$ -</b>

**REVENUE BY CATEGORY**





## EXPENSE BY CATEGORY



## GENERAL FUND: NET TAX REQUIREMENT BY DIVISION

(excludes Amortization)

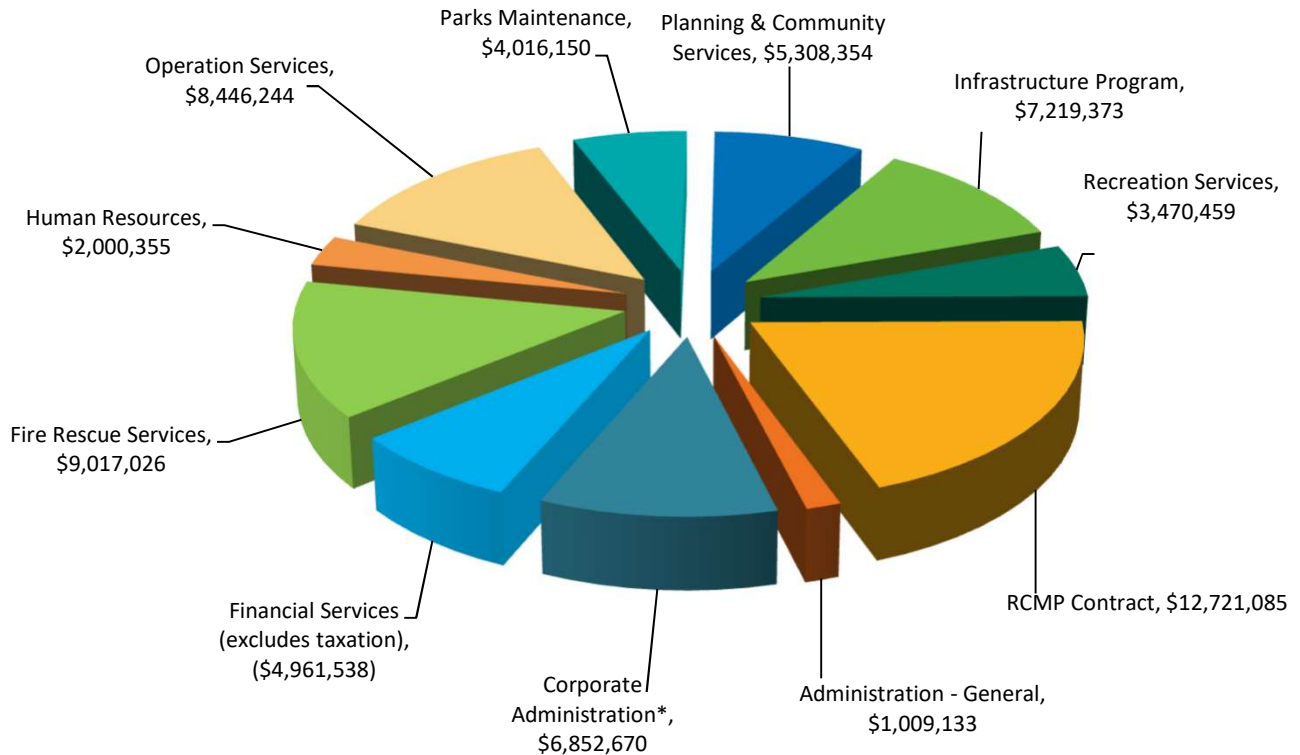
The General Fund encompasses all divisions that are not part of the sanitary sewer function. All unappropriated funding for these divisions is deemed to come from current year property taxes.

DIVISION	2023 NET TAX REQUIREMENT	2024 NET TAX REQUIREMENT	\$ INCREASE (DECREASE) IN BUDGET	% INCREASE (DECREASE) IN BUDGET
Administration - General	\$ 1,003,833	\$ 1,009,133	\$ 5,300	0.5%
Corporate Administration*	\$ 5,928,781	\$ 6,852,670	\$ 923,889	15.6%
Financial Services (excludes taxation)	\$ (3,296,239)	\$ (4,961,538)	\$ (1,665,299)	-50.5%
Fire Rescue Services	\$ 7,923,033	\$ 9,017,026	\$ 1,093,993	13.8%
Human Resources	\$ 1,887,684	\$ 2,000,355	\$ 112,671	6.0%
Operation Services	\$ 8,015,749	\$ 8,446,244	\$ 430,495	5.4%
Parks Maintenance	\$ 3,762,455	\$ 4,016,150	\$ 253,695	6.7%
Planning & Community Services	\$ 4,778,923	\$ 5,308,354	\$ 529,431	11.1%
Infrastructure Program	\$ 6,941,705	\$ 7,219,373	\$ 277,668	4.0%
Recreation Services	\$ 2,827,642	\$ 3,470,459	\$ 642,817	22.7%
RCMP Contract	\$ 11,858,676	\$ 12,721,085	\$ 862,409	7.3%
<b>TOTAL</b>	<b>\$ 51,632,242</b>	<b>\$ 55,099,311</b>	<b>\$ 3,467,069</b>	<b>6.7%</b>

\* RCMP Support Services included in Corporate Services

\$ 2,299,739    \$ 2,568,552

### GENERAL FUND: 2024 NET TAX REQUIREMENT

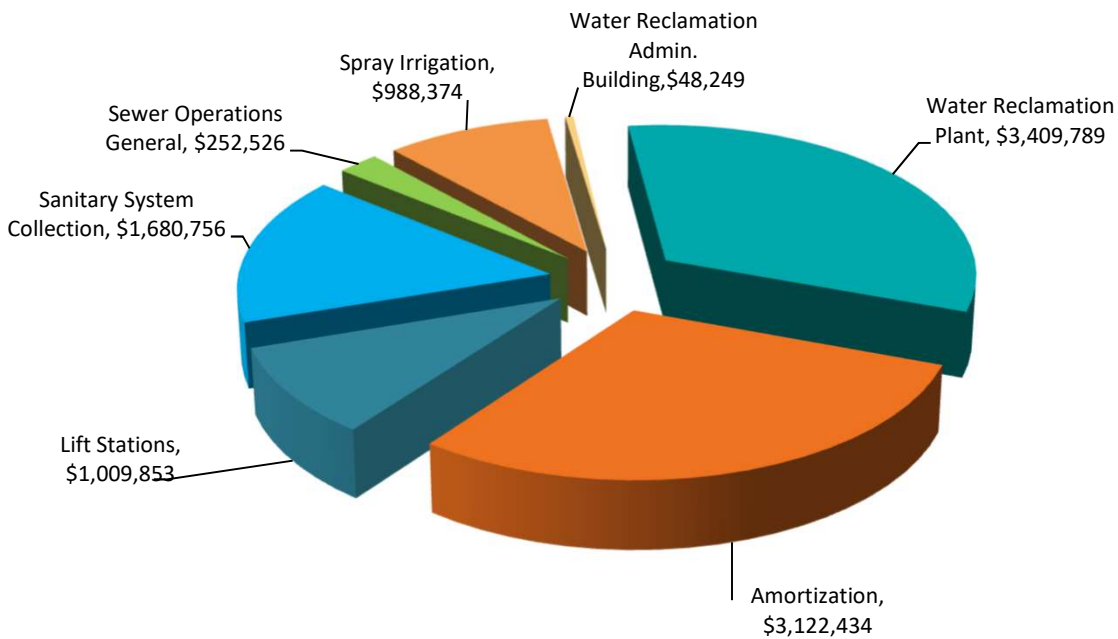


**SEWER FUND: 2023 TO 2024 COMPARISON**

The Sewer Fund encompasses all activities of the sanitary sewer function including collection, treatment, disposal and spray irrigation (irrigation use of reclaimed water). The primary funding source for the Sewer Fund is sewer user fees. Property taxes do not subsidize the costs of the Sewer Fund.

DEPARTMENT	2023 AMENDED BUDGET	2024 APPROVED BUDGET	\$ INCREASE (DECREASE) IN BUDGET	% INCREASE (DECREASE) IN BUDGET
Amortization	\$ 2,726,049	\$ 3,122,434	\$ 396,385	14.54 %
Fiscal Services - Sewer	(7,338,903)	(7,389,547)	(50,644)	0.69 %
Lift Stations	1,004,856	1,009,853	4,997	0.50 %
Sanitary System Collection	1,712,672	1,680,756	(31,916)	-1.86 %
Sewer Operations General	239,112	252,526	13,414	5.61 %
Spray Irrigation	934,822	988,374	53,552	5.73 %
Water Reclamation Admin. Building	46,394	48,249	1,855	4.00 %
Water Reclamation Plant	3,401,047	3,409,789	8,742	0.26 %
<b>SUB TOTAL</b>	<b>2,726,049</b>	<b>3,122,434</b>	<b>396,385</b>	<b>14.54 %</b>
<b>AMORTIZATION</b>	<b>2,726,049</b>	<b>3,122,434</b>	<b>396,385</b>	<b>14.54 %</b>
<b>NET</b>	<b>\$ -</b>		<b>\$ -</b>	

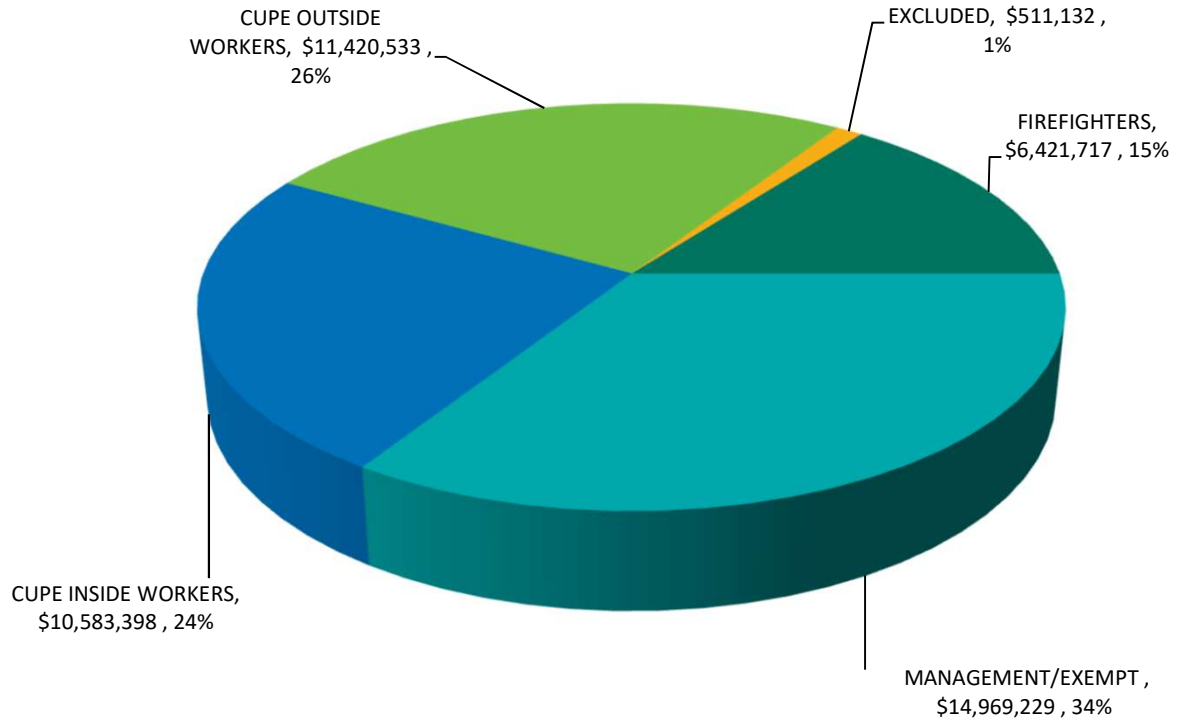
**2024 SEWER FUND DEPARTMENT (excluding Fiscal Services)**



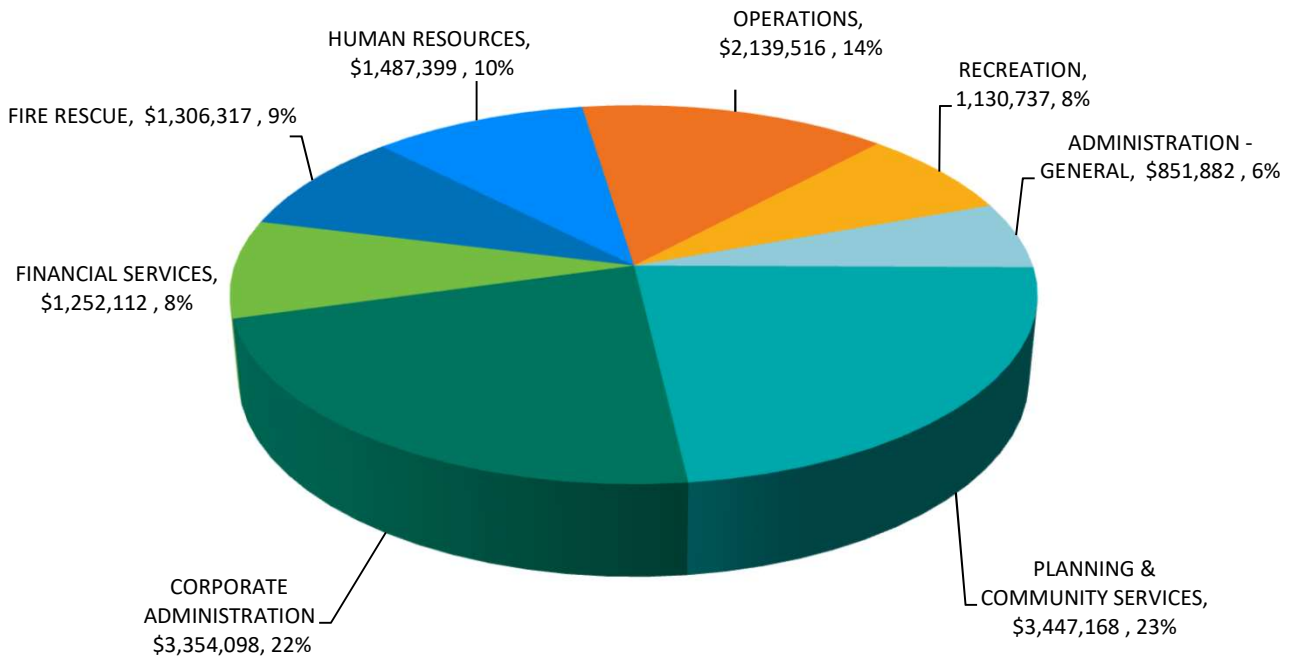
**SALARIES, WAGES & BENEFITS - BY DIVISION**

DIVISION	MGMT/ EXEMPT STAFF	CUPE INSIDE STAFF	CUPE		FIREFIGHTERS	TOTAL FOR 2024	TOTAL FOR 2023	\$ INCREASE (DECREASE) OVER PRIOR YEAR)	% INCREASE (DECREASE) OVER PRIOR YEAR)
			OUTSIDE STAFF	EXCLUDED STAFF					
Administration - General	\$ 851,882					\$ 851,882	\$ 854,922	\$ (3,040)	-0.36%
Corporate Administration	3,354,098	4,388,182	1,764			7,744,044	7,094,879	649,165	9.15%
Financial Services	1,252,112	1,335,130	94,736			2,681,978	2,404,533	277,445	11.54%
Fire Rescue Services	1,306,317	36,590	40,440		6,421,717	7,805,064	6,807,911	997,153	14.65%
Human Resources	1,487,399	16,759	11,104			1,515,262	1,560,521	(45,259)	-2.90%
Planning & Community Services	3,447,168	1,926,446	541			5,374,155	4,865,849	508,306	10.45%
Recreation Services	1,130,737	1,826,309	1,691,193	511,132		5,159,371	4,648,214	511,157	11.00%
<b>OPERATIONS:</b>									
Operations General	997,557	980,227	252,497			2,230,281	2,114,420	115,861	5.48%
Facility Services	151,451		507,713			659,164	585,314	73,850	12.62%
Fleet Services	133,848		586,435			720,283	710,686	9,597	1.35%
Parks Maintenance	206,638		1,539,132			1,745,770	1,668,318	77,452	4.64%
Public Works	273,167		1,824,847			2,098,014	2,006,524	91,490	4.56%
Sewer Services	275,552	73,755	2,430,086			2,779,393	2,924,484	(145,091)	-4.96%
Storm Services	33,768		260,781			294,549	282,602	11,947	4.23%
Water Services	67,535		2,179,264			2,246,799	2,229,043	17,756	0.80%
<b>OPERATIONS Total</b>	<b>2,139,516</b>	<b>1,053,982</b>	<b>9,580,755</b>	<b>-</b>	<b>-</b>	<b>12,774,253</b>	<b>12,521,391</b>	<b>252,862</b>	<b>2.02%</b>
<b>GRAND TOTAL</b>	<b>\$ 14,969,229</b>	<b>\$ 10,583,398</b>	<b>\$ 11,420,533</b>	<b>\$ 511,132</b>	<b>\$ 6,421,717</b>	<b>\$ 43,906,009</b>	<b>\$ 40,758,220</b>	<b>\$ 3,147,789</b>	<b>7.72%</b>

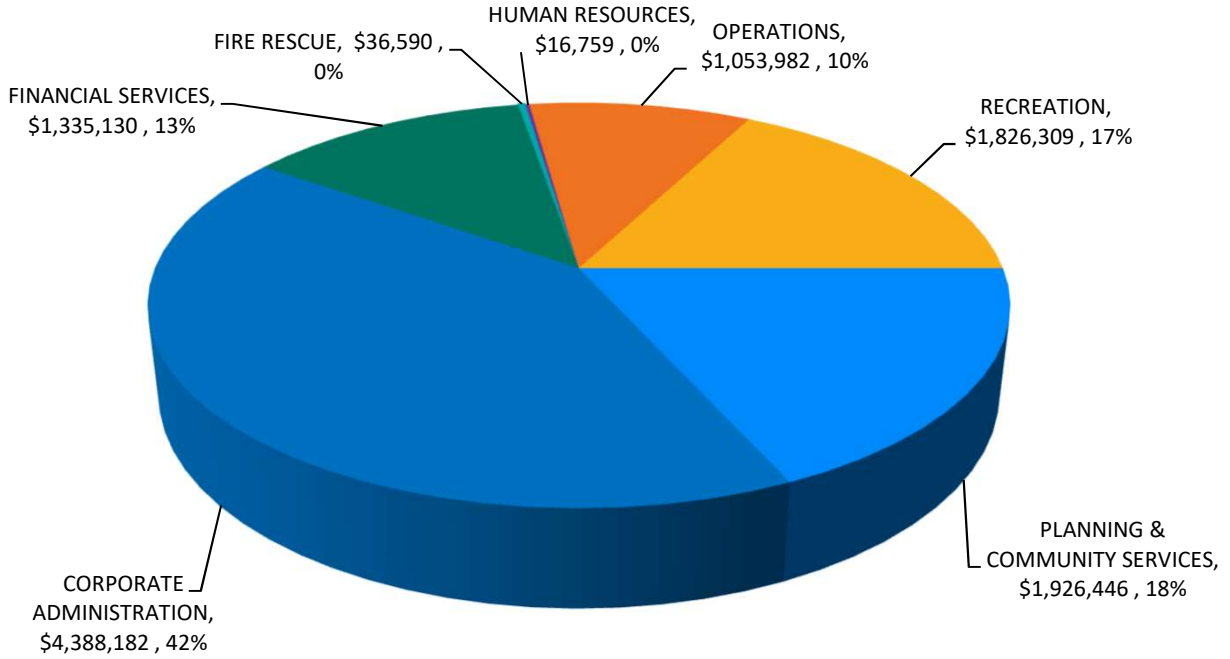
**TOTAL LABOUR**



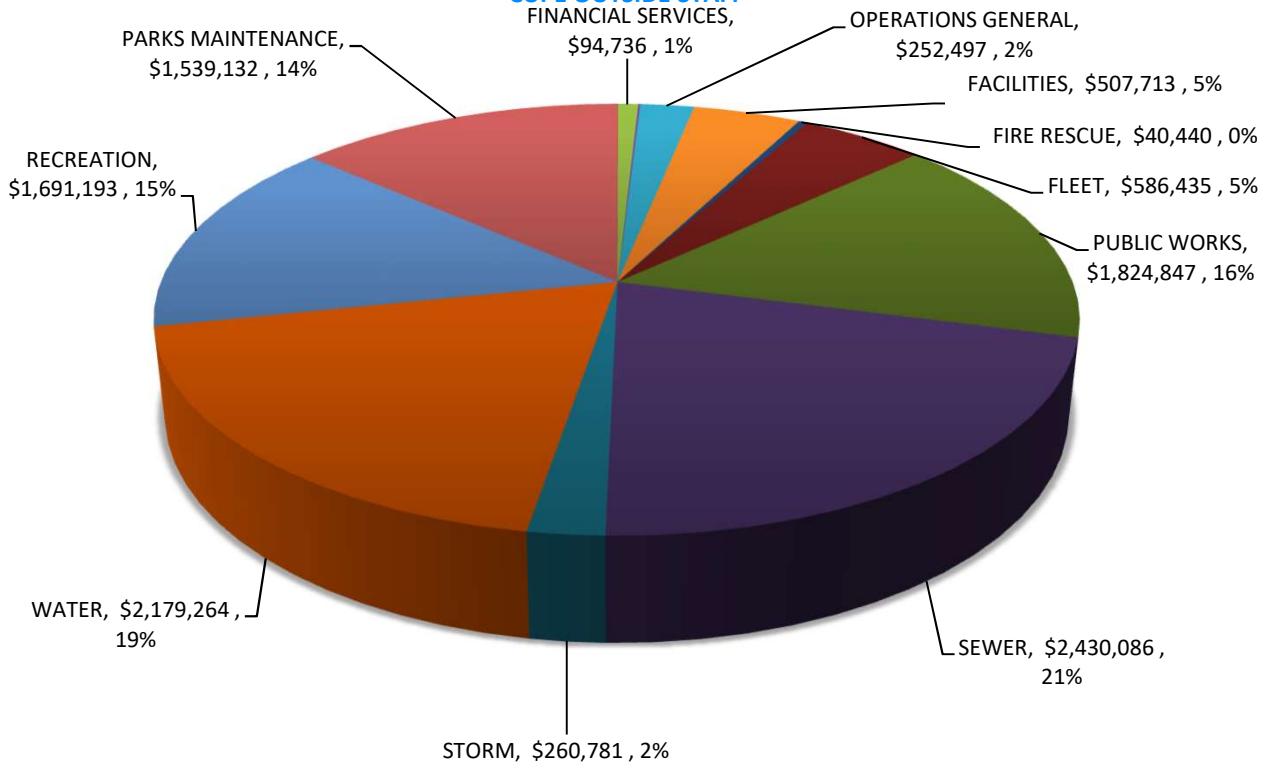
**MANAGEMENT/EXEMPT STAFF**



**CUPE INSIDE STAFF**



**CUPE OUTSIDE STAFF**



## 2024 EMPLOYEE POSITION SUMMARY

### Reported in Full-Time Equivalents (FTE)

DIVISION	2022 FULL-TIME EQUIVALENT	2023 FULL-TIME EQUIVALENT	POSITION CHANGES	NOTES	2024 FULL-TIME EQUIVALENT
Administration - General	2.1	2.1			2.1
Planning & Community Services	41.3	42.8	0.5	a)	43.3
Corporate Administration	71.0	74.6	2.3	b)	76.9
Financial Services	20.9	21.5	1.6	c)	23.1
Fire Services	43.9	46.2	5.5	d)	51.7
Human Resources Services	10.2	11.9	(0.4)	e)	11.5
Recreation Services	56.0	57.6	3.3	f)	60.9
Infrastructure Program	7.4	7.4	-		7.4
<b>OPERATIONS</b>					
Operations General	17.5	17.5	-		17.5
Facility Services	5.3	5.3	1.1	g)	6.4
Fleet Services	6.1	6.1	-		6.1
Parks Maintenance	18.2	19.1	-		19.1
Public Work Services	20.7	20.7	-		20.7
Sewer Services	26.4	26.4	-		26.4
Storm Services	2.9	2.9	-		2.9
Water Services	23.1	23.1	-		23.1
<b>GRAND TOTAL</b>	<b>373.0</b>	<b>385.2</b>	<b>14.0</b>		<b>399.2</b>

**Notes:**

a) Reduction of temporary Building Inspection Dept position to 0.5 FTE; transfer of 1.0 FTE Records/Committee Clerk position to Corporate Administration; addition of 1.0 FTE General Manager of Planning; addition of 0.5 FTE Parks Planner & 0.5 FTE Planning Assistant.

b) Transfer of 1.0 FTE Records/Committee Clerk position from Planning & Community Services; addition of 1.0 FTE for Information Technician; addition of 1.4 FTE for RCMP Support positions of Reader/Analyst & Court Liaison; addition of 0.2 FTE for Bylaw Compliance Traffic Controller hours; reduction of temporary RCMP Support hours 0.8 FTE; 0.5 FTE reduction in Bylaw Compliance general hours.

c) Addition of 1.0 FTE for Financial Analyst; addition of 0.6 FTE for Utility Clerk.

d) Addition of 0.5 FTE (2023) for Deputy Fire Chief first full year; addition of 4.0 FTE's for firefighters; addition of 1.0 FTE for FireSmart Coordinator.

e) Net reduction of hours due to temporary position ending.

f) Addition of 4.2 FTE's as a result of the recommendations of the Recreation Master Plan and non-discretionary cost impacts; reduction of 0.9 FTE due to Kal Tire Place concession changes.

g) Addition of temporary 1.1 FTE for sanitization of City facilities (reserve-funded).

## RESERVE ACCOUNTS CONTINUITY PROJECTIONS

	ACTUAL		2024 APPROVED BUDGET				PROJECTED BALANCE DEC 31/24
	RESERVE	CARRYOVERS 2023 TO 2024	AVAILABLE	OPERATING		PROJECTS	
	BALANCES		BALANCES	TRANSFERS	TRANSFERS	TRANSFERS	
	DEC 31/23		JAN 01/24	OUT	IN	OUT	
<b>OPERATING GROUP</b>							
Abandoned Camp Reserve	10,661		10,661				10,661
Emergency Planning	24,004		24,004				24,004
Mural Maintenance	119,429	(92,163)	27,266	(10,000)	10,000		27,266
Arts and Culture	20,982		20,982				20,982
	175,076	(92,163)	82,913	(10,000)	10,000	0	82,913
<b>TAX EQUALIZATION GROUP</b>							
Insurance Proceeds	534,740		534,740				534,740
Snow Removal	540,960		540,960				540,960
Development Excess Revenue	3,831,957	(436,222)	3,395,735	(528,921)			2,866,814
RCMP Contingency	2,075,740		2,075,740	(512,806)			1,562,934
Election	61,185		61,185		30,000		91,185
Legal Fees	200,000		200,000				200,000
Salary	763,820		763,820				763,820
COVID-19 Safe Restart Grant	244,352	(73,000)	171,352	(141,079)			30,273
	8,252,754	(509,222)	7,743,532	(1,182,806)	30,000	0	6,590,726
<b>CAPITAL GROUP</b>							
Data Processing	306,177	(306,177)	0				0
Civic Buildings	296,189		296,189		30,465		326,654
Casino Grant	4,165,462	(3,048,137)	1,117,325		1,950,000	(1,960,000)	1,107,325
Vehicles & Equipment	2,972,788	(1,320,665)	1,652,123		884,796	(788,000)	1,748,919
Fire Apparatus Reserve	816,271		816,271		360,500	(1,200,000)	(23,229)
Fire Equipment Reserve	367,338	(60,000)	307,338		107,464	(105,000)	309,802
Infrastructure Reserve	7,202,078	(6,593,339)	608,739		7,219,373	(7,327,416)	500,696
Polson Park Reserve	89,291		89,291				89,291
IS Equipment Reserve	943,883	(191,759)	752,124		324,165	(428,650)	647,639
MFA Refund Res - General	109,080	(109,080)	0				0
Fortis BC Gas LILO Bylaw	102,996		102,996				102,996
RCMP Building Reserve	2,171,504	(98,849)	2,072,655				2,072,655
Ice Plant Equipment	53,858		53,858		12,000		65,858
Hesperia Landfill Reserve	397,993		397,993		100,000		497,993
Recreation IT Equipment	30,385		30,385	(21,842)	21,755		30,298
Rec Vehicle & Equipment	328,074	(260,000)	68,074		25,500		93,574
CWF Gas Tax	8,019,525	(3,933,762)	4,085,763		1,902,817	(3,357,829)	2,630,751
Kin Race Track Park reserve	9,497,138		9,497,138				9,497,138
Airport Reserve	268,548		268,548				268,548
Cemetery Development Reserve	214,007		214,007				214,007
	38,352,584	(15,921,768)	22,430,816	(21,842)	12,938,835	(15,166,895)	20,180,914
<b>SPECIAL PURPOSE &amp; LEGACY GROUP</b>							
Affordable Housing	452,475		452,475		75,000		527,475
Emergency Response	27,526	(27,526)	0				0
Transit Expansion	1,948,751		1,948,751			(87,000)	1,861,751
Hotel Tax	1,080,818		1,080,818	(337,455)	25,000		768,363
Provincial Climate Action Deferred	396,075		396,075		208,000	(103,000)	501,075
Climate Action Revolving Fund	803,339		803,339				803,339
Ammonia Chloride Reserve	59,867		59,867	(1,200)			58,667
Fortis BC Gas Lease Legacy	90,458		90,458				90,458
Parks Reserve	168,902		168,902				168,902
Extreme Wildfire	45,325		45,325				45,325
Unexpended Uncommitted Balance	6,154,194	(508,612)	5,645,582	(220,000)		(756,000)	4,669,582
Temporary Internal Borrowing (ALC)	(5,539)		(5,539)	(748,100)			(753,639)
	11,222,191	(536,138)	10,686,053	(1,306,755)	308,000	(946,000)	8,741,298



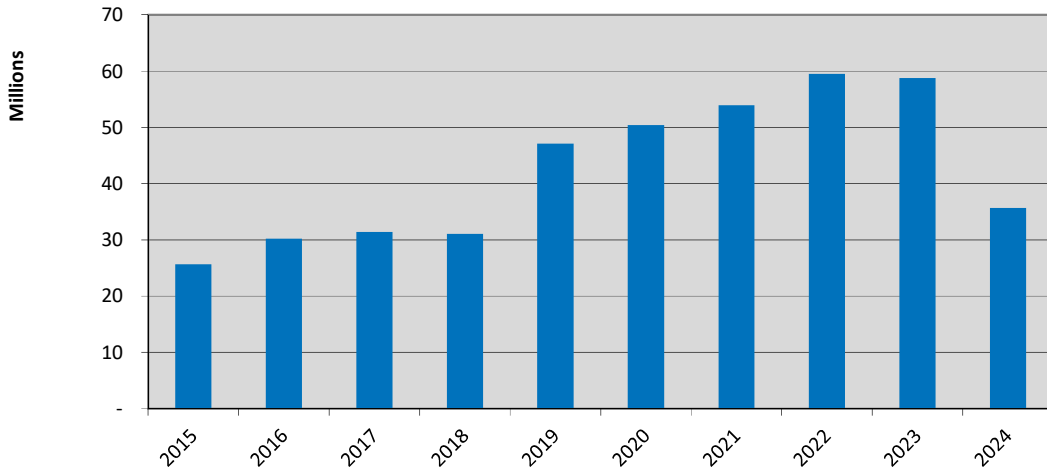
## RESERVE ACCOUNTS CONTINUITY PROJECTIONS

	ACTUAL		AVAILABLE BALANCES JAN 01/24	2024 APPROVED BUDGET			PROJECTED BALANCE DEC 31/24
	RESERVE BALANCES DEC 31/23	CARRYOVERS 2023 TO 2024		OPERATING		PROJECTS	
				TRANSFERS OUT	TRANSFERS IN	TRANSFERS OUT	
<b>BUDGET CARRYOVERS</b>							
Budget Carry-Over General	654,152	(654,152)	0				0
Heritage Program	22,439		22,439				22,439
Special Projects	39,480		39,480				39,480
	<u>716,071</u>	<u>(654,152)</u>	<u>61,919</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,919</u>
<b>TOTAL GENERAL RESERVES</b>	<b>58,718,676</b>	<b>(17,713,443)</b>	<b>41,005,233</b>	<b>(2,521,403)</b>	<b>13,286,835</b>	<b>(16,112,895)</b>	<b>35,657,770</b>
<b>SEWER</b>							
MFA Refund Reserve - Sewer	1,070,934		1,070,934			(435,000)	635,934
Sewer General	11,027,284	(4,212,568)	6,814,716		2,677,241	(5,354,160)	4,137,797
RDNO Dump Site	53,016		53,016				53,016
Septage Facility	557,405		557,405				557,405
	<u>12,708,639</u>	<u>(4,212,568)</u>	<u>8,496,071</u>	<u>0</u>	<u>2,677,241</u>	<u>(5,789,160)</u>	<u>5,384,152</u>
<b>TOTAL GENERAL &amp; SEWER RESERVES</b>	<b>71,427,315</b>	<b>(21,926,011)</b>	<b>49,501,304</b>	<b>(2,521,403)</b>	<b>15,964,076</b>	<b>(21,902,055)</b>	<b>41,041,922</b>
<b>STATUTORY RESERVES &amp; DEFERRED REVENUE</b>							
Highway Access to Water	1,008,449		1,008,449	0	0	0	1,008,449
Land Sale	498,920		498,920				498,920
Local Improvement	672,157	(5,067)	667,090			(200,000)	467,090
Parkland	287,754		287,754				287,754
Growing Communities Fund	10,003,383	(1,400,000)	8,603,383			(3,657,950)	4,945,433
Works Contributions	2,215,807		2,215,807				2,215,807
Rec Facility Major Maint	953,167	(252,742)	700,425		1,044,000	(899,184)	845,241
Rec Facility Operating	393,989	(64,811)	329,178				329,178
DCC Roads	4,455,450	(836,688)	3,618,762			(2,707,050)	911,712
DCC Storm	2,235,986	(572,926)	1,663,060			(886,000)	777,060
DCC Sewer Collection	1,786,859	(135,245)	1,651,614			(50,000)	1,601,614
DCC Sewer Treatment	1,305,512		1,305,512	(231,927)			1,073,585
DCC Sewer Disposal	2,767,570		2,767,570				2,767,570
DCC City Parks	1,981,166		1,981,166				1,981,166
	<u>30,566,169</u>	<u>(3,267,479)</u>	<u>27,298,690</u>	<u>(231,927)</u>	<u>1,044,000</u>	<u>(8,400,184)</u>	<u>19,710,579</u>
<b>TOTAL RESERVES &amp; DEFERRED REVENUES</b>	<b>101,993,484</b>	<b>(25,193,490)</b>	<b>76,799,994</b>	<b>(2,753,330)</b>	<b>17,008,076</b>	<b>(30,302,239)</b>	<b>60,752,501</b>

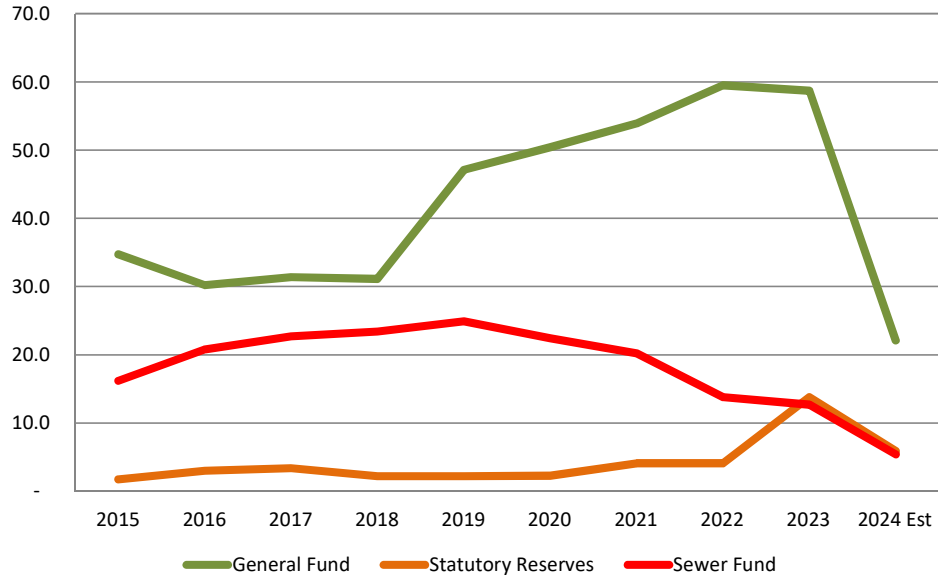
**RESERVE HISTORY - GENERAL FUND**

YEAR ENDED		RESERVE BALANCES *
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	59,467,236
2023	Actual	58,718,676
2024	Estimated	35,657,770

\* Actual reserve balances reflect actual year-end amounts including committed but unused amounts; estimated balances reflect the anticipated uncommitted balances at year-end.



**Reserves Balances (millions)**



# DEPARTMENT SUMMARIES



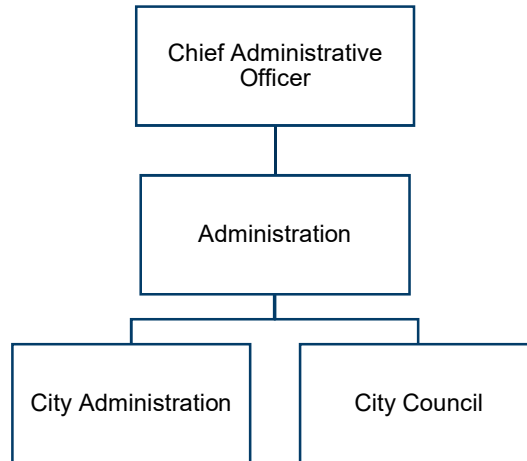
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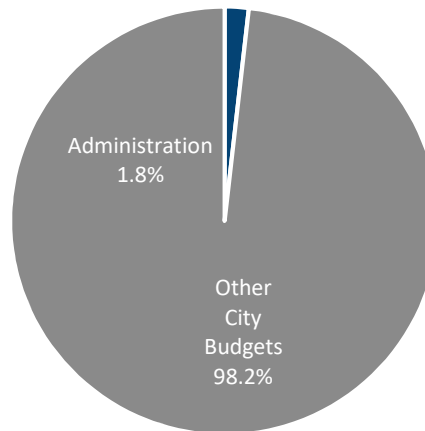
# ADMINISTRATION

Patricia Bridal  
Chief Administrative Officer  
pbridal@vernon.ca



## DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$1,009,133
2023 Amended Net Cost	\$1,003,833
Budget Change	\$5,300
Change By %	0.53%
2024 FTE	2.1
2023 FTE	2.1
FTE Change	0.0
FTE Change By %	0.00%



**DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR**

<b>Costing Center Name</b>	<b>2024 BUDGET</b>	<b>2023 BUDGET</b>	<b>\$ INCREASE</b>	<b>% INCREASE</b>
<b>Administration</b>				
CITY ADMINISTRATION (110)	463,273	470,818	(7,545)	-1.60 %
COUNCIL (111)	545,860	533,015	12,845	2.41 %
Total Administration	1,009,133	1,003,833	5,300	0.53 %
<b>GRAND TOTAL</b>	<b>1,009,133</b>	<b>1,003,833</b>	<b>5,300</b>	<b>0.53 %</b>

## Department Summary

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

**Budget Year:** 2024

**Manager:** Patti Bridal

**Division:** Administration

**Accounting Reference:** 110

**Stage:** Approved

**Approved:** Yes

### 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 implement the objectives of Council's Strategic Plan 2023 - 2026.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$463,273
<b>Prior Year Approved Net Budget</b>	\$470,818
<b>Budget Change</b>	<b>\$(7,545)</b>
<b>Budget Change by %</b>	<b>(1.60%)</b>
<b>2024 FTE</b>	1.6
<b>2023 FTE</b>	1.6
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The 2024 budget will focus on cost recovery from the years during the pandemic when Council and Administration worked diligently to keep tax increases down in order to decrease impacts on residents and businesses. City growth, not only in the residential and business sectors requires additional resources to meet the needs of the community. Continuing to support diverse housing options, community safety, recreation, parks and natural spaces while being cognizant and focused on changing climate to build resilience in the community.

The highlighted project for this term of Council is the successful referendum for a new Active Living Centre, at a cost of up to \$121Million. Council has committed a 3.5% annual tax increase in support of this project. Timeframe considers a completion by the Fall of 2026, with the intent that a conceptual design will be completed in 2023. Additionally, Council has directed Administration to maintain an overall Operating and Maintenance budget of 4% or less for 2024. Administration will be entering into CUPE negotiations in 2024, which will impact Operating budgets in 2024.

### Highlights of Current Year:

2023 was the beginning of the 2022 - 2026 Council term, who were elected in October of 2022. This new Council adopted a new Strategic Plan focusing on priorities for Livability, Vibrancy, Recreation, Parks and Natural Areas, Environmental Leadership and Governance and Organizational Excellence. Administrations' role will ensure that the projects and initiatives identified in the Work Plan support the Strategic Priorities of Council.

2022 was the first year of recovery from the global pandemic and 2023 continued to see this 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.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	0	1,000	1,000	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	2,900	2,656	3,345	3,181	(164)	(4.90%)
CONTRACTS FOR SERVICES	64,236	88,180	55,000	60,000	5,000	9.09%
GOODS, MATERIALS & SUPPLIES	18,745	21,532	17,459	20,027	2,568	14.71%
PROJECTS	0	1,811	5,000	3,000	(2,000)	(40.00%)
SALARIES, WAGES & BENEFITS	445,674	344,841	391,014	378,065	(12,949)	(3.31%)
TRANSFERS TO RESERVES	5,000	0	0	0	0	0.00%
<b>Total</b>	<b>536,556</b>	<b>459,020</b>	<b>471,818</b>	<b>464,273</b>	<b>(7,545)</b>	<b>(1.60%)</b>
<b>Net</b>	<b>536,556</b>	<b>459,020</b>	<b>470,818</b>	<b>463,273</b>	<b>(7,545)</b>	<b>(1.60%)</b>

### 2023 - 2024 Budget Changes:

No data at this time.



## Department Summary

**Department Summary:** COUNCIL (111)

**Budget Year:** 2024

**Manager:** Patti Bridal

**Division:** Administration

**Accounting Reference:** 111

**Stage:** Approved

**Approved:** Yes

### 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 strategic leadership through policy and bylaws for delivery of City services. City Council has adopted Governing Values or guiding decision making: INTEGRITY: Our words match our actions. SOUND INFORMATION: We make decisions based on data and smart growth principles. PRINCIPLES: We apply sound principles to ensure fairness and to increase trust. FAIRNESS: Our decisions are unbiased and focused on equal opportunity. TRANSPARENCY: We make decisions in a way that builds trust, and we are willing to explain our "why".

### Budget Summary

<b>2024 Approved Net Budget</b>	\$545,860
<b>Prior Year Approved Net Budget</b>	\$533,015
<b>Budget Change</b>	\$12,845
<b>Budget Change by %</b>	2.41%
<b>2024 FTE</b>	7.5
<b>2023 FTE</b>	7.5
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Council will set municipal service and budget priorities for the term of Council through the Council endorsed Strategic Plan 2023-2026. The Strategic Plan was developed in the spring with final adoption in June, 2023.

There are numerous ongoing core services that Council will be requested to continue to fund in the proposed 2024 Operating and Capital Budgets. Many of these services realize increased costs as pricing during the pandemic and the CPI increases have impacted basic services. These include such essential services as: Policing, Bylaw, Fire Services and Public Safety; Utilities, Operations, to name a few. The expiration of the Recreation Services Agreement with the District of Coldstream and Electoral Areas A and B of the Regional District of North Okanagan as of December 31, 2023, will see the City of Vernon taking on sole responsibility for operating and funding the recreation services to the area. Council will be implementing a two tier system of payment in order to meet the objectives of the Recreation Master Plan and ensure the delivery of the services is maintained and supported. Over the last several years Administration, with Council support, has been able to maintain a taxation rate at or below the increased costs realized during the pandemic. However, in 2024, there will be increased requests in order to meet the basic services and to catch up to much needed resources and operating and maintenance of core services. The City of Vernon has grown substantially over the last several years and the demands on city infrastructure and resources has increased.

### Highlights of Current Year:

2023 was an active year as Council focused on completion of its 2023-2026 Strategic Plan and the delivery of core municipal services.

Through 2023 many projects identified within the 2023 - 2027 Financial Plan are proceeding. Council endorsed the Integrated Project Delivery (IPD) process for the development of the Active Living Centre which is a \$121M project approved by referendum in 2022. The IPD team has secured the main contractors for the facility and is entering active Validation phase followed by Design stage will be completed in 2024. The Silver Star Multi Use Path - Phase 2, will see completion in 2023. The path will provide residents an off-road trail from Pleasant Valley Road up to Blackcomb Way in the Foothills, connecting to other paths and off-road trails. Several larger street improvements, with infrastructure replacement as well as additional lake access development will be completed. The Lakeview Pool completion in September with extensive testing during early October to ensure it will be operational for residents in the Spring of 2024. During 2023 Council endorsed the addition of 4 firefighters and provided funding for a new Fire Truck, as well as being able to fund various small projects throughout the year.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** COUNCIL (111)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	3,034	2,994	4,245	4,200	(45)	(1.06%)
CONTRACTS FOR SERVICES	1,411	3,663	2,540	3,061	521	20.51%
GOODS, MATERIALS & SUPPLIES	42,806	69,095	57,686	64,782	7,096	12.30%
INTERNAL CHARGES	64	0	0	0	0	0.00%
SALARIES, WAGES & BENEFITS	426,403	389,086	463,908	473,817	9,909	2.14%
TRANSFERS TO RESERVES	4,050	4,636	4,636	0	(4,636)	(100.00%)
<b>Total</b>	<b>477,768</b>	<b>469,475</b>	<b>533,015</b>	<b>545,860</b>	<b>12,845</b>	<b>2.41%</b>
<b>Net</b>	<b>477,768</b>	<b>469,475</b>	<b>533,015</b>	<b>545,860</b>	<b>12,845</b>	<b>2.41%</b>

### 2023 - 2024 Budget Changes:

#### GOODS, MATERIALS, & SUPPLIES

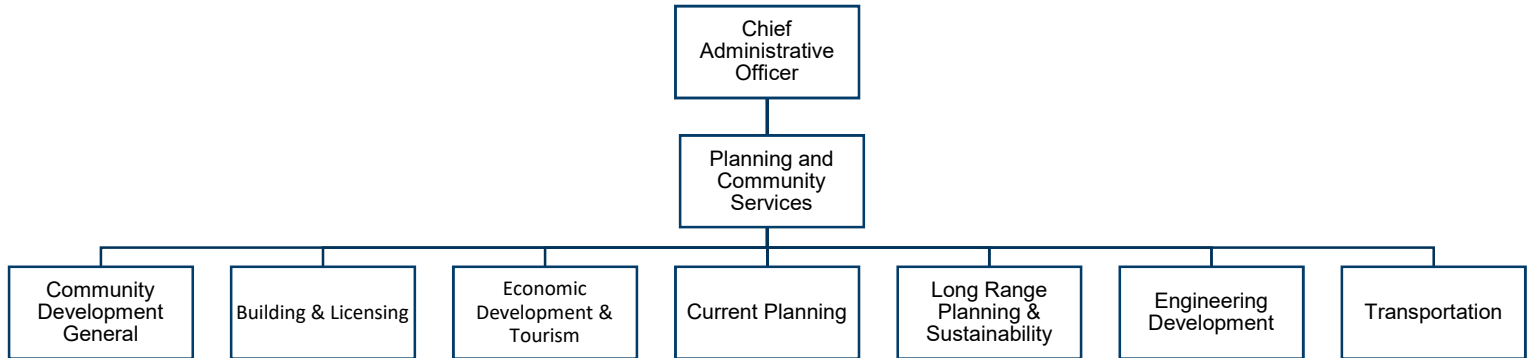
- Substantial increase in fees for organizations like UBCM, FCM
- Budget increase of \$3,000 as Council desire to attend various conferences has increased from previous years and fees have increased

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in department 122

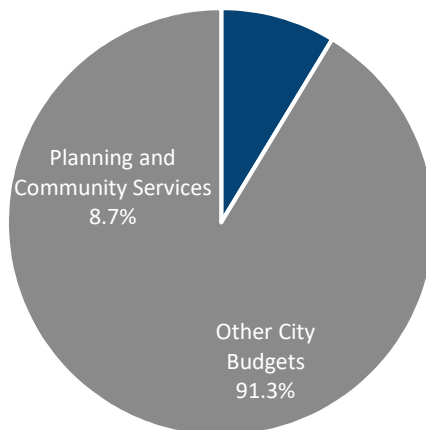
# PLANNING AND COMMUNITY SERVICES

Terry Barton  
Director  
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## DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$5,308,354
2023 Amended Net Cost	\$4,778,923
Budget Change	\$529,431
Change By %	11.08%
2024 FTE	43.3
2023 FTE	42.8
FTE Change	0.5
FTE Change By %	1.17%



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2024 BUDGET	2023 BUDGET	\$ INCREASE	% INCREASE
<b>Planning &amp; Community Services - General</b>				
PLANNING & COMMUNITY SERVICES GENERAL (210)	609,437	571,610	37,827	6.62%
BUILDING & LICENSING (212)	(1,366,270)	(1,012,363)	(353,907)	34.96%
ECONOMIC DEVELOPMENT (213)	501,033	453,372	47,661	10.51%
TOURISM (216)	0	0	0	0.00%
CURRENT PLANNING (218)	893,328	727,817	165,511	22.74%
LONG RANGE PLANNING & SUSTAINABILITY (219)	1,019,184	858,687	160,497	18.69%
DEVELOPMENT SERVICES (220)	328,357	315,732	12,625	4.00%
TRANSPORTATION (222)	586,460	563,910	22,550	4.00%
PROJECTS - PLANNING & COMMUNITY SERVICES (962)	0	0	0	0.00%
PROJECTS - ENGINEERING DEVELOPMENT (963)	0	0	0	0.00%
Total Planning & Community Services - General	2,571,529	2,478,765	92,764	3.74%
<b>Planning &amp; Community Services - Transit</b>				
PUBLIC TRANSIT CONVENTIONAL (148)	2,370,364	1,957,414	412,950	21.10%
PUBLIC TRANSIT CUSTOM (149)	366,461	342,744	23,717	6.92%
Total Planning & Community Services - Transit	2,736,825	2,300,158	436,667	18.98%
<b>GRAND TOTAL</b>	<b>5,308,354</b>	<b>4,778,923</b>	<b>529,431</b>	<b>11.08%</b>

## Department Summary

**Department Summary:** PLANNING & COMMUNITY SERVICES GENERAL (210)

**Budget Year:** 2024

**Manager:** Terry Barton

**Division:** Planning & Community Services - General

**Accounting Reference:** 210

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Community Infrastructure & Development Division plays a pivotal role in shaping the corporate direction and trajectory of the organization. From setting goals and objectives, to developing comprehensive strategies and monitoring progress, the Division acts as the compass that guides the growth of the community. The team's expertise in forecasting, analysis and problem-solving helps the overall corporation stay ahead of the curve, overcome challenges and seize opportunities. It ensures coordination and collaboration, prioritizes resource allocation and helps to manage risks effectively. Its ability to provide long-term vision and direction and develop strategic plans ultimately guides the community's growth and success. Additionally, the Division provides a framework for coordination and collaboration among the City's various departments, ensuring that everyone is aligned towards a common vision. By fostering effective communication and cross-functional teamwork, the Division enables the smooth execution of strategies and initiatives.

The Community Infrastructure & Development Division directs and oversees several departments including City Planning (long-range and current), Subdivision Control, Building & Licensing, Engineering and Development Services, Transportation, Economic Development and Vernon Tourism. The General Cost Center (210) includes the division's administration budget, including the wages for the both the Director of Community Infrastructure & Development and Executive Assistant positions, as well as software maintenance, legal costs and fleet charges.

### Outlook for Upcoming Budget:

The Community Infrastructure & Development Division will continue to provide a high-level of service to the community and continue to implement corporate objectives, the Official Community Plan and Council's Strategic Plan. The Division will continue to lead in policy development with land use, environmental sustainability, community development, urban design and transportation. In 2024, the Division will see the initiation of several significant projects including the development of a new Official Community Plan to be prepared in coordination with a new Transportation Master Plan. In addition, major park development plans will include the continued development of the old Kin Race Track site as well as a comprehensive Polson Park Master Plan.

The Division reviews and processes development approval applications and permits and it is anticipated that development activity in Vernon will remain at high levels for 2024. The team is expecting significant changes to the Local Government Act brought in by the Province to streamline the development application review process with special emphasis on housing approvals which may include new processes and legislative tools. Coupled with these changes, the Division is planning to review its major internal business processes and investigate ways to modernize and make them more efficient and effective.

### Highlights of Current Year:

Development and general economic activity remained steady through 2023. The highest amount of investment continues to be focused in Vernon's urban core and along major transportation corridors with the addition of new multi-family townhouses and apartment housing. Relationship building was furthered with a number of partnerships with the various departments at the Province, through regional collaboration with the Okanagan Indian Band, RDNO and community groups and stakeholders such as the Downtown Vernon Association and Community Futures North Okanagan.

Internally, the Division concentrated on the hiring of key vacancies and on-boarding new employees including the recruitment of a new Director of Community Infrastructure & Development.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$609,437
<b>Prior Year Approved Net Budget</b>	\$571,610
<b>Budget Change</b>	\$37,827
<b>Budget Change by %</b>	6.62%
<b>2024 FTE</b>	2.0
<b>2023 FTE</b>	2.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

## Department Summary

**Department Summary:** PLANNING & COMMUNITY SERVICES GENERAL (210)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	944	0	0	0	0	0.00%
SALE OF SERVICES	10,961	0	11,000	11,000	0	0.00%
<b>Total</b>	<b>11,905</b>	<b>0</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	480	369	565	565	0	0.00%
CONTRACTS FOR SERVICES	114,562	62,486	90,978	105,410	14,432	15.86%
GOODS, MATERIALS & SUPPLIES	35,518	31,840	28,096	42,300	14,204	50.56%
INTEREST, OTHER CHARGES & LOSSES	1,078	1,124	0	700	700	100.00%
INTERNAL CHARGES	138,925	137,252	147,076	154,867	7,791	5.30%
SALARIES, WAGES & BENEFITS	524,318	315,265	307,415	316,595	9,180	2.99%
TRANSFERS TO RESERVES	978,374	8,480	8,480	0	(8,480)	(100.00%)
<b>Total</b>	<b>1,793,254</b>	<b>556,815</b>	<b>582,610</b>	<b>620,437</b>	<b>37,827</b>	<b>6.49%</b>
<b>Net</b>	<b>1,781,349</b>	<b>556,815</b>	<b>571,610</b>	<b>609,437</b>	<b>37,827</b>	<b>6.62%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Legal fees amended

#### GOODS, MATERIALS & SUPPLIES

- Staff development costs

#### INTERNAL CHARGES

- Increase in Fleet charges by 10%

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Shawn Knuhtsen

**Division:** Planning & Community Services - General

**Accounting Reference:** 212

**Stage:** Approved

**Approved:** Yes

### Purpose:

Building & Licensing is a department of the Community Infrastructure & Development Services Division which is responsible to ensure new developments meet safety and compliance with the B.C. Building Code, the Building & Plumbing Bylaw #5900 and other applicable development regulations and standards. The team carries out plan checks, reviews and issuance of building permits, field reviews and inspections of construction projects, and general assistance to the citizens of Vernon. This Department is also responsible for Business Licensing of commercial activity within the City as well as the administrative and customer service functions for the Division.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(1,366,270)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(1,012,363)</b>
<b>Budget Change</b>	<b>\$(353,907)</b>
<b>Budget Change by %</b>	<b>(34.96%)</b>
<b>2024 FTE</b>	12.2
<b>2023 FTE</b>	12.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

2024 is expected to see a continuation of steady residential construction activity with more complex multi-family building forms such as townhouses and apartment buildings. Business Licenses are projected to remain steady and consistent with numbers from 2023. The Records/Committee Clerk has been relocated from Building & Licensing to Legislative Services (126). The additional Plans Examiner (2 year term) contract expires July 5, 2024 and a full-time position is warranted to maintain current service levels. The MTI Screening Officer duties are continuing to occupy increasing amounts of the Counter Clerk's time, detracting from development support.

### Highlights of Current Year:

2022 was another record year for construction at \$202.7 million. Construction in the first half of 2023 remains strong exceeding the numbers of 2022. It is anticipated that 2023 will be another record year. As of August 31, 2023, building permit values were at \$159.8 million with 247 permits issued. Residential activity continues to remain steady with 313 new units as of August, 2023. There has been a decrease in single family dwellings and a considerable increase in multi-family projects. Some of the larger building permits issued to date include Predator Ridge 56 unit apartment building at \$40 million, Alexis Park Dr 84 unit apartment building at \$18.9 million, 52 unit BC Housing project (old John Howard site) at \$12 million and Anderson Way Commercial/Industrial building at \$11 million.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4090	Plans Examiner (July onward)	Approved	\$47,430	\$94,860	\$0	\$47,430	\$98,659
<b>Total Change Request</b>			<b>\$47,430</b>	<b>\$94,860</b>	<b>\$0</b>	<b>\$47,430</b>	<b>\$98,659</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	2,467,051	2,153,273	2,068,386	2,431,511	363,125	17.56%
TRANSFERS FROM RESERVES	0	0	166,948	84,589	(82,359)	(49.33%)
<b>Total</b>	<b>2,467,051</b>	<b>2,153,273</b>	<b>2,235,334</b>	<b>2,516,100</b>	<b>280,766</b>	<b>12.56%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	2,188	2,321	3,195	3,900	705	22.07%
CONTRACTS FOR SERVICES	10,000	43,292	50,000	50,000	0	0.00%
GOODS, MATERIALS & SUPPLIES	29,945	23,431	36,121	46,197	10,076	27.90%
INTERNAL CHARGES	13,027	9,556	0	0	0	0.00%
SALARIES, WAGES & BENEFITS	758,888	997,221	1,133,655	1,049,733	(83,922)	(7.40%)
<b>Total</b>	<b>814,049</b>	<b>1,075,821</b>	<b>1,222,971</b>	<b>1,149,830</b>	<b>(73,141)</b>	<b>(5.98%)</b>
<b>Net</b>	<b>(1,653,002)</b>	<b>(1,077,452)</b>	<b>(1,012,363)</b>	<b>(1,366,270)</b>	<b>(353,907)</b>	<b>(34.96%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Increase in permit revenue to align with actual revenue

#### TRANSFERS FROM RESERVES

- Decrease due to temporary positions expiring in July 2024

#### GOODS, MATERIALS & SUPPLIES

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

#### SALARIES, WAGES & BENEFITS

- Relocation of 1 FTE position from 212 (Building and Licensing) to 126 (Legislative Services): Records/Committee Clerk
- Temporary Plans Examiner position expires July 2024
- Temporary Counter Clerk position expires July 2024



## Department Summary

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

**Budget Year:** 2024

**Manager:** John Perrott

**Division:** Planning & Community Services - General

**Accounting Reference:** 213

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Economic Development & Tourism Department is responsible for programs and services aimed at supporting investment in the community, entrepreneurial activity, and promoting the community for tourist visitation. The Tourism department is reflected under department 216. This budget category specifically provides funding for programs and services that are delivered directly by department staff or in collaboration with various community and regional partner organizations (i.e. Community Futures, Greater Vernon Chamber of Commerce, Downtown Vernon Association, etc.) in an effort to help address the challenges facing area businesses and support Council's Strategic Plan.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$501,033
<b>Prior Year Approved Net Budget</b>	\$453,372
<b>Budget Change</b>	\$47,661
<b>Budget Change by %</b>	10.51%
<b>2024 FTE</b>	3.0
<b>2023 FTE</b>	3.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Looking ahead to 2024, many of the economic headwinds faced by local businesses and identified in the 2022 and 2023 budgets remain - labour attraction and retention, access to housing options, and inflationary pressures including above normal interest rates. Despite these headwinds, the Okanagan remains a highly desirable location for investment, business growth, and resident relocation and the department will continue to deliver program and services that provide support to local businesses, facilitate development applications, and promote Vernon as a desirable location for investment, career opportunities, and visitation.

This year's Economic Development budget identifies the required resources to provide direct and partnership support for programs and services that look support the community economic development goals. Partnerships are key to our success and as such, this budget allocates resources for partnering with the Province of BC and neighboring communities for international talent attraction, direct financial support for the Rural Northern Immigration Pilot (RNIP) & Provincial Nominee Program (PNP) Immigration programs, investment and talent attraction promotion with the Chamber, and investment attraction efforts with the Downtown Vernon Association (DVA). Many of these activities will be carried out in locations outside of the community which have resulted in an increase in travel related expenses above pre-pandemic levels.

### Highlights of Current Year:

In 2023, Economic Development was able bring several programs and projects to fruition including:

- Successful application to Economic Trust of Southern Interior BC (ETSI-BC) for sponsorship of an Economic Development mapping project
- Piloting international recruitment to the United Kingdom and Ireland; subsequent formation of regional partnership including engagement with the Province of BC
- Design and installation of Tourism Information Kiosks
- Collaboration with multiple organizations to address access to community health care
- Supporting ongoing program success of the RNIP Program with Community Futures
- Supporting the DVA's Street Closure in conjunction with City Operations
- Support of the Chamber's Live and Invest promotional campaign

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,489	1,325	1,400	900	(500)	(35.71%)
CONTRACTS FOR SERVICES	63,576	51,286	41,000	54,000	13,000	31.71%
GOODS, MATERIALS & SUPPLIES	17,043	26,849	22,725	34,400	11,675	51.38%
SALARIES, WAGES & BENEFITS	322,145	207,866	388,247	411,733	23,486	6.05%
<b>Total</b>	<b>404,253</b>	<b>287,326</b>	<b>453,372</b>	<b>501,033</b>	<b>47,661</b>	<b>10.51%</b>
<b>Net</b>	<b>404,253</b>	<b>287,326</b>	<b>453,372</b>	<b>501,033</b>	<b>47,661</b>	<b>10.51%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increased to cover costs for domestic travel and accommodation, costs of attending international immigration shows in partnership with regional communities, and identified staff development plans.

#### GOODS, MATERIALS & SUPPLIES

- Increase for additional support for Rural Northern Immigration Pilot (RNIP) and Provincial Nominee Program (PNP) immigration programs, international immigration attraction outreach, and investment attraction trade show with Downtown Vernon Association (DVA). Further, this category includes funding for project's that are expected to emerge in 2024.

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

**Department Summary:** TOURISM (216)

**Budget Year:** 2024

**Manager:** Torrie Silverthorn

**Division:** Planning & Community Services - General

**Accounting Reference:** 216

**Stage:** Approved

**Approved:** Yes

### 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. 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 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>2024 Approved 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>2024 FTE</b>	5.1
<b>2023 FTE</b>	5.1
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

With cautious optimism, 2024 MRDT revenues are budgeted just above the five-year average with additional funding being requested from program savings held in the Hotel Tax reserve. Hotel Tax reserves currently sits at ~\$996,000. Staff propose a \$405,000 draw from reserve in 2024. Reserve funds would be put towards marketing, promotional assets, community partnerships and an electric vehicle for the mobile visitor services program captured under Fleet Projects (964).

2023 MRDT revenue to date has been back to or above pre-pandemic levels and currently sits above Tourism Vernon's five-year rolling average. MRDT revenue is set for another year of steady growth. The corporate meetings and events sector has been slow to recover. Knowing this sector's ability to create immediate economic impact, staff are exploring contracting options to support the immediate recovery of this sector in Vernon. This is reflected in the 2024 contracting expenses.

### Highlights of Current Year:

Vernon stands out in BC's tourism sector with several record-breaking months of MRDT revenue in 2023. Tourism Vernon's business model continues to evolve in step with tourism trends at the provincial and national level. Backed by research and consumer demand, the Tourism Commission continues to embrace a digital-forward approach to destination marketing and operations. Marketing, sponsorships and promotions remain a pillar to Tourism Vernon's programming. Partnership marketing with various tourism businesses continue to offer affordable, impactful campaigns aligned with Tourism Vernon's strategy.

Destination Management is also a growing area of focus for Tourism Vernon. Staff saw great success in bringing various sectors and stakeholders together in 2023. Tourism Vernon's Industry Conference, Hotelier events, and round table discussions are well-attended and generated partnerships, collaboration and economic impacts for various tourism businesses.

Vernon's Mobile Visitor Services also continues to evolve. Tourism Vernon maintained maximum funding from Destination BC's Visitor Services branch at \$25,000 (an amount typically provided only to bricks and mortar locations). A new hotelier outreach program and concierge training program is underway and has been well-received by all involved. The Tourism Commission remains pleased with the progress of this program.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** TOURISM (216)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	1,355,363	1,031,917	1,175,000	1,320,750	145,750	12.40%
INTERNAL REVENUES	124,780	127,276	127,276	132,367	5,091	4.00%
SALE OF GOODS	0	0	25,000	0	(25,000)	(100.00%)
SALE OF SERVICES	78,789	71,461	20,000	60,000	40,000	200.00%
TRANSFERS FROM RESERVES	0	0	350,000	312,455	(37,545)	(10.73%)
<b>Total</b>	<b>1,558,932</b>	<b>1,230,654</b>	<b>1,697,276</b>	<b>1,825,572</b>	<b>128,296</b>	<b>7.56%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	2,121	2,219	4,125	2,180	(1,945)	(47.15%)
CONTRACTS FOR SERVICES	1,080,332	1,072,107	1,080,869	1,157,000	76,131	7.04%
GOODS, MATERIALS & SUPPLIES	49,159	65,444	113,235	122,455	9,220	8.14%
INTERNAL CHARGES	8,735	6,545	9,125	10,000	875	9.59%
SALARIES, WAGES & BENEFITS	304,367	390,511	464,922	508,937	44,015	9.47%
TRANSFERS TO RESERVES	114,217	0	25,000	25,000	0	0.00%
<b>Total</b>	<b>1,558,932</b>	<b>1,536,827</b>	<b>1,697,276</b>	<b>1,825,572</b>	<b>128,296</b>	<b>7.56%</b>
<b>Net</b>	<b>0</b>	<b>306,173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase anticipated in MRDT (Hotel & Online Accommodation Properties) collection to the City and a \$440,000 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 actuals marketing revenue as a result of Visitor Guide ad sales for 2024

#### TRANSFERS FROM RESERVES

- Funds requested to be transferred from the Hotel Tax reserve to support the development of marketing, promotional assets, sponsorships 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, content development, new imagery etc.); contractors to assist with these deliverables

#### GOODS, MATERIALS & SUPPLIES

- Travel-related expenses (e.g. media, travel trade, events, sports, and staff development) as staff return to tradeshows and media-pitching events to attract visitation

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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

**Budget Year:** 2024

**Manager:** Roy Nuriel

**Division:** Planning & Community Services - General

**Accounting Reference:** 218

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$893,328
<b>Prior Year Approved Net Budget</b>	\$727,817
<b>Budget Change</b>	\$165,511
<b>Budget Change by %</b>	22.74%
<b>2024 FTE</b>	8.0
<b>2023 FTE</b>	7.5
<b>FTE Change</b>	0.5
<b>FTE Change by %</b>	6.67%

### Outlook for Upcoming Budget:

Efforts will continue to streamline the development approval process. 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 General Manager, Approving Officer, three planners and 2.5 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 remain steady in 2023 at 82 (up to and including Quarter 2), slightly below from the five year average (up to and including Quarter 2) of 114. Other applications such as building permits and property information requests have remained at high levels with construction in the first half of 2023 exceeding 2022 numbers by 14%, which was a record year for construction value. Staff have been implementing the development approval process review report recommendations as well as working with the new development industry working group. The dedicated Approving Officer position continues to focus on subdivisions review and approval. In 2023 the management structure of the Current Planning department has been changed with the addition of the General Manager of Planning. In 2023, Council supported the addition of a two year temporary Planning Assistant.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4097	Current Planning Manager	Approved	\$151,000	\$151,000	\$0	\$151,000	\$151,708
<b>Total Change Request</b>			<b>\$151,000</b>	<b>\$151,000</b>	<b>\$0</b>	<b>\$151,000</b>	<b>\$151,708</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF GOODS	315	(705)	1,055	1,055	0	0.00%
SALE OF SERVICES	197,720	159,157	148,750	148,750	0	0.00%
TRANSFERS FROM RESERVES	0	0	41,964	108,885	66,921	159.47%
<b>Total</b>	<b>198,035</b>	<b>158,452</b>	<b>191,769</b>	<b>258,690</b>	<b>66,921</b>	<b>34.90%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	967	1,056	1,020	2,724	1,704	167.06%
CONTRACTS FOR SERVICES	30,523	34,127	16,000	16,000	0	0.00%
GOODS, MATERIALS & SUPPLIES	32,679	23,509	34,505	38,503	3,998	11.59%
SALARIES, WAGES & BENEFITS	588,351	690,279	868,061	1,094,791	226,730	26.12%
<b>Total</b>	<b>652,520</b>	<b>748,971</b>	<b>919,586</b>	<b>1,152,018</b>	<b>232,432</b>	<b>25.28%</b>
<b>Net</b>	<b>454,485</b>	<b>590,520</b>	<b>727,817</b>	<b>893,328</b>	<b>165,511</b>	<b>22.74%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Increase due to temporary position funded for the full year

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Budgeted for cell phones for staff

#### GOODS, MATERIALS & SUPPLIES

- Increase in memberships and conference accommodation 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:** 2024

**Manager:** Roy Nuriel

**Division:** Planning & Community Services - General

**Accounting Reference:** 219

**Stage:** Approved

**Approved:** Yes

### Purpose:

Long Range Planning & Sustainability is responsible for the development of the Official Community Plan (OCP), neighbourhood plans, other supplementary policy and planning initiatives (e.g. Age Friendly Community Plan, affordable housing), 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.

### Outlook for Upcoming Budget:

1. Official Community Plan (OCP) review
2. Climate Action Plan Implementation, supported by the Climate Action Advisory Committee
3. Housing Action Plan Implementation
4. Parks Master Plan Initiation
5. Polson Park Master Plan Initiation
6. Sustainability Program (Sustainability Grants Program, Tree Voucher Program and education and outreach initiatives related to climate action and FireSmart)

### Highlights of Current Year:

The implementation of the Climate Action Plan has been delayed due to staff vacancies. Over the year, the Climate Action Advisory Committee has provided continuity to climate action implementation. The departments has fielded community inquiries and coordinated ongoing climate grant reporting (Local Government Action Reporting).

Following on Council endorsement of the Housing Action Plan in September 2022, the Department has been working on a variety of affordable and attainable housing initiatives. Bylaw amendments to permit secondary suites in semi-detached dwellings across the City have been taken to Council and are going through the process. A suite of bylaw amendments, including licensing and zoning, have been drafted to support regulation of short term rentals. The Department has been working with the Social Planning Council of the North Okanagan (SPCNO) and the Housing Action Team (comprised of local non-profit housing providers) on a Land Acquisition Strategy in preparation for BC Housing's Community Housing Fund. On August 14, Council endorsed housing targets for a three year period (2024 to 2026) and a set of seven specific initiatives to achieve them under the direction of the Housing Action Plan. Some of the initiatives, such as moving to e-referrals and digital permitting, dovetail with implementation of the Development Approval Process Review recommendations.

The Age and Dementia Friendly Community planning process, launched in September 2022, has been rolling out over 2023 with a focus on internal city education and engagement and community engagement.

Following on the completion of the new Civic Memorial Park in early 2023, the Department is working on Park Phase 2 and 3, which is expected to be completed in 2024. Work on the Polson Park Master Plan (2024) has been initiated, and will be inclusive of opportunities to collaborate with the Okanagan Indian Band. The Department will also contribute to planning for the Kin Race Track Athletic Park development.

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 Camp Okanagan Outreach Liaison (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 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$1,019,184
<b>Prior Year Approved Net Budget</b>	\$858,687
<b>Budget Change</b>	\$160,497
<b>Budget Change by %</b>	18.69%
<b>2024 FTE</b>	6.5
<b>2023 FTE</b>	6.0
<b>FTE Change</b>	0.5
<b>FTE Change by %</b>	8.33%

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	77,487	45,000	101,827	151,447	49,620	48.73%
<b>Total</b>	<b>77,487</b>	<b>45,000</b>	<b>101,827</b>	<b>151,447</b>	<b>49,620</b>	<b>48.73%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	2,182	1,492	3,550	2,723	(827)	(23.30%)
CONTRACTS FOR SERVICES	88,587	77,224	120,604	102,900	(17,704)	(14.68%)
GOODS, MATERIALS & SUPPLIES	44,294	15,999	28,100	33,425	5,325	18.95%
INTERNAL CHARGES	375	0	0	0	0	0.00%
PROJECTS	0	0	89,500	89,500	0	0.00%
SALARIES, WAGES & BENEFITS	500,126	305,274	718,760	942,083	223,323	31.07%
TRANSFERS TO RESERVES	45,000	0	0	0	0	0.00%
<b>Total</b>	<b>680,563</b>	<b>399,989</b>	<b>960,514</b>	<b>1,170,631</b>	<b>210,117</b>	<b>21.88%</b>
<b>Net</b>	<b>603,076</b>	<b>354,989</b>	<b>858,687</b>	<b>1,019,184</b>	<b>160,497</b>	<b>18.69%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Reserve funding for Parks Planner
- Funding for one-time projects from 2023

#### SALARIES, WAGES & BENEFITS

- In 2023 the management structure of the Long Range Planning department has been changed with the addition of the General Manager of Planning
- 50% General Manager of Planning budgeted for full in 2024
- 1 FTE Parks Planner budgeted for full in 2024
- Increases for cost of living, service time and benefits cost



## Department Summary

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

**Budget Year:** 2024

**Manager:** Brian Derrick

**Division:** Planning & Community Services - General

**Accounting Reference:** 220

**Stage:** Approved

**Approved:** Yes

### 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 the Subdivision & 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>2024 Approved Net Budget</b>	\$328,357
<b>Prior Year Approved Net Budget</b>	\$315,732
<b>Budget Change</b>	\$12,625
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	4.0
<b>2023 FTE</b>	4.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Looking ahead to 2024, the department is expected to maintain its core functions and responsibilities with no major changes. Anticipated revenues from subdivision inspection fees have been increased slightly to reflect the continued pace of development coupled with increases in construction costs. Revenues from RDNO Engineering Fees have been increased marginally 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. Now that the longstanding staffing vacancies have been filled, 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:

2023 is unlikely to surpass 2022 in terms of new subdivision and development activity, however a few imminent applications in the second half of the year are expected to push subdivision inspection fees comfortably above the anticipated revenues. These fees are directly representative of the value of infrastructure works constructed through development processes, and based on revenues from 2022, and anticipated revenues from 2023, it appears that the new baseline for fees collected annually is approximately double that which we received in the late 2010's. The department has navigated the rush of applications in spite of being shorthanded 2 Municipal Technicians for the first 8 months of the year, 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 & Development Services Bylaw and the Soil Removal & Deposition Bylaw in order to make the application process more streamlined, consistent and user-friendly. The department is also preparing draft amendments to the Floodplain Management Bylaw which clarify definitions and language, and add flexibility for small renovations within the floodplain. These proposed amendments align with Council's Strategic Plan priorities of implementing the Development Approvals Process Review recommendations with the intent of streamlining the development approval process.

2023 has seen continued communication and review to facilitate 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, Anderson Way industrial area, the Waterfront Neighbourhood Centre, and numerous other infill and greenfield locations.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	153,674	81,711	110,000	119,000	9,000	8.18%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	53,277	43,660	79,000	86,000	7,000	8.86%
<b>Total</b>	<b>206,952</b>	<b>125,371</b>	<b>189,000</b>	<b>205,000</b>	<b>16,000</b>	<b>8.47%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	7	407	800	620	(180)	(22.50%)
CONTRACTS FOR SERVICES	0	0	2,000	2,000	0	0.00%
GOODS, MATERIALS & SUPPLIES	10,806	10,757	12,850	13,050	200	1.56%
SALARIES, WAGES & BENEFITS	366,773	279,597	489,082	517,687	28,605	5.85%
<b>Total</b>	<b>377,586</b>	<b>290,761</b>	<b>504,732</b>	<b>533,357</b>	<b>28,625</b>	<b>5.67%</b>
<b>Net</b>	<b>170,634</b>	<b>165,389</b>	<b>315,732</b>	<b>328,357</b>	<b>12,625</b>	<b>4.00%</b>

### 2023 - 2024 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

- Minor increase of RDNO/GVW Engineering Fees to reflect observed trends and full department staffing

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

**Department Summary:** TRANSPORTATION (222)

**Budget Year:** 2024

**Manager:** Ellen Croy

**Division:** Planning & Community Services - General

**Accounting Reference:** 222

**Stage:** Approved

**Approved:** Yes

### Purpose:

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

### Budget Summary

<b>2024 Approved Net Budget</b>	\$586,460
<b>Prior Year Approved Net Budget</b>	\$563,910
<b>Budget Change</b>	\$22,550
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	4.0
<b>2023 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 initiatives set out in the 25 Year Master Transportation Plan while working on the plan update throughout 2024. Other transportation planning initiatives for 2024 include various amendments to the Zoning Bylaw to align with Climate Action Plan goals (vehicle and active transportation parking requirements, electric vehicle ready parking, and end of trip facilities). Subject to Provincial funding, staff will also prepare for implementation of the new transit service level increases. April 2024 will be the end of the Province's Electric Kick Scooter Pilot Program, so staff will prepare next steps for the e-scooter share program. Active transportation engagement and education will continue throughout 2024, including GoByBike Week, transit promotions, and road safety initiatives. Staff will continue working on capital projects, including lake accesses, transit infrastructure, active transportation infrastructure, safety, and accessibility.

### Highlights of Current Year:

The Transportation Department completed several operational, planning, and capital projects throughout 2023. Staff held a successful Spring GoByBike Week (May 29 to June 4) and Fall GoByBike Weeks (October 16 to 29) with grants from the GoByBike Week Society. 2023 marked the third year of participation in the Province's Electric Kick Scooter Pilot Project with Neuron Mobility re-launching the e-scooter and e-bike share program for the season in March 2023. Public engagement on e-scooters was completed in Spring 2023, with over 1,700 survey responses received. Staff reported results to Council, and are using the data to help inform the future of the program in 2024 (subject to Provincial direction).

The Transportation Master Plan update was launched in 2023, with preliminary workshops held in Fall 2023 to set the plan direction. Staff also formalized the curbside pickup program in the downtown and implemented the permanent Outdoor Commercial Use Permit bylaws and policy to allow businesses in the downtown to extend commercial uses into adjacent road right-of-way. The City of Vernon also became a pilot community for the Community Energy Association's Electric Mobility Accelerator to help increase municipal capacity to implement e-mobility solutions.

Several capital projects were completed including two lake access sites (8797 Okanagan Landing Road and the replacement of the 8130 Tronson Road boat launch), four new bus stop pads, and installation of new transit shelters through grants from the BC Transit Shelter Program. Throughout the community various sidewalk ramps were built or replaced to improve accessibility. The shoulder was widened on Okanagan Landing Road adjacent to Paddlewheel Park to increase parking in the area. Other transportation safety improvements were completed where possible based on contractor availability. The Department also grew to include a Temporary Transportation Technician, with a term ending in early 2025.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** TRANSPORTATION (222)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	5,000	6,500	2,000	3,000	1,000	50.00%
SALE OF GOODS	0	170	0	0	0	0.00%
SALE OF SERVICES	2,000	1,100	0	0	0	0.00%
TRANSFERS FROM RESERVES	0	7,852	7,852	0	(7,852)	(100.00%)
<b>Total</b>	<b>7,000</b>	<b>15,622</b>	<b>9,852</b>	<b>3,000</b>	<b>(6,852)</b>	<b>(69.55%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,310	1,410	2,484	2,730	246	9.90%
CONTRACTS FOR SERVICES	36,950	21,194	250	250	0	0.00%
GOODS, MATERIALS & SUPPLIES	39,537	25,620	28,542	29,425	883	3.09%
INTERNAL CHARGES	1,800	5,725	3,500	3,500	0	0.00%
PROJECTS	0	0	43,800	21,500	(22,300)	(50.91%)
SALARIES, WAGES & BENEFITS	338,660	406,784	495,186	532,055	36,869	7.45%
TRANSFERS TO RESERVES	7,852	0	0	0	0	0.00%
<b>Total</b>	<b>426,109</b>	<b>460,732</b>	<b>573,762</b>	<b>589,460</b>	<b>15,698</b>	<b>2.74%</b>
<b>Net</b>	<b>419,109</b>	<b>445,110</b>	<b>563,910</b>	<b>586,460</b>	<b>22,550</b>	<b>4.00%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase estimated due to previous years' grant allocations from GoByBike BC Society.

#### TRANSFERS FROM RESERVES

- Funding for one-time projects from 2023

#### COMMUNICATIONS, INSURANCE, UTILITIES

- Increase due to a new cell phone in the department

#### PROJECTS

- Funding for active transportation programming is being re-allocated within the proposed Active Transportation Capital Project Budget.

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** PROJECTS - PLANNING & COMMUNITY SERVICES (962)

**Budget Year:** 2024

**Manager:** Roy Nuriel

**Division:** Planning & Community Services - General

**Accounting Reference:** 962

**Stage:** Approved

**Approved:** Yes

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### Purpose:

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

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 2024. 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:

2023 projects include:

- \$ 417,289 Homeless Bridging grant project
- \$ 309,992 Wellbriety Program - Strengthening Communities Grant
- \$ 300,000 Development Process Review & technology enhancements
- \$ 260,376 DCCs for affordable housing agreement (City to pay)
- \$ 236,809 Visitor Kiosk grant project
- \$ 184,710 Dementia Strategic Fund
- \$ 38,000 2900 block of 30th Ave road closure support
- \$ 24,078 Age & Dementi Friendly Community Grant
- \$ 22,937 Fortis Step Code conversion
- \$ 15,000 Agents of Change Grant

Total \$ 1,809,191

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - PLANNING & COMMUNITY SERVICES (962)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	421,457	0	1,187,878	0	(1,187,878)	(100.00%)
TRANSFERS FROM RESERVES	74,683	22,937	621,313	0	(621,313)	(100.00%)
<b>Total</b>	<b>496,140</b>	<b>22,937</b>	<b>1,809,191</b>	<b>0</b>	<b>(1,809,191)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	331,390	199,080	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	64,918	37,196	0	0	0	0.00%
INTERNAL CHARGES	3,332	7,083	0	0	0	0.00%
PROJECTS	0	0	1,809,191	0	(1,809,191)	(100.00%)
SALARIES, WAGES & BENEFITS	96,500	49,954	0	0	0	0.00%
TRANSFERS TO RESERVES	22,937	0	0	0	0	0.00%
Uncategorized Expenses	3,463	0	0	0	0	0.00%
<b>Total</b>	<b>522,540</b>	<b>293,314</b>	<b>1,809,191</b>	<b>0</b>	<b>(1,809,191)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>26,400</b>	<b>270,377</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

No projects budgeted for 2024.

## Department Summary

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

**Budget Year:** 2024

**Manager:** Roy Nuriel

**Division:** Planning & Community Services -  
General

**Accounting Reference:** 963

**Stage:** Approved

**Approved:** Yes

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### Purpose:

Projects - Engineering Development (963) accommodates one time projects approved by Council related to Planning & Community Services.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 2024.

### Highlights of Current Year:

2023 projects include:

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

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
DEVELOPER CONTRIBUTIONS	0	0	9,400	0	(9,400)	(100.00%)
GOVERNMENT TRANSFERS	(47,600)	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	47,600	0	10,600	0	(10,600)	(100.00%)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>(20,000)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
PROJECTS	0	0	20,000	0	(20,000)	(100.00%)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>(20,000)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

No projects anticipated in 2024.



## Department Summary

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

**Budget Year:** 2024

**Manager:** Ellen Croy

**Division:** Planning & Community Services - Transit

**Accounting Reference:** 148

**Stage:** Approved

**Approved:** Yes

### Purpose:

The conventional transit system operates 12 conventional buses within Vernon and Coldstream. The conventional transit system provides an essential service getting people to work, recreation, and services 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>2024 Approved Net Budget</b>	\$2,370,364
<b>Prior Year Approved Net Budget</b>	\$1,957,414
<b>Budget Change</b>	\$412,950
<b>Budget Change by %</b>	21.10%
<b>2024 FTE</b>	0.0
<b>2023 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), which was delayed to January 2024 because the 2022 Provincial budget did not accommodate any service expansions. However, the January 2024 start date has been further delayed because the Provincial budget did not accommodate a service expansion for January 2024.

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, which is now expected for implementation in early 2024. 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.

The proposed budget change request reflects the conventional transit system levels of service plus the new expansions planned to start in September 2024. Again, this increase is subject to the Provincial budget accommodating the service expansion to start in September 2024. Planning and implementation of the new service (e.g. installing new bus stops, updating scheduling information, etc.) will occur throughout 2024.

### 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 continues to increase to pre-pandemic levels. Existing service levels were maintained throughout 2023, and work began by BC Transit to start implementation of the electronic fare collection system, called Umo (now to be implemented in the Vernon Regional Transit System in early 2024).

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4083	Conventional Transit Expansion (New Route 10 & Stat Holiday Service)	Approved	\$43,500	\$130,600	\$0	\$43,500	\$130,600
AUTO - 4088	Conventional Transit Donations of Service Increase	Approved	\$6,000	\$6,000	\$0	\$6,000	\$6,120
<b>Total Change Request</b>			<b>\$49,500</b>	<b>\$136,600</b>	<b>\$0</b>	<b>\$49,500</b>	<b>\$136,720</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	2,076,247	1,361,391	2,000,992	2,131,087	130,095	6.50%
SALE OF SERVICES	790,735	845,320	804,912	808,755	3,843	0.48%
<b>Total</b>	<b>2,866,981</b>	<b>2,206,712</b>	<b>2,805,904</b>	<b>2,939,842</b>	<b>133,938</b>	<b>4.77%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	4,469,838	3,083,482	4,738,797	5,280,165	541,368	11.42%
GOODS, MATERIALS & SUPPLIES	18,923	17,240	23,000	29,000	6,000	26.09%
INTERNAL CHARGES	222	12	1,000	500	(500)	(50.00%)
SALARIES, WAGES & BENEFITS	1,217	245	521	541	20	3.84%
TRANSFERS TO RESERVES	90,175	0	0	0	0	0.00%
<b>Total</b>	<b>4,580,374</b>	<b>3,100,980</b>	<b>4,763,318</b>	<b>5,310,206</b>	<b>546,888</b>	<b>11.48%</b>
<b>Net</b>	<b>1,713,393</b>	<b>894,268</b>	<b>1,957,414</b>	<b>2,370,364</b>	<b>412,950</b>	<b>21.10%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase since there will be an increase in costs.

#### SALE OF SERVICES

- The estimated sale revenues is based on BC Transit's most current information and trends. This is an estimate and subject to change based on improvements made through the new electronic fare collection system.

#### CONTRACTS FOR SERVICES

- General increase in costs to operate system due to inflation and increased fuel prices.

#### INTERNAL CHARGES

- Decrease to better align with the actual costs in previous years.

## Department Summary

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

**Budget Year:** 2024

**Manager:** Ellen Croy

**Division:** Planning & Community Services - Transit

**Accounting Reference:** 149

**Stage:** Approved

**Approved:** Yes

### 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 process for Custom Transit users includes an in-person assessment with a mobility coordinator 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 transit system. The custom transit system is managed by the Transportation Department.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$366,461
<b>Prior Year Approved Net Budget</b>	\$342,744
<b>Budget Change</b>	\$23,717
<b>Budget Change by %</b>	6.92%
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The proposed budget change request reflects, in September 2024, there is a planned expansion (subject to Provincial funding) to include 780 new Custom Transit service hours to provide service on Sundays and statutory holidays. This increase aligns with short term improvements identified in the North Okanagan Transit Future Plan.

### Highlights of Current Year:

In 2023, the Custom Transit system saw an increase in ridership from pre-pandemic levels.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4084	Custom Transit Expansion (Sunday & Stat Holiday Service)	Approved	\$9,600	\$28,900	\$0	\$9,600	\$28,900
<b>Total Change Request</b>			<b>\$9,600</b>	<b>\$28,900</b>	<b>\$0</b>	<b>\$9,600</b>	<b>\$28,900</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	919,496	622,881	993,914	1,041,715	47,801	4.81%
SALE OF SERVICES	87,945	78,932	92,926	100,716	7,790	8.38%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	93,176	63,997	87,129	96,266	9,137	10.49%
<b>Total</b>	<b>1,100,618</b>	<b>765,810</b>	<b>1,173,969</b>	<b>1,238,697</b>	<b>64,728</b>	<b>5.51%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	1,480,634	1,020,837	1,516,713	1,605,158	88,445	5.83%
TRANSFERS TO RESERVES	21,320	0	0	0	0	0.00%
<b>Total</b>	<b>1,501,954</b>	<b>1,020,837</b>	<b>1,516,713</b>	<b>1,605,158</b>	<b>88,445</b>	<b>5.83%</b>
<b>Net</b>	<b>401,336</b>	<b>255,027</b>	<b>342,744</b>	<b>366,461</b>	<b>23,717</b>	<b>6.92%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Anticipated increase in Provincial subsidy for projected increased Custom Transit operating costs as per the 2023/2024 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.

#### SERVICES PROVIDED TO OTHER GOVTS

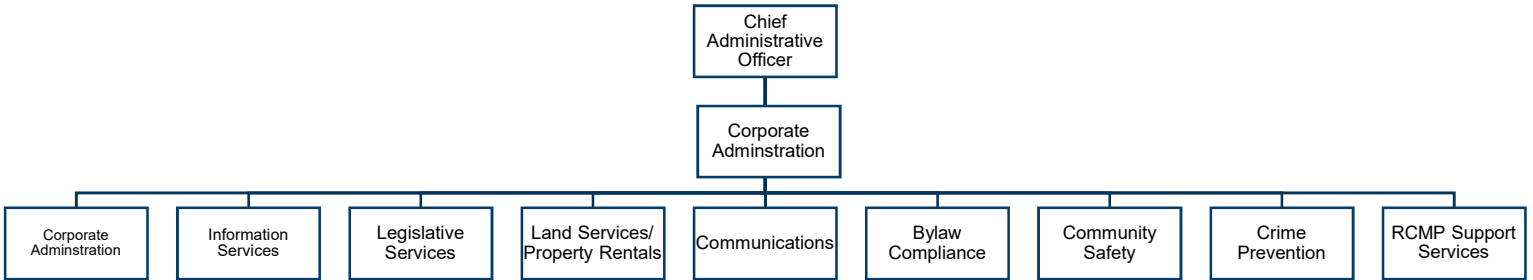
- Anticipated increase in recoveries from regional transit partners based on historical ridership for each jurisdiction.

#### CONTRACTS FOR SERVICES

- Increase in operating costs for Custom Transit services based on inflation and increased fuel costs.

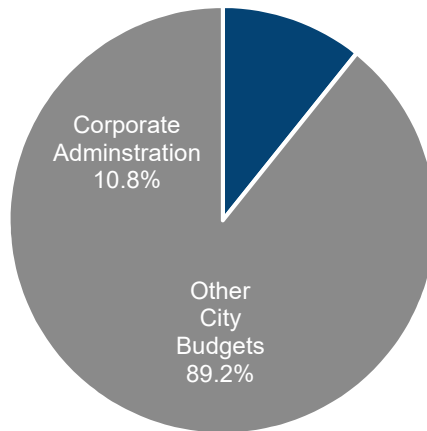
# CORPORATE ADMINISTRATION

Kevin Poole  
 Director  
 kpoole@vernon.ca



## DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$6,852,670
2023 Amended Net Cost	\$5,928,781
Budget Change	\$923,889
Change By %	15.58%
2024 FTE	76.9
2023 FTE	74.6
FTE Change	2.3
FTE Change By %	3.08%



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2024 BUDGET	2023 BUDGET	\$ INCREASE	% INCREASE
<b>Corporate Administration</b>				
CORPORATE ADMINISTRATION- GENERAL (120)	312,398	281,207	31,191	11.09%
INFORMATION SERVICES (122)	1,925,742	1,533,888	391,854	25.55%
LEGISLATIVE SERVICES (126)	735,200	600,018	135,182	22.53%
LAND SERVICES (130)	69,923	65,472	4,451	6.80%
LAND SERVICES - PROPERTY RENTALS (131)	0	0	0	0.00%
COMMUNICATIONS & GRANTS (132)	465,922	444,433	21,489	4.84%
RCMP SUPPORT SERVICES (311)	2,247,627	1,994,316	253,311	12.70%
RCMP DETENTION CENTRE (312)	320,925	305,423	15,502	5.08%
BYLAW COMPLIANCE (345)	401,731	350,782	50,949	14.52%
COMMUNITY SAFETY OFFICE (350)	225,411	218,709	6,702	3.06%
CRIME PREVENTION (351)	147,791	134,533	13,258	9.85%
PROJECTS - INFORMATION SERVICES (960)	0	0	0	0.00%
PROJECTS - PROTECTIVE SERVICES (970)	0	0	0	0.00%
PROJECTS - CORPORATE ADMINISTRATION (972)	0	0	0	0.00%
Total Corporate Administration	6,852,670	5,928,781	923,889	15.58%
<b>GRAND TOTAL</b>	<b>6,852,670</b>	<b>5,928,781</b>	<b>923,889</b>	<b>15.58%</b>

## Department Summary

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**Department Summary:** CORPORATE ADMINISTRATION- GENERAL (120)

**Budget Year:** 2024

**Manager:** Kevin Poole

**Division:** Corporate Administration

**Accounting Reference:** 120

**Stage:** Approved

**Approved:** Yes

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### Purpose:

Corporate 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>2024 Approved Net Budget</b>	\$312,398
<b>Prior Year Approved Net Budget</b>	\$281,207
<b>Budget Change</b>	\$31,191
<b>Budget Change by %</b>	11.09%
<b>2024 FTE</b>	1.3
<b>2023 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 2024, the Division plans to focus on implementing 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 Corporate Administration general budget. Administration will be proposing a one year extension to the contract for services. CMHA has been encouraged to seek additional funds through the Regional District of the North Okanagan.

### Highlights of Current Year:

Highlights for each of the Departments within the Corporate Administration Division are provided within each department's summary.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CORPORATE ADMINISTRATION- GENERAL (120)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	722	489	650	675	25	3.85%
CONTRACTS FOR SERVICES	57,207	131,904	45,158	45,208	50	0.11%
GOODS, MATERIALS & SUPPLIES	9,474	12,844	11,723	12,200	477	4.07%
SALARIES, WAGES & BENEFITS	211,103	197,368	223,676	254,315	30,639	13.70%
<b>Total</b>	<b>278,505</b>	<b>342,605</b>	<b>281,207</b>	<b>312,398</b>	<b>31,191</b>	<b>11.09%</b>
<b>Net</b>	<b>278,505</b>	<b>342,605</b>	<b>281,207</b>	<b>312,398</b>	<b>31,191</b>	<b>11.09%</b>

### 2023 - 2024 Budget Changes:

SALARIES, WAGES & BENEFITS

- Increases in cost of living, service time and benefits costs.
- Deputy CAO now budgeted in this department



## Department Summary

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

**Budget Year:** 2024

**Manager:** Kris Satchell

**Division:** Corporate Administration

**Accounting Reference:** 122

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Information Services (IS) department plays a pivotal role in overseeing the technological landscape of the City of Vernon. With a focus on strategic planning, management, and technical/administrative support, IS is at the forefront of maintaining and optimizing our network infrastructure and enterprise software products. Furthermore, the department extends its expertise by providing vital technical support to both the municipal RCMP detachment and the three City of Vernon Firehalls. IS upholds a dynamic environment, managing a virtualized server cluster, a diverse array of enterprise software products, wireless communication systems, numerous workstations and mobile devices, on-premise telephony solutions, switch infrastructure, and robust Backup and Recovery mechanisms. A testament to its comprehensive scope, IS also manages citywide software contracts valued at over half a million dollars annually. This multifaceted approach exemplifies IS's dedication to driving efficiency, innovation, and reliability throughout our technological landscape.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$1,925,742
<b>Prior Year Approved Net Budget</b>	\$1,533,888
<b>Budget Change</b>	\$391,854
<b>Budget Change by %</b>	25.55%
<b>2024 FTE</b>	12.0
<b>2023 FTE</b>	11.0
<b>FTE Change</b>	1.0
<b>FTE Change by %</b>	9.09%

### 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 is presently engaged in developing a multi-year Strategic Plan, which could potentially include recommendations regarding budgetary considerations in the forthcoming years.

### 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.

Council Chambers audio visual upgrade is complete.

Microsoft 365 rollout is underway and all staff should be licensed and have Multi Factor Authentication implemented by third quarter of 2023

Information Services has been heavily involved in the Workday rollout and this will be live before the end of the year.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4071	Microsoft 365 licences	Approved	\$131,000	\$0	\$131,000	\$0	\$0
AUTO - 4072	Cyber Insurance	Approved	\$40,000	\$0	\$0	\$40,000	\$42,000
AUTO - 4073	Dark Fibre Upgrade to Operations Bldg	Approved	\$13,000	\$0	\$0	\$13,000	\$13,260
AUTO - 4091	Information Technician II	Approved	\$102,000	\$102,000	\$0	\$102,000	\$102,316
<b>Total Change Request</b>			<b>\$286,000</b>	<b>\$102,000</b>	<b>\$131,000</b>	<b>\$155,000</b>	<b>\$157,576</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	35,261	35,966	150,966	161,122	10,156	6.73%
SALE OF SERVICES	4,340	4,920	1,000	5,000	4,000	400.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	45,448	41,262	45,448	47,840	2,392	5.26%
TRANSFERS FROM RESERVES	0	36,298	113,250	0	(113,250)	(100.00%)
<b>Total</b>	<b>85,049</b>	<b>118,446</b>	<b>310,664</b>	<b>213,962</b>	<b>(96,702)</b>	<b>(31.13%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	51,354	81,960	102,309	112,133	9,824	9.60%
CONTRACTS FOR SERVICES	52,015	92,400	156,230	248,000	91,770	58.74%
GOODS, MATERIALS & SUPPLIES	59,881	58,580	95,742	99,609	3,867	4.04%
INTERNAL CHARGES	6,444	4,725	7,088	7,797	709	10.00%
SALARIES, WAGES & BENEFITS	1,034,458	1,048,314	1,185,478	1,362,338	176,860	14.92%
TRANSFERS TO RESERVES	304,705	297,705	297,705	309,827	12,122	4.07%
<b>Total</b>	<b>1,508,856</b>	<b>1,583,685</b>	<b>1,844,552</b>	<b>2,139,704</b>	<b>295,152</b>	<b>16.00%</b>
<b>Net</b>	<b>1,423,807</b>	<b>1,465,238</b>	<b>1,533,888</b>	<b>1,925,742</b>	<b>391,854</b>	<b>25.55%</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- Increase in cost of living, service time and benefits costs (Rec Services and Workday)

#### SALE OF SERVICES

- Revenue increase for recycling of mobile equipment

#### SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

- Additional RCMP Provincial member to support

#### TRANSFER FROM RESERVES

- 2023 One time Council Approved Cyber Security Insurance Policy and Microsoft licensing

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Council approved Dark Fibre rental for City hall to Operations building and insurance premium increases (AUTO - 4073)

#### CONTRACTS FOR SERVICES

- Increase for Microsoft 365 licensing preapproved by Council (AUTO - 4071, 4072)

#### INTERNAL CHARGES

- Increase to internal fleet charge

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Decrease of \$40,000 and move to Operating 2-451 for Microsoft 365 licenses (move from capital purchase to annual subscription)
- Increase of \$52,122 to accommodate cancelling of the Evergreen in individual departments to be centralized in Information Services Budget.

## Department Summary

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

**Budget Year:** 2024

**Manager:** Janice Nicol

**Division:** Corporate Administration

**Accounting Reference:** 126

**Stage:** Approved

**Approved:** Yes

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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 2024 will be continuing implementation of the meeting management software, eSCRIBE and evaluating existing and best practices for records management. A roll-out of eSCRIBE for Committee meetings will be undertaken.

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 commenced in 2022 with continued implementation in 2023. There was also an organizational change that had the Records/Committee Clerk position move from the Building & Licencing to Legislative Services.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$735,200
<b>Prior Year Approved Net Budget</b>	\$600,018
<b>Budget Change</b>	\$135,182
<b>Budget Change by %</b>	22.53%
<b>2024 FTE</b>	6.3
<b>2023 FTE</b>	5.3
<b>FTE Change</b>	1.0
<b>FTE Change by %</b>	18.87%

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	2,488	1,061	1,710	1,710	0	0.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	5,321	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	219,890	74,534	74,534	0	(74,534)	(100.00%)
<b>Total</b>	<b>227,698</b>	<b>75,595</b>	<b>76,244</b>	<b>1,710</b>	<b>(74,534)</b>	<b>(97.76%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	489	332	800	800	0	0.00%
CONTRACTS FOR SERVICES	123,636	68,385	136,826	78,311	(58,515)	(42.77%)
GOODS, MATERIALS & SUPPLIES	73,510	9,098	16,109	16,312	203	1.26%
SALARIES, WAGES & BENEFITS	455,208	399,003	491,933	611,487	119,554	24.30%
TRANSFERS TO RESERVES	99,749	30,594	30,594	30,000	(594)	(1.94%)
<b>Total</b>	<b>752,592</b>	<b>507,411</b>	<b>676,262</b>	<b>736,910</b>	<b>60,648</b>	<b>8.97%</b>
<b>Net</b>	<b>524,894</b>	<b>431,816</b>	<b>600,018</b>	<b>735,200</b>	<b>135,182</b>	<b>22.53%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Carryover from eSCRIBE implementation for continued rollout of modules

#### CONTRACTS FOR SERVICES

- Decrease in net amount as separate contract for video recording with SLIQ has concluded, service now combined with eSCRIBE subscription fee.

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time, new collective agreement and benefits costs
- Records/Committee Clerk reallocated from Building & Licensing Department (212)

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Brett Bandy

**Division:** Corporate Administration

**Accounting Reference:** 130

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$69,923
<b>Prior Year Approved Net Budget</b>	\$65,472
<b>Budget Change</b>	\$4,451
<b>Budget Change by %</b>	6.80%
<b>2024 FTE</b>	2.5
<b>2023 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 on an on-going basis for a variety of departments within the Operations, Community Infrastructure and Development, and Corporate Administration Divisions.

Targeted projects for Land Services in 2024 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: 43rd Avenue/Pleasant Valley Road traffic circle, Eastside Road drainage, Okanagan Landing Road drainage, Tassie Creek drainage, 32nd Avenue from Alexis Park Dr to Bella Vista Rd - road and storm improvements, Southwind sewer and 15th Avenue storm management at 20th Street and 48th Avenue.

### Highlights of Current Year:

In 2023, 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 Road/SRW for Phase II of the Silver Star Road Pathway, negotiated the purchase of additional road for the 39th Avenue/Pleasant Valley Rd traffic circle, extended the spray irrigation leases, negotiated the purchase of SRW for sewer from Predator Ridge to Eastside Rd and facilitated the surplus road closures and consolidations to maximize use.

Land Services provided assistance to a variety of departments including Infrastructure, Development Engineering, Planning, Facilities, Economic Development & Tourism 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 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	108,703	119,619	119,619	122,011	2,392	2.00%
SALE OF SERVICES	188,577	150,308	174,875	177,429	2,554	1.46%
<b>Total</b>	<b>297,280</b>	<b>269,927</b>	<b>294,494</b>	<b>299,440</b>	<b>4,946</b>	<b>1.68%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,360	1,157	900	900	0	0.00%
CONTRACTS FOR SERVICES	27,072	36,357	62,574	62,574	0	0.00%
GOODS, MATERIALS & SUPPLIES	13,127	11,747	10,400	10,415	15	0.14%
INTERNAL CHARGES	821	0	250	250	0	0.00%
SALARIES, WAGES & BENEFITS	270,097	258,863	284,942	295,224	10,282	3.61%
TRANSFERS TO RESERVES	899	900	900	0	(900)	(100.00%)
<b>Total</b>	<b>313,375</b>	<b>309,025</b>	<b>359,966</b>	<b>369,363</b>	<b>9,397</b>	<b>2.61%</b>
<b>Net</b>	<b>16,094</b>	<b>39,098</b>	<b>65,472</b>	<b>69,923</b>	<b>4,451</b>	<b>6.80%</b>

### 2023 - 2024 Budget Changes:

SALARIES, WAGES & BENEFITS

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

TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Brett Bandy

**Division:** Corporate Administration

**Accounting Reference:** 131

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 2023, Land Services continued to manage these properties.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	32,894	36,719	61,530	62,608	1,078	1.75%
<b>Total</b>	<b>32,894</b>	<b>36,719</b>	<b>61,530</b>	<b>62,608</b>	<b>1,078</b>	<b>1.75%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	15,105	16,634	13,811	17,843	4,032	29.19%
CONTRACTS FOR SERVICES	19,008	6,117	6,500	6,500	0	0.00%
GOODS, MATERIALS & SUPPLIES	8,342	8,755	7,600	7,800	200	2.63%
TRANSFERS TO RESERVES	0	0	33,619	30,465	(3,154)	(9.38%)
<b>Total</b>	<b>42,456</b>	<b>31,506</b>	<b>61,530</b>	<b>62,608</b>	<b>1,078</b>	<b>1.75%</b>
<b>Net</b>	<b>9,563</b>	<b>(5,213)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase anticipated in 2024 Property Insurance premium
- Increased natural gas usage at MacDonald Park Clubhouse
- Increased electricity usage at MacDonald Park Clubhouse

#### TRANSFERS TO RESERVES

- Transfer to Civic Buildings Reserve to balance department budget to zero



## Department Summary

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

**Budget Year:** 2024

**Manager:** Kevin Poole

**Division:** Corporate Administration

**Accounting Reference:** 132

**Stage:** Approved

**Approved:** Yes

### Purpose:

This department 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>2024 Approved Net Budget</b>	\$465,922
<b>Prior Year Approved Net Budget</b>	\$444,433
<b>Budget Change</b>	\$21,489
<b>Budget Change by %</b>	4.84%
<b>2024 FTE</b>	3.0
<b>2023 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 2024 include: implementing a City-wide strategic communications plan to align with and support Council's Strategic Plan 2023 - 2026; reviewing 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 an education program, in coordination with the Planning department, to discuss diverse housing options within the community; develop a crisis communication plan for the Corporation; support and assist with ongoing public communication strategies to engage residents with climate action initiatives; develop a public engagement and communication toolkit based on IAP2 principles; and provide further information support for the Emergency Operations 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:

Over the last year, the Communications department was able to support multiple major City projects with strategic communications, including the development of Council's Strategic Plan 2023 - 2026, and the promotion of several public engagement projects, including: the Province of B.C. e-scooter pilot program review; the Recreation & Parks Fees Assessment; the development of an Age & Dementia Friendly Community Plan; and the City's annual open house for capital works projects.

Following the successful referendum for the Active Living Centre (ALC) in October 2022, the Communications department has worked closely with the ALC Integrated Project Delivery (IPD) team to share regular updates on the project and highlight milestone accomplishments that have happened throughout the planning process. The Communications department will continue working with the IPD team on the planning and implementation of further public engagement opportunities as they relate to detailed design of the facility.

The summer months brought with them a very busy fire season in Vernon and its surrounding area. The Communications department provided emergency information support for the City's Emergency Operations Centre (EOC) and Vernon Fire Rescue Services, in regard to major structure fires within Vernon, as well as the evacuation of thousands of residents throughout the Central Okanagan and Shuswap, many of whom came to Vernon seeking assistance through the Emergency Support Services (ESS) program.

During emergency activations, the Communications department worked with Administration and all other City departments, EOC members and key external stakeholders to develop and distribute communications regarding ESS program registration, health and safety information, and community resources for evacuees, citizens, businesses, visitors and staff.

Between January and June 2023, the City of Vernon submitted applications to or received notification for previous applications from sixteen (16) grant programs for numerous municipal projects. The total amount of grant funding sought by the City during this time was \$11,043,979, 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 \$2,221,553.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	0	11,500	11,500	11,500	0	0.00%
<b>Total</b>	<b>0</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	4,413	798	1,200	1,200	0	0.00%
CONTRACTS FOR SERVICES	57,091	74,010	86,691	96,251	9,560	11.03%
GOODS, MATERIALS & SUPPLIES	53,350	9,457	33,648	34,045	397	1.18%
PROJECTS	0	0	6,000	0	(6,000)	(100.00%)
SALARIES, WAGES & BENEFITS	289,700	231,137	327,669	345,926	18,257	5.57%
TRANSFERS TO RESERVES	149	725	725	0	(725)	(100.00%)
<b>Total</b>	<b>404,703</b>	<b>316,127</b>	<b>455,933</b>	<b>477,422</b>	<b>21,489</b>	<b>4.71%</b>
<b>Net</b>	<b>404,703</b>	<b>304,627</b>	<b>444,433</b>	<b>465,922</b>	<b>21,489</b>	<b>4.84%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increase due to annual service contracts increasing for software licensing (such as Vernon's public emergency notification system, intranet, email distribution list for City of Vernon website subscribers).
- Reallocation of miscellaneous projects previously under Projects

#### PROJECTS

- Reallocated to Contracts for Services

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Geoff Gaucher

**Division:** Corporate Administration

**Accounting Reference:** 311

**Stage:** Approved

**Approved:** Yes

### Purpose:

The RCMP Support Services Department provides administrative, clerical and operational support to the RCMP members of the Vernon/Coldstream component of the Vernon/North Okanagan Detachment. The support services provided 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>2024 Approved Net Budget</b>	\$2,247,627
<b>Prior Year Approved Net Budget</b>	\$1,994,316
<b>Budget Change</b>	\$253,311
<b>Budget Change by %</b>	12.70%
<b>2024 FTE</b>	27.9
<b>2023 FTE</b>	26.4
<b>FTE Change</b>	1.5
<b>FTE Change by %</b>	5.68%

### 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.

### 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 is in place until the end of 2025.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4093	RCMP Support - Reader/Analyst Position	Approved	\$114,420	\$114,420	\$0	\$114,420	\$123,552
AUTO - 4094	RCMP Support - Court Liaison Relief	Approved	\$29,999	\$29,999	\$0	\$29,999	\$31,201
<b>Total Change Request</b>			<b>\$144,419</b>	<b>\$144,419</b>	<b>\$0</b>	<b>\$144,419</b>	<b>\$154,753</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	143,685	102,938	150,250	151,800	1,550	1.03%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	76,069	76,177	76,290	77,816	1,526	2.00%
TRANSFERS FROM RESERVES	32,353	0	162,492	49,574	(112,918)	(69.49%)
<b>Total</b>	<b>252,107</b>	<b>179,115</b>	<b>389,032</b>	<b>279,190</b>	<b>(109,842)</b>	<b>(28.23%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	2,387	2,602	2,392	3,050	658	27.51%
CONTRACTS FOR SERVICES	49,388	9,990	67,252	32,897	(34,355)	(51.08%)
GOODS, MATERIALS & SUPPLIES	32,265	27,034	17,965	19,015	1,050	5.84%
INTERNAL CHARGES	4,479	0	0	0	0	0.00%
SALARIES, WAGES & BENEFITS	1,972,190	1,842,380	2,295,739	2,471,855	176,116	7.67%
<b>Total</b>	<b>2,060,710</b>	<b>1,882,005</b>	<b>2,383,348</b>	<b>2,526,817</b>	<b>143,469</b>	<b>6.02%</b>
<b>Net</b>	<b>1,808,603</b>	<b>1,702,890</b>	<b>1,994,316</b>	<b>2,247,627</b>	<b>253,311</b>	<b>12.70%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Funding for the balance of a one-time project (7 months Court Liaison Officer) started in 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased cost for cellular & for High Speed Internet

#### CONTRACTS FOR SERVICES

- One time project in 2023

#### GOOD, MATERIALS & SUPPIES

- Uniform & Clothing budget line added for the Exhibit Custodian

#### 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:** 2024

**Manager:** Geoff Gaucher

**Division:** Corporate Administration

**Accounting Reference:** 312

**Stage:** Approved

**Approved:** Yes

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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 sheriff escort.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$320,925
<b>Prior Year Approved Net Budget</b>	\$305,423
<b>Budget Change</b>	\$15,502
<b>Budget Change by %</b>	5.08%
<b>2024 FTE</b>	6.3
<b>2023 FTE</b>	6.3
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Administration is projecting that the Detention Centre will have 1,200 to 1,500 prisoners in 2024 and will process approximately 750 to 950 criminal finger prints and 650 to 750 civilian fingerprints

### Highlights of Current Year:

The Detention Centre had 1220 prisoners in 2022. As of August 31, 2023, the total prisoner count is 698.

Detention Centre cost recovery from the District of Coldstream's Lease Agreement is based on a percentage of the 2022 operating costs. 2023 billing is \$9,970.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	131,671	73,586	217,548	217,548	0	0.00%
SALE OF SERVICES	18,600	15,350	19,102	19,484	382	2.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	31,606	9,495	12,500	12,750	250	2.00%
<b>Total</b>	<b>181,878</b>	<b>98,431</b>	<b>249,150</b>	<b>249,782</b>	<b>632</b>	<b>0.25%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	(5,262)	30,490	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	22,771	22,670	26,000	26,050	50	0.19%
SALARIES, WAGES & BENEFITS	484,899	439,389	528,573	544,657	16,084	3.04%
<b>Total</b>	<b>502,408</b>	<b>492,550</b>	<b>554,573</b>	<b>570,707</b>	<b>16,134</b>	<b>2.91%</b>
<b>Net</b>	<b>320,530</b>	<b>394,119</b>	<b>305,423</b>	<b>320,925</b>	<b>15,502</b>	<b>5.08%</b>

### 2023 - 2024 Budget Changes:

SALARIES, WAGES & BENEFITS

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

## Department Summary

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

**Budget Year:** 2024

**Manager:** Darren Lees

**Division:** Corporate Administration

**Accounting Reference:** 345

**Stage:** Approved

**Approved:** Yes

### 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, Good Neighbour Bylaw and enforcement of the City's Safe Premises Bylaw.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$401,731
<b>Prior Year Approved Net Budget</b>	\$350,782
<b>Budget Change</b>	\$50,949
<b>Budget Change by %</b>	14.52%
<b>2024 FTE</b>	16.2
<b>2023 FTE</b>	15.7
<b>FTE Change</b>	0.4
<b>FTE Change by %</b>	3.18%

### 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. Officers working with the unhoused population will continue to provide an ongoing daily presence throughout the community focusing on the downtown core, Upper Room Mission/Gateway Shelter area and Polson/Linear Park and will 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 effectively deal with temporary overnight shelters, unhoused individuals, loud parties park security and a variety of daily calls for service. In addition, a seasonal enforcement program will continue May through September with two officers on foot and bike patrol providing additional security and enforcement in the downtown core, adjacent parks and throughout the City where required. Recovery of on-street parking system revenue to pre-pandemic revenue projections is expected to continue.

### 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. Bylaw Compliance officers continue to be very effective in maintaining a uniformed presence in the BIA, Upper Room Mission, Shelter area and nearby Parks and Public Places in order to patrol areas frequented by the unhoused population as well as deal with temporary sheltering. An extension of the Strengthening Communities Grant combined with operational budget funding allowed for an additional Compliance Officer to further enhance presence in the downtown core and surrounding parks patrolling both on foot and by bike from January through October. Parking system revenue continues to trend upwards towards pre-pandemic revenue projections. 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 2023. Although these initiatives stimulated the local economy, they also contributed to a further loss in parking revenues. A shortage in available skilled labour through 2023 continues to impact service delivery and overall officer availability. Bylaw Compliance also performed community outreach through presentations to groups such as the Vernon & District Immigration & Community Services Society, through attending community meetings to address safety and security concerns occurring in the neighborhoods and through continued participation with the COOL (Camp Okanagan Outreach Liaison) Team which is a collaborative team comprised of several community social service providers to address homelessness and help clients access support services.

### Change Request for 2024:

### Department Summary

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4078	Downtown Parking Revenue Loss - Pick up Locations	Approved	\$24,000	\$0	\$0	\$24,000	\$24,000
AUTO - 4087	Traffic Controller Position - 0.2 FTE	Approved	\$14,346	\$14,346	\$0	\$14,346	\$14,921
<b>Total Change Request</b>			<b>\$38,346</b>	<b>\$14,346</b>	<b>\$0</b>	<b>\$38,346</b>	<b>\$38,921</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	123,127	0	133,852	139,206	5,354	4.00%
SALE OF SERVICES	1,295,596	1,077,924	1,058,745	1,246,745	188,000	17.76%
TRANSFERS FROM RESERVES	116,407	6,602	252,102	83,000	(169,102)	(67.08%)
<b>Total</b>	<b>1,535,130</b>	<b>1,084,526</b>	<b>1,444,699</b>	<b>1,468,951</b>	<b>24,252</b>	<b>1.68%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	7,483	6,703	9,000	6,800	(2,200)	(24.44%)
CONTRACTS FOR SERVICES	154,216	86,337	113,049	125,049	12,000	10.61%
GOODS, MATERIALS & SUPPLIES	71,006	82,260	121,352	69,250	(52,102)	(42.93%)
INTEREST, OTHER CHARGES & LOSSES	4,184	16,936	3,000	36,000	33,000	1,100.00%
INTERNAL CHARGES	42,416	38,009	62,457	68,703	6,246	10.00%
SALARIES, WAGES & BENEFITS	1,274,440	1,202,685	1,483,164	1,564,880	81,716	5.51%
TRANSFERS TO RESERVES	9,975	3,459	3,459	0	(3,459)	(100.00%)
<b>Total</b>	<b>1,563,718</b>	<b>1,436,389</b>	<b>1,795,481</b>	<b>1,870,682</b>	<b>75,201</b>	<b>4.19%</b>
<b>Net</b>	<b>28,588</b>	<b>351,863</b>	<b>350,782</b>	<b>401,731</b>	<b>50,949</b>	<b>14.52%</b>

### 2023 - 2024 Budget Changes:

#### SALES OF SERVICE

- Parking Meter Fees. Increase from 765,000 to 965,000 (200,000). 765,000 for 2023 was supplemented by a transfer from COVID Restart Grant Reserve to compensate for reduced parking revenues.
- Misc. Revenue. Increase (\$12,000) in Pay By Phone (PBP) transaction fees.
- Downtown Parking Revenue Loss (\$24,000 AUTO - 4078)

#### TRANSFERS FROM RESERVES

- Reduced transfer from COVID Restart Grant Reserve to compensate for reduced parking revenues
- Funding for one time project in 2023 included

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Cost of cell phones reduced from prior year

#### CONTRACTS FOR SERVICES

- Increase to projected PBP transaction fees as a result of predicted increase.

#### GOODS, MATERIALS & SUPPLIES

- Reduction due to one time projects in 2023

#### INTEREST, OTHER CHARGES AND LOSSES

- Increase due to increased use of PBP.
- This was previously part of the Finance Budget (142).

#### INTERNAL CHARGES

- Fleet increase

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)



## Department Summary

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

**Budget Year:** 2024

**Manager:** Rachael Zubick

**Division:** Corporate Administration

**Accounting Reference:** 350

**Stage:** Approved

**Approved:** Yes

### 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 RCMP volunteers, the purpose of the CSO is to offer community members accessible information on core Protective Services and RCMP programs such as Crime Prevention, Bylaw Compliance, and 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 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. The CSO serves as the home for the Folks on Spokes (FOS) PEER Outreach 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 and participation in the COOL Team, Harm Reduction and Housing Action Teams 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. Working with the community as Vernon manages the Building Safer Communities grant will be a highlight of the coming year. 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:

2023 kicked off with an increase in CPTED security audits and a return to public engagement opportunities outside of a digital platform. Public events and educational programming requests by schools and the business community increased. In March the CSO, partnered with the Greater Vernon Chamber of Commerce and Downtown Vernon Association to host a well attended workshop on Business Security. The Garage 529 program and bike safety information requests were steady. The CSO worked with the OKIB with providing Garage 529 registration for their youth bike program. The FOS Green Team and Ambassador Program was once again successful in its endeavors to support a clean and safer downtown. The extension of the Strengthening Communities Grant allowed the PEER Ambassador pilot project located adjacent to the downtown washrooms addressing business concerns and connecting the general community with programs and services to continue through the fall of 2023. The FOS Peer Ambassadors are able to disseminate critical information on where to go and water availability during heat waves and information on drug poisoning alerts. The Peer Ambassadors continue to receive many requests for tourist information, maps and bus schedules. Participation in community and City initiatives such as the COOL Team, HART Team and emerging community action teams remains imperative. 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 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$225,411
<b>Prior Year Approved Net Budget</b>	\$218,709
<b>Budget Change</b>	\$6,702
<b>Budget Change by %</b>	3.06%
<b>2024 FTE</b>	2.6
<b>2023 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	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	15,565	22,818	22,818	0	(22,818)	(100.00%)
<b>Total</b>	<b>15,565</b>	<b>22,818</b>	<b>22,818</b>	<b>0</b>	<b>(22,818)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,334	1,040	3,477	1,629	(1,848)	(53.15%)
CONTRACTS FOR SERVICES	1,301	3,025	2,400	2,450	50	2.08%
GOODS, MATERIALS & SUPPLIES	29,651	18,319	59,968	38,126	(21,842)	(36.42%)
SALARIES, WAGES & BENEFITS	125,837	114,152	175,486	183,206	7,720	4.40%
TRANSFERS TO RESERVES	23,086	196	196	0	(196)	(100.00%)
<b>Total</b>	<b>181,210</b>	<b>136,732</b>	<b>241,527</b>	<b>225,411</b>	<b>(16,116)</b>	<b>(6.67%)</b>
<b>Net</b>	<b>165,645</b>	<b>113,914</b>	<b>218,709</b>	<b>225,411</b>	<b>6,702</b>	<b>3.06%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFER FROM RESERVES

- Funding for one time projects from 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease reflects usage and decrease in cell phones

#### GOODS, MATERIALS & SUPPLIES

- Decrease due to 2023 one time project

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Laurie Carpenter

**Division:** Corporate Administration

**Accounting Reference:** 351

**Stage:** Approved

**Approved:** Yes

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### 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 the Crime Free Multi-Housing and the Block Watch Program 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:

2024 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. Block Watch trainings for Captains and Co-Captains will continue to be held in 2024 in conjunction with the Vernon RCMP Detachment. Recruitment for the RCMP Volunteer program will continue through 2024. The RCMP 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:

In 2023, the RCMP Volunteer Program ran all core operations, conducting their duties throughout the community with professionalism and enthusiasm. There were multiple training sessions offered to the volunteers to keep them current in policy and procedural updates. A number of community partners including ICBC, Vernon RCMP, Vernon Fire Services, BC Conservation and Okanagan Similkameen Invasive Species Society contributed to the training sessions held throughout the year. In addition to training sessions, volunteer recognition events were held in the summer and winter to celebrate the contributions of the volunteers. A recruitment drive was launched in early Spring for the RCMP volunteer program which resulted in a Summer training session of new volunteers. These new volunteers will support and strengthen the current volunteer group.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$147,791
<b>Prior Year Approved Net Budget</b>	\$134,533
<b>Budget Change</b>	\$13,258
<b>Budget Change by %</b>	9.85%
<b>2024 FTE</b>	1.0
<b>2023 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	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	750	750	0	0	0	0.00%
SALE OF SERVICES	450	625	1,000	1,000	0	0.00%
TRANSFERS FROM RESERVES	0	3,035	3,035	0	(3,035)	(100.00%)
<b>Total</b>	<b>1,200</b>	<b>4,410</b>	<b>4,035</b>	<b>1,000</b>	<b>(3,035)</b>	<b>(75.22%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,577	1,343	1,725	1,600	(125)	(7.25%)
CONTRACTS FOR SERVICES	183	0	221	600	379	171.49%
GOODS, MATERIALS & SUPPLIES	8,784	5,839	16,795	12,950	(3,845)	(22.89%)
INTERNAL CHARGES	18,364	14,026	21,422	23,485	2,063	9.63%
SALARIES, WAGES & BENEFITS	90,599	90,076	98,219	110,156	11,937	12.15%
TRANSFERS TO RESERVES	3,149	186	186	0	(186)	(100.00%)
<b>Total</b>	<b>122,657</b>	<b>111,470</b>	<b>138,568</b>	<b>148,791</b>	<b>10,223</b>	<b>7.38%</b>
<b>Net</b>	<b>121,457</b>	<b>107,060</b>	<b>134,533</b>	<b>147,791</b>	<b>13,258</b>	<b>9.85%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Funding for one-time projects from 2023

#### CONTRACT FOR SERVICES

- Software Maintenance Contracts increased cost to host and manage newly developed RCMP Volunteer website
- Decreased Membership Dues due to International Society of Crime Prevention Practitioners membership not being renewed and Canadian Municipal Network on Crime Prevention membership being offset to 350 - Community Safety Office budget

#### GOODS, MATERIALS & SUPPLIES

- Reduction due to one-time project in 2023

#### INTERNAL CHARGES

- Fleet increase

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits cost
- Error in 2023 Salaries budgeting being too low effecting comparable
- Labour CUPE B decreased by 20% to more accurately reflect required hours of labour for Block Watch program

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Kris Satchell

**Division:** Corporate Administration

**Accounting Reference:** 960

**Stage:** Approved

**Approved:** Yes

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### 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). This annual contribution helps smooth out replacement costs for things like computers, servers and other infrastructure that is not replaced annually.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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.

2024 projects include:

- \$ 180,000 Vmware/Terminal Server Replacements
- \$ 58,800 Infrastructure Equipment Upgrades
- \$ 58,000 Enterprise Application Upgrades
- \$ 36,000 VWRC Servers and Client Upgrade
- \$ 30,000 Network Hardware Replacements
- \$ 25,000 Printing Hardware Replacements
- \$ 20,000 PC/Laptop/Thin Client Replacements
- \$ 11,250 Multi-Year Software
- \$ 8,000 Cellular device replacements
- \$ 1,600 Phone System Replacements

\$ 428,650 Total project budgets for 2024

### Highlights of Current Year:

2023 projects include:

- \$ 176,456 Vmware/Terminal Server Replacements
- \$ 142,393 Multi Year Software Contracts
- \$ 68,000 Infrastructure Equipment Upgrades
- \$ 67,645 Phone System Replacements
- \$ 60,000 Cyber Security and Digital Strategy Reviews
- \$ 51,324 Council AV Upgrades
- \$ 45,000 Printing Hardware Replacements
- \$ 30,000 Network Hardware Replacements
- \$ 10,000 PC/Laptop/Thin Client Replacements
- \$ 8,000 Cellular device replacements

\$ 658,818 Total project budgets for 2023

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	394,750	51,324	658,818	428,650	(230,168)	(34.94%)
<b>Total</b>	<b>394,750</b>	<b>51,324</b>	<b>658,818</b>	<b>428,650</b>	<b>(230,168)</b>	<b>(34.94%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	44,352	89,629	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	299,075	212,501	0	0	0	0.00%
PROJECTS	0	0	658,818	428,650	(230,168)	(34.94%)
TRANSFERS TO RESERVES	51,324	0	0	0	0	0.00%
<b>Total</b>	<b>394,750</b>	<b>302,130</b>	<b>658,818</b>	<b>428,650</b>	<b>(230,168)</b>	<b>(34.94%)</b>
<b>Net</b>	<b>0</b>	<b>250,806</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 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 - PROTECTIVE SERVICES (970)

**Budget Year:** 2024

**Manager:** Kevin Poole

**Division:** Corporate Administration

**Accounting Reference:** 970

**Stage:** Approved

**Approved:** Yes

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### Purpose:

This budget provides for one-time projects supported by Corporate Administration.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 2024.

### Highlights of Current Year:

One project was budgeted in 2023 for \$95,385 and was funded by a government transfer.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - PROTECTIVE SERVICES (970)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	0	0	95,385	0	(95,385)	(100.00%)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>95,385</b>	<b>0</b>	<b>(95,385)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
PROJECTS	0	0	95,385	0	(95,385)	(100.00%)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>95,385</b>	<b>0</b>	<b>(95,385)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

No projects were anticipated in 2024.



## Department Summary

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**Department Summary:** PROJECTS - CORPORATE ADMINISTRATION (972)

**Budget Year:** 2024

**Manager:** Kevin Poole

**Division:** Corporate Administration

**Accounting Reference:** 972

**Stage:** Approved

**Approved:** Yes

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### Purpose:

Projects - Corporate Administration (972) includes one-time projects supported by the division.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 2024.

### Highlights of Current Year:

2023 highlights include St. John Ambulance building improvements for the Parks department and the development of Vernon's Gun and Gang Violence Prevention Strategy.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - CORPORATE ADMINISTRATION (972)

### Changes to Department:

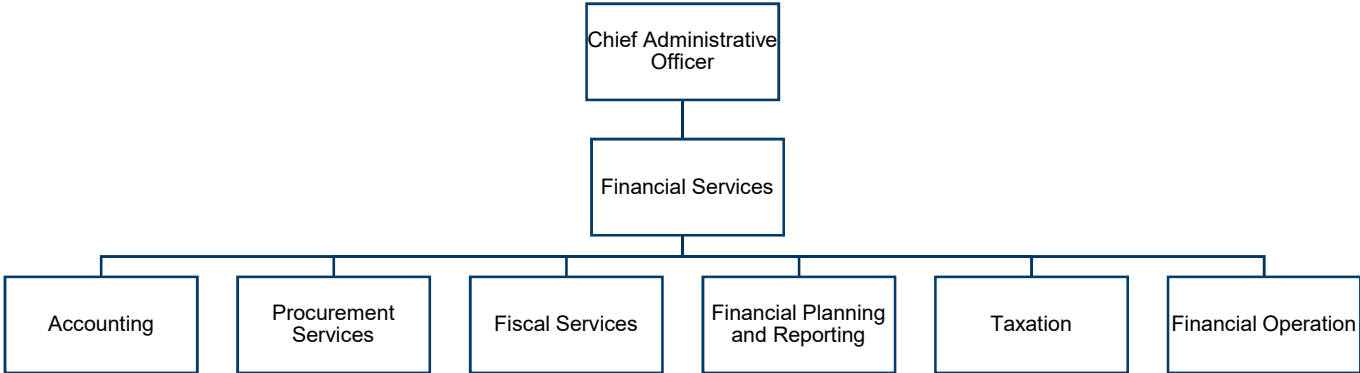
GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	0	0	850,000	0	(850,000)	(100.00%)
SALE OF GOODS	0	228,204	0	0	0	0.00%
TRANSFERS FROM RESERVES	2,400,884	0	1,598,849	0	(1,598,849)	(100.00%)
<b>Total</b>	<b>2,400,884</b>	<b>228,204</b>	<b>2,448,849</b>	<b>0</b>	<b>(2,448,849)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	26,422	9,795	98,849	0	(98,849)	(100.00%)
GOODS, MATERIALS & SUPPLIES	2,374,463	0	1,400,000	0	(1,400,000)	(100.00%)
PROJECTS	0	0	950,000	0	(950,000)	(100.00%)
<b>Total</b>	<b>2,400,884</b>	<b>9,795</b>	<b>2,448,849</b>	<b>0</b>	<b>(2,448,849)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>0</b>	<b>(218,409)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

No projects anticipated in 2024.

# FINANCIAL SERVICES

Debra Law  
 Director  
 dlaw@vernon.ca



**DIVISIONAL BUDGET SUMMARY**

2024 Approved Net Cost	<b>\$(4,961,538)</b>
2023 Amended Net Cost	<b>\$(3,296,239)</b>
Budget Change	<b>\$(1,665,299)</b>
Change By %	50.52%
2024 FTE	23.1
2023 FTE	21.5
FTE Change	1.6
FTE Change By %	7.44%

## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2024 BUDGET	2023 BUDGET	\$ INCREASE	% INCREASE
<b>Financial Services - General</b>				
FINANCIAL SERVICES - GENERAL (140)	385,267	(464,060)	849,327	-183.02%
PROCUREMENT SERVICES (141)	495,940	486,562	9,378	1.93%
FISCAL SERVICES - GENERAL (142)	(3,828,007)	(3,525,345)	(302,662)	8.59%
COLLECTIONS TO/FROM OTHERS (143)	0	0	0	0.00%
GRANTS (145)	257,913	206,604	51,309	24.83%
FINANCIAL OPERATIONS (146)	(3,329,530)	0	(3,329,530)	100.00%
FINANCIAL PLANNING & REPORTING (147)	1,056,879	0	1,056,879	100.00%
PROJECTS - FINANCIAL SERVICES (971)	0	0	0	0.00%
Total Financial Services - General	(4,961,538)	(3,296,239)	(1,665,299)	50.52%
<b>Financial Services - Taxation</b>				
TAXATION (144)	(47,879,938)	(44,690,537)	(3,189,401)	7.14%
Total Financial Services - Taxation	(47,879,938)	(44,690,537)	(3,189,401)	7.14%
<b>GRAND TOTAL</b>	<b>(52,841,476)</b>	<b>(47,986,776)</b>	<b>(4,854,700)</b>	<b>10.12%</b>

## Department Summary

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

**Budget Year:** 2024

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 140

**Stage:** Approved

**Approved:** Yes

### Purpose:

Financial Services General 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 prepare the 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.

This cost centre has been split into three (3) cost centres: Financial Services - General, Financial Operations, and Financial Planning and Reporting.

### Outlook for Upcoming Budget:

Financial Services will continue to support Council and staff in all financial matters. The proposed budget is based on assumptions at the time of preparation. As more information is received, the budget for Council consideration will be adjusted as needed.

Starting in January 2024, the new ERP/HRM software system goes Live! The project team and Financial Services is committed to insuring the smoothest transition possible. Significant change management activities are ongoing with manager meetings, an active stakeholder ambassador group, in-person group training, hands-on training, and video training tools. In addition, the project team will be focused on implementing the new budgeting tool that integrates with the new system in preparation for the 2025 budget cycle starting in July 2024.

Financial Services will continue to insure the procurement of goods and services complies with the purchasing policy, trade agreements and are within the authorized budget. Investments of excess cash will be maximized as allowed by the Community Charter. The department will also assist other departments in strategizing for long term debt for the Active Living Centre, introducing a two-tiered system in Recreation fees, and insuring the needs of the community are met with a financially responsible budget for 2024.

### Highlights of Current Year:

#### General

Most of Financial Services Division's focus has been on continued compliance to legislation and the procurement policy when procuring goods and services, investing excess cash so to allow maximum returns on investment over time, insuring compliance with changes in accounting rules, and the new ERP/HCM project. While there is a team solely working on the ERP/HCM project, many other finance staff are subject matter experts and expected to contribute to the project on top of their regular duties.

#### Investments

At the end of 2022, average investment rates for the City were up to 4.5%, a full 3.5% higher than the end of the previous year. For 2023, the highest investment rate made available to the City, at the time of this writing, is 6.34%. This has resulted in a significant increase in this revenue, which is reported in Department 146 - Financial Operations. During 2023 there were a few initiatives funded by the 2024 increase in investment income planned such as the provision an Information Services position, a new Revenue Clerk position, and the annual subscription for Workday (ERP/HRM system).

#### New Reserves

The Provincial Climate Action fund provides the City with \$205,082 annually for three years (2022, 2023 & 2024). The Province is expecting the City to fully utilize these funds on eligible projects by the end of 2024.

The Province of BC provided a Growing Community Funds grant in the amount of \$9.575 million during the year. The Province is expecting the City to fully commit these funds within 5 years. Staff are investigating appropriate projects for this new funding.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$385,267
<b>Prior Year Approved Net Budget</b>	\$(464,060)
<b>Budget Change</b>	\$849,327
<b>Budget Change by %</b>	183.02%
<b>2024 FTE</b>	2.0
<b>2023 FTE</b>	16.4
<b>FTE Change</b>	(14.4)
<b>FTE Change by %</b>	(87.80%)

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTEREST, PENALTIES & GAINS	3,454,187	5,926,475	2,769,452	0	(2,769,452)	(100.00%)
INTERNAL REVENUES	84,397	86,085	86,085	87,086	1,001	1.16%
SALE OF SERVICES	151,432	102,710	191,065	0	(191,065)	(100.00%)
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	421,110	349,046	392,284	425,000	32,716	8.34%
TRANSFERS FROM RESERVES	0	92,737	92,737	0	(92,737)	(100.00%)
<b>Total</b>	<b>4,111,126</b>	<b>6,557,053</b>	<b>3,531,623</b>	<b>512,086</b>	<b>(3,019,537)</b>	<b>(85.50%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	318,328	363,659	352,958	830	(352,128)	(99.76%)
CONTRACTS FOR SERVICES	363,838	595,748	656,859	516,705	(140,154)	(21.34%)
GOODS, MATERIALS & SUPPLIES	146,173	117,168	104,528	31,495	(73,033)	(69.87%)
INTERNAL CHARGES	0	0	115,000	0	(115,000)	(100.00%)
SALARIES, WAGES & BENEFITS	1,520,274	1,583,734	1,826,644	348,323	(1,478,321)	(80.93%)
TRANSFERS TO RESERVES	315,311	11,574	11,574	0	(11,574)	(100.00%)
<b>Total</b>	<b>2,663,923</b>	<b>2,671,882</b>	<b>3,067,563</b>	<b>897,353</b>	<b>(2,170,210)</b>	<b>(70.75%)</b>
<b>Net</b>	<b>(1,447,203)</b>	<b>(3,885,171)</b>	<b>(464,060)</b>	<b>385,267</b>	<b>849,327</b>	<b>183.02%</b>

## Department Summary

### 2023 - 2024 Budget Changes:

#### INTEREST, PENALTIES & GAINS

- Revenues moved to Department 146 - Financial Operations

#### SALE OF SERVICES

- Revenues moved to Department 146 - Financial Operations moved to Department 146 - Financial Operations

#### SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

- Revenues adjusted to reflect actual trends from prior years

#### TRANSFERS FROM RESERVES

- Prior year one-time project not included in 2024

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Liability Insurance move to Department 147 - Financial Planning & Reporting, small remainder for cell phone costs

#### CONTRACTS FOR SERVICES

- Some software costs moved to Department 147 - Financial Planning & Reporting, Armored car service moved to Department 146 - Financial Operations

#### GOODS, MATERIALS & SUPPLIES

- Costs for staff development and training moved to Departments 146 - Financial Operations and Department 147 - Financial Planning & Reporting, increase required to support one-time professional requirements for Finance Division staff.

#### INTERNAL CHARGES

- Costs for ERP/HCM support moved to Departments 146 - Financial Operations (funded by Investment Income)

#### SALARIES, WAGES & BENEFITS

- Most salary costs moved to Departments 146 - Financial Operations and Department 147 - Financial Planning & Reporting

#### TRANSFERS TO RESERVES

- Transfers to Information Services reserve centralized in Department 122 - Information Services
- Mural Maintenance Reserve transfer \$10,000 moved to department 146 (Financial Operations)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Romona Marshall

**Division:** Financial Services - General

**Accounting Reference:** 141

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$495,940
<b>Prior Year Approved Net Budget</b>	\$486,562
<b>Budget Change</b>	\$9,378
<b>Budget Change by %</b>	1.93%
<b>2024 FTE</b>	5.1
<b>2023 FTE</b>	5.1
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

In 2024 Procurement Services will continue to participate in the deployment of our new ERP - Workday for the City. The team will identify opportunities for efficiencies related to procurement and required updates to the Procurement Policy.

As a centralized service Procurement Services is well positioned to identify, document and explore opportunities for ongoing product standardization, sustainability, diversity and overall organizational efficiencies. Global circumstances and a multitude of supply chain constraints are expected to continue to contribute to cost increases and long lead times into 2024.

Procurement Services will work closely with the Infrastructure Project management team to pre-plan for Capital Project procurements to better manage capacity of both departments and our Vendors as well as with the Active Living Center Project Managers to deliver successful projects. The team will also increase focus on sustainability, carbon reductions and building indigenous and diverse supplier contact lists.

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, updated procurement policy and the implementation of Workday will require 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:

2023 saw many City projects bid competitively and delivered successfully amongst ongoing 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 2023 was the kick-off of the Active Living Center project and the reallocation of the Procurement Manager to manage the Integrated Project Delivery process and the hiring and training of replacement staff. Other milestone achievements include a new Procurement Policy and the design, testing and conversion of the procurement request, inventory and purchase order process into the new ERP - Workday. Additional project highlights include the new Lakeview Pool with change building and Splash Pad ready for 2024 as well as the completion of Phase II of the SilverStar Multi-use Path and a cooperative project with other Okanagan municipalities for a cost effective Micro-Surface Pavement project.

Citywide staff training in procurement processes and the new policy were ongoing. 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 Procurement 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 2023, staff participated in training by: the BC Provincial Government – Procurement Community of Practice, The Procurement School - Public Sector Procurement School, Canadian Construction Association and the City of Vernon Leadership Program as well as Workday.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	147,119	155,387	155,387	160,257	4,870	3.13%
SALE OF GOODS	13,385	33,823	14,605	10,500	(4,105)	(28.11%)
SALE OF SERVICES	13,762	16,329	10,000	10,000	0	0.00%
<b>Total</b>	<b>174,265</b>	<b>205,539</b>	<b>179,992</b>	<b>180,757</b>	<b>765</b>	<b>0.43%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	19,292	17,994	21,883	24,180	2,297	10.50%
GOODS, MATERIALS & SUPPLIES	89,078	44,676	60,408	64,369	3,961	6.56%
INTERNAL CHARGES	3,591	0	3,820	3,820	0	0.00%
SALARIES, WAGES & BENEFITS	503,632	452,420	577,889	584,328	6,439	1.11%
TRANSFERS TO RESERVES	2,355	2,554	2,554	0	(2,554)	(100.00%)
<b>Total</b>	<b>617,948</b>	<b>517,644</b>	<b>666,554</b>	<b>676,697</b>	<b>10,143</b>	<b>1.52%</b>
<b>Net</b>	<b>443,683</b>	<b>312,105</b>	<b>486,562</b>	<b>495,940</b>	<b>9,378</b>	<b>1.93%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF GOODS

- Decreased Sale of Assets budget as should not be budgeted.

#### GOODS, MATERIALS & SUPPLIES

- Memberships required for keeping current with certifications
- Training and Development for keeping up with new practices

#### SOFTWARE MAINTENANCE

- Increased software maintenance fees for Bonfire.

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)



## Department Summary

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

**Budget Year:** 2024

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 142

**Stage:** Approved

**Approved:** Yes

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### 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 and Casino Gaming grants are received in this department as well as the corresponding transfers to the capital reserves to fund future capital infrastructure works.

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:

Grants in lieu of taxes have been increased in 2024 to reflect actual amounts received in 2023.

Casino funding has steadily increased since the pandemic and continues to be a vital funding source for capital projects. The estimated amount for 2024 is similar to pre-pandemic amounts.

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 2024 is equal to the 2023 amount.

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 \$40 million in 2024. In addition to external borrowing, the City will utilize internal borrowing from reserves to smooth the effect of tax increases over the four-year period.

### Highlights of Current Year:

In 2023, \$9,575,000 was received from the Provincial Government under the Growing Communities grant program. This one-time payment was unexpected and was not budgeted. The City is permitted to use these funds for any capital purpose within the next five years. The grant was transferred to a new reserve fund for future use. Use of these funds will be approved by Council by resolution.

It was anticipated that borrowing would begin for the construction of the new Active Living Centre in 2023. Instead, internal borrowing from reserves will fund the costs incurred in 2023.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(3,828,007)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(3,525,345)</b>
<b>Budget Change</b>	<b>\$(302,662)</b>
<b>Budget Change by %</b>	<b>(8.59%)</b>
<b>2024 FTE</b>	<b>0.0</b>
<b>2023 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	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	3,671,749	12,011,696	3,721,178	3,852,817	131,639	3.54%
INTERNAL REVENUES	1,112,556	1,262,276	1,262,276	1,239,640	(22,636)	(1.79%)
NATURAL GAS SYSTEM	533,828	713,269	480,000	485,000	5,000	1.04%
SALE OF SERVICES	139,968	0	131,452	143,200	11,748	8.94%
TAXATION REVENUES	1,648,603	1,815,314	1,608,434	1,845,155	236,721	14.72%
TRANSFERS FROM RESERVES	472,456	1,123,263	1,327,746	939,112	(388,634)	(29.27%)
<b>Total</b>	<b>7,579,160</b>	<b>16,925,818</b>	<b>8,531,086</b>	<b>8,504,924</b>	<b>(26,162)</b>	<b>(0.31%)</b>
<b>Expenditures</b>						
GOODS, MATERIALS & SUPPLIES	267	0	0	0	0	0.00%
INTEREST, OTHER CHARGES & LOSSES	168,872	28,849	161,300	749,100	587,800	364.41%
TRANSFERS TO RESERVES	9,180,569	11,196,419	4,844,441	3,927,817	(916,624)	(18.92%)
<b>Total</b>	<b>9,349,708</b>	<b>11,225,268</b>	<b>5,005,741</b>	<b>4,676,917</b>	<b>(328,824)</b>	<b>(6.57%)</b>
<b>Net</b>	<b>1,770,549</b>	<b>(5,700,550)</b>	<b>(3,525,345)</b>	<b>(3,828,007)</b>	<b>(302,662)</b>	<b>(8.59%)</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increase due to Casino funding anticipated to be back to pre-pandemic level in 2024.

#### INTERNAL REVENUES

- Calculation based on total operating costs for Sewer operations.

#### SALE OF SERVICES

- Increase in Regional District of North Okanagan cost recoveries.

#### TAXATION REVENUES

- Increase in anticipated 1% Utility Company tax and hydro grants in lieu of taxes.

#### TRANSFERS FROM RESERVES

- Decrease due to one-time transfer in 2023 from 2022 Unexpended Uncommitted reserve for transfers to the Abandoned Camp Reserve, Extreme Wildfire Reserve, Snow Removal Reserve, Fire Apparatus Reserve, and the Infrastructure Reserve.
- Offset by an increase due to temporary borrowing from reserves to fund 2024 debt servicing for the new Active Living Centre

#### DEBT PRINCIPAL PAYMENTS

- Increase due to principal payments beginning in 2024 for the new Active Living Centre

#### INTEREST, OTHER CHARGES & LOSSES

- Increased interest on long-term debt for the new Active Living Centre
- Bank charges and interest paid out moved to Department 146 - Financial Operations, Pay by Phone charges moved to Department 345 - Bylaw Compliance

#### TRANSFERS TO RESERVES

- Reduction due to one-time transfers to reserves in 2023
- Increase in transfers to the Casino Reserve due to anticipated increase in government transfer

## Department Summary

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

**Budget Year:** 2024

**Manager:** Rena Crosson

**Division:** Financial Services - General

**Accounting Reference:** 143

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 2024:

Provincial School Tax - \$25,972,908  
 Regional District of North Okanagan - \$7,413,554  
 Regional Hospital District - \$4,276,752  
 Okanagan Regional Library - \$1,955,082  
 BC Assessment - \$638,284  
 BIA Primary/Secondary - \$470,406  
 Municipal Finance Authority - \$3,628

### 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 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

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TAX PAYMENTS FOR OTHER GOVERNMENTS	37,018,924	39,361,721	36,717,382	40,770,614	4,053,232	11.04%
<b>Total</b>	<b>37,018,924</b>	<b>39,361,721</b>	<b>36,717,382</b>	<b>40,770,614</b>	<b>4,053,232</b>	<b>11.04%</b>
<b>Expenditures</b>						
TAX PAYMENTS TO OTHER GOVERNMENTS	37,018,924	38,177,969	36,717,382	40,770,614	4,053,232	11.04%
<b>Total</b>	<b>37,018,924</b>	<b>38,177,969</b>	<b>36,717,382</b>	<b>40,770,614</b>	<b>4,053,232</b>	<b>11.04%</b>
<b>Net</b>	<b>0</b>	<b>(1,183,752)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 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:** 2024

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 145

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$257,913
<b>Prior Year Approved Net Budget</b>	\$206,604
<b>Budget Change</b>	\$51,309
<b>Budget Change by %</b>	24.83%
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

2024 budget for grants to organizations include:

DVA Downtown cleanup - \$59,384 (3.5% increase)  
 O'Keefe Ranch Operating - \$50,000  
 O'Keefe Ranch Insurance - \$44,562 (Fully Recovered)  
 Council Discretionary - \$50,000 (plus \$50,000 Approved Change Request)  
 Library Sunday Opening - \$19,290  
 Winter Carnival - \$10,000  
 Canada Day - \$12,000  
 Civic Sounds - \$8,000

TOTAL GRANTS - \$253,236 (plus \$50,000 Approved Change Request)

### Highlights of Current Year:

2023 grants to organizations included:

DVA Downtown cleanup - \$57,376  
 O'Keefe Ranch Operating - \$150,000 (\$100,000 funded by PYUUB)  
 O'Keefe Ranch Asset Management contract - \$70,000 funded by PYUUB  
 O'Keefe Ranch Insurance costs - \$41,000 (fully recoverable)  
 Council Discretionary - \$100,000 (\$50,000 increase funded by PYUUB)  
 Library Sunday Opening - \$18,728 net of Coldstream contribution  
 DVA Security Camera Grant - \$9,612 (Carryover from 2022)  
 Winter Carnival - \$10,000  
 Canada Day - \$12,000  
 Civic Sounds - \$8,000  
 Heritage Grant - \$500

TOTAL GRANTS - \$477,216

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4077	Council Discretionary Grant Program Increase	Approved	\$50,000	\$0	\$0	\$50,000	\$50,000
AUTO - 4101	O'Keefe Ranch Additional Funding	Requested	\$100,000	\$0	\$100,000	\$0	\$0
AUTO - 4103	Library Sunday Opening Funding	Approved	\$18,529	\$0	\$0	\$18,529	\$0
<b>Total Change Request</b>			<b>\$168,529</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$68,529</b>	<b>\$50,000</b>

## Department Summary

**Department Summary:** GRANTS (145)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	4,030	4,111	0	0	0	0.00%
SALE OF SERVICES	35,965	0	41,000	44,562	3,562	8.69%
TRANSFERS FROM RESERVES	93,556	100,000	429,612	0	(429,612)	(100.00%)
<b>Total</b>	<b>133,551</b>	<b>104,111</b>	<b>470,612</b>	<b>44,562</b>	<b>(426,050)</b>	<b>(90.53%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	35,965	42,791	41,000	44,562	3,562	8.69%
CONTRACTS FOR SERVICES	237	15,150	70,000	0	(70,000)	(100.00%)
GOODS, MATERIALS & SUPPLIES	297,325	468,076	566,216	257,913	(308,303)	(54.45%)
<b>Total</b>	<b>333,527</b>	<b>526,017</b>	<b>677,216</b>	<b>302,475</b>	<b>(374,741)</b>	<b>(55.34%)</b>
<b>Net</b>	<b>199,976</b>	<b>421,906</b>	<b>206,604</b>	<b>257,913</b>	<b>51,309</b>	<b>24.83%</b>

### 2023 - 2024 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 2023 grants related to O'Keefe Ranch Operating grant, DVA Security Camera one-time grant, and Discretionary Grant increase (see approved Change Request)

#### COMMUNICATIONS, INSURANCE & UTILITIES

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

#### CONTRACTS FOR SERVICES

- Decrease related to Asset Management Plan project for O'Keefe Ranch

#### GOODS, MATERIALS & SUPPLIES

- Grants budget for 2024, decrease due to one-time 2023 grants related to O'Keefe Ranch Operating grant; Library Sunday Opening grant; and DVA Security Camera one-time grant.

## Department Summary

**Department Summary:** FINANCIAL OPERATIONS (146)

**Budget Year:** 2024

**Manager:** Rena Crosson

**Division:** Financial Services - General

**Accounting Reference:** 146

**Stage:** Approved

**Approved:** Yes

### Purpose:

Financial Operations is responsible for Property Taxes, Utility Billing, Cemetery Sales, Accounts Receivable, Cash Receipts, Payment Processing and treasury management including investment income.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(3,329,530)</b>
<b>Prior Year Approved Net Budget</b>	0
<b>Budget Change</b>	<b>\$(3,329,530)</b>
<b>Budget Change by %</b>	<b>(100.00%)</b>
<b>2024 FTE</b>	11.5
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	11.5
<b>FTE Change by %</b>	100.00%

### Outlook for Upcoming Budget:

2024 is the first year for this department. In prior years, budgeted and actual costs were included in Department 140 - Financial Services. 2024 will also be the first full fiscal year using the City's new financial software platform, Workday. Tempest will remain for the Utility Billing, Property Taxation and Cash Receipting functions. Work will begin in 2024 to find a replacement for the Cemetery software currently remaining in Vadim.

Investment projections are conservative, given the higher than normal earnings being received in 2023. This is not projected to continue at this level in 2024.

### Highlights of Current Year:

The department was newly created for 2024, apportioned from Department 140 - Financial Services - General.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4081	Utility Clerk Position	Approved	\$48,000	\$48,000	\$0	\$48,000	\$49,924
<b>Total Change Request</b>			<b>\$48,000</b>	<b>\$48,000</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$49,924</b>

## Department Summary

**Department Summary:** FINANCIAL OPERATIONS (146)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Revenues</b>							
INTEREST, PENALTIES & GAINS	0	0	0	4,635,500	4,635,500	100.00%	
SALE OF SERVICES	0	0	0	161,500	161,500	100.00%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,797,000</b>	<b>4,797,000</b>	<b>100.00%</b>	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	0	0	0	415	415	100.00%	
CONTRACTS FOR SERVICES	0	0	0	56,000	56,000	100.00%	
GOODS, MATERIALS & SUPPLIES	0	0	0	103,200	103,200	100.00%	
INTEREST, OTHER CHARGES & LOSSES	0	0	0	10,000	10,000	100.00%	
INTERNAL CHARGES	0	0	0	123,717	123,717	100.00%	
SALARIES, WAGES & BENEFITS	0	0	0	1,164,138	1,164,138	100.00%	
TRANSFERS TO RESERVES	0	0	0	10,000	10,000	100.00%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,467,470</b>	<b>1,467,470</b>	<b>100.00%</b>	
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,329,530)</b>	<b>(3,329,530)</b>	<b>(100.00%)</b>	

### 2023 - 2024 Budget Changes:

#### INTEREST, PENALTIES & GAINS

- Transferred from Department 140 - Financial Services - General
- Significant increase in investment rates has resulted in a significant increase in the investment income budget.

#### SALES OF SERVICES

- Transferred from Department 140 - Financial Services - General

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Transferred from Department 140 - Financial Services - General

#### CONTRACTS FOR SERVICES

- Transferred from Department 140 - Financial Services - General

#### GOODS, MATERIALS & SUPPLIES

- Transferred from Department 140 - Financial Services - General

#### INTEREST, OTHER CHARGES & LOSSES

- Transferred from Department 142 - Fiscal Services - General

#### INTERNAL CHARGES

- Transferred from Department 140 - Financial Services - General

#### SALARIES, WAGES & BENEFITS

- Transferred from Department 140 - Financial Services - General

#### TRANSFERS TO RESERVES

- Annual Mural Maintenance Reserve transfer (\$5,000 from DVA, \$5,000 from City of Vernon)



## Department Summary

**Department Summary:** FINANCIAL PLANNING & REPORTING (147)

**Budget Year:** 2024

**Manager:** Terry Martens

**Division:** Financial Services - General

**Accounting Reference:** 147

**Stage:** Approved

**Approved:** Yes

### Purpose:

Financial Planning & Reporting is responsible for the creation of the annual 5-year Financial Plan and the Annual Report which contains the City's annual audited financial statements. The department also prepares periodic internal reports for City Council and other managers. Coordination of the City's insurance and claims handling also falls under this department.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$1,056,879
<b>Prior Year Approved Net Budget</b>	0
<b>Budget Change</b>	\$1,056,879
<b>Budget Change by %</b>	100.00%
<b>2024 FTE</b>	4.6
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	4.6
<b>FTE Change by %</b>	100.00%

### Outlook for Upcoming Budget:

2024 is the first year for this department. In prior years, budgeted and actual costs were included in Department 140 - Financial Services. 2024 will also be the first full fiscal year using the City's new financial software platform, Workday. The City will continue to work with its auditors ensuring a smooth transition for the 2023 financial statement audit using the new software. Work will begin in 2024 for the 2025-2029 Financial Plan using the budgeting software component of Workday.

The City continues to receive the annual Canadian Award for Financial Reporting and the Distinguished Budget Presentation Award, both awarded by the Government Finance Officers Association of the United States and Canada. The City will continue to pursue these awards as a result of robust and clear financial reporting for the benefit of its citizens. Most of the City's liability insurance premium and claims handling costs are budgeted in this department.

### Highlights of Current Year:

The department was newly created for 2024, apportioned from Department 140 - Financial Services - General.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4080	Financial Analyst Position	Approved	\$130,012	\$130,012	\$0	\$130,012	\$139,216
<b>Total Change Request</b>			<b>\$130,012</b>	<b>\$130,012</b>	<b>\$0</b>	<b>\$130,012</b>	<b>\$139,216</b>

**Department Summary**

**Department Summary:** FINANCIAL PLANNING & REPORTING (147)

**Changes to Department:**

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	0	0	0	341,015	341,015	100.00%	
CONTRACTS FOR SERVICES	0	0	0	118,725	118,725	100.00%	
GOODS, MATERIALS & SUPPLIES	0	0	0	11,950	11,950	100.00%	
SALARIES, WAGES & BENEFITS	0	0	0	585,189	585,189	100.00%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,056,879</b>	<b>1,056,879</b>	<b>100.00%</b>	
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,056,879</b>	<b>1,056,879</b>	<b>100.00%</b>	

**2023 - 2024 Budget Changes:**

COMMUNICATIONS, INSURANCE & UTILITIES

- Transferred from Department 140 - Financial Services - General

CONTRACTS FOR SERVICES

- Transferred from Department 140 - Financial Services - General

GOODS, MATERIALS & SUPPLIES

- Transferred from Department 140 - Financial Services - General

SALARIES, WAGES & BENEFITS

- Transferred from Department 140 - Financial Services - General

## Department Summary

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

**Budget Year:** 2024

**Manager:** Debra Law

**Division:** Financial Services - General

**Accounting Reference:** 971

**Stage:** Approved

**Approved:** Yes

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### Purpose:

One-time projects tasked to Financial Services are recorded here, as approved by Council.

For 2023 this represented the ERP/HRM project with anticipated completion date June 2024.

The unspent amount for the ERP/HRM project, as of the end of 2023, will be carried over to this cost centre.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

There are no new projects planned in 2024 for Financial Services.

The 2023 project to implement the new ERP/HRM software was extended to June 30, 2024.

### Highlights of Current Year:

Staff have been working diligently on the new ERP/HRM software implementation (Workday) since August 2022. The go-live date will be the end of December, 2023. Further enhancements and planned stabilization of the software will occur in 2024, extending this project to June 2024.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	282,156	81,733	3,559,743	0	(3,559,743)	(100.00%)
<b>Total</b>	<b>282,156</b>	<b>81,733</b>	<b>3,559,743</b>	<b>0</b>	<b>(3,559,743)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	787	2,035	0	0	0	0.00%
CONTRACTS FOR SERVICES	93,670	1,800,191	75,000	0	(75,000)	(100.00%)
GOODS, MATERIALS & SUPPLIES	60,730	62,844	0	0	0	0.00%
PROJECTS	0	0	3,484,743	0	(3,484,743)	(100.00%)
SALARIES, WAGES & BENEFITS	135,736	502,122	0	0	0	0.00%
TRANSFERS TO RESERVES	33,233	0	0	0	0	0.00%
<b>Total</b>	<b>324,156</b>	<b>2,367,192</b>	<b>3,559,743</b>	<b>0</b>	<b>(3,559,743)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>42,000</b>	<b>2,285,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

PROJECTS

- 2023 - unspent funds for the ERP/HRM system implementation will be carried over into 2024.

## Department Summary

**Department Summary:** TAXATION (144)

**Budget Year:** 2024

**Manager:** Debra Law

**Division:** Financial Services - Taxation

**Accounting Reference:** 144

**Stage:** Approved

**Approved:** Yes

### 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 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.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(47,879,938)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(44,690,537)</b>
<b>Budget Change</b>	<b>\$(3,189,401)</b>
<b>Budget Change by %</b>	<b>(7.14%)</b>
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

During the Special Meeting on June 8, 2023 Council provided guidance to Administration for the 2024 budget to bring forward an operating expenditure increase of no more than 4.0% not including the taxation impact for the Active Living Centre debt servicing costs. During the Budget Deliberation Special Meeting on December 4, 2023, Council endorsed the 2024 budget and approved a variety of service level changes. For pre-existing taxpayers the operating expenditure increase amounts to 5.49%.

Non Market Change (NMC) in taxation, predominately from new development, has been estimated at \$630,000 for 2024, proportionally estimated at \$504,000 for the Residential class, and \$126,000 for the Business class.

Summary of proposed Taxation from 2023 to 2024:

	Amount \$	Amount %
2023 Taxation Total (budgeted)	51,632,242	
2024 Expenditures Increase	2,837,069	5.49
<hr/>		
2024 Taxation (Prior to NMC)	54,469,311	5.49
2024 NMC Estimate	630,000	1.22*
<hr/>		
2024 Taxation Total	55,099,311	6.71

\*NMC increase relates to new taxpayers who did not have taxes levied in 2023, thus while this represents an increase in property taxation on revenues, this does not represent an increase attributable to pre-existing taxpayers.

### 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.

	2023 Actual	2023 Budget	Budget to Actual Difference
Class 1 - Residential	35,065,463	34,725,612	(339,851)
Class 2 - Utility	448,083	416,943	(31,140)
Class 5 - Light Industrial	825,899	756,470	(69,429)
Class 6 - Business	15,038,896	15,541,322	502,426
Class 8 - Rec/Non-profit	182,346	187,259	4,913
Other*	4,451	4,636	185
<hr/>			
TOTAL	51,565,138	51,632,242	67,104

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

## Department Summary

**Department Summary:** TAXATION (144)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TAXATION REVENUES	48,577,177	51,565,138	51,632,242	55,099,311	3,467,069	6.71%
<b>Total</b>	<b>48,577,177</b>	<b>51,565,138</b>	<b>51,632,242</b>	<b>55,099,311</b>	<b>3,467,069</b>	<b>6.71%</b>
<b>Expenditures</b>						
TRANSFERS TO RESERVES	0	6,941,705	6,941,705	7,219,373	277,668	4.00%
<b>Total</b>	<b>0</b>	<b>6,941,705</b>	<b>6,941,705</b>	<b>7,219,373</b>	<b>277,668</b>	<b>4.00%</b>
<b>Net</b>	<b>(48,577,177)</b>	<b>(44,623,433)</b>	<b>(44,690,537)</b>	<b>(47,879,938)</b>	<b>(3,189,401)</b>	<b>(7.14%)</b>

### 2023 - 2024 Budget Changes:

#### TAXATION REVENUES

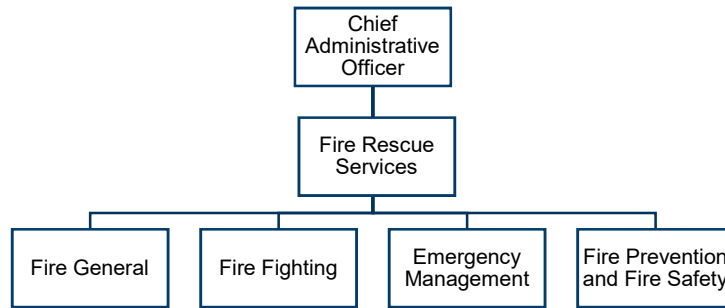
- Increase in property taxation revenues in 2024 related to a Council directed expenditure increase of 5.49% and a \$630,000 increase (1.22%) related to new developments

#### TRANSFERS TO RESERVES

- Increase in taxation allocated to the Infrastructure Reserve for the 2024 Capital Program.

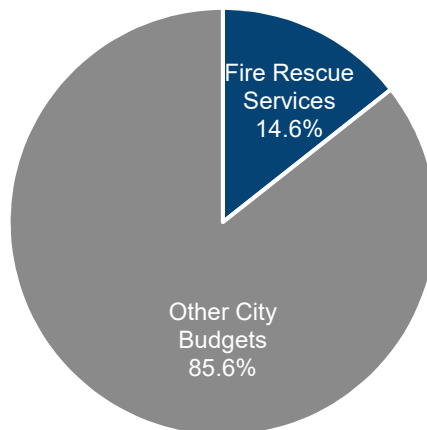
# FIRE RESCUE SERVICES

David Lind  
Fire Chief  
dlind@vernon.ca



## DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$9,017,026
2023 Amended Net Cost	\$7,923,033
Budget Change	\$1,093,933
Change By %	13.81%
2024 FTE	51.7
2023 FTE	46.2
FTE Change	5.5
FTE Change By %	11.90%



**DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR**

<b>Costing Center Name</b>	<b>2024 BUDGET</b>	<b>2023 BUDGET</b>	<b>\$ INCREASE</b>	<b>% INCREASE</b>
<b>Fire Rescue</b>				
FIRE DEPARTMENT - GENERAL (320)	983,092	1,415,031	(431,939)	-30.53%
FIRE FIGHTING (321)	7,106,334	6,316,369	789,965	12.51%
EMERGENCY MANAGEMENT (323)	423,974	191,633	232,341	121.24%
FIRE PREVENTION & LIFE SAFETY (324)	503,626	0	503,626	100.00%
PROJECTS - FIRE SERVICES (965)	0	0	0	0.00%
<b>Total Fire Rescue</b>	<b>9,017,026</b>	<b>7,923,033</b>	<b>1,093,993</b>	<b>13.81%</b>
<b>GRAND TOTAL</b>	<b>9,017,026</b>	<b>7,923,033</b>	<b>1,093,993</b>	<b>13.81%</b>



## Department Summary

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

**Budget Year:** 2024

**Manager:** David Lind

**Division:** Fire Rescue

**Accounting Reference:** 320

**Stage:** Approved

**Approved:** Yes

### 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, FireSmart, 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 the Director, Fire Rescue Services, Executive Assistant and relief salaries, uniforms and professional development for chief officers, fire station improvements, supplies, fire hydrant maintenance (CUPE), reserve contributions, and other administrative functions. This cost center supports the day-to-day management and operation of Station 1 (Downtown), Station 2 (Okanagan Landing) including the Station 2 Training/Conference building, Station 3 (Predator Ridge) and the Emergency Program Building.

Department (324) was created to capture the costs associated with Fire Prevention and Life Safety. The costs associated with that department have been moved from Department (320) and have been created in Department (324).

### Outlook for Upcoming Budget:

The 2024 Fire General (320) budget will enable VFRS to:

- Complete the implementation of the VFRS Eight (8) Year Strategic Plan as per Council Strategic Plan
- Support the creation of a new strategic plan for Councils consideration in 2024
- Provide for on-going development of the fire administrative team through work planning, education and team building
- To provide senior leadership and administration for firefighting, fire prevention, the City of Vernon Emergency Program, Emergency Support Services and FireSmart activities

### Highlights of Current Year:

2023 highlights for department 320 include:

- Successful recruitment, training and orientation of five (5) career firefighters, four (4) of which are new FTE
- Successful recruitment, training and orientated of ten (10) auxiliary firefighters, which further enhances service levels to the Predator Ridge area
- Recruitment of two (2) Deputy Chiefs to fill roles in Emergency Management and Fire Prevention & Life Safety
- Increase in operational capacity to manage large long lasting and complex events
- The purchase and outfitting for three (3) hybrid (gas/electric) light duty incident command vehicles
- Renewal of the HAZMAT Agreements with the RDNO (Village of Lumby) and the City of Enderby
- Implementation of the new HAZMAT Agreement with the District of Coldstream
- Renewal of the Confined Space agreement with the RDNO
- Oversaw a third party Fire Services Review Project which considers progress of the service since 2017 to date and identifies areas for improvement
- Deployment of resources in support of Provincial wildfire suppression efforts
- Advocated to the Forest Enhancement Society for a 100 ha. fuel treatment on Eastside Rd.
- Advocated and assisted with an early fire detection system research project (Sensenet), the first large scale trial of this project in BC
- Secured funding for a fleet replacement reserve and the purchase of a replacement engine/rescue
- Advocated and worked with other City departments to secure an Emergency Operations Center upgrade

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$983,092
<b>Prior Year Approved Net Budget</b>	\$1,415,031
<b>Budget Change</b>	<b>\$(431,939)</b>
<b>Budget Change by %</b>	<b>(30.53%)</b>
<b>2024 FTE</b>	2.5
<b>2023 FTE</b>	5.5
<b>FTE Change</b>	<b>(3.0)</b>
<b>FTE Change by %</b>	<b>(54.55%)</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	2,726	2,490	2,663	200	(2,463)	(92.49%)
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	0	0	300	0	(300)	(100.00%)
TRANSFERS FROM RESERVES	0	5,622	5,622	0	(5,622)	(100.00%)
<b>Total</b>	<b>2,726</b>	<b>8,112</b>	<b>8,585</b>	<b>200</b>	<b>(8,385)</b>	<b>(97.67%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	4,027	3,021	4,040	1,426	(2,614)	(64.70%)
CONTRACTS FOR SERVICES	24,406	13,745	33,350	5,500	(27,850)	(83.51%)
GOODS, MATERIALS & SUPPLIES	81,209	94,052	105,207	80,788	(24,419)	(23.21%)
INTERNAL CHARGES	4,864	3,073	9,214	8,653	(561)	(6.09%)
SALARIES, WAGES & BENEFITS	706,503	672,330	813,638	418,961	(394,677)	(48.51%)
TRANSFERS TO RESERVES	110,690	458,167	458,167	467,964	9,797	2.14%
<b>Total</b>	<b>931,699</b>	<b>1,244,388</b>	<b>1,423,616</b>	<b>983,292</b>	<b>(440,324)</b>	<b>(30.93%)</b>
<b>Net</b>	<b>928,973</b>	<b>1,236,276</b>	<b>1,415,031</b>	<b>983,092</b>	<b>(431,939)</b>	<b>(30.53%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES AND SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

- Decreased in Dept. 320 as the Fire Prevention Program was moved to the new department, Fire Prevention & Life Safety (324)

#### TRANSFERS FROM RESERVES

- Funding for one-time projects from 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in cell phones as the Fire Prevention Program was moved to Fire Prevention & Life Safety (324) and the Deputy Chief (DC) of Emergency Management moved to Emergency Management (323)

#### CONTRACTS FOR SERVICES

- Decrease in contracts due to fire mitigation contract budget being moved to Emergency Management (323)

#### GOODS, MATERIALS & SUPPLIES

- Decreased as the Fire Prevention Program was moved to Fire Prevention & Life Safety (324)

#### INTERNAL CHARGES

- Decreased as the Fire Prevention Program was moved to Fire Prevention & Life Safety (324)

#### SALARIES, WAGES & BENEFITS

- The Deputy Chief salaries were moved to Fire Fighting (321), Fire Prevention and Life Safety (324) and Emergency Management (323).

## Department Summary

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

**Budget Year:** 2024

**Manager:** Alan Hofsink

**Division:** Fire Rescue

**Accounting Reference:** 321

**Stage:** Approved

**Approved:** Yes

### Purpose:

Fire Fighting (321) represents the direct cost of providing fire and rescue services. The cost center contains the salary for the Deputy Chief of Operations.

It also includes salaries for thirty-seven (37) career and up to thirty (30) auxiliary firefighters and their training and education, uniforms, personal protective equipment, tools, radios, cell phones, Self-Contained Breathing Apparatus (SCBA), medical supplies, fire fighting foam, fuel, fire apparatus maintenance and other service delivery related costs. This department responds to more than 4000 calls for service every year, operating from three (3) fire stations.

### Outlook for Upcoming Budget:

The 2024 Fire Fighting (321) budget will enable VFRS to:

- Respond safely and efficiently to emergencies
- Provide firefighters with required personal protective equipment
- Maintain the fire apparatus
- Complete fire safety inspections and pre-incident planning
- Provide professional development and certifications for firefighters
- Replace worn and damaged tools and equipment
- Provide Station 1 minimum staffing of four (4) career firefighters
- Provide Station 2 minimum staffing of two (2) career firefighters
- Staff Station 3 with an auxiliary force, with the ability to provide additional career staffing during high risk times.

### Highlights of Current Year:

2023 Highlights for department 321 include:

- Successful recruitment, training and orientation of five (5) career firefighters, four (4) of which are new FTE
- Recruitment and basic training of ten (10) Auxiliary Firefighters to increase service level in the Station 3 area
- Deployed resources in support of Provincial wildfire suppression efforts
- Continued implementation of the VFRS Five (5) Year Training Plan
- Continued development and implementation of an auxiliary firefighter training program
- Completion of re-certification training
- Maintained fire apparatus
- Provided replacement Personal Protective Equipment (PPE)
- Continued annual inspections and pre-plans

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4074	Additional 4 Firefighters	Approved	\$457,000	\$0	\$220,000	\$237,000	\$475,280
AUTO - 4085	4 Career Firefighters 2024	Approved	\$240,000	\$453,300	\$0	\$240,000	\$494,352
<b>Total Change Request</b>			<b>\$697,000</b>	<b>\$453,300</b>	<b>\$220,000</b>	<b>\$477,000</b>	<b>\$969,632</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	3,573	7,288	3,644	3,717	73	2.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	110,234	383,835	128,819	131,299	2,480	1.93%
TRANSFERS FROM RESERVES	365,382	96,519	338,103	221,200	(116,903)	(34.58%)
<b>Total</b>	<b>479,189</b>	<b>487,642</b>	<b>470,566</b>	<b>356,216</b>	<b>(114,350)</b>	<b>(24.30%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	19,456	28,489	33,649	29,741	(3,908)	(11.61%)
CONTRACTS FOR SERVICES	303,454	293,825	298,203	305,946	7,743	2.60%
GOODS, MATERIALS & SUPPLIES	181,888	247,625	405,806	346,836	(58,970)	(14.53%)
INTERNAL CHARGES	180,616	469	211,058	227,910	16,852	7.98%
SALARIES, WAGES & BENEFITS	5,409,597	5,443,090	5,838,219	6,552,117	713,898	12.23%
TRANSFERS TO RESERVES	247,904	0	0	0	0	0.00%
<b>Total</b>	<b>6,342,915</b>	<b>6,013,499</b>	<b>6,786,935</b>	<b>7,462,550</b>	<b>675,615</b>	<b>9.95%</b>
<b>Net</b>	<b>5,863,725</b>	<b>5,525,857</b>	<b>6,316,369</b>	<b>7,106,334</b>	<b>789,965</b>	<b>12.51%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFER FROM RESERVES

- Funding for one-time projects and firefighters from 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease is due to 2022 project carry overs in 2023.

#### GOODS, MATERIALS & SUPPLIES

- Decrease is due to 2022 project carry overs in 2023. (PPE, Uniforms, staff development)

#### INTERNAL CHARGES

- Increase in costs associated with maintaining and operating VFRS fire apparatus. This budget is reflected in the Fleet - Fire Rescue (446).

#### SALARIES, WAGES & BENEFITS

- Increase is due to the step changes and contractual obligations for the IAFF employees, and new career firefighters.
- Increase due to Deputy Chief position being moved to Dept 321 from Dept 320.
- Decrease due to Fire Prevention Officer moving to Dept 324

## Department Summary

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

**Budget Year:** 2024

**Manager:** Mike Walroth

**Division:** Fire Rescue

**Accounting Reference:** 323

**Stage:** Approved

**Approved:** Yes

### Purpose:

Emergency Management (323) provides for 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 Deputy Chief, Emergency Management, 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. Emergency Management also employs a full time grant funded FireSmart Coordinator and two grant funded FireSmart students. 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 Climate Readiness 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 2024, 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 2023, the Emergency Program achieved the following:

- Full renovation of the EOC Facility
- Secured a permanent ESS space that will provide ESS volunteers with a training room and have a turnkey Level 1 ESS facility.

Additional highlights for the year include:

- Recruitment and orientation of a full-time Deputy Chief, Emergency Management. This is a new FTE for the Division.
- Implemented notification software/method to expedite EOC activation.
- Provided multiple training sessions for ESS volunteers.
- Augmented the EOC team by adding members and providing training.
- Hiring of two grant-funded FireSmart summer students.
- Managed the grant process and facilitated contract work on the Eastside Road Wildfire Mitigation project.
- 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 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$423,974
<b>Prior Year Approved Net Budget</b>	\$191,633
<b>Budget Change</b>	\$232,341
<b>Budget Change by %</b>	121.24%
<b>2024 FTE</b>	2.7
<b>2023 FTE</b>	1.7
<b>FTE Change</b>	1.0
<b>FTE Change by %</b>	58.82%

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	45,119	1,122	0	0	0	0.00%
SALE OF SERVICES	0	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	0	5,610	5,610	0	(5,610)	(100.00%)
<b>Total</b>	<b>45,120</b>	<b>6,732</b>	<b>5,610</b>	<b>0</b>	<b>(5,610)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	4,070	4,048	4,810	5,523	713	14.82%
CONTRACTS FOR SERVICES	31,334	34,233	7,215	27,975	20,760	287.73%
GOODS, MATERIALS & SUPPLIES	20,843	37,538	27,375	37,390	10,015	36.58%
INTERNAL CHARGES	2,983	4,044	0	0	0	0.00%
SALARIES, WAGES & BENEFITS	166,025	359,864	156,054	353,086	197,032	126.26%
TRANSFERS TO RESERVES	6,714	1,789	1,789	0	(1,789)	(100.00%)
<b>Total</b>	<b>231,969</b>	<b>441,515</b>	<b>197,243</b>	<b>423,974</b>	<b>226,731</b>	<b>114.95%</b>
<b>Net</b>	<b>186,850</b>	<b>434,783</b>	<b>191,633</b>	<b>423,974</b>	<b>232,341</b>	<b>121.24%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Funding for one-time projects from 2023

#### COMMUNICATIONS, INSURANCE, & UTILITIES

- Increased for cell phone upgrades and cell phone for Deputy Chief

#### CONTRACTS FOR SERVICES

- Increased for wildfire mitigation work moved from Fire General (320) to Emergency Management (323).

#### GOODS MATERIALS AND SUPPLIES

- Increase for furniture purchases, EOC Equipment, and software budget.

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs as well as the Deputy Chief Position being moved from Fire General (320) to Emergency Management (323).

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized department 122

## Department Summary

**Department Summary:** FIRE PREVENTION & LIFE SAFETY (324)

**Budget Year:** 2024

**Manager:** Brian Parsons

**Division:** Fire Rescue

**Accounting Reference:** 324

**Stage:** Approved

**Approved:** Yes

### Purpose:

Fire Prevention & Life Safety (324) represents the direct costs for the Fire Prevention and Life Safety Program. It contains wages for the Deputy Chief, Fire Prevention and Life Safety, the Fire Prevention Officer, program equipment and supplies as well as software contracts. This is a new department created for the 2024 budget by moving these activities from Fire Department 320 and Fire Fighting 321.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$503,626
<b>Prior Year Approved Net Budget</b>	0
<b>Budget Change</b>	\$503,626
<b>Budget Change by %</b>	100.00%
<b>2024 FTE</b>	3.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	3.0
<b>FTE Change by %</b>	100.00%

### Outlook for Upcoming Budget:

The 2024 Fire Prevention & Life Safety (324) budget will enable VFRS to:

- Conduct and manage fire inspections and preplans
- Participate and advise in the Community Development Review process
- Assist with maintaining the chief officer after hours on-call rotation
- Oversee the Incident Safety Officer program
- Oversee the Fire Services Occupational Health and Safety Program and represent Fire Services interests with the City's Joint Occupational Health and Safety Committee
- Provide support to the Emergency Program, Emergency Operations Center
- Effectively address fire safety code and Fire Services Bylaw violations
- Provide fire investigation services
- Continue the fire prevention, public education program
- Communicate fire prevention messaging

### Highlights of Current Year:

2023 Highlights for Fire Prevention & Life Safety (324) include:

- Hiring of the Deputy Fire Chief, Fire Prevention & Life Safety
- Completion of fire safety inspections
- Completion of pre incident plans to better prepare firefighters when an emergency occurs at a property
- School and community group station tours
- Participation with public events to advocate for fire safety and fire prevention
- Provided the kindergarten classes with fire prevention materials for all schools in our district
- Renewal of the inspection and preplan software contract
- Conducted fire investigations

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4075	Deputy Fire Chief Position	Approved	\$94,000	\$0	\$0	\$94,000	\$192,914
AUTO - 4082	FireSmart Coordinator	Approved	\$104,009	\$104,009	\$0	\$104,009	\$114,065
AUTO - 4106	Fire Services Electric Vehicle Purchase - Operational Component	Approved	\$3,000	\$3,000	\$0	\$3,000	\$3,060
<b>Total Change Request</b>			<b>\$201,009</b>	<b>\$107,009</b>	<b>\$0</b>	<b>\$201,009</b>	<b>\$310,039</b>

## Department Summary

**Department Summary:** FIRE PREVENTION & LIFE SAFETY (324)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Revenues</b>							
SALE OF SERVICES	0	0	0	2,500	2,500	100.00%	
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	0	0	0	300	300	100.00%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,800</b>	<b>2,800</b>	<b>100.00%</b>	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	0	0	0	1,426	1,426	100.00%	
CONTRACTS FOR SERVICES	0	0	0	7,825	7,825	100.00%	
GOODS, MATERIALS & SUPPLIES	0	0	0	12,525	12,525	100.00%	
INTERNAL CHARGES	0	0	0	3,750	3,750	100.00%	
SALARIES, WAGES & BENEFITS	0	0	0	480,900	480,900	100.00%	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>506,426</b>	<b>506,426</b>	<b>100.00%</b>	
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>503,626</b>	<b>503,626</b>	<b>100.00%</b>	

### 2023 - 2024 Budget Changes:

This department is new as of 2024.

#### SALES OF SERVICES

- Transferred from Department 320 - Fire Department - General

#### SERVICES PROVIDED TO THER GOVTS & AGENCIES

- Transferred from Department 320 - Fire Department - General

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Transferred from Department 320 - Fire Department - General

#### GOODS, MATERIALS & SUPPLIES

- Transferred from Department 320 - Fire Department - General

#### INTERNAL CHARGES

- Transferred from Department 320 - Fire Department - General

#### SALARIES WAGES & BEENFITS

- Transferred from Department 320 - Fire Department - General & Department 321 - Fire Fighting



## Department Summary

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

**Budget Year:** 2024

**Manager:** David Lind

**Division:** Fire Rescue

**Accounting Reference:** 965

**Stage:** Approved

**Approved:** Yes

### Purpose:

Projects - Fire Services (965) captures replacement projects required to sustain effective fire and rescue services, along with other one-time projects.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

In 2024, VFRS will complete the following projects:

- \$1,700,000 - Fire Engine Purchase
- \$35,000 - Thermal Imaging Camera replacement
- \$30,000 - Slide-in, wildland firefighting skid (Squad 701)
- \$25,000 - Positive pressure fans
- \$15,000 - Automated external defibrillator (AED)
- \$69,000 - Electric vehicle purchase
- \$80,000 - Electric vehicle fire suppression equipment

Projects total \$1,954,000

### Highlights of Current Year:

2023 budgeted projects include:

- UBCM 2020 FireSmart Grant
- UBCM 2021 FireSmart Grant
- UBCM 2022 FireSmart Grant
- CRI 2023 FireSmart Coordinator and program grant
- 2022 CEPF Emergency Operations Center (EOC) & Training Grant
- 2022 CEPF Emergency Support Services (ESS) Equipment Grant
- Independent, third party, review of Fire Services
- HAZMAT Response Equipment
- Three (3) Light Duty Response Vehicles
- Increased career staffing station 3 funded by Extreme Wildfire Reserve

Projects total \$735,881

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4099	Fire Services Electric Vehicle Purchase	Approved	\$69,000	\$0	\$69,000	\$0	\$0
AUTO - 4100	Purchase of Electric Vehicle Fire Suppression Equipment	Approved	\$80,000	\$0	\$80,000	\$0	\$0
<b>Total Change Request</b>			<b>\$149,000</b>	<b>\$0</b>	<b>\$149,000</b>	<b>\$0</b>	<b>\$0</b>

## Department Summary

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

### Changes to Department:

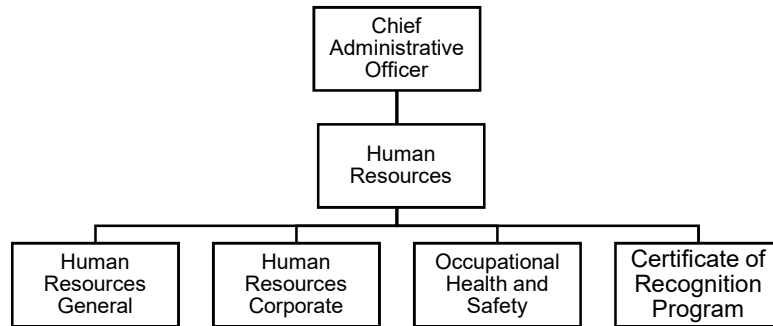
GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	140,061	(85,675)	418,045	103,000	(315,045)	(75.36%)
TRANSFERS FROM RESERVES	136,788	0	522,511	1,851,000	1,328,489	254.25%
<b>Total</b>	<b>276,849</b>	<b>(85,675)</b>	<b>940,556</b>	<b>1,954,000</b>	<b>1,013,444</b>	<b>107.75%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	52	372	0	0	0	0.00%
CONTRACTS FOR SERVICES	60,783	6,898	60,000	0	(60,000)	(100.00%)
GOODS, MATERIALS & SUPPLIES	122,827	282,091	50,000	1,954,000	1,904,000	3,808.00%
PROJECTS	0	0	675,881	0	(675,881)	(100.00%)
SALARIES, WAGES & BENEFITS	132,407	264,261	154,675	0	(154,675)	(100.00%)
<b>Total</b>	<b>316,069</b>	<b>553,622</b>	<b>940,556</b>	<b>1,954,000</b>	<b>1,013,444</b>	<b>107.75%</b>
<b>Net</b>	<b>39,219</b>	<b>639,296</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

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

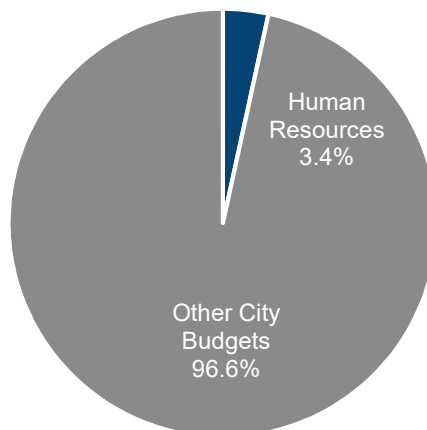
# HUMAN RESOURCES

Sarah Patterson  
 Director  
 spatterson@vernon.ca



### DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$2,000,355
2023 Amended Net Cost	\$1,887,684
Budget Change	\$112,671
Change By %	5.97%
2024 FTE	11.5
2023 FTE	11.9
FTE Change	(0.4)
FTE Change By %	(3.36%)



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2024 BUDGET	2023 BUDGET	\$ INCREASE	% INCREASE
<b>Human Resources</b>				
HUMAN RESOURCES - COR PROGRAM (153)	0	0	0	0.00 %
HUMAN RESOURCES - CORPORATE (151)	337,611	355,611	(18,000)	-5.06 %
HUMAN RESOURCES - GENERAL (150)	1,278,725	1,123,128	155,597	13.85 %
HUMAN RESOURCES - OH&S (152)	384,019	408,945	(24,926)	-6.10 %
Total Human Resources	2,000,355	1,887,684	112,671	5.97 %
<b>GRAND TOTAL</b>	<b>2,000,355</b>	<b>1,887,684</b>	<b>112,671</b>	<b>5.97 %</b>

## Department Summary

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

**Budget Year:** 2024

**Manager:** Sarah Patterson

**Division:** Human Resources

**Accounting Reference:** 150

**Stage:** Approved

**Approved:** Yes

### 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, learning and development, employee and labour relations, compensation, benefits, occupational health and safety, and employee care. 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. The source of funding for Corporate HR programs and initiatives is as per Human Resources – Corporate (151).

### Budget Summary

<b>2024 Approved Net Budget</b>	\$1,278,725
<b>Prior Year Approved Net Budget</b>	\$1,123,128
<b>Budget Change</b>	\$155,597
<b>Budget Change by %</b>	13.85%
<b>2024 FTE</b>	10.5
<b>2023 FTE</b>	10.4
<b>FTE Change</b>	0.1
<b>FTE Change by %</b>	0.96%

### Outlook for Upcoming Budget:

HR will continue working with leaders within the Corporation and applying our expertise in human resource management. 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 continue to focus on talent acquisition and retention, leadership development, HR planning (succession), health and safety strategies, and diversity, equity, and inclusivity.

### Highlights of Current Year:

Delivered HR Fundamentals for Leaders Program modules: Navigating the Labour Landscape and Building Your Best Foundation, redesigned Leadership Program with Okanagan College, Nine8 Wellness workshops and programming for first responders, established HR planning strategy for critical roles, rolled out EQi 2.0 (Emotional Intelligence) Program, designed custom Train-the-Trainer Program, facilitated Coaching Foundations Programs for MATI and PADM courses, presented at PWABC/BCMSA Joint Annual Conference on COV Mentorship Program, and awarded finalist in the Canadian HR Awards for Best Learning & Development Strategy.

Stabilized Time to Hire at 13 days below the national average in 2023, supported employee career development with 2/3 of total appointments being internal hires to date in 2023, and 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.

Successfully concluded CoV/IAFF Collective Bargaining, and established a sub-committee that improved language and formatting in the Collective Agreement.

HR Division has participated in the implementation of Workday as the City's new ERP/HRMS, which has resulted in many process improvements to date.

Council approved funding for the hire of a 0.5 FTE Advisor, Human Resources position to develop a learning and development framework for the new Respectful Workplace and Anti-Discrimination Policy, to be rolled out in 2024.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4076	Part-time HR Position	Approved	\$60,000	\$0	\$0	\$60,000	\$62,400
<b>Total Change Request</b>			<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$62,400</b>

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	30	40	0	0	0	0.00%
TRANSFERS FROM RESERVES	11,482	0	163,852	0	(163,852)	(100.00%)
<b>Total</b>	<b>11,512</b>	<b>40</b>	<b>163,852</b>	<b>0</b>	<b>(163,852)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	3,089	3,127	3,000	3,000	0	0.00%
CONTRACTS FOR SERVICES	556	841	1,516	1,586	70	4.62%
GOODS, MATERIALS & SUPPLIES	26,462	58,213	60,511	60,511	0	0.00%
SALARIES, WAGES & BENEFITS	1,018,885	1,099,677	1,215,961	1,213,628	(2,333)	(0.19%)
TRANSFERS TO RESERVES	3,582	5,992	5,992	0	(5,992)	(100.00%)
<b>Total</b>	<b>1,052,574</b>	<b>1,167,850</b>	<b>1,286,980</b>	<b>1,278,725</b>	<b>(8,255)</b>	<b>(0.64%)</b>
<b>Net</b>	<b>1,041,061</b>	<b>1,167,810</b>	<b>1,123,128</b>	<b>1,278,725</b>	<b>155,597</b>	<b>13.85%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- 2023 included transfers from reserves to fund the temporary position in Talent Acquisition and Retention and the new 0.5 FTE Advisor, Human Resources.

#### SALARIES, WAGES & BENEFITS

- 2024 salaries are slightly lower due to new staff hired into various positions.

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

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

**Budget Year:** 2024

**Manager:** Sarah Patterson

**Division:** Human Resources

**Accounting Reference:** 151

**Stage:** Approved

**Approved:** Yes

### 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, learning and development, employee and labour relations, compensation, benefits, occupational health and safety, and employee care. 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 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 continue to 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 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$337,611
<b>Prior Year Approved Net Budget</b>	\$355,611
<b>Budget Change</b>	<b>\$(18,000)</b>
<b>Budget Change by %</b>	<b>(5.06%)</b>
<b>2024 FTE</b>	0.0
<b>2023 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	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	3	0	0	0	0.00%
TRANSFERS FROM RESERVES	156,053	156,640	156,640	0	(156,640)	(100.00%)
<b>Total</b>	<b>156,053</b>	<b>156,643</b>	<b>156,640</b>	<b>0</b>	<b>(156,640)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	159,268	64,068	142,300	142,300	0	0.00%
GOODS, MATERIALS & SUPPLIES	136,171	174,847	351,951	195,311	(156,640)	(44.51%)
SALARIES, WAGES & BENEFITS	(1,043,160)	0	18,000	0	(18,000)	(100.00%)
TRANSFERS TO RESERVES	231,640	0	0	0	0	0.00%
<b>Total</b>	<b>(516,080)</b>	<b>238,916</b>	<b>512,251</b>	<b>337,611</b>	<b>(174,640)</b>	<b>(34.09%)</b>
<b>Net</b>	<b>(672,132)</b>	<b>82,273</b>	<b>355,611</b>	<b>337,611</b>	<b>(18,000)</b>	<b>(5.06%)</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- 2023 included transfers from reserves to fund learning and development delayed due to COVID-19 and other organizational commitments.

#### GOODS, MATERIALS & SUPPLIES

- 2023 included transfers from reserves to fund learning and development delayed due to COVID-19 and other organizational commitments.

#### SALARIES, WAGES & BENEFITS

- Legacy budget for this department has been removed beginning in 2024. Prior years actual amounts relate to corporate-wide benefit cost balancing.



## Department Summary

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

**Budget Year:** 2024

**Manager:** Ty Leroux

**Division:** Human Resources

**Accounting Reference:** 152

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Occupational Health and Safety (OHS) Department has an unwavering commitment to the health and safety of all employees. This is achieved by fostering a safe, healthy, and productive work environment for all stakeholders. The OHS department's purpose is to uphold the highest standards of occupational health and safety by developing and implementing comprehensive policies, programs, and practices that assist with the prevention of workplace accidents, injuries, and illnesses.

Through proactive risk assessment, continuous training, and effective communication, OHS aims to create a culture of safety awareness that empowers employees to take ownership of their well-being and the well-being of their colleagues. OHS is committed to ensuring compliance with all relevant regulations, laws, and guidelines, while also seeking opportunities for innovation and improvement in occupational health and safety management.

By partnering with departments and divisions across the organization, as well as collaborating with external agencies and organizations, OHS endeavors to establish a City-wide standard of excellence in occupational health and safety. The OHS department's ultimate goal is to minimize occupational hazards, enhance the quality of life for the City's workforce, therefore contributing to the Corporation's ability to reach its business and service goals.

### Outlook for Upcoming Budget:

Transparency is the focus of the Occupational Health and Safety (OHS) Department for 2024. This will include a thorough review of current OHS systems to determine where gaps expose the City of Vernon and its employees to unrecognized risk. Furthermore, the OHS department recognizes that effective organizational communications are necessary for desirable safe outcomes. With this understanding, the OHS department will source and implement an effective means to improve organizational communication with regard to meeting legislative timelines around injury reporting and incident investigation.

The City of Vernon will continue its current training initiatives and its focus on reducing injuries and claim costs. In part, this will be achieved by maintaining the City's Certificate of Recognition (COR) through WorkSafe BC and the BC Municipal Safety Association (BCMSA). The COR incentive program will ensure the ongoing support of the City's Occupational Health and Safety programming.

### Highlights of Current Year:

The City of Vernon passed the external audit for the COR program in late 2022. This enabled the City to utilize the COR incentive dollars for valuable OHS system improvements as outlined in HR COR Program (153). Those funds had an immediate and direct impact on improving the City's Asbestos Management Program and Confined Space Program.

The Joint Occupational Health and Safety Committee (JOHSC) coordinated events including the annual Day of Mourning Ceremony, Health and Safety Week, and the Annual Health and Wellness Fair. JOHSC also welcomed new members and is updating its terms of reference to better reflect new positions created.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$384,019
<b>Prior Year Approved Net Budget</b>	\$408,945
<b>Budget Change</b>	\$(24,926)
<b>Budget Change by %</b>	(6.10%)
<b>2024 FTE</b>	2.0
<b>2023 FTE</b>	2.5
<b>FTE Change</b>	(0.5)
<b>FTE Change by %</b>	(20.00%)

## Department Summary

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

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	0	15,000	0	0	0	0.00%
SALE OF SERVICES	70	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	7,441	0	0	0	0	0.00%
<b>Total</b>	<b>7,511</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	661	583	1,760	1,760	0	0.00%
CONTRACTS FOR SERVICES	26,695	5,358	19,292	19,292	0	0.00%
GOODS, MATERIALS & SUPPLIES	60,695	31,238	61,333	61,333	0	0.00%
SALARIES, WAGES & BENEFITS	258,943	286,084	326,560	301,634	(24,926)	(7.63%)
<b>Total</b>	<b>346,993</b>	<b>323,264</b>	<b>408,945</b>	<b>384,019</b>	<b>(24,926)</b>	<b>(6.10%)</b>
<b>Net</b>	<b>339,482</b>	<b>308,264</b>	<b>408,945</b>	<b>384,019</b>	<b>(24,926)</b>	<b>(6.10%)</b>

### 2023 - 2024 Budget Changes:

SALARIES, WAGES & BENEFITS

- 0.5 FTE position was re-allocated to Human Resources - General (150).

## Department Summary

**Department Summary:** HUMAN RESOURCES - COR PROGRAM (153)

**Budget Year:** 2024

**Manager:** Ty Leroux

**Division:** Human Resources

**Accounting Reference:** 153

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Partners Program, also known as the Certificate of Recognition (COR), is a voluntary employer certification program intended to encourage employers to take a proactive role in occupational health and safety. The COR program recognizes and rewards employers who go beyond the current legal requirements, implement an effective occupational health and safety management system (OHSMS), and pass a certification audit to the standards set out by the Board.

Achieving COR can also have positive financial impacts. When you maintain a safe and healthy workplace with few worker injuries and shorter claim durations, the City's WorkSafeBC (WSBC) experience rating improves. This will eventually lead to a discount on WSBC premiums, which can result in significant savings.

As part of the COR program, employers whose occupational health and safety management systems have passed an audit and are in good standing with WSBC are considered for financial incentives.

The City of Vernon has been COR certified since December 2011.

### Outlook for Upcoming Budget:

The City of Vernon will undertake a COR audit in October - November 2023 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 2023 audit outcome to be confirmed by the BC Municipal Safety Association (BCMSA) in the first quarter of 2024.

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, 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 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, workplace environment, and health and wellness environment, which align with the City of Vernon's unwavering commitment to a safe and healthy workplace.

### Highlights of Current Year:

As per Council policy direction, all funds received via the COR incentive program are directed back into maintaining and improving safety at the City. The City of Vernon successfully completed the 2022 Maintenance Audit of the Health and Safety Management System with a score of 93%.

Highlights of the 2023 safety initiatives implemented across various departments within the City of Vernon include co-coordinating an initiative with the Operations Division to re-write the City of Vernon's Asbestos Management Program and Confined Space Entry Program. As well, COR funding has been utilized to provide a third party review of the City's occupational health and safety systems to identify critical risks so that a plan can be developed to address gaps in system capacity.

These highlights continue to emphasize the high value that the City of Vernon places on the health and safety of our employees. Opportunities to supplement health and safety initiatives by accessing COR funding renew the dedication to a workplace that is safe and secure.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	99,342	80,772	65,000	65,000	0	0.00%
TRANSFERS FROM RESERVES	96,842	161,797	157,841	0	(157,841)	(100.00%)
<b>Total</b>	<b>196,184</b>	<b>242,569</b>	<b>222,841</b>	<b>65,000</b>	<b>(157,841)</b>	<b>(70.83%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	16,284	30,520	222,841	65,000	(157,841)	(70.83%)
GOODS, MATERIALS & SUPPLIES	3,103	0	0	0	0	0.00%
INTERNAL CHARGES	15,000	0	0	0	0	0.00%
TRANSFERS TO RESERVES	161,796	0	0	0	0	0.00%
<b>Total</b>	<b>196,184</b>	<b>30,520</b>	<b>222,841</b>	<b>65,000</b>	<b>(157,841)</b>	<b>(70.83%)</b>
<b>Net</b>	<b>0</b>	<b>(212,048)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Certificate of Recognition (COR) rebate from WorkSafe BC.

#### TRANSFERS FROM RESERVES

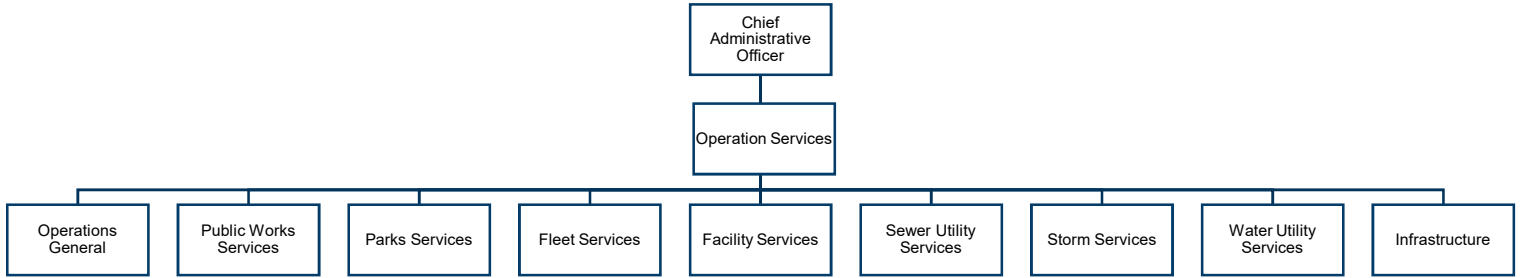
- Unspent COR rebate carried over into 2023 for various safety initiatives.

#### CONTRACTS FOR SERVICES

- Unspent COR budget carried over into 2023 for various safety initiatives.

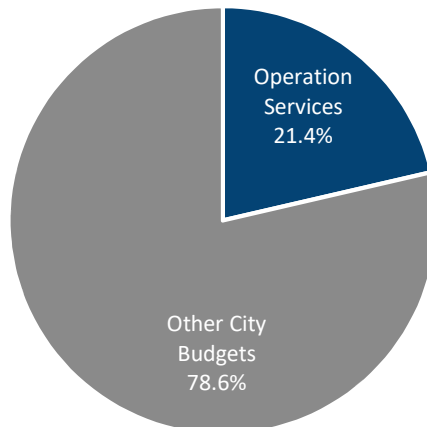
# OPERATION SERVICES

James Rice  
 Director  
 jrice@vernon.ca



### DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$12,462,394
2023 Amended Net Cost	\$11,778,204
Budget Change	\$684,190
Change By %	5.81%
2024 FTE	122.2
2023 FTE	121.1
FTE Change	1.1
FTE Change By %	0.91%



**DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR**

<b>Costing Center Name</b>	<b>2024 BUDGET</b>	<b>2023 BUDGET</b>	<b>\$ INCREASE</b>	<b>% INCREASE</b>
<b>Operations - Common</b>				
OPERATIONS - GENERAL (400)	(712,578)	(742,111)	29,533	-3.98%
Total Operations - Common	(712,578)	(742,111)	29,533	-3.98%
<b>Operations - Infrastructure</b>				
INFRASTRUCTURE (405)	715,797	682,818	32,979	4.83%
Total Operations - Infrastructure	715,797	682,818	32,979	4.83%
<b>Operations - Public Works</b>				
PUBLIC WORKS - GENERAL (410)	430,669	405,017	25,652	6.33%
AIRPORT (401)	151,471	138,597	12,874	9.29%
DOWNTOWN BEAUTIFICATION (414)	67,299	64,799	2,500	3.86%
PAVED STREETS (415)	4,105,934	3,920,986	184,948	4.72%
SIDEWALKS & MULTI-USE TRAILS (416)	343,170	325,824	17,346	5.32%
SIGNALIZED INTERSECTIONS (418)	284,624	274,163	10,461	3.82%
SOLID WASTE & RECYCLING (419)	0	0	0	0.00%
HESPERIA LANDFILL (420)	0	0	0	0.00%
STREET LIGHTS (421)	716,764	711,280	5,484	0.77%
TRAFFIC SIGNAGE (422)	163,736	157,434	6,302	4.00%
UNPAVED STREETS (423)	90,831	87,340	3,491	4.00%
PROJECTS - PUBLIC WORKS (961)	0	0	0	0.00%
Total Operations - Public Works	6,354,498	6,085,440	269,058	4.42%
<b>Operations - Parks</b>				
BOULEVARDS (411)	667,662	629,276	38,386	6.10%
TREES (412)	291,158	273,688	17,470	6.38%
CEMETERY (413)	73,489	86,147	(12,658)	-14.69%
SURFACE PARKING LOTS (430)	(190,291)	(174,398)	(15,893)	9.11%
CIVIC PLAZA (452)	131,313	121,735	9,578	7.87%
LOCAL PARKS - GENERAL (600)	226,024	212,140	13,884	6.54%
POLSON PARK (610)	551,789	527,850	23,939	4.54%
KIN RACE TRACK PARK (614)	25,612	25,259	353	1.40%
LAKEVIEW PARK (615)	85,023	77,601	7,422	9.56%
ALEXIS PARK (616)	54,371	50,774	3,597	7.08%
MACDONALD PARK (617)	107,075	100,026	7,049	7.05%
MISSION HILL PARK (622)	53,280	51,339	1,941	3.78%
HERITAGE PARK (623)	31,440	26,902	4,538	16.87%
GRAHAME PARK (626)	50,400	48,453	1,947	4.02%
SMALL PARKS/TOT LOTS (631)	581,007	545,686	35,321	6.47%
PARK TRAILS (632)	59,030	57,472	1,558	2.71%
DEER PARK (633)	34,005	26,760	7,245	27.07%
BECKER PARK (634)	36,757	23,948	12,809	53.49%
LAKESHORE PARK (635)	68,521	69,309	(788)	-1.14%
HURLBURT PARK (636)	53,119	55,452	(2,333)	-4.21%
CIVIC MEMORIAL PARK (637)	134,431	82,499	51,932	62.95%
SUBREGIONAL PARKS - GENERAL (660)	53,344	51,389	1,955	3.80%
DND PARKS (661)	285,462	270,399	15,063	5.57%
KIN BEACH PARK (663)	165,876	157,415	8,461	5.37%
MARSHALL FIELDS PARK (664)	269,984	255,030	14,954	5.86%
PADDLEWHEEL PARK (665)	116,269	110,304	5,965	5.41%
PROJECTS - PARKS (980)	0	0	0	0.00%
Total Operations - Parks	4,016,150	3,762,455	253,695	6.74%

**DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR**

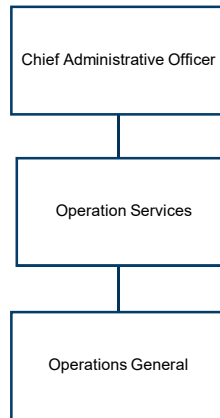
<b>Costing Center Name</b>	<b>2024 BUDGET</b>	<b>2023 BUDGET</b>	<b>\$ INCREASE</b>	<b>% INCREASE</b>
<b>Operations - Facilities</b>				
CITY HALL BUILDING (451)	245,751	236,309	9,442	4.00%
CITY HALL RCMP ANNEX (453)	11,814	11,366	448	3.94%
CIVIC MEMORIAL PARK BUILDING (460)	21,691	20,856	835	4.00%
COMMUNITY SAFETY OFFICE (457)	16,083	15,471	612	3.96%
COMMUNITY SERVICES BUILDING (461)	131,119	126,122	4,997	3.96%
DETACHMENT BUILDING (465)	251,915	242,231	9,684	4.00%
DOWNTOWN WASHROOM (466)	111,809	107,511	4,298	4.00%
FACILITIES - GENERAL (450)	233,674	221,141	12,533	5.67%
FIRE HALL STATION 1 (454)	81,774	88,026	(6,252)	-7.10%
FIRE HALL STATION 2 (464)	53,088	51,046	2,042	4.00%
FIRE HALL STATION 3 (468)	13,959	13,422	537	4.00%
OPERATION'S BUILDING (455)	404,544	375,323	29,221	7.79%
PARKADE BUILDING (463)	132,257	127,176	5,081	4.00%
PROJECTS - FACILITIES (966)	0	0	0	0.00%
<b>Total Operations - Facilities</b>	<b>1,709,478</b>	<b>1,636,000</b>	<b>73,478</b>	<b>4.49%</b>
<b>Operations - Fleet</b>				
FLEET - EQUIPMENT (444)	(1,065,255)	(904,783)	(160,472)	17.74%
FLEET - FIRE RESCUE (446)	0	0	0	0.00%
FLEET - GENERAL (440)	1,369,990	1,162,282	207,708	17.87%
FLEET - RECREATION (449)	0	0	0	0.00%
FLEET - VEHICLES (442)	(304,735)	(257,499)	(47,236)	18.34%
PROJECTS - FLEET (964)	0	0	0	0.00%
<b>Total Operations - Fleet</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Operations - Storm</b>				
STORM SYSTEM (500)	379,049	353,602	25,447	7.20%
<b>Total Operations - Storm</b>	<b>379,049</b>	<b>353,602</b>	<b>25,447</b>	<b>7.20%</b>
<b>Operations - Water</b>				
WATER DEPARTMENT (700)	0	0	0	0.00%
<b>Total Operations - Water</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>GRAND TOTAL</b>	<b>12,462,394</b>	<b>11,778,204</b>	<b>684,190</b>	<b>5.81%</b>

## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2024 BUDGET	2023 BUDGET	\$ INCREASE	% INCREASE
<b>Financial Services - Sewer</b>				
FISCAL SERVICES - SEWER (481)	(7,389,547)	(7,338,903)	(50,644)	0.69%
Total Financial Services - Sewer	(7,389,547)	(7,338,903)	(50,644)	0.69%
<b>Operations - Facilities - Sewer</b>				
VWRC ADMINISTRATION BUILDING (479)	48,249	46,394	1,855	4.00%
Total Operations - Facilities - Sewer	48,249	46,394	1,855	4.00%
<b>Operations - Sewer Collection Utility</b>				
SEWER OPERATIONS - GENERAL (480)	252,526	239,112	13,414	5.61%
SANITARY SYSTEM COLLECTION (498)	1,680,756	1,712,672	(31,916)	-1.86%
LIFT STATIONS (499)	1,009,853	1,004,856	4,997	0.50%
PROJECTS - SEWER UTILITIES (969)	0	0	0	0.00%
Total Operations - Sewer Collection Utility	2,943,135	2,956,640	(13,505)	-0.46%
<b>Operations - Sewer Treatment &amp; Disposal</b>				
SPRAY IRRIGATION (490)	988,374	934,822	53,552	5.73%
VWRC TREATMENT (491)	3,409,789	3,401,047	8,742	0.26%
PROJECTS - VWRC / SRAY IRRIGATION & COMPOST FACILITY (967)	0	0	0	0.00%
Total Operations - Sewer Treatment & Disposal	4,398,163	4,335,869	62,294	1.44%
<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

2024 Approved Net Cost	<b>\$(712,578)</b>
2023 Amended Net Cost	<b>\$(742,111)</b>
Budget Change	\$29,533
Change By %	3.98%
2024 Authorized Positions	5.5
2023 Authorized Positions	5.5
FTE Change	0.0
FTE Change By %	0.00%

## Department Summary

**Department Summary:** OPERATIONS - GENERAL (400)

**Budget Year:** 2024

**Manager:** James Rice

**Division:** Operations - Common

**Accounting Reference:** 400

**Stage:** Approved

**Approved:** Yes

### 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, and software maintenance.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(712,578)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(742,111)</b>
<b>Budget Change</b>	<b>\$29,533</b>
<b>Budget Change by %</b>	<b>3.98%</b>
<b>2024 FTE</b>	<b>5.5</b>
<b>2023 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 2024. 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 2024:

- Continuation of Municipal Wastewater Registration.
- Continued Implementation of the Asset Management program.
- Implementation of Asset Management program for Parks and Public Spaces completed in 2023 as directed by Council.
- Continued implementation of Fleet Replacement Strategy.
- Continued implementation of organics and yard waste diversion, collection and disposal.

### Highlights of Current Year:

In 2023, Operations - General supported the following projects:

- The successful reclaimed water discharge into Okanagan Lake.
- Enhanced facility cleaning funded from the COVID Restart Grant.
- Completion of the High Rate Anaerobic Treatment Facility.
- Continued implementation of automated garbage collection, organics diversion and collection.
- Creek dredging in the BX Creek basins.
- Operation of the Septage Receiving Facility.
- Completion of the Operations building expansion and transition of the Infrastructure Department into this facility.
- Completion of the former St John Ambulance building renovation and transition of the Parks Department into this facility.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** OPERATIONS - GENERAL (400)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	972,996	1,073,251	1,073,251	1,071,361	(1,890)	(0.18%)
SALE OF SERVICES	(604)	2,720	0	0	0	0.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	319,419	264,757	297,554	306,000	8,446	2.84%
<b>Total</b>	<b>1,291,811</b>	<b>1,340,728</b>	<b>1,370,805</b>	<b>1,377,361</b>	<b>6,556</b>	<b>0.48%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	484	407	2,123	2,165	42	1.98%
CONTRACTS FOR SERVICES	28,752	29,774	26,409	31,451	5,042	19.09%
GOODS, MATERIALS & SUPPLIES	9,802	20,497	13,075	13,241	166	1.27%
INTERNAL CHARGES	12,878	9,262	12,301	13,531	1,230	10.00%
SALARIES, WAGES & BENEFITS	485,838	534,817	568,337	604,395	36,058	6.34%
TRANSFERS TO RESERVES	6,449	6,449	6,449	0	(6,449)	(100.00%)
<b>Total</b>	<b>544,203</b>	<b>601,206</b>	<b>628,694</b>	<b>664,783</b>	<b>36,089</b>	<b>5.74%</b>
<b>Net</b>	<b>(747,608)</b>	<b>(739,522)</b>	<b>(742,111)</b>	<b>(712,578)</b>	<b>29,533</b>	<b>3.98%</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- Common Service Allocation cost recovery from the Sewer fund, Solid Waste & Recycling, and Fleet shown as Internal Revenue.
- Slight decrease in 2024 due to decrease in sewer common service allocations.

#### 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

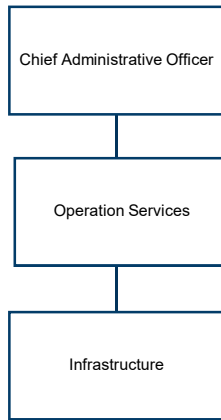
#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

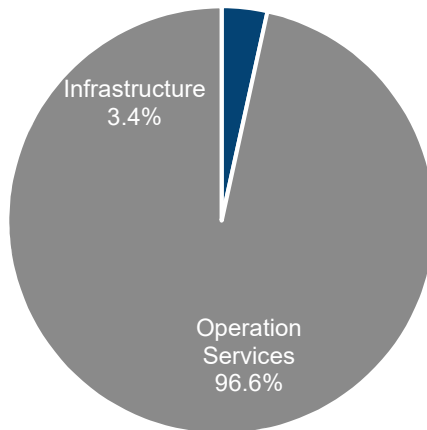
- Transfer to Information Services Reserve now centralized in Information Services (122)

# OPERATION SERVICES INFRASTRUCTURE



## SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$715,797
2023 Amended Net Cost	\$682,818
Budget Change	\$32,979
Change By %	4.83%
2024 Authorized Positions	14.0
2023 Authorized Positions	13.0
FTE Change	1.0
FTE Change By %	7.69%



## Department Summary

**Department Summary:** INFRASTRUCTURE (405)

**Budget Year:** 2024

**Manager:** Mark Dowhaniuk

**Division:** Operations - Infrastructure

**Accounting Reference:** 405

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Infrastructure Department is responsible for identifying the highest priority projects and completing them through the implementation of the annual Infrastructure Program, as endorsed by Council. Guided by the City's Asset Management Plan, the Department plans projects that repair, renew and/or improve the City's aging infrastructure. The selected projects are reflected in updates to the Rolling 5 Year Infrastructure Plan and the annual Infrastructure Program mostly managed by this Department. The Department further advances the development of the City's Asset Management and Infrastructure Systems program 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 Geographic Information Service (GIS) that is maintained and refined by Department staff.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$715,797
<b>Prior Year Approved Net Budget</b>	\$682,818
<b>Budget Change</b>	\$32,979
<b>Budget Change by %</b>	4.83%
<b>2024 FTE</b>	14.0
<b>2023 FTE</b>	13.0
<b>FTE Change</b>	1.0
<b>FTE Change by %</b>	7.69%

### Outlook for Upcoming Budget:

Delivery of the 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 infrastructure projects and further develop the City's Asset Management Plan. Road, drainage, utilities, facility and parks projects completed in 2023 include:

- Implementation of the recommendations from the Flood Mapping, Risk Assessment and Mitigation Project by completing the VWRC flood assessment, and assisting with the OCP amendments and Floodplain Bylaw;
- Additional improvements in Civic Memorial Park (water feature, pavilion and Civic Memorial Park Building);
- Completion of the Operation Building Addition and renovations;
- Completion of the 30th Avenue BX Creek Crossing Rehabilitation; and completion of 38th Avenue between 31st Street and 32nd Street;
- Completion of the reconstruction of 32nd Avenue between Pleasant Valley Road and 20th Street;
- Completion of the 28th Avenue Rail Crossing Upgrade project between 28th Street and 29th Street;
- Completion of the Silver Star Road Multi-Use Path between BX Elementary School and Pleasant Valley Road; and
- Further extension of sanitary sewer service to Longacre Road and Ogata Way.

Advancements in the City's Asset Management Plan and infrastructure systems include:

- Completion of the Parks Asset Management Plan;
- Advancing the Transportation Asset Management Plan; and
- Continued implementation of the pipe video inspection system and implementation of a digital work order process through CityWorks.

Key grants secured during the 2023 calendar year:

- Becker Park Phase 2 Project - Destination Development funding grant of \$500,000
- Awaiting final decision on UBCM - Community Emergency Preparedness Fund Disaster Risk Reduction – Climate Adaptation funding of \$2,431,329.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4098	GIS/Asset Management Analyst	Approved	\$109,678	\$109,678	\$33,123	\$0	\$76,555
<b>Total Change Request</b>			<b>\$109,678</b>	<b>\$109,678</b>	<b>\$33,123</b>	<b>\$0</b>	<b>\$76,555</b>

## Department Summary

**Department Summary:** INFRASTRUCTURE (405)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	609,638	691,990	691,990	841,092	149,102	21.55%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	91,399	84,427	75,480	91,000	15,520	20.56%
TRANSFERS FROM RESERVES	238,278	17,700	238,203	109,000	(129,203)	(54.24%)
<b>Total</b>	<b>939,315</b>	<b>794,117</b>	<b>1,005,673</b>	<b>1,041,092</b>	<b>35,419</b>	<b>3.52%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	3,517	4,259	6,500	6,695	195	3.00%
CONTRACTS FOR SERVICES	75,920	60,818	54,178	56,367	2,189	4.04%
GOODS, MATERIALS & SUPPLIES	53,706	63,465	81,730	67,941	(13,789)	(16.87%)
SALARIES, WAGES & BENEFITS	1,250,730	1,318,397	1,546,083	1,625,886	79,803	5.16%
TRANSFERS TO RESERVES	17,700	0	0	0	0	0.00%
<b>Total</b>	<b>1,401,574</b>	<b>1,446,940</b>	<b>1,688,491</b>	<b>1,756,889</b>	<b>68,398</b>	<b>4.05%</b>
<b>Net</b>	<b>462,258</b>	<b>652,822</b>	<b>682,818</b>	<b>715,797</b>	<b>32,979</b>	<b>4.83%</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- Increased due to positions funded by the Capital Infrastructure Program

#### SERVICES PROVIDED TO OTHER GOVERNMENTS

- Increased to align with current actuals

#### TRANSFERS FROM RESERVES

- Decreased due to one-time budget carry over in 2023

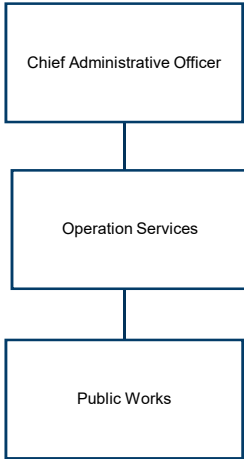
#### GOODS, MATERIALS & SUPPLIES

- Decreased due to no longer needing funding for furniture purchase that was completed in 2023.

#### SALARIES, WAGES & BENEFITS

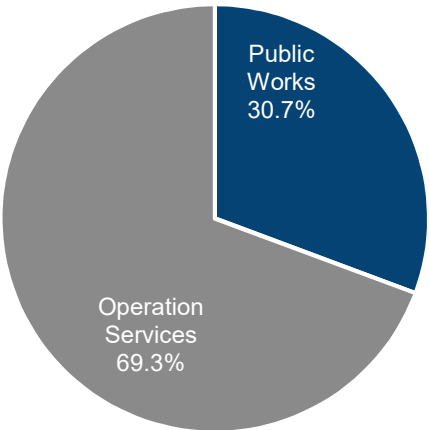
- Increased for cost of living, service time, benefit costs, job reclassifications and negotiated increases.

# OPERATION SERVICES PUBLIC WORKS



### SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$6,354,498
2023 Amended Net Cost	\$6,085,440
Budget Change	\$269,058
Change By %	4.42%
2024 Authorized Positions	20.7
2023 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:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 410

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$430,669
<b>Prior Year Approved Net Budget</b>	\$405,017
<b>Budget Change</b>	\$25,652
<b>Budget Change by %</b>	6.33%
<b>2024 FTE</b>	2.8
<b>2023 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 provide services to the residents of Vernon, with a primary focus on transportation, and overland drainage systems. Collaborating with the Infrastructure department, Public Works will continue to develop a road rehabilitation strategy for the City. Additional support will be extended to the transportation department through multiple upgrades and maintenance initiatives.

### Highlights of Current Year:

Highlights of 2023 include the following:

- Road rehabilitation of pavement on 25 Avenue (Okanagan Landing Road), 58 Avenue and 20th Street.
- Successful collaboration with neighbouring municipalities on road rehabilitation strategies delivering a joint request for proposal and construction project of micro-surface road treatment in each municipality
- Completed road rehabilitation for City sewer projects in the Okanagan Landing area
- Continued upgrades to downtown benches and garbage cans
- Completed construction of helicopter parking pads at the Vernon Airport
- Set up and removal of 2900 block Plaza on 30th Avenue
- Sidewalk inspections, repairs and improvements

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** PUBLIC WORKS - GENERAL (410)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	11,612	3,286	0	0	0	0.00%
<b>Total</b>	<b>11,612</b>	<b>3,286</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	6,660	5,991	11,673	11,906	233	2.00%
CONTRACTS FOR SERVICES	6,275	10,469	335	342	7	2.09%
GOODS, MATERIALS & SUPPLIES	31,325	39,744	23,835	24,075	240	1.01%
INTERNAL CHARGES	48,637	34,131	24,249	26,675	2,426	10.00%
SALARIES, WAGES & BENEFITS	367,953	331,140	344,925	367,671	22,746	6.59%
<b>Total</b>	<b>460,851</b>	<b>421,474</b>	<b>405,017</b>	<b>430,669</b>	<b>25,652</b>	<b>6.33%</b>
<b>Net</b>	<b>449,239</b>	<b>418,188</b>	<b>405,017</b>	<b>430,669</b>	<b>25,652</b>	<b>6.33%</b>

### 2023 - 2024 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:** 2024

**Division:** Operations - Public Works

**Stage:** Approved

**Manager:** Ian Adkins

**Accounting Reference:** 401

**Approved:** Yes

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### Purpose:

The Vernon Regional Airport (VRA) serves as a hub for both local businesses and the aviation community. The City contributes labour, equipment, and resources for Airport operations, handling tasks like maintaining runways, clearing snow, managing vegetation and wildlife, conducting land and lease negotiations, maintaining electrical lighting systems and safety beacons, as well as offering fueling services. Additionally, the City ensures the management of VRA adheres to all Transport Canada regulations, guided by a Safety Management System framework.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$151,471
<b>Prior Year Approved Net Budget</b>	\$138,597
<b>Budget Change</b>	\$12,874
<b>Budget Change by %</b>	9.29%
<b>2024 FTE</b>	2.8
<b>2023 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 maintain reliable services for both locals and visitors, supporting different segments of the aviation industry, such as charter flights, medical evacuations, search and rescue missions, flight school training, and even scenic skydiving experiences. The construction of Taxiway Charlie (parallel to Captain Bailey Way) has been identified in the Airport Master Plan and has been included in the 5 year rolling capital plan for construction. If approved, the construction will enable users access to undeveloped land for hangar construction.

### Highlights of Current Year:

The construction of two helicopter parking pads was completed in 2023 and has increased safety and capacity for visiting helicopters in the area, making both operations and refueling more efficient. Following the Airport's Master Plan a detailed design of Taxiway Charlie is currently in progress to extend access to available lease lands for hangar development.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** AIRPORT (401)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF GOODS	1,370,402	1,277,594	840,442	930,851	90,409	10.76%
SALE OF SERVICES	241,974	266,504	264,431	269,720	5,289	2.00%
TRANSFERS FROM RESERVES	153,370	0	0	0	0	0.00%
<b>Total</b>	<b>1,765,747</b>	<b>1,544,098</b>	<b>1,104,873</b>	<b>1,200,571</b>	<b>95,698</b>	<b>8.66%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	56,473	57,107	62,734	60,902	(1,832)	(2.92%)
CONTRACTS FOR SERVICES	39,312	74,788	68,300	67,575	(725)	(1.06%)
COST OF GOODS SOLD	1,158,107	1,173,492	597,000	654,500	57,500	9.63%
GOODS, MATERIALS & SUPPLIES	121,752	132,616	113,327	138,400	25,073	22.12%
INTEREST, OTHER CHARGES & LOSSES	45,756	35,996	25,000	30,000	5,000	20.00%
INTERNAL CHARGES	62,915	45,236	61,968	68,165	6,197	10.00%
SALARIES, WAGES & BENEFITS	312,686	282,532	315,141	332,500	17,359	5.51%
<b>Total</b>	<b>1,796,999</b>	<b>1,801,768</b>	<b>1,243,470</b>	<b>1,352,042</b>	<b>108,572</b>	<b>8.73%</b>
<b>Net</b>	<b>31,253</b>	<b>257,670</b>	<b>138,597</b>	<b>151,471</b>	<b>12,874</b>	<b>9.29%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF GOODS

- Increase in anticipated in Jet Fuel & Aviation Gasoline sales

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease to reflect anticipated property insurance premiums

#### COST OF GOODS SOLD

- Increase in anticipated in Jet Fuel & Aviation Gasoline sales

#### GOODS, MATERIALS AND SUPPLIES

- Increase as per the negotiated land lease agreement

#### INTEREST, OTHER CHARGES & LOSSES

- Increase in POS fees (Point of Sales)

#### INTERNAL CHARGES

- Increase in Fleet cost

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** DOWNTOWN BEAUTIFICATION (414)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 414

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$67,299
<b>Prior Year Approved Net Budget</b>	\$64,799
<b>Budget Change</b>	\$2,500
<b>Budget Change by %</b>	3.86%
<b>2024 FTE</b>	0.3
<b>2023 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. A multi-year project will begin to powdercoat existing garbage cans to maintain a vibrant downtown core. Staff will further investigate potential methods for tree illumination to reduce the likelihood of unnecessary vandalization. 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 have completed the multi-year revitalization of wooden benches along 30th Avenue. Staff continued to find ways to reduce vandalism to the tree lighting by removing the lights from the tree canopy and wrapping the trunks. While not completely eliminating vandalism, the change has reduced vandalism to the lights. The LED bulbs on the Winter star decorations were replaced to colour coordinate the Winter decorations on Hwy 97 within the City. These projects have been very well received by the public and the DVA. Staff supported the City and DVA in setup and removal of the 2900 block Plaza for the third season consisting of traffic control, planters, custom fencing, waste collection, decorations, games and lighting.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** DOWNTOWN BEAUTIFICATION (414)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	3,961	2,524	7,500	7,650	150	2.00%	
CONTRACTS FOR SERVICES	5,274	2,185	5,500	5,610	110	2.00%	
GOODS, MATERIALS & SUPPLIES	21,570	13,512	15,500	15,860	360	2.32%	
INTERNAL CHARGES	6,267	7,653	7,256	7,981	725	9.99%	
SALARIES, WAGES & BENEFITS	30,338	34,875	29,043	30,198	1,155	3.98%	
<b>Total</b>	<b>67,411</b>	<b>60,750</b>	<b>64,799</b>	<b>67,299</b>	<b>2,500</b>	<b>3.86%</b>	
<b>Net</b>	<b>67,411</b>	<b>60,750</b>	<b>64,799</b>	<b>67,299</b>	<b>2,500</b>	<b>3.86%</b>	

### 2023 - 2024 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:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 415

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$4,105,934
<b>Prior Year Approved Net Budget</b>	\$3,920,986
<b>Budget Change</b>	\$184,948
<b>Budget Change by %</b>	4.72%
<b>2024 FTE</b>	9.8
<b>2023 FTE</b>	9.8
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Public Works will continue to work with Infrastructure staff to identify priority rehabilitation projects for 2024 that align with replacement of above and underground infrastructure. Staff will continue to work with neighbouring municipalities and look for opportunities for joint RFP's and road maintenance services. Winter traction material and Spring sweeping methods will be monitored and adjusted in an effort to minimize the impacts of the spring sweeping program on local air quality.

### Highlights of Current Year:

Highlights of 2023 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 20 Street including enhanced line markings
- Trial use of an artificial intelligence system (City Rover) for detection of potholes
- Successful collaboration with neighbouring municipalities on road rehabilitation strategies delivering a joint request for proposal (RFP) to complete a micro-surface project in the community
- Spring sweeping program (completed in 6 weeks)
- Preventative maintenance through various programs including: patching, ditching, shouldering and line painting

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4116	Operating Costs for Newly Completed Infrastructure	Approved	\$37,050	\$0	\$1,800	\$35,250	\$35,955
<b>Total Change Request</b>			<b>\$37,050</b>	<b>\$0</b>	<b>\$1,800</b>	<b>\$35,250</b>	<b>\$35,955</b>

## Department Summary

**Department Summary:** PAVED STREETS (415)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF GOODS	232	0	0	0	0	0.00%
SALE OF SERVICES	6,100	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	615,003	0	5,000	0	(5,000)	(100.00%)
<b>Total</b>	<b>621,335</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	1,870,070	1,792,670	1,960,033	2,034,248	74,215	3.79%
GOODS, MATERIALS & SUPPLIES	526,773	416,746	443,200	452,064	8,864	2.00%
INTERNAL CHARGES	616,266	519,807	632,299	695,529	63,230	10.00%
SALARIES, WAGES & BENEFITS	783,556	605,859	890,454	924,093	33,639	3.78%
<b>Total</b>	<b>3,796,665</b>	<b>3,335,081</b>	<b>3,925,986</b>	<b>4,105,934</b>	<b>179,948</b>	<b>4.58%</b>
<b>Net</b>	<b>3,175,330</b>	<b>3,335,081</b>	<b>3,920,986</b>	<b>4,105,934</b>	<b>184,948</b>	<b>4.72%</b>

### 2023 - 2024 Budget Changes:

TRANSFERS FROM RESERVES

- Funding for one-time project in 2023

INTERNAL CHARGES

- Increase for Fleet charges

SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** SIDEWALKS & MULTI-USE TRAILS (416)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 416

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$343,170
<b>Prior Year Approved Net Budget</b>	\$325,824
<b>Budget Change</b>	\$17,346
<b>Budget Change by %</b>	5.32%
<b>2024 FTE</b>	1.4
<b>2023 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 (PMS) and Integrated Transportation Framework (ITF) are able to provide a clear picture of the current state of the City's sidewalk and multi-use trail system. Staff continue to identify walkways and multi-use paths and provide repairs and upgrades on a priority basis. Operations will trial new technologies in sidewalk construction in an attempt to lessen the occurrence and required repairs due to extreme heat and concrete expansion.

### Highlights of Current Year:

Heat domes and unseasonably hot temperatures have caused a number of sidewalk panels in the City to expand and heave. Heaving can create tripping hazards and rarely fall back into place once contracted requiring full panel replacement. In 2023 approximately 22 sidewalk panels were replaced due to heaving and make up a majority of repairs completed. Additionally, as part of the City's annual sidewalk inspections program, over 50 trip hazards were identified and repaired by cutting, grinding or panel replacement. In 2023 approximately 2.5km of new sidewalks and multi-use paths were added to the City's network through Capital projects including the final phase of the Silver Star Road multiuse path project and the reconstruction of 32 Avenue between Pleasant Valley Road to 20th Street.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** SIDEWALKS & MULTI-USE TRAILS (416)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	9,449	0	0	0	0	0.00%
<b>Total</b>	<b>9,449</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	62,881	64,793	102,281	106,781	4,500	4.40%
GOODS, MATERIALS & SUPPLIES	5,882	5,347	21,358	21,358	0	0.00%
INTERNAL CHARGES	50,613	41,880	79,416	87,358	7,942	10.00%
SALARIES, WAGES & BENEFITS	126,108	84,036	122,769	127,673	4,904	3.99%
<b>Total</b>	<b>245,484</b>	<b>196,057</b>	<b>325,824</b>	<b>343,170</b>	<b>17,346</b>	<b>5.32%</b>
<b>Net</b>	<b>236,035</b>	<b>196,057</b>	<b>325,824</b>	<b>343,170</b>	<b>17,346</b>	<b>5.32%</b>

### 2023 - 2024 Budget Changes:

#### 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:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 418

**Stage:** Approved

**Approved:** Yes

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### Purpose:

There are 36 signalized intersections within the City of Vernon’s municipal boundary. Public Work’s 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>2024 Approved Net Budget</b>	\$284,624
<b>Prior Year Approved Net Budget</b>	\$274,163
<b>Budget Change</b>	\$10,461
<b>Budget Change by %</b>	3.82%
<b>2024 FTE</b>	1.0
<b>2023 FTE</b>	1.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Staff will continue to work with the Infrastructure department to develop the asset management plan for the department while continuing to maintain current service levels and assist the Transportation Department with in-house projects when feasible.

### Highlights of Current Year:

Highlights of 2023 for this department include:

- Collaboration with the Infrastructure department to inventory all assets to initiate the development of a signalized intersection asset management plan
- Upgraded traffic detection at 25 Avenue and 43 Street from ground loops to overhead cameras
- Trial use of alternative batteries for extended battery backup for power outages

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** SIGNALIZED INTERSECTIONS (418)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	8,281	8,844	8,500	9,375	875	10.29%
TRANSFERS FROM RESERVES	34,107	0	0	0	0	0.00%
<b>Total</b>	<b>42,388</b>	<b>8,844</b>	<b>8,500</b>	<b>9,375</b>	<b>875</b>	<b>10.29%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	115,451	27,486	56,016	57,696	1,680	3.00%
CONTRACTS FOR SERVICES	0	1,369	5,687	5,000	(687)	(12.08%)
GOODS, MATERIALS & SUPPLIES	70,349	64,939	62,636	63,817	1,181	1.89%
INTERNAL CHARGES	30,704	36,113	47,279	52,008	4,729	10.00%
SALARIES, WAGES & BENEFITS	97,980	99,198	111,045	115,478	4,433	3.99%
<b>Total</b>	<b>314,485</b>	<b>229,106</b>	<b>282,663</b>	<b>293,999</b>	<b>11,336</b>	<b>4.01%</b>
<b>Net</b>	<b>272,097</b>	<b>220,262</b>	<b>274,163</b>	<b>284,624</b>	<b>10,461</b>	<b>3.82%</b>

### 2023 - 2024 Budget Changes:

#### SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

- Increase fees for maintenance of District of Coldstream Signalized Intersection

#### CONTRACTS FOR SERVICE

- Decrease in contracts to align with actuals

#### 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:** SOLID WASTE & RECYCLING (419)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 419

**Stage:** Approved

**Approved:** Yes

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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 garbage service in identified areas. A blue bag recycling program is also in place for all commercial and industrial properties within the municipal boundary, with the exception of Blue Jay, Foothills, Predator Ridge, Turtle Mountain, and Okanagan Landing past the Yacht Club . 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>2024 Approved 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>2024 FTE</b>	0.1
<b>2023 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 the Communications department to promote and educate residents on best practices of all collection programs.

### Highlights of Current Year:

Residents have adjusted to weekly curbside residential organics collection and bi-weekly garbage collection using standardized City owned carts for residential properties. This system has now been in place for over a year and has stabilized showing a consistent reduction in materials being disposed of at the local landfill. A new Solid Waste Bylaw was adopted by Council that aligns with the new waste collection services provided. The commercial recycling program was adjusted to maintain a cost effective and consistent service for its users.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** SOLID WASTE & RECYCLING (419)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	3,230,531	2,502,277	3,622,278	3,347,716	(274,562)	(7.58%)
<b>Total</b>	<b>3,230,531</b>	<b>2,502,277</b>	<b>3,622,278</b>	<b>3,347,716</b>	<b>(274,562)</b>	<b>(7.58%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	2,180,500	1,615,091	2,689,255	2,199,217	(490,038)	(18.22%)
GOODS, MATERIALS & SUPPLIES	343,758	463,210	576,929	630,904	53,975	9.36%
INTERNAL CHARGES	672,266	141,033	345,005	506,062	161,057	46.68%
SALARIES, WAGES & BENEFITS	34,007	24,775	11,089	11,533	444	4.00%
<b>Total</b>	<b>3,230,531</b>	<b>2,244,109</b>	<b>3,622,278</b>	<b>3,347,716</b>	<b>(274,562)</b>	<b>(7.58%)</b>
<b>Net</b>	<b>0</b>	<b>(258,168)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Decrease in Commercial Recycling income to align with new negotiated collection schedule and contractor rate

#### CONTRACTS FOR SERVICE

- Decrease in anticipated Residential Garbage tipping fees
- Decrease in Commercial Recycling contract fees due to newly negotiated collection schedule and contractor rate

#### GOODS, MATERIALS & SUPPLIES

- Increase due to anticipated landfill tipping fees

#### 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. Repayment is expected to be completed by 2025.
- Increase for Fleet costs

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** HESPERIA LANDFILL (420)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 420

**Stage:** Approved

**Approved:** Yes

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### Purpose:

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 the 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.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.2
<b>2023 FTE</b>	0.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Administration will continue to work with qualified professionals to complete and implement the landfill closure plan.

### 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. Staff have worked with consultants on the landfill closure plan for the facility with anticipation of a draft plan in early 2024.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** HESPERIA LANDFILL (420)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF GOODS	12,077	6,968	12,000	15,000	3,000	25.00%
SALE OF SERVICES	207,708	66,000	170,000	191,136	21,136	12.43%
<b>Total</b>	<b>219,785</b>	<b>72,968</b>	<b>182,000</b>	<b>206,136</b>	<b>24,136</b>	<b>13.26%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	39,063	84,455	45,000	45,000	0	0.00%
GOODS, MATERIALS & SUPPLIES	5,869	10,558	0	0	0	0.00%
INTEREST, OTHER CHARGES & LOSSES	107,710	0	0	0	0	0.00%
INTERNAL CHARGES	40,394	41,375	96,677	40,000	(56,677)	(58.63%)
SALARIES, WAGES & BENEFITS	36,497	37,942	20,323	21,136	813	4.00%
TRANSFERS TO RESERVES	97,962	20,000	20,000	100,000	80,000	400.00%
<b>Total</b>	<b>327,495</b>	<b>194,330</b>	<b>182,000</b>	<b>206,136</b>	<b>24,136</b>	<b>13.26%</b>
<b>Net</b>	<b>107,710</b>	<b>121,362</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF GOODS

- Sale of recycled asphalt increased to match expected usage

#### SALE OF SERVICE

- Sale of service (tipping fees) increased to match expected usage

#### INTERNAL CHARGES

- Decrease to align with actual Fleet charges

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Transfer to Hesperia Landfill reserve to balance the Department to zero

## Department Summary

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**Department Summary:** STREET LIGHTS (421)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 421

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$716,764
<b>Prior Year Approved Net Budget</b>	\$711,280
<b>Budget Change</b>	\$5,484
<b>Budget Change by %</b>	0.77%
<b>2024 FTE</b>	0.5
<b>2023 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 evaluate and implement new style LED bulbs into decorative streetlighting to phase out HPS and Metal Halide fixtures over the next few years further reducing the City's power consumption and maintenance costs.

### Highlights of Current Year:

Reduction in energy usage has offset cost increases in this department resulting from additional energy savings with the use of LED bulbs in decorative fixtures. Staff have been evaluating a new style LED bulb that can be used to retrofit many of the existing decorative fixtures in the City.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** STREET LIGHTS (421)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	818	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	19,080	0	0	0	0	0.00%
<b>Total</b>	<b>19,898</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	420,533	413,556	587,100	585,000	(2,100)	(0.36%)
CONTRACTS FOR SERVICES	1,869	0	0	2,500	2,500	100.00%
GOODS, MATERIALS & SUPPLIES	24,820	73,062	50,000	51,000	1,000	2.00%
INTERNAL CHARGES	18,506	21,109	18,619	20,481	1,862	10.00%
SALARIES, WAGES & BENEFITS	60,207	66,931	55,561	57,783	2,222	4.00%
<b>Total</b>	<b>525,934</b>	<b>574,659</b>	<b>711,280</b>	<b>716,764</b>	<b>5,484</b>	<b>0.77%</b>
<b>Net</b>	<b>506,036</b>	<b>574,659</b>	<b>711,280</b>	<b>716,764</b>	<b>5,484</b>	<b>0.77%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in anticipated electricity costs due to additional LED streetlighting

#### CONTRACTS FOR SERVICE

- Added to allow for emergency contract support

#### 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:** TRAFFIC SIGNAGE (422)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 422

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$163,736
<b>Prior Year Approved Net Budget</b>	\$157,434
<b>Budget Change</b>	\$6,302
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.9
<b>2023 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:

This department is responsible for traffic control and work zone safety of internal staff and projects. Staff have been operating under the new legislation from Work Safe BC. New software has been utilized to allow staff to create detailed traffic management plans for more complex projects to improve safety of staff and motorists.

### Change Request for 2024:

No change requests at this time.

## Department Summary

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**Department Summary:** TRAFFIC SIGNAGE (422)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
GOODS, MATERIALS & SUPPLIES	27,163	59,348	56,700	58,304	1,604	2.83%
INTERNAL CHARGES	13,596	12,375	19,000	20,900	1,900	10.00%
SALARIES, WAGES & BENEFITS	66,773	75,135	81,734	84,532	2,798	3.42%
<b>Total</b>	<b>107,532</b>	<b>146,858</b>	<b>157,434</b>	<b>163,736</b>	<b>6,302</b>	<b>4.00%</b>
<b>Net</b>	<b>107,532</b>	<b>146,858</b>	<b>157,434</b>	<b>163,736</b>	<b>6,302</b>	<b>4.00%</b>

### 2023 - 2024 Budget Changes:

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:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 423

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$90,831
<b>Prior Year Approved Net Budget</b>	\$87,340
<b>Budget Change</b>	\$3,491
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.3
<b>2023 FTE</b>	0.3
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Operations will continue to maintain service levels to gravel lanes and alleys within the City. Staff will continue to investigate methods to control deterioration of lanes that can provide appropriate drainage with the potential of a joint multi municipality request for proposal (RFP) in 2024.

### Highlights of Current Year:

Operations continued to rehabilitate lanes following a priority approach. Staff began collaboration with neighbouring municipalities on alternative treatments with the potential of a joint multi municipality request for proposal (RFP) in 2024.

### Change Request for 2024:

No change requests at this time.

## Department Summary

---

**Department Summary:** UNPAVED STREETS (423)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	3,555	10,262	40,000	40,800	800	2.00%
GOODS, MATERIALS & SUPPLIES	13,592	11,313	7,200	7,344	144	2.00%
INTERNAL CHARGES	17,986	11,076	15,700	17,270	1,570	10.00%
SALARIES, WAGES & BENEFITS	23,637	17,030	24,440	25,417	977	4.00%
<b>Total</b>	<b>58,770</b>	<b>49,681</b>	<b>87,340</b>	<b>90,831</b>	<b>3,491</b>	<b>4.00%</b>
<b>Net</b>	<b>58,770</b>	<b>49,681</b>	<b>87,340</b>	<b>90,831</b>	<b>3,491</b>	<b>4.00%</b>

### 2023 - 2024 Budget Changes:

INTERNAL CHARGES

-Increase for Fleet charges

SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** PROJECTS - PUBLIC WORKS (961)

**Budget Year:** 2024

**Manager:** Ian Adkins

**Division:** Operations - Public Works

**Accounting Reference:** 961

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved 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>2024 FTE</b>	0.5
<b>2023 FTE</b>	0.5
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

There is one project identified for 2024 in Public Works.

Electronic Messaging Boards - \$60,000

Electronic messaging boards are often required for short and long term messaging for fire and flooding emergencies, construction projects, and special events. Currently, the City rents these boards at a cost of \$1,200-\$1,500 per month per unit and can result in deployment delays due to availability. A one time-purchase would enable quick deployment and customization as required. Examples of situations where messaging boards have or could be used are:

- Fire awareness
- Evacuation notices
- Capital construction projects
- Internal construction projects
- Special meetings or voting information
- Special events
- Downtown closures

### Highlights of Current Year:

Projects for 2023 included:

- The completion of the LED Cobrahead streetlight replacement
- Continuation of the organics collection roll out and education
- One-time purchase of a hydraulic breaker and ditching bucket for the excavator.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - PUBLIC WORKS (961)

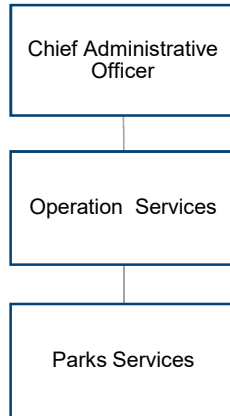
### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	612,948	0	131,585	0	(131,585)	(100.00%)
TRANSFERS FROM RESERVES	523,346	0	271,023	60,000	(211,023)	(77.86%)
<b>Total</b>	<b>1,136,293</b>	<b>0</b>	<b>402,608</b>	<b>60,000</b>	<b>(342,608)</b>	<b>(85.10%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	68,216	3,760	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	974,154	93,611	0	60,000	60,000	100.00%
INTERNAL CHARGES	215	1,912	0	0	0	0.00%
PROJECTS	0	0	402,608	0	(402,608)	(100.00%)
SALARIES, WAGES & BENEFITS	1,573	5,547	0	0	0	0.00%
TRANSFERS TO RESERVES	92,135	0	0	0	0	0.00%
<b>Total</b>	<b>1,136,293</b>	<b>104,831</b>	<b>402,608</b>	<b>60,000</b>	<b>(342,608)</b>	<b>(85.10%)</b>
<b>Net</b>	<b>0</b>	<b>104,831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

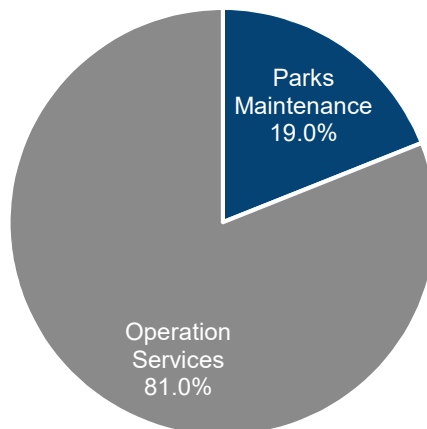
The 2024 project is to be funded from Reserves.

# OPERATION SERVICES PARKS SERVICES



## SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$4,016,150
2023 Amended Net Cost	\$3,762,455
Budget Change	\$253,695
Change By %	6.74%
2024 Authorized Positions	19.1
2023 Authorized Positions	19.1
FTE Change	0.0
FTE Change By %	0.00%





## Department Summary

**Department Summary:** BOULEVARDS (411)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 411

**Stage:** Approved

**Approved:** Yes

### 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, Turtle Mountain Boulevard, and Silver Star 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>2024 Approved Net Budget</b>	\$667,662
<b>Prior Year Approved Net Budget</b>	\$629,276
<b>Budget Change</b>	\$38,386
<b>Budget Change by %</b>	6.10%
<b>2024 FTE</b>	1.9
<b>2023 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 2024 will be consistent with the 2023 levels as there has been efficiencies achieved through modifying contracts. One boat launch is to be replaced in the Spring of 2024 (8835 Okanagan Landing Road) and another lake access is to be installed at 3000 Lakeshore Road.

### Highlights of Current Year:

Highlights for 2023 include:

- Silverstar multi-use path phase 2 will be substantially completed
- The boat launch at 8130 Tronson Road was replaced
- Lake Access 8797 Okanagan Landing Road 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.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4109	Boulevards - Maintenance of New Lake Access 8797 OKL Rd	Approved	\$10,000	\$0	\$0	\$10,000	\$10,400
<b>Total Change Request</b>			<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,400</b>

## Department Summary

**Department Summary:** BOULEVARDS (411)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	8,476	0	7,500	7,500	0	0.00%
TRANSFERS FROM RESERVES	5,399	0	0	0	0	0.00%
<b>Total</b>	<b>13,875</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	70,352	55,893	57,027	59,293	2,266	3.97%
CONTRACTS FOR SERVICES	334,101	283,565	359,448	385,520	26,072	7.25%
GOODS, MATERIALS & SUPPLIES	25,417	17,706	26,588	27,200	612	2.30%
INTERNAL CHARGES	29,237	31,972	28,281	31,109	2,828	10.00%
SALARIES, WAGES & BENEFITS	158,441	132,008	165,432	172,040	6,608	3.99%
<b>Total</b>	<b>617,548</b>	<b>521,143</b>	<b>636,776</b>	<b>675,162</b>	<b>38,386</b>	<b>6.03%</b>
<b>Net</b>	<b>603,674</b>	<b>521,143</b>	<b>629,276</b>	<b>667,662</b>	<b>38,386</b>	<b>6.10%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increased budget for contract for new lake access sites and landscaping services

#### INTERNAL CHARGES

- Increase in Fleet charges

#### SALARIES, WAGES & BENEFITS

- Increased in cost of living, service time and benefit costs

## Department Summary

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**Department Summary:** TREES (412)

**Budget Year:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Kendra Kryszak

**Accounting Reference:** 412

**Approved:** Yes

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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 all parks.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$291,158
<b>Prior Year Approved Net Budget</b>	\$273,688
<b>Budget Change</b>	\$17,470
<b>Budget Change by %</b>	6.38%
<b>2024 FTE</b>	1.8
<b>2023 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 2024 consistent with historical levels. Staff will begin to review and inventory trees adjacent to residential strata developments.

### Highlights of Current Year:

This was a hard year for boulevard tree survival stemming from extreme weather conditions. Staff removed ~80 trees, replaced ~45 trees and planted 2 new trees. Replacement trees typically occur the following year after removal.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** TREES (412)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	750	0	0	0	0	0.00%
<b>Total</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	48	118	0	0	0	0.00%
CONTRACTS FOR SERVICES	15,445	8,570	7,645	10,000	2,355	30.80%
GOODS, MATERIALS & SUPPLIES	17,772	11,009	16,192	16,800	608	3.75%
INTERNAL CHARGES	51,764	62,592	77,007	84,707	7,700	10.00%
SALARIES, WAGES & BENEFITS	153,411	157,313	172,844	179,651	6,807	3.94%
<b>Total</b>	<b>238,440</b>	<b>239,601</b>	<b>273,688</b>	<b>291,158</b>	<b>17,470</b>	<b>6.38%</b>
<b>Net</b>	<b>237,690</b>	<b>239,601</b>	<b>273,688</b>	<b>291,158</b>	<b>17,470</b>	<b>6.38%</b>

### 2023 - 2024 Budget Changes:

CONTRACTS FOR SERVICES

- 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

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**Department Summary:** CEMETERY (413)

**Budget Year:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Kendra Kryszak

**Accounting Reference:** 413

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$73,489
<b>Prior Year Approved Net Budget</b>	\$86,147
<b>Budget Change</b>	<b>\$(12,658)</b>
<b>Budget Change by %</b>	<b>(14.69%)</b>
<b>2024 FTE</b>	0.4
<b>2023 FTE</b>	0.4
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Changes to the irrigation system, cemetery entrance and main road will be completed in 2024.

### Highlights of Current Year:

The information kiosk will be installed by the end of 2023. Artificial flowers and trinkets were removed from the Cemetery in March. The City has provided new vases for the public use.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CEMETERY (413)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	412,426	404,196	300,850	336,350	35,500	11.80%
TRANSFERS FROM RESERVES	0	9,000	9,000	0	(9,000)	(100.00%)
<b>Total</b>	<b>412,426</b>	<b>413,196</b>	<b>309,850</b>	<b>336,350</b>	<b>26,500</b>	<b>8.55%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	58,492	76,235	57,323	59,493	2,170	3.79%
CONTRACTS FOR SERVICES	250,193	220,658	271,468	278,029	6,561	2.42%
GOODS, MATERIALS & SUPPLIES	21,474	17,747	15,915	16,523	608	3.82%
INTERNAL CHARGES	7,461	5,944	5,526	6,078	552	9.99%
SALARIES, WAGES & BENEFITS	44,586	40,802	45,765	49,716	3,951	8.63%
TRANSFERS TO RESERVES	9,000	0	0	0	0	0.00%
Uncategorized Expenses	118,447	0	0	0	0	0.00%
<b>Total</b>	<b>509,654</b>	<b>361,387</b>	<b>395,997</b>	<b>409,839</b>	<b>13,842</b>	<b>3.50%</b>
<b>Net</b>	<b>97,228</b>	<b>(51,809)</b>	<b>86,147</b>	<b>73,489</b>	<b>(12,658)</b>	<b>(14.69%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Increase in revenue budgets for plot sales, interments, and liner sales to reflect actual sales

#### TRANSFERS FROM RESERVES

- Decreased from 2023 for project to install waste receptacles

#### INTERNAL CHARGES

- Increase in Fleet charges

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** SURFACE PARKING LOTS (430)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 430

**Stage:** Approved

**Approved:** Yes

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### 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 come from monthly and daily parking fees. Bylaw Compliance Officers patrol 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. The revenues consisting of daily parking fees, monthly parking permits, parking lot fine revenue and Parkade PayByPhone.

### Highlights of Current Year:

The Transit lot (31 Avenue/31 Street) green space has been completed, including information kiosk and installation of picnic tables etc.

There was an increase in parking fees this year resulting in the following changes:

\$0.50 per hour to \$0.75

\$4.00 per day to \$5.00

\$60.00 per month to \$65.00

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(190,291)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(174,398)</b>
<b>Budget Change</b>	<b>\$(15,893)</b>
<b>Budget Change by %</b>	<b>(9.11%)</b>
<b>2024 FTE</b>	<b>1.1</b>
<b>2023 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	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	270,732	428,395	419,831	446,237	26,406	6.29%
<b>Total</b>	<b>270,732</b>	<b>428,395</b>	<b>419,831</b>	<b>446,237</b>	<b>26,406</b>	<b>6.29%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,640	1,260	1,700	1,750	50	2.94%
CONTRACTS FOR SERVICES	3,427	5,086	15,277	15,800	523	3.42%
GOODS, MATERIALS & SUPPLIES	16,140	32,965	33,446	34,672	1,226	3.67%
INTEREST, OTHER CHARGES & LOSSES	0	6,618	0	0	0	0.00%
INTERNAL CHARGES	96,791	5,756	118,940	123,399	4,459	3.75%
SALARIES, WAGES & BENEFITS	61,001	48,099	76,070	80,325	4,255	5.59%
<b>Total</b>	<b>179,000</b>	<b>99,784</b>	<b>245,433</b>	<b>255,946</b>	<b>10,513</b>	<b>4.28%</b>
<b>Net</b>	<b>(91,732)</b>	<b>(328,610)</b>	<b>(174,398)</b>	<b>(190,291)</b>	<b>(15,893)</b>	<b>(9.11%)</b>

### 2023 - 2024 Budget Changes:

#### SALES OF SERVICES

- Revenue budgets have been increased to reflect actuals.

#### SALARIES, WAGES & BENEFITS

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



## Department Summary

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**Department Summary:** CIVIC PLAZA (452)

**Budget Year:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Kendra Kryszak

**Accounting Reference:** 452

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$131,313
<b>Prior Year Approved Net Budget</b>	\$121,735
<b>Budget Change</b>	\$9,578
<b>Budget Change by %</b>	7.87%
<b>2024 FTE</b>	0.9
<b>2023 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 2024. The shade sail for the RCMP dog vehicles was purchased and will be installed once the large maple stump is removed and will create 2 extra parking stalls.

### Highlights of Current Year:

Mugo pines were removed within the sitting area and replaced with a more appropriate shrub. There was a lot of Winter kill in this area in 2023 and staff replaced trees and shrubs as necessary.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CIVIC PLAZA (452)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	0	0	10,000	0	(10,000)	(100.00%)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	2,318	2,790	2,666	2,930	264	9.90%
CONTRACTS FOR SERVICES	2,555	7,946	12,229	3,500	(8,729)	(71.38%)
GOODS, MATERIALS & SUPPLIES	13,712	18,312	14,405	15,000	595	4.13%
INTERNAL CHARGES	18,988	15,719	16,300	20,350	4,050	24.85%
SALARIES, WAGES & BENEFITS	88,558	73,459	86,135	89,533	3,398	3.94%
<b>Total</b>	<b>126,130</b>	<b>118,226</b>	<b>131,735</b>	<b>131,313</b>	<b>(422)</b>	<b>(0.32%)</b>
<b>Net</b>	<b>126,130</b>	<b>118,226</b>	<b>121,735</b>	<b>131,313</b>	<b>9,578</b>	<b>7.87%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Decreased following the one time expense related to the installation of the community flag pole in 2023.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

#### CONTRACTS FOR SERVICES

- Decrease due to flag pole installation in 2023

#### 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:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 600

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$226,024
<b>Prior Year Approved Net Budget</b>	\$212,140
<b>Budget Change</b>	\$13,884
<b>Budget Change by %</b>	6.54%
<b>2024 FTE</b>	2.2
<b>2023 FTE</b>	2.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Services to be provided in 2024 will be consistent with historical levels.

### Highlights of Current Year:

Historical park service levels were maintained in 2023 and the number of park bookings have increased to pre-pandemic revenues.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4102	Parks Asset Management Plan Operational Funding	Requested	\$525,000	\$525,000	\$0	\$525,000	\$546,000
<b>Total Change Request</b>			<b>\$525,000</b>	<b>\$525,000</b>	<b>\$0</b>	<b>\$525,000</b>	<b>\$546,000</b>

## Department Summary

**Department Summary:** LOCAL PARKS - GENERAL (600)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	54,151	60,080	50,000	58,000	8,000	16.00%
<b>Total</b>	<b>54,151</b>	<b>60,080</b>	<b>50,000</b>	<b>58,000</b>	<b>8,000</b>	<b>16.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	9,834	9,678	14,174	14,883	709	5.00%
CONTRACTS FOR SERVICES	15,321	16,774	26,306	28,832	2,526	9.60%
GOODS, MATERIALS & SUPPLIES	60,201	45,092	39,552	42,614	3,062	7.74%
INTERNAL CHARGES	28,356	43,729	23,452	27,500	4,048	17.26%
SALARIES, WAGES & BENEFITS	151,350	117,618	158,656	170,195	11,539	7.27%
<b>Total</b>	<b>265,063</b>	<b>232,891</b>	<b>262,140</b>	<b>284,024</b>	<b>21,884</b>	<b>8.35%</b>
<b>Net</b>	<b>210,912</b>	<b>172,811</b>	<b>212,140</b>	<b>226,024</b>	<b>13,884</b>	<b>6.54%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICE

- Increased due to number of park bookings

#### CONTRACTS FOR SERVICE

- Increase to reflect actuals

#### GOODS, MATERIALS & SUPPLIES

- Increased to reflect actuals

#### INTERNAL CHARGES

- Increase in Fleet charges to reflect actuals and 10% increase

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** POLSON PARK (610)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 610

**Stage:** Approved

**Approved:** Yes

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### Purpose:

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.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$551,789
<b>Prior Year Approved Net Budget</b>	\$527,850
<b>Budget Change</b>	\$23,939
<b>Budget Change by %</b>	4.54%
<b>2024 FTE</b>	2.6
<b>2023 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 efficiencies and operation. Phase 1 of the Polson Park Vernon Creek Naturalization was put on hold for one year due to archeology finding, therefore, it will be starting in 2024.

### Highlights of Current Year:

Polson Park held numerous successful events this year such as Canada Day, a Car Show, Friday night markets, and charity walks. The street entrenched population continues to be a concern in Polson Park resulting in vandalism, theft, tagging and visible drug use. The installation of vagrant alarms were placed in both the pavilion and bandshell shelter to decrease these issues.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** POLSON PARK (610)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	14,166	0	0	0	0	0.00%
<b>Total</b>	<b>14,166</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	48,355	44,831	54,852	56,574	1,722	3.14%
CONTRACTS FOR SERVICES	119,827	163,289	120,028	124,630	4,602	3.83%
GOODS, MATERIALS & SUPPLIES	42,923	59,085	50,175	51,179	1,004	2.00%
INTERNAL CHARGES	62,921	69,648	77,258	84,986	7,728	10.00%
SALARIES, WAGES & BENEFITS	186,243	184,063	225,537	234,420	8,883	3.94%
<b>Total</b>	<b>460,268</b>	<b>520,916</b>	<b>527,850</b>	<b>551,789</b>	<b>23,939</b>	<b>4.54%</b>
<b>Net</b>	<b>446,103</b>	<b>520,916</b>	<b>527,850</b>	<b>551,789</b>	<b>23,939</b>	<b>4.54%</b>

### 2023 - 2024 Budget Changes:

#### 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

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**Department Summary:** KIN RACE TRACK PARK (614)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 614

**Stage:** Approved

**Approved:** Yes

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### 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, garbage and litter collection. This area will be maintained as a greenfield site, pending future council direction.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$25,612
<b>Prior Year Approved Net Budget</b>	\$25,259
<b>Budget Change</b>	\$353
<b>Budget Change by %</b>	1.40%
<b>2024 FTE</b>	0.1
<b>2023 FTE</b>	0.1
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

This site will be maintained as a greenfield and will be rough cut monthly until such time that the new Active Living Centre (ALC) starts construction.

### Highlights of Current Year:

The area has been maintained as a greenfield site since the removal of the ball diamonds in 2022.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** KIN RACE TRACK PARK (614)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	1,000	0	0	0	0	0.00%
<b>Total</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	5,412	566	2,230	356	(1,874)	(84.04%)
CONTRACTS FOR SERVICES	16,609	10,356	8,755	8,930	175	2.00%
GOODS, MATERIALS & SUPPLIES	3,159	67	0	0	0	0.00%
INTERNAL CHARGES	8,907	694	500	2,000	1,500	300.00%
SALARIES, WAGES & BENEFITS	16,727	1,637	13,774	14,326	552	4.01%
<b>Total</b>	<b>50,813</b>	<b>13,319</b>	<b>25,259</b>	<b>25,612</b>	<b>353</b>	<b>1.40%</b>
<b>Net</b>	<b>49,813</b>	<b>13,319</b>	<b>25,259</b>	<b>25,612</b>	<b>353</b>	<b>1.40%</b>

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Water budget for irrigation removed

INTERNAL CHARGES

- Increased to reflect actual feet charges



## Department Summary

**Department Summary:** LAKEVIEW PARK (615)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 615

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$85,023
<b>Prior Year Approved Net Budget</b>	\$77,601
<b>Budget Change</b>	\$7,422
<b>Budget Change by %</b>	9.56%
<b>2024 FTE</b>	0.1
<b>2023 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 built the new washroom /mechanical building, pool and splash pad. The testing of the facilities is scheduled for the Fall of 2023 and the grand opening is to occur in Spring of 2024.

The Vernon Minor Baseball Provincial tournament was a great success this year.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4113	Lakeview Park - Maintenance of New Washroom	Approved	\$4,000	\$0	\$0	\$4,000	\$4,160
<b>Total Change Request</b>			<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,160</b>

## Department Summary

**Department Summary:** LAKEVIEW PARK (615)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	14,611	10,287	23,320	23,792	472	2.02%	
CONTRACTS FOR SERVICES	25,972	20,151	25,650	30,947	5,297	20.65%	
GOODS, MATERIALS & SUPPLIES	7,549	1,736	7,600	7,900	300	3.95%	
INTERNAL CHARGES	5,826	10,845	8,700	9,570	870	10.00%	
SALARIES, WAGES & BENEFITS	10,890	21,123	12,331	12,814	483	3.92%	
<b>Total</b>	<b>64,849</b>	<b>64,143</b>	<b>77,601</b>	<b>85,023</b>	<b>7,422</b>	<b>9.56%</b>	
<b>Net</b>	<b>64,849</b>	<b>64,143</b>	<b>77,601</b>	<b>85,023</b>	<b>7,422</b>	<b>9.56%</b>	

### 2023 - 2024 Budget Changes:

#### CONTRACT FOR SERVICES

- Increased budget for contracted washrooms cleaning for the new building

#### INTERNAL CHARGES

- Increase in Fleet charges

#### 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:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Kendra Kryszak

**Accounting Reference:** 616

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$54,371
<b>Prior Year Approved Net Budget</b>	\$50,774
<b>Budget Change</b>	\$3,597
<b>Budget Change by %</b>	7.08%
<b>2024 FTE</b>	0.2
<b>2023 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 2024 consistent with prior years. Playground logs material are to be replaced.

### Highlights of Current Year:

There were small upgrades to the washrooms including the painting of the exterior.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** ALEXIS PARK (616)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	14,504	18,117	13,535	15,295	1,760	13.00%	
CONTRACTS FOR SERVICES	11,102	14,013	15,491	16,182	691	4.46%	
GOODS, MATERIALS & SUPPLIES	3,229	8,607	3,500	3,700	200	5.71%	
INTERNAL CHARGES	4,778	5,656	5,000	5,500	500	10.00%	
SALARIES, WAGES & BENEFITS	8,506	14,739	13,248	13,694	446	3.37%	
<b>Total</b>	<b>42,119</b>	<b>61,132</b>	<b>50,774</b>	<b>54,371</b>	<b>3,597</b>	<b>7.08%</b>	
<b>Net</b>	<b>42,119</b>	<b>61,132</b>	<b>50,774</b>	<b>54,371</b>	<b>3,597</b>	<b>7.08%</b>	

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased budgets for electrical and irrigation costs, as well as property insurance

#### 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:** MACDONALD PARK (617)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 617

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$107,075
<b>Prior Year Approved Net Budget</b>	\$100,026
<b>Budget Change</b>	\$7,049
<b>Budget Change by %</b>	7.05%
<b>2024 FTE</b>	0.2
<b>2023 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 2024 consistent with prior years. Crack filling and resurfacing of the tennis courts to occur.

### Highlights of Current Year:

Parking curbs were placed along the tennis courts to eliminate fence damage. The bottom half of the washroom building received a fresh coat of paint. Parks staff completed the line painting for the multi-use fields.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** MACDONALD PARK (617)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	16,349	34,746	26,413	30,583	4,170	15.79%
CONTRACTS FOR SERVICES	20,833	16,606	20,232	20,848	616	3.04%
GOODS, MATERIALS & SUPPLIES	6,236	13,236	14,262	14,547	285	2.00%
INTERNAL CHARGES	16,673	16,256	10,688	11,757	1,069	10.00%
SALARIES, WAGES & BENEFITS	26,826	21,223	28,431	29,340	909	3.20%
<b>Total</b>	<b>86,917</b>	<b>102,066</b>	<b>100,026</b>	<b>107,075</b>	<b>7,049</b>	<b>7.05%</b>
<b>Net</b>	<b>86,917</b>	<b>102,066</b>	<b>100,026</b>	<b>107,075</b>	<b>7,049</b>	<b>7.05%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased budgets for electrical and irrigation costs due to metering of irrigation water

#### 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:** MISSION HILL PARK (622)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 622

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$53,280
<b>Prior Year Approved Net Budget</b>	\$51,339
<b>Budget Change</b>	\$1,941
<b>Budget Change by %</b>	3.78%
<b>2024 FTE</b>	0.1
<b>2023 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 2024 consistent with prior years. Playground logs material are to be replaced.

### Highlights of Current Year:

The engineered wood chips within the playground area were increased to meet Canadian Standard Association (CSA) safety standards.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** MISSION HILL PARK (622)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	13,373	0	20,075	21,000	925	4.61%	
CONTRACTS FOR SERVICES	10,825	8,905	14,094	14,458	364	2.58%	
GOODS, MATERIALS & SUPPLIES	4,026	1,982	3,536	3,307	(229)	(6.48%)	
INTERNAL CHARGES	6,149	4,708	6,809	7,417	608	8.93%	
SALARIES, WAGES & BENEFITS	10,616	7,265	6,825	7,098	273	4.00%	
<b>Total</b>	<b>44,988</b>	<b>22,860</b>	<b>51,339</b>	<b>53,280</b>	<b>1,941</b>	<b>3.78%</b>	
<b>Net</b>	<b>44,988</b>	<b>22,860</b>	<b>51,339</b>	<b>53,280</b>	<b>1,941</b>	<b>3.78%</b>	

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in water irrigation fees to reflect actuals

GOODS, MATERIALS & SUPPLIES

- Decreased to reflect actuals

INTERNAL CHARGES

- Increase in Fleet charges

SALARIES, WAGES & BENEFITS

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



## Department Summary

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**Department Summary:** HERITAGE PARK (623)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 623

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$31,440
<b>Prior Year Approved Net Budget</b>	\$26,902
<b>Budget Change</b>	\$4,538
<b>Budget Change by %</b>	16.87%
<b>2024 FTE</b>	0.1
<b>2023 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 2024.

### Highlights of Current Year:

Parks service levels were maintained in 2023 consistent with Council's direction.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** HERITAGE PARK (623)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	3,858	4,467	7,994	8,000	6	0.08%	
CONTRACTS FOR SERVICES	8,846	7,748	9,247	10,312	1,065	11.52%	
GOODS, MATERIALS & SUPPLIES	2,413	1,273	858	4,000	3,142	366.20%	
INTERNAL CHARGES	2,728	2,979	3,200	3,300	100	3.13%	
SALARIES, WAGES & BENEFITS	4,176	4,161	5,603	5,828	225	4.02%	
<b>Total</b>	<b>22,021</b>	<b>20,627</b>	<b>26,902</b>	<b>31,440</b>	<b>4,538</b>	<b>16.87%</b>	
<b>Net</b>	<b>22,021</b>	<b>20,627</b>	<b>26,902</b>	<b>31,440</b>	<b>4,538</b>	<b>16.87%</b>	

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increase budget for contracted landscaping to reflect current contract

#### GOODS, MATERIALS & SUPPLIES

- Increased to reflect actuals and installation of logs

#### 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:** GRAHAME PARK (626)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 626

**Stage:** Approved

**Approved:** Yes

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### 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 as utilized by Fulton Secondary School.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$50,400
<b>Prior Year Approved Net Budget</b>	\$48,453
<b>Budget Change</b>	\$1,947
<b>Budget Change by %</b>	4.02%
<b>2024 FTE</b>	0.1
<b>2023 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 2024 consistent with prior years.

### Highlights of Current Year:

Minor renovations were completed to the inside of the washrooms and the exterior of the building was painted.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** GRAHAME PARK (626)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	7,571	6,070	7,783	8,132	349	4.48%
CONTRACTS FOR SERVICES	14,679	14,717	15,220	15,650	430	2.83%
GOODS, MATERIALS & SUPPLIES	1,024	1,518	5,000	5,060	60	1.20%
INTERNAL CHARGES	6,501	7,339	6,521	7,173	652	10.00%
SALARIES, WAGES & BENEFITS	8,479	11,753	13,929	14,385	456	3.27%
<b>Total</b>	<b>38,254</b>	<b>41,397</b>	<b>48,453</b>	<b>50,400</b>	<b>1,947</b>	<b>4.02%</b>
<b>Net</b>	<b>38,254</b>	<b>41,397</b>	<b>48,453</b>	<b>50,400</b>	<b>1,947</b>	<b>4.02%</b>

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

INTERNAL CHARGES

- Increase in Fleet charges

SALARIES, WAGES & BENEFITS

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

## Department Summary

**Department Summary:** SMALL PARKS/TOT LOTS (631)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 631

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$581,007
<b>Prior Year Approved Net Budget</b>	\$545,686
<b>Budget Change</b>	\$35,321
<b>Budget Change by %</b>	6.47%
<b>2024 FTE</b>	2.3
<b>2023 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 2024 consistent with prior years.

### Highlights of Current Year:

Carlson Park received a new entrance and parking lot, various parks received benches, picnic table and bear cans along with playground surface material was increased to meet Canadian Standards Association (CSA) standards. Sawicki park tennis courts were crack sealed and painted. Girouard Park obtained a new fenced easement from 43rd Avenue. Vandalism and debris clean up has increased significantly.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4092	Carlson Park - West Trail Maintenance	Approved	\$5,000	\$5,000	\$0	\$5,000	\$5,200
AUTO - 4114	Carlson Park - Parking Lot Snow Clearing & Extra Maintenance	Approved	\$10,000	\$0	\$0	\$10,000	\$10,400
<b>Total Change Request</b>			<b>\$15,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,600</b>

## Department Summary

**Department Summary:** SMALL PARKS/TOT LOTS (631)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	6,875	0	0	0	0	0.00%
<b>Total</b>	<b>6,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	27,544	36,920	43,746	44,936	1,190	2.72%
CONTRACTS FOR SERVICES	67,477	105,170	110,740	130,250	19,510	17.62%
GOODS, MATERIALS & SUPPLIES	86,067	60,847	59,912	62,308	2,396	4.00%
INTERNAL CHARGES	111,670	53,087	127,645	131,737	4,092	3.21%
SALARIES, WAGES & BENEFITS	152,364	140,391	203,643	211,776	8,133	3.99%
<b>Total</b>	<b>445,122</b>	<b>396,415</b>	<b>545,686</b>	<b>581,007</b>	<b>35,321</b>	<b>6.47%</b>
<b>Net</b>	<b>438,247</b>	<b>396,415</b>	<b>545,686</b>	<b>581,007</b>	<b>35,321</b>	<b>6.47%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTED SERVICES

- Increase due to maintenance of newly completed parking lot

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** PARK TRAILS (632)

**Budget Year:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Kendra Kryszak

**Accounting Reference:** 632

**Approved:** Yes

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### 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, Scott 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>2024 Approved Net Budget</b>	\$59,030
<b>Prior Year Approved Net Budget</b>	\$57,472
<b>Budget Change</b>	\$1,558
<b>Budget Change by %</b>	2.71%
<b>2024 FTE</b>	0.2
<b>2023 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. The trail within the Foothills Ravine has an ongoing washout area when heavy rain falls occur, therefore a more permanent solution is to be installed in 2024.

### Highlights of Current Year:

Increased response to noxious weed complaints.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PARK TRAILS (632)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	34,085	18,109	25,901	27,350	1,449	5.59%
GOODS, MATERIALS & SUPPLIES	9,705	4,576	7,395	7,617	222	3.00%
INTERNAL CHARGES	2,450	1,743	4,000	3,080	(920)	(23.00%)
SALARIES, WAGES & BENEFITS	11,164	8,060	20,176	20,983	807	4.00%
<b>Total</b>	<b>57,405</b>	<b>32,489</b>	<b>57,472</b>	<b>59,030</b>	<b>1,558</b>	<b>2.71%</b>
<b>Net</b>	<b>57,405</b>	<b>32,489</b>	<b>57,472</b>	<b>59,030</b>	<b>1,558</b>	<b>2.71%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increase in various landscaping contracts and vandalism repairs 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**

**Department Summary:** DEER PARK (633)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 633

**Stage:** Approved

**Approved:** Yes

**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, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, and building maintenance.

**Budget Summary**

<b>2024 Approved Net Budget</b>	\$34,005
<b>Prior Year Approved Net Budget</b>	\$26,760
<b>Budget Change</b>	\$7,245
<b>Budget Change by %</b>	27.07%
<b>2024 FTE</b>	0.2
<b>2023 FTE</b>	0.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

**Outlook for Upcoming Budget:**

Increased maintenance for playground and tennis courts will be required and is included in the proposed 2024 budget as an approved SLA.

**Highlights of Current Year:**

The capital project was substantially completed in 2023 which included a new playground, upgraded tennis/pickleball court, walkways, benches and picnic tables.

**Change Request for 2024:**

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4111	Deer Park - Maintenance of New Playground & Courts	Approved	\$7,000	\$0	\$0	\$7,000	\$7,280
<b>Total Change Request</b>			<b>\$7,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$7,280</b>

## Department Summary

**Department Summary:** DEER PARK (633)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,016	1,016	1,025	1,025	0	0.00%
CONTRACTS FOR SERVICES	8,409	14,915	6,157	13,157	7,000	113.69%
GOODS, MATERIALS & SUPPLIES	0	16	2,718	2,718	0	0.00%
INTERNAL CHARGES	0	733	5,500	5,500	0	0.00%
SALARIES, WAGES & BENEFITS	0	1,019	11,360	11,605	245	2.16%
<b>Total</b>	<b>9,425</b>	<b>17,699</b>	<b>26,760</b>	<b>34,005</b>	<b>7,245</b>	<b>27.07%</b>
<b>Net</b>	<b>9,425</b>	<b>17,699</b>	<b>26,760</b>	<b>34,005</b>	<b>7,245</b>	<b>27.07%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACT FOR SERVICES

- Increase due to maintenance of newly completed playground & courts

#### SALARIES, WAGES & BENEFITS

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

**Department Summary**

**Department Summary:** BECKER PARK (634)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 634

**Stage:** Approved

**Approved:** Yes

**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>2024 Approved Net Budget</b>	\$36,757
<b>Prior Year Approved Net Budget</b>	\$23,948
<b>Budget Change</b>	\$12,809
<b>Budget Change by %</b>	53.49%
<b>2024 FTE</b>	0.1
<b>2023 FTE</b>	0.1
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

**Outlook for Upcoming Budget:**

The capital project of a new paved pump track, climbing trail, bike jumps, and flow trails will start in the Spring of 2024 and is expected to be completed by mid 2024.

**Highlights of Current Year:**

Park services levels were maintained in 2023 consistent with Council's direction.

**Change Request for 2024:**

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4108	Becker Park - Maintenance of New Pump Track & Bile Trails	Approved	\$12,000	\$0	\$0	\$12,000	\$12,480
<b>Total Change Request</b>			<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$12,480</b>

## Department Summary

**Department Summary:** BECKER PARK (634)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	1,650	0	0	0	0	0.00%
<b>Total</b>	<b>1,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	0	0	2,324	2,370	46	1.98%
CONTRACTS FOR SERVICES	11,973	10,862	13,291	25,690	12,399	93.29%
GOODS, MATERIALS & SUPPLIES	58	250	1,683	1,717	34	2.02%
INTERNAL CHARGES	587	0	1,200	1,424	224	18.67%
SALARIES, WAGES & BENEFITS	1,093	49	5,450	5,556	106	1.94%
<b>Total</b>	<b>13,711</b>	<b>11,161</b>	<b>23,948</b>	<b>36,757</b>	<b>12,809</b>	<b>53.49%</b>
<b>Net</b>	<b>12,061</b>	<b>11,161</b>	<b>23,948</b>	<b>36,757</b>	<b>12,809</b>	<b>53.49%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACT FOR SERVICES

- Increase due to maintenance of newly completed pump track & bike trails

#### INTERNAL CHARGES

- Increased for Fleet charges

## Department Summary

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**Department Summary:** LAKESHORE PARK (635)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 635

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$68,521
<b>Prior Year Approved Net Budget</b>	\$69,309
<b>Budget Change</b>	\$(788)
<b>Budget Change by %</b>	(1.14%)
<b>2024 FTE</b>	0.3
<b>2023 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 2024 consistent with prior years. Staff will be reviewing the decline of the mature trees around the bocce courts.

### Highlights of Current Year:

Parks staff made minor adjustments to collecting debris from harrowing the beach area to reduce the amount of sand removed from the beach. Staff installed parking lot gate at the entrance of the site.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** LAKESHORE PARK (635)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	3,217	6,231	4,300	4,000	(300)	(6.98%)
CONTRACTS FOR SERVICES	37,292	32,010	33,063	33,977	914	2.76%
GOODS, MATERIALS & SUPPLIES	90	940	3,000	3,060	60	2.00%
INTERNAL CHARGES	1,207	2,540	11,587	9,654	(1,933)	(16.68%)
SALARIES, WAGES & BENEFITS	3,916	7,606	17,359	17,830	471	2.71%
<b>Total</b>	<b>45,723</b>	<b>49,326</b>	<b>69,309</b>	<b>68,521</b>	<b>(788)</b>	<b>(1.14%)</b>
<b>Net</b>	<b>45,723</b>	<b>49,326</b>	<b>69,309</b>	<b>68,521</b>	<b>(788)</b>	<b>(1.14%)</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased budget for water irrigation and electrical charges to reflect anticipated use

#### INTERNAL CHARGES

- Decreased to reflect actual Fleet charges

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** HURLBURT PARK (636)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 636

**Stage:** Approved

**Approved:** Yes

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### 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, and beach cleaning.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$53,119
<b>Prior Year Approved Net Budget</b>	\$55,452
<b>Budget Change</b>	<b>\$(2,333)</b>
<b>Budget Change by %</b>	<b>(4.21%)</b>
<b>2024 FTE</b>	0.4
<b>2023 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 2024 consistent with prior years.

### Highlights of Current Year:

Park staff trimmed all native plant species in the Fall, removed the dead trees and cleaned up the north side of the main pathway. Large buoys and swim buoys were installed restricting boat access.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** HURLBURT PARK (636)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	131	109	164	166	2	1.22%
CONTRACTS FOR SERVICES	13,205	12,679	23,949	22,019	(1,930)	(8.06%)
GOODS, MATERIALS & SUPPLIES	800	2,167	5,977	6,094	117	1.96%
INTERNAL CHARGES	442	3,030	5,028	4,028	(1,000)	(19.89%)
SALARIES, WAGES & BENEFITS	2,125	9,706	20,334	20,812	478	2.35%
<b>Total</b>	<b>16,703</b>	<b>27,691</b>	<b>55,452</b>	<b>53,119</b>	<b>(2,333)</b>	<b>(4.21%)</b>
<b>Net</b>	<b>16,703</b>	<b>27,691</b>	<b>55,452</b>	<b>53,119</b>	<b>(2,333)</b>	<b>(4.21%)</b>

### 2023 - 2024 Budget Changes:

CONTRACTS FOR SERVICES

- Decreased to reflect actuals

INTERNAL CHARGES

- Decreased to reflect actuals

SALARIES, WAGES & BENEFITS

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



## Department Summary

**Department Summary:** CIVIC MEMORIAL PARK (637)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 637

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$134,431
<b>Prior Year Approved Net Budget</b>	\$82,499
<b>Budget Change</b>	\$51,932
<b>Budget Change by %</b>	62.95%
<b>2024 FTE</b>	0.7
<b>2023 FTE</b>	0.7
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The full operation of Civic Memorial Park is expected to be completed at the end of 2023. City and contractor staff will be responsible for the care and maintenance of the washroom facility, shade structure, playground, turf, trees and plantings and furniture.

### Highlights of Current Year:

The construction of the second phase of Civic Memorial Park started in the Fall of 2023 which consists of renovating the Civic Memorial Park Building that included the construction of a public washroom, installing a structure with the wooden beams salvaged from the old civic arena, and installing a misting station for children near the playground.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4110	Civic Memorial Park - Maintenance of New Water Mistlers, Shade Structure & Washrooms	Approved	\$50,000	\$0	\$0	\$50,000	\$52,000
<b>Total Change Request</b>			<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$52,000</b>

## Department Summary

**Department Summary:** CIVIC MEMORIAL PARK (637)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	3,161	0	2,000	2,000	100.00%
TRANSFERS FROM RESERVES	175	0	0	0	0	0.00%
<b>Total</b>	<b>175</b>	<b>3,161</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>100.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	10,789	20,475	11,500	12,808	1,308	11.37%
CONTRACTS FOR SERVICES	2,478	1,135	6,000	56,181	50,181	836.35%
GOODS, MATERIALS & SUPPLIES	(723)	455	5,000	5,150	150	3.00%
INTERNAL CHARGES	290	2,188	10,000	10,300	300	3.00%
SALARIES, WAGES & BENEFITS	2,543	12,013	49,999	51,992	1,993	3.99%
<b>Total</b>	<b>15,378</b>	<b>36,267</b>	<b>82,499</b>	<b>136,431</b>	<b>53,932</b>	<b>65.37%</b>
<b>Net</b>	<b>15,203</b>	<b>33,106</b>	<b>82,499</b>	<b>134,431</b>	<b>51,932</b>	<b>62.95%</b>

### 2023 - 2024 Budget Changes:

#### SALES OF SERVICES

- Revenue from Electric Vehicle charging station

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased for insurance and electricity

#### CONTRACTS FOR SERVICES

- Increase due to maintenance of newly completed misters, shade structure & washroom

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** SUBREGIONAL PARKS - GENERAL (660)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 660

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$53,344
<b>Prior Year Approved Net Budget</b>	\$51,389
<b>Budget Change</b>	\$1,955
<b>Budget Change by %</b>	3.80%
<b>2024 FTE</b>	0.7
<b>2023 FTE</b>	0.7
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Administration will be presenting a new fee structure in 2024 for Council consideration.

### Highlights of Current Year:

Historical park service levels were maintained in 2023 and the number of park bookings have increased to pre-pandemic revenues.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** SUBREGIONAL PARKS - GENERAL (660)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	65,914	60,750	60,000	66,800	6,800	11.33%
<b>Total</b>	<b>65,914</b>	<b>60,750</b>	<b>60,000</b>	<b>66,800</b>	<b>6,800</b>	<b>11.33%</b>
<b>Expenditures</b>						
INTERNAL CHARGES	14,092	126	15,422	15,555	133	0.86%
SALARIES, WAGES & BENEFITS	83,868	78,740	95,967	104,589	8,622	8.98%
<b>Total</b>	<b>97,960</b>	<b>78,866</b>	<b>111,389</b>	<b>120,144</b>	<b>8,755</b>	<b>7.86%</b>
<b>Net</b>	<b>32,046</b>	<b>18,115</b>	<b>51,389</b>	<b>53,344</b>	<b>1,955</b>	<b>3.80%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Increased due to number of 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:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Kendra Kryszak

**Accounting Reference:** 661

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$285,462
<b>Prior Year Approved Net Budget</b>	\$270,399
<b>Budget Change</b>	\$15,063
<b>Budget Change by %</b>	5.57%
<b>2024 FTE</b>	0.7
<b>2023 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 2024 consistent with prior years. Parks Staff will be renovating some of the older dug outs to improve safety and installing another main park sign off Mission Road. Staff will be required to move the water connection and backflow closer to Mission Road.

### Highlights of Current Year:

The license of occupation with the Department of National Defence (DND) has been renewed for 25 years. The City will continue to work with the DND to allow reclaimed water on this site. Field maintenance improvements consisted of aerating/top dressing all of the diamonds and multi-use fields as well as re-cutting of the infields and placing shale. Parks staff completed the line painting for the multi-use fields and have updated the main park sign (off highway) and dog signs. The Federal government completed upgrades to the services within the park in the Spring.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** DND PARKS (661)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	26,479	209,790	16,972	18,426	1,454	8.57%	
CONTRACTS FOR SERVICES	72,344	78,683	77,533	83,771	6,238	8.05%	
GOODS, MATERIALS & SUPPLIES	46,703	73,749	59,751	61,623	1,872	3.13%	
INTERNAL CHARGES	38,303	48,098	37,889	40,563	2,674	7.06%	
SALARIES, WAGES & BENEFITS	44,356	59,619	78,254	81,079	2,825	3.61%	
<b>Total</b>	<b>228,185</b>	<b>469,939</b>	<b>270,399</b>	<b>285,462</b>	<b>15,063</b>	<b>5.57%</b>	
<b>Net</b>	<b>228,185</b>	<b>469,939</b>	<b>270,399</b>	<b>285,462</b>	<b>15,063</b>	<b>5.57%</b>	

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased to reflect actual current costs

CONTRACTS FOR SERVICES

- Increased budget for contracted washroom cleaning to reflect actuals

INTERNAL CHARGES

- Increase in Fleet charge

SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** KIN BEACH PARK (663)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 663

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$165,876
<b>Prior Year Approved Net Budget</b>	\$157,415
<b>Budget Change</b>	\$8,461
<b>Budget Change by %</b>	5.37%
<b>2024 FTE</b>	0.5
<b>2023 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 six of these trees have been removed and we are looking at removing five additional trees in 2024.

### Highlights of Current Year:

Park staff installed new picnic tables and benches within the park and have also been using the new turf sweeper purchased in 2022 to complete the cleaning and removal of goose waste from the grass two-three times a week. The grass was aerated in the Spring and the canoe beach sign is planned for install within the lake access beside Kin Beach for the end of 2023.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** KIN BEACH PARK (663)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	40,350	0	0	0	0	0.00%
<b>Total</b>	<b>40,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	8,511	18,074	12,036	14,416	2,380	19.77%
CONTRACTS FOR SERVICES	62,522	71,138	75,626	79,364	3,738	4.94%
GOODS, MATERIALS & SUPPLIES	11,715	2,913	5,685	5,799	114	2.01%
INTERNAL CHARGES	13,316	16,734	25,361	26,122	761	3.00%
SALARIES, WAGES & BENEFITS	20,955	25,288	38,707	40,175	1,468	3.79%
<b>Total</b>	<b>117,018</b>	<b>134,146</b>	<b>157,415</b>	<b>165,876</b>	<b>8,461</b>	<b>5.37%</b>
<b>Net</b>	<b>76,668</b>	<b>134,146</b>	<b>157,415</b>	<b>165,876</b>	<b>8,461</b>	<b>5.37%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in anticipated irrigation costs

#### CONTRACTS FOR SERVICES

- Increase in geese hazing contract to reflect actuals

#### 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:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 664

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$269,984
<b>Prior Year Approved Net Budget</b>	\$255,030
<b>Budget Change</b>	\$14,954
<b>Budget Change by %</b>	5.86%
<b>2024 FTE</b>	0.5
<b>2023 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 looking at increasing the field maintenance in both the multi use and baseball fields. The review of the new Pickleball building addition will require Administration review of how it will effect irrigation, potential parking and utilities etc.

### Highlights of Current Year:

Marshall Fields washrooms were opened all year long. There was a 4ft fence installed to separate the off leash dog area and the baseball user area. Park staff completed the line painting for the multi-use fields in 2023. A new wind screen was purchased and installed on the tennis courts. Crack repairs and sealing were also completed to the tennis courts prior to the Pickleball Provincials, which was a success.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4115	Marshall Fields - New Fence Line Trimming	Approved	\$3,000	\$0	\$0	\$3,000	\$3,120
<b>Total Change Request</b>			<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,120</b>

## Department Summary

**Department Summary:** MARSHALL FIELDS PARK (664)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	15,947	0	0	0	0	0.00%
<b>Total</b>	<b>15,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	6,291	5,673	7,397	8,705	1,308	17.68%
CONTRACTS FOR SERVICES	62,229	60,727	103,573	110,027	6,454	6.23%
GOODS, MATERIALS & SUPPLIES	46,373	40,176	31,563	32,194	631	2.00%
INTERNAL CHARGES	44,594	53,380	43,749	48,009	4,260	9.74%
SALARIES, WAGES & BENEFITS	54,507	73,088	68,748	71,049	2,301	3.35%
<b>Total</b>	<b>213,994</b>	<b>233,044</b>	<b>255,030</b>	<b>269,984</b>	<b>14,954</b>	<b>5.86%</b>
<b>Net</b>	<b>198,047</b>	<b>233,044</b>	<b>255,030</b>	<b>269,984</b>	<b>14,954</b>	<b>5.86%</b>

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in utilities budget to reflect actuals.

CONTRACT FOR SERVICES

- Increase due to maintenance of newly completed fence line

INTERNAL CHARGES

- Increased Fleet charges budget to reflect actual operating costs

SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** PADDLEWHEEL PARK (665)

**Budget Year:** 2024

**Manager:** Kendra Kryszak

**Division:** Operations - Parks

**Accounting Reference:** 665

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$116,269
<b>Prior Year Approved Net Budget</b>	\$110,304
<b>Budget Change</b>	\$5,965
<b>Budget Change by %</b>	5.41%
<b>2024 FTE</b>	0.5
<b>2023 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 2024. Administration will continue to work with the Okanagan Landing Association, the Paddling Club and Piscine (shrimp boat) to come up with updated lease agreements.

### Highlights of Current Year:

The boat launch revenues were increased to \$10 per day and \$60 per season. Staff repaired the rotting areas of the boat launch dock. New signage for the boat launch was installed in the Fall of 2023. Park staff used the new turf sweeper to clean the goose waste on the grass area two-three times a week.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PADDLEWHEEL PARK (665)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	6,352	19,805	6,763	6,898	135	2.00%
<b>Total</b>	<b>6,352</b>	<b>19,805</b>	<b>6,763</b>	<b>6,898</b>	<b>135</b>	<b>2.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	15,585	11,684	10,823	11,250	427	3.95%
CONTRACTS FOR SERVICES	55,741	43,647	44,659	47,098	2,439	5.46%
GOODS, MATERIALS & SUPPLIES	6,918	7,272	10,734	11,039	305	2.84%
INTERNAL CHARGES	10,528	15,636	17,110	18,821	1,711	10.00%
SALARIES, WAGES & BENEFITS	21,582	23,825	33,741	34,959	1,218	3.61%
<b>Total</b>	<b>110,354</b>	<b>102,064</b>	<b>117,067</b>	<b>123,167</b>	<b>6,100</b>	<b>5.21%</b>
<b>Net</b>	<b>104,002</b>	<b>82,260</b>	<b>110,304</b>	<b>116,269</b>	<b>5,965</b>	<b>5.41%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increased budget for contracted washrooms to reflect current contract

#### INTERNAL CHARGES

- Increased Fleet charge

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** PROJECTS - PARKS (980)

**Budget Year:** 2024

**Division:** Operations - Parks

**Stage:** Approved

**Manager:** Mark Dowhaniuk

**Accounting Reference:** 980

**Approved:** Approved

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### Purpose:

This budget accommodates those projects approved by Council outside of the normal operating budget process.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

There are currently no projects identified for 2024.

### Highlights of Current Year:

2023 projects include:

- Kin Race Track park planning
- Marshall Field fence install
- Field Lining machine
- Girouard Park fence construction
- Shade sail for RCMP

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - PARKS (980)

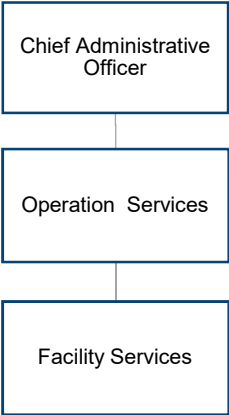
### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	29,495	0	42,337	0	(42,337)	(100.00%)
SALE OF SERVICES	0	10,000	10,000	0	(10,000)	(100.00%)
TRANSFERS FROM RESERVES	371,019	0	1,545,820	0	(1,545,820)	(100.00%)
<b>Total</b>	<b>400,514</b>	<b>10,000</b>	<b>1,598,157</b>	<b>0</b>	<b>(1,598,157)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	215,244	176,738	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	151,266	48,669	0	0	0	0.00%
INTERNAL CHARGES	3,461	8,303	0	0	0	0.00%
PROJECTS	0	0	1,598,157	0	(1,598,157)	(100.00%)
SALARIES, WAGES & BENEFITS	7,954	11,071	0	0	0	0.00%
TRANSFERS TO RESERVES	22,590	0	0	0	0	0.00%
<b>Total</b>	<b>400,514</b>	<b>244,781</b>	<b>1,598,157</b>	<b>0</b>	<b>(1,598,157)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>0</b>	<b>234,781</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

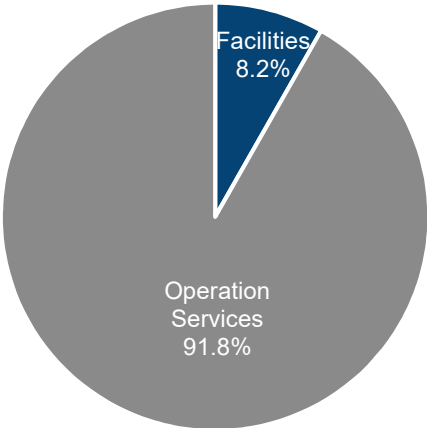
No data at this time.

# OPERATION SERVICES FACILITY SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$1,709,478
2023 Amended Net Cost	\$1,636,000
Budget Change	\$73,478
Change By %	4.49%
2024 Authorized Positions	6.4
2023 Authorized Positions	5.3
FTE Change	1.1
FTE Change By %	20.75%



## Department Summary

**Department Summary:** FACILITIES - GENERAL (450)

**Budget Year:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 450

**Stage:** Approved

**Approved:** Yes

### 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. 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. Building Services is also responsible for the continued Communicable Disease Cleaning programs. 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>2024 Approved Net Budget</b>	\$233,674
<b>Prior Year Approved Net Budget</b>	\$221,141
<b>Budget Change</b>	\$12,533
<b>Budget Change by %</b>	5.67%
<b>2024 FTE</b>	2.4
<b>2023 FTE</b>	1.4
<b>FTE Change</b>	1.0
<b>FTE Change by %</b>	71.43%

### 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.

- Completion of renovations to the City's EOC, located in the Civic Park Memorial Building (CPMB).
- Continued maintenance of the Murals throughout the City working with the DVA.
- Additional electric vehicle chargers at Operations.
- Completion of duct cleaning in remainder of Building Services buildings.

### Highlights of Current Year:

The Building Services Department were involved in the following projects in 2023:

- Continued implementation of the Building Condition Asset Management Plan, including replacement of doors, door controllers, water heaters, lighting, flooring, various roofing projects and HVAC projects.
- Upgraded security systems at Operations
- Purchase and installation of the City's new Community flagpole.
- Clock Tower structural repairs, and replacement of time clock controllers.
- Mural maintenance including cleaning and graffiti removal.
- Construction of Operations building addition to accommodate the Infrastructure Department
- Completion of Operations renovations, and the relocation of Infrastructure and GIS teams into Operations building.
- The Building Services Department worked closely with the City's Infrastructure Department and Asset Management team to complete an update to the City's Building Condition Asset Management Plan.
- Completion of Operations2 (former St. Johns Ambulance) building and relocation of Parks Department into this facility.
- Completion of BX Creek Learning room.
- Expansion of the Fire Alarm system at Operations to include the Utilities building.
- Ducting and exhaust systems cleanings in prioritized buildings.
- Introduction of compost collection services in City buildings.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** FACILITIES - GENERAL (450)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	806	0	0	0	0	0.00%
SALE OF SERVICES	5,022	(1,217)	0	0	0	0.00%
TRANSFERS FROM RESERVES	34,405	10,000	175,057	68,079	(106,978)	(61.11%)
<b>Total</b>	<b>40,233</b>	<b>8,783</b>	<b>175,057</b>	<b>68,079</b>	<b>(106,978)</b>	<b>(61.11%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	15,268	17,035	17,762	19,288	1,526	8.59%
CONTRACTS FOR SERVICES	710	1,270	178,057	13,000	(165,057)	(92.70%)
GOODS, MATERIALS & SUPPLIES	10,194	7,506	12,205	13,285	1,080	8.85%
INTERNAL CHARGES	20,965	13,843	8,209	18,560	10,351	126.09%
SALARIES, WAGES & BENEFITS	247,860	227,593	179,965	237,620	57,655	32.04%
<b>Total</b>	<b>294,997</b>	<b>267,247</b>	<b>396,198</b>	<b>301,753</b>	<b>(94,445)</b>	<b>(23.84%)</b>
<b>Net</b>	<b>254,764</b>	<b>258,463</b>	<b>221,141</b>	<b>233,674</b>	<b>12,533</b>	<b>5.67%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- \$10,000 transfer from Mural Maintenance reserve for annual mural maintenance
- \$58,079 transfer from COVID Restart Grant reserve for additional facility cleaning. 2023 transfer (\$165,057)

#### COMMUNICATION , INSURANCE & UTILITIES

- Increase in anticipated property insurance premium for 2024

#### CONTRACTS FOR SERVICE

- Decreased to align with reduced contract cleaning related to COVID. Moved in 2024 to Salaries, Wages & Benefits (\$165,057)

#### GOODS, MATERIALS & SUPPLIES

- Increase to match actual charges

#### INTERNAL CHARGES

- Increase for Fleet charges

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs
- Increase for facility cleaning funded from COVID Restart Grant

## Department Summary

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**Department Summary:** CITY HALL BUILDING (451)

**Budget Year:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 451

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$245,751
<b>Prior Year Approved Net Budget</b>	\$236,309
<b>Budget Change</b>	\$9,442
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.8
<b>2023 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 2024 at City Hall include:

- HVAC DDC (Dynamic Digital Control) upgrade
- Replace electrical MDC (main distribution center)
- Completion of City Hall flooring replacement project.

### Highlights of Current Year:

Building projects completed in 2023 at City Hall include renovations and improvements of the following areas:

- Purchase and installation of Community Flagpole.
- Complete upgrade of cooling equipment in the City's computer server room.
- HVAC upgrade to Council Chambers foyer.
- Heat reducing blinds for Council Chambers foyer south window.
- Wall, floor and lighting upgrades in Land Agents office.
- Window added in Director, Community Safety Lands and Administrations office to add natural light to Administration area.
- Restructuring in Finance department.
- Complete cleaning of all HVAC ducts, air handlers and exhaust systems.
- Installation of new submersible pump to support Civic Plaza flumes water display.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CITY HALL BUILDING (451)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	67,196	53,114	61,903	63,730	1,827	2.95%
CONTRACTS FOR SERVICES	46,151	49,215	52,612	55,147	2,535	4.82%
GOODS, MATERIALS & SUPPLIES	15,381	22,866	22,367	22,814	447	2.00%
INTERNAL CHARGES	8,930	5,895	11,066	12,173	1,107	10.00%
SALARIES, WAGES & BENEFITS	88,533	71,384	88,361	91,887	3,526	3.99%
<b>Total</b>	<b>226,191</b>	<b>202,473</b>	<b>236,309</b>	<b>245,751</b>	<b>9,442</b>	<b>4.00%</b>
<b>Net</b>	<b>226,191</b>	<b>202,473</b>	<b>236,309</b>	<b>245,751</b>	<b>9,442</b>	<b>4.00%</b>

### 2023 - 2024 Budget Changes:

COMMUNICATION, INSURANCE & UTILITIES

- Increase in BC Hydro, & Fortis Gas.

CONTRACTS FOR SERVICES

- Increase in janitorial, garbage collection, security and general contracts

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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 453

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$11,814
<b>Prior Year Approved Net Budget</b>	\$11,366
<b>Budget Change</b>	\$448
<b>Budget Change by %</b>	3.94%
<b>2024 FTE</b>	0.0
<b>2023 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 2024 at City Hall RCMP Annex include:

- HVAC DDC (Dynamic Digital Control) upgrade
- Replace existing washroom exhaust system

### Highlights of Current Year:

Building projects completed in 2023 at RCMP Annex include renovations and improvements of the following areas:

- Installation of new electrical circuiting to accommodate proper electronic evidence storage
- Continue replacing existing florescent light fixtures with energy efficient LED fixtures

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CITY HALL RCMP ANNEX (453)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
CONTRACTS FOR SERVICES	2,055	3,000	6,000	6,120	120	2.00%	
GOODS, MATERIALS & SUPPLIES	553	157	1,020	1,140	120	11.76%	
INTERNAL CHARGES	97	52	573	630	57	9.95%	
SALARIES, WAGES & BENEFITS	865	959	3,773	3,924	151	4.00%	
<b>Total</b>	<b>3,570</b>	<b>4,167</b>	<b>11,366</b>	<b>11,814</b>	<b>448</b>	<b>3.94%</b>	
<b>Net</b>	<b>3,570</b>	<b>4,167</b>	<b>11,366</b>	<b>11,814</b>	<b>448</b>	<b>3.94%</b>	

### 2023 - 2024 Budget Changes:

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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 454

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$81,774
<b>Prior Year Approved Net Budget</b>	\$88,026
<b>Budget Change</b>	<b>\$(6,252)</b>
<b>Budget Change by %</b>	<b>(7.10%)</b>
<b>2024 FTE</b>	0.2
<b>2023 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 2024 include:

- Replacement of roof top unit (HVAC)
- Flooring upgrades
- New railings on hose tower

### Highlights of Current Year:

Projects completed in 2023 include:

- Renovate old dispatch area to accommodate Deputy Chief's office
- Commercial duct cleaning
- Repairs to slab in truck parking bays, including cutting of expansion joints and sealing of all cracks
- Data upgrades

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FIRE HALL STATION 1 (454)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	34,942	29,720	43,679	35,698	(7,981)	(18.27%)
CONTRACTS FOR SERVICES	9,076	8,757	12,153	12,586	433	3.56%
GOODS, MATERIALS & SUPPLIES	10,471	12,718	6,222	6,346	124	1.99%
INTERNAL CHARGES	1,973	1,847	2,250	2,475	225	10.00%
SALARIES, WAGES & BENEFITS	13,691	19,584	23,722	24,669	947	3.99%
<b>Total</b>	<b>70,153</b>	<b>72,626</b>	<b>88,026</b>	<b>81,774</b>	<b>(6,252)</b>	<b>(7.10%)</b>
<b>Net</b>	<b>70,153</b>	<b>72,626</b>	<b>88,026</b>	<b>81,774</b>	<b>(6,252)</b>	<b>(7.10%)</b>

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Reduction of allocated insurance premium to better reflect actual costs.

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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 455

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$404,544
<b>Prior Year Approved Net Budget</b>	\$375,323
<b>Budget Change</b>	\$29,221
<b>Budget Change by %</b>	7.79%
<b>2024 FTE</b>	1.0
<b>2023 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 OPS2 building on 47th Avenue and the new Operations addition has resulted in an increase in operating costs.

Projects scheduled for 2024 include:

- Additional vehicle EV chargers installed in Operations yard to support City Fleet vehicles.
- Continued upgrades using the City's Asset Management program.
- Addition of staff bike storage.
- Re-paving portions of yards area.

### Highlights of Current Year:

Projects completed in 2023 include:

- Completion of interior renovations to accommodate Infrastructure staff.
- Completion of the Operations building addition.
- Completion of Operations new kitchen/lunchroom.
- Completed lighting upgrade to wash bay.
- Replacement of the heat exchanger in the power washer in the wash bay.
- Completed Fleet lighting upgrade.
- Completed Fleet lunchroom renovation.
- Replacement of Fleet overhead crane.
- Replacement of Fleet shop compressor with rotary unit.
- Completed renovations to the new Operations 2 (Parks) building.
- Completed the City's new BX Creek Learning room.
- HVAC upgrade in kitchen and Fleet.
- Metal portion of roof replaced.
- Abatement of large portions of asbestos within Operations.
- Removal of exterior planter, including asbestos abatement.
- Structural repairs to exterior walls, including re-stuccoing, painting and sealing.
- Installation and connection of Fire Alarm system in Utilities.
- Dark fibre optics pulled into Operations for Data expansion.
- Upgrading and additions to buildings Wi-Fi network, with new WAPS (wireless access points)
- Updates to Procurement managers office.
- Updates to old GIS area to accommodate Building Services supervisor and HVAC Technician.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** OPERATION'S BUILDING (455)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	156,800	131,376	145,940	153,407	7,467	5.12%
CONTRACTS FOR SERVICES	121,109	111,478	90,343	102,116	11,773	13.03%
GOODS, MATERIALS & SUPPLIES	45,662	58,720	22,022	26,463	4,441	20.17%
INTERNAL CHARGES	13,549	11,633	14,536	15,990	1,454	10.00%
SALARIES, WAGES & BENEFITS	99,785	132,039	102,482	106,568	4,086	3.99%
<b>Total</b>	<b>436,906</b>	<b>445,245</b>	<b>375,323</b>	<b>404,544</b>	<b>29,221</b>	<b>7.79%</b>
<b>Net</b>	<b>436,906</b>	<b>445,245</b>	<b>375,323</b>	<b>404,544</b>	<b>29,221</b>	<b>7.79%</b>

### 2023 - 2024 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, and 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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 457

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$16,083
<b>Prior Year Approved Net Budget</b>	\$15,471
<b>Budget Change</b>	\$612
<b>Budget Change by %</b>	3.96%
<b>2024 FTE</b>	0.0
<b>2023 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 2023 at the Community Safety Office include renovations and improvements of the following areas:

- Installation of door FOB system.
- New secure staff entrance.
- Installation of pigeon deterrence spikes.
- Power washed the entire building structure.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** COMMUNITY SAFETY OFFICE (457)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	3,615	3,119	5,361	5,569	208	3.88%	
CONTRACTS FOR SERVICES	3,240	5,905	4,916	5,071	155	3.15%	
GOODS, MATERIALS & SUPPLIES	269	184	530	541	11	2.08%	
INTERNAL CHARGES	113	177	843	927	84	9.96%	
SALARIES, WAGES & BENEFITS	736	1,547	3,821	3,975	154	4.03%	
<b>Total</b>	<b>7,974</b>	<b>10,933</b>	<b>15,471</b>	<b>16,083</b>	<b>612</b>	<b>3.96%</b>	
<b>Net</b>	<b>7,974</b>	<b>10,933</b>	<b>15,471</b>	<b>16,083</b>	<b>612</b>	<b>3.96%</b>	

### 2023 - 2024 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:** CIVIC MEMORIAL PARK BUILDING (460)

**Budget Year:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 460

**Stage:** Approved

**Approved:** Yes

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### Purpose:

This department covers the maintenance of the Civic Park Memorial Building, which contains the Emergency Operation Centre (EOC) 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>2024 Approved Net Budget</b>	\$21,691
<b>Prior Year Approved Net Budget</b>	\$20,856
<b>Budget Change</b>	\$835
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.0
<b>2023 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 Civic Park Memorial Building.

### Highlights of Current Year:

Building Services Department assisted with the EOC building renovation by moving the EOC to Kal Tire Place.

Building Services maintained the building, installed white boards, and moved furniture to accommodate the new Deputy Fire Chief.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CIVIC MEMORIAL PARK BUILDING (460)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	6,287	6,520	9,748	10,038	290	2.97%	
CONTRACTS FOR SERVICES	3,610	4,670	7,075	7,111	36	0.51%	
GOODS, MATERIALS & SUPPLIES	1,625	630	1,060	1,432	372	35.09%	
INTERNAL CHARGES	214	545	281	309	28	9.96%	
SALARIES, WAGES & BENEFITS	2,823	4,305	2,692	2,801	109	4.05%	
<b>Total</b>	<b>14,559</b>	<b>16,670</b>	<b>20,856</b>	<b>21,691</b>	<b>835</b>	<b>4.00%</b>	
<b>Net</b>	<b>14,559</b>	<b>16,670</b>	<b>20,856</b>	<b>21,691</b>	<b>835</b>	<b>4.00%</b>	

### 2023 - 2024 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:** COMMUNITY SERVICES BUILDING (461)

**Budget Year:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 461

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$131,119
<b>Prior Year Approved Net Budget</b>	\$126,122
<b>Budget Change</b>	\$4,997
<b>Budget Change by %</b>	3.96%
<b>2024 FTE</b>	0.3
<b>2023 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 2024 at the Community Services Building include:

- Restroom fixture upgrades.
- Flooring replacement.
- Lighting and ceiling upgrades.
- Begin interior renovations.

### Highlights of Current Year:

Projects completed in 2023 include:

- Installation of new exterior doors.
- Reconfigure office desk layout to allow personal changes.
- Installation of water bottle filling station.
- Installation of new electrical panel to feed car charging stations.
- Replacement of 2 vehicle EV chargers, and installation of 2 additional vehicle EV chargers.
- Completion of bike storage with automatic door openers.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** COMMUNITY SERVICES BUILDING (461)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	41,431	29,433	44,312	45,754	1,442	3.25%
CONTRACTS FOR SERVICES	33,871	26,173	33,188	34,541	1,353	4.08%
GOODS, MATERIALS & SUPPLIES	5,751	6,863	7,959	8,319	360	4.52%
INTERNAL CHARGES	2,235	2,827	3,599	3,959	360	10.00%
SALARIES, WAGES & BENEFITS	20,629	25,318	37,064	38,546	1,482	4.00%
<b>Total</b>	<b>103,917</b>	<b>90,614</b>	<b>126,122</b>	<b>131,119</b>	<b>4,997</b>	<b>3.96%</b>
<b>Net</b>	<b>103,917</b>	<b>90,614</b>	<b>126,122</b>	<b>131,119</b>	<b>4,997</b>	<b>3.96%</b>

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increased anticipated in property insurance premium, electricity costs and natural gas actuals.

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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 463

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$132,257
<b>Prior Year Approved Net Budget</b>	\$127,176
<b>Budget Change</b>	\$5,081
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.4
<b>2023 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 2024 include:

- Concrete stair repairs.
- Exterior finishing renewal.

### Highlights of Current Year:

Projects complete in 2023 include:

- Ongoing pigeon mitigation efforts.
- Power washing of stairs.
- Installation of new Fire Alarm Panel with devices to monitor sprinkler tree.
- Installation of new lighting and lighting control in Protective Services.
- Testing and repairs to sprinkler heads throughout.
- Comprehensive structural assessment.
- Sealing of concrete parking deck.
- Installation of protective barrier between the Parkade and overhead BC Hydro lines.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** PARKADE BUILDING (463)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	24,421	14,917	17,500	17,500	0	0.00%
<b>Total</b>	<b>24,421</b>	<b>14,917</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	39,749	34,319	43,934	45,339	1,405	3.20%
CONTRACTS FOR SERVICES	46,759	47,519	46,992	48,374	1,382	2.94%
GOODS, MATERIALS & SUPPLIES	3,687	5,038	6,373	6,500	127	1.99%
INTERNAL CHARGES	3,674	2,983	4,499	4,949	450	10.00%
SALARIES, WAGES & BENEFITS	28,551	28,596	42,878	44,595	1,717	4.00%
<b>Total</b>	<b>122,418</b>	<b>118,455</b>	<b>144,676</b>	<b>149,757</b>	<b>5,081</b>	<b>3.51%</b>
<b>Net</b>	<b>97,997</b>	<b>103,539</b>	<b>127,176</b>	<b>132,257</b>	<b>5,081</b>	<b>4.00%</b>

### 2023 - 2024 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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 464

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$53,088
<b>Prior Year Approved Net Budget</b>	\$51,046
<b>Budget Change</b>	\$2,042
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.1
<b>2023 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 2024 include:

- Roof top unit replacement.
- Furnace replacement.

### Highlights of Current Year:

Projects completed in 2023 include:

- Installation of energy efficient LED lighting.
- Installed stainless-steel double sink in vehicle bay for proper cleaning of respirator equipment.
- Converted basement into usable storage space.
- Installation of privacy slats on west side of parking lot.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FIRE HALL STATION 2 (464)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	15,506	12,286	17,261	17,906	645	3.74%	
CONTRACTS FOR SERVICES	13,406	11,124	15,289	15,852	563	3.68%	
GOODS, MATERIALS & SUPPLIES	2,155	1,744	2,040	2,081	41	2.01%	
INTERNAL CHARGES	1,732	1,363	2,251	2,476	225	10.00%	
SALARIES, WAGES & BENEFITS	18,041	11,953	14,205	14,773	568	4.00%	
<b>Total</b>	<b>50,839</b>	<b>38,470</b>	<b>51,046</b>	<b>53,088</b>	<b>2,042</b>	<b>4.00%</b>	
<b>Net</b>	<b>50,839</b>	<b>38,470</b>	<b>51,046</b>	<b>53,088</b>	<b>2,042</b>	<b>4.00%</b>	

### 2023 - 2024 Budget Changes:

#### INTERNAL CHARGES

- Increase in Fleet charge

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** DETACHMENT BUILDING (465)

**Budget Year:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 465

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$251,915
<b>Prior Year Approved Net Budget</b>	\$242,231
<b>Budget Change</b>	\$9,684
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.7
<b>2023 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 2024 include:

- HVAC DDC (Dynamic Digital Control) upgrade
- Replace existing washroom exhaust system
- Continue replacing existing florescent light fixtures with energy efficient LED fixtures
- Cleaning of ducts and air handling equipment

### Highlights of Current Year:

Building projects completed in 2023 at RCMP Detachment building include renovations and improvements of the following areas:

- Installation of upgraded Ductless Split style cooling unit in Server room.
- Continued lighting upgrades by changing from fluorescent fixtures to LED.
- New updated Door Access FOB system.
- Ongoing replacement of plumbing fixtures.
- Renovation including new wiring and data in old Victim's Services area to accommodate Court Liaison personnel.
- Renovation of old Court Liaison area to accommodate new Community Mental Health Nurse.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** DETACHMENT BUILDING (465)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	81,080	65,447	84,408	86,262	1,854	2.20%
CONTRACTS FOR SERVICES	71,219	44,815	58,647	62,353	3,706	6.32%
GOODS, MATERIALS & SUPPLIES	26,729	20,458	18,727	19,102	375	2.00%
INTERNAL CHARGES	9,430	7,350	8,825	9,708	883	10.01%
SALARIES, WAGES & BENEFITS	81,524	65,967	71,624	74,490	2,866	4.00%
<b>Total</b>	<b>269,982</b>	<b>204,038</b>	<b>242,231</b>	<b>251,915</b>	<b>9,684</b>	<b>4.00%</b>
<b>Net</b>	<b>269,982</b>	<b>204,038</b>	<b>242,231</b>	<b>251,915</b>	<b>9,684</b>	<b>4.00%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increased to align with actual expenditures

#### INTERNAL CHARGES

- Increased to align with actual Fleet charges

#### 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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 466

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$111,809
<b>Prior Year Approved Net Budget</b>	\$107,511
<b>Budget Change</b>	\$4,298
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.1
<b>2023 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 2024 at the downtown washrooms include:

- Changing of lower wall grates to reduce vandalism.

### Highlights of Current Year:

Building projects completed in 2023 at the downtown washrooms include renovations and improvements of the following areas:

- Continued decrease in vandalism at both locations.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** DOWNTOWN WASHROOM (466)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	7,767	7,956	2,659	2,712	53	1.99%
CONTRACTS FOR SERVICES	73,605	65,887	85,988	89,330	3,342	3.89%
GOODS, MATERIALS & SUPPLIES	4,547	2,563	2,653	2,706	53	2.00%
INTERNAL CHARGES	3,427	3,440	3,375	3,713	338	10.01%
SALARIES, WAGES & BENEFITS	20,544	16,540	12,836	13,348	512	3.99%
<b>Total</b>	<b>109,889</b>	<b>96,386</b>	<b>107,511</b>	<b>111,809</b>	<b>4,298</b>	<b>4.00%</b>
<b>Net</b>	<b>109,889</b>	<b>96,386</b>	<b>107,511</b>	<b>111,809</b>	<b>4,298</b>	<b>4.00%</b>

### 2023 - 2024 Budget Changes:

#### 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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 468

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$13,959
<b>Prior Year Approved Net Budget</b>	\$13,422
<b>Budget Change</b>	\$537
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.0
<b>2023 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 2024 include:

- Install second exit from dorm area.

### Highlights of Current Year:

Projects completed in 2023 include:

- Install no parking signs.
- Installed new energy efficient LED lighting in the truck bay.
- Installed data lines to support new emergency notification siren.
- Installed power and data runs to support new SenseNet fire notification monitor.
- Install new hot water tank.
- Run power and plumbing and hook up washer and dryer.
- Install new compressor for dry sprinkler system.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** FIRE HALL STATION 3 (468)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	10,139	9,118	8,984	9,446	462	5.14%	
CONTRACTS FOR SERVICES	1,355	7,046	1,464	1,637	173	11.82%	
GOODS, MATERIALS & SUPPLIES	348	4,431	520	289	(231)	(44.42%)	
INTERNAL CHARGES	207	465	563	619	56	9.95%	
SALARIES, WAGES & BENEFITS	1,774	7,211	1,891	1,968	77	4.07%	
<b>Total</b>	<b>13,822</b>	<b>28,270</b>	<b>13,422</b>	<b>13,959</b>	<b>537</b>	<b>4.00%</b>	
<b>Net</b>	<b>13,822</b>	<b>28,270</b>	<b>13,422</b>	<b>13,959</b>	<b>537</b>	<b>4.00%</b>	

### 2023 - 2024 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:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities

**Accounting Reference:** 966

**Stage:** Approved

**Approved:** Yes

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### Purpose:

The Projects - Facilities (966) department covers the one time projects undertaken by Building Services.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

No projects have been identified for 2024.

### Highlights of Current Year:

2023 projects include:

Completion of Operations Building addition.  
Mural restoration project.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - FACILITIES (966)

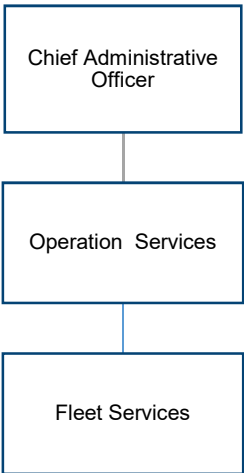
### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	25,000	0	0	0	0	0.00%
TRANSFERS FROM RESERVES	797,616	105,146	205,246	0	(205,246)	(100.00%)
<b>Total</b>	<b>822,616</b>	<b>105,146</b>	<b>205,246</b>	<b>0</b>	<b>(205,246)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	634,568	166,526	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	41,197	0	0	0	0	0.00%
INTERNAL CHARGES	2,372	0	0	0	0	0.00%
PROJECTS	0	0	205,246	0	(205,246)	(100.00%)
SALARIES, WAGES & BENEFITS	7,406	0	0	0	0	0.00%
TRANSFERS TO RESERVES	137,073	0	0	0	0	0.00%
<b>Total</b>	<b>822,616</b>	<b>166,526</b>	<b>205,246</b>	<b>0</b>	<b>(205,246)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>0</b>	<b>61,380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

No projects have been identified for 2024

# OPERATION SERVICES FLEET SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$0
2023 Amended Net Cost	\$0
Budget Change	n/a
Change By %	n/a
2024 Authorized Positions	6.1
2023 Authorized Positions	6.1
FTE Change	0.0
FTE Change By %	0.00%

## Department Summary

**Department Summary:** FLEET - GENERAL (440)

**Budget Year:** 2024

**Manager:** Mallory Podger

**Division:** Operations - Fleet

**Accounting Reference:** 440

**Stage:** Approved

**Approved:** Yes

### 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 225 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.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$1,369,990
<b>Prior Year Approved Net Budget</b>	\$1,162,282
<b>Budget Change</b>	\$207,708
<b>Budget Change by %</b>	17.87%
<b>2024 FTE</b>	1.8
<b>2023 FTE</b>	1.8
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

2024 continues the Council approved (10 year) Revised 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 extending the useful life cycle of vehicles/units to subsequent years based on condition reports and usage.

Fleet Services received a mechanical road sweeper ordered in 2022 that was carried over to 2023.

Fleet Services has successfully ordered and/ received all scheduled replacements for 2023.

Fleet Services carried over the purchase of two fully electric trucks into 2023. We are still waiting on the arrival of these vehicles with no current ETA.

In 2023 Council directed Administration to allocate \$271,000 from 2022 Unexpended Uncommitted balance for potential a shortfall in Fuel purchases for 2022.

In 2023 Council directed Administration to allocate \$509,135 from 2022 Unexpended Uncommitted balance for 2023 Fleet budget shortfalls due to the significant inflation in the vehicle and equipment market.

The department continued to provide comprehensive Fleet maintenance services to Recreation Services and Fire Rescue.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - GENERAL (440)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	67,974	38,194	0	0	0	0.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	0	0	1,390	1,390	0	0.00%
<b>Total</b>	<b>67,974</b>	<b>38,194</b>	<b>1,390</b>	<b>1,390</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	3,733	3,969	2,600	3,085	485	18.65%
CONTRACTS FOR SERVICES	16,308	0	608	632	24	3.95%
GOODS, MATERIALS & SUPPLIES	52,222	65,343	81,313	81,334	21	0.03%
INTERNAL CHARGES	182,167	159,279	167,697	174,724	7,027	4.19%
SALARIES, WAGES & BENEFITS	212,790	193,979	232,927	226,809	(6,118)	(2.63%)
TRANSFERS TO RESERVES	1,096,551	0	678,527	884,796	206,269	30.40%
<b>Total</b>	<b>1,563,771</b>	<b>422,570</b>	<b>1,163,672</b>	<b>1,371,380</b>	<b>207,708</b>	<b>17.85%</b>
<b>Net</b>	<b>1,495,797</b>	<b>384,376</b>	<b>1,162,282</b>	<b>1,369,990</b>	<b>207,708</b>	<b>17.87%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in liability insurance premiums due to changes in ICBC charges.

#### INTERNAL CHARGES

- Increased due to Common Service Allocation charged by Operations.

#### TRANSFERS TO RESERVES

- Increase in transfer to Vehicle and Equipment Reserve to accommodate future Fleet acquisitions.
- 10% Fleet rate increase has been applied to vehicles and equipment as identified in the updated Fleet Replacement Strategy endorsed by Council in August of 2023

## Department Summary

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**Department Summary:** FLEET - VEHICLES (442)

**Budget Year:** 2024

**Manager:** Mallory Podger

**Division:** Operations - Fleet

**Accounting Reference:** 442

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	<b>\$(304,735)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(257,499)</b>
<b>Budget Change</b>	<b>\$(47,236)</b>
<b>Budget Change by %</b>	<b>(18.34%)</b>
<b>2024 FTE</b>	<b>0.7</b>
<b>2023 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 Revised Fleet Replacement Strategy and the results of subsequent equipment evaluation reports have resulted in extending the useful life to multiple light duty vehicles.

The units scheduled for replacement in 2024 are :

- Unit 034 3/4 ton Pick up (\$115,500)
- Unit 539 Community Safety vehicle (\$73,000)

### 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.

Fleet Services has ordered two fully electric trucks. The expected delivery of these trucks is currently unknown.

Fleet Services has successfully ordered and /or received all 2023 replacement units.

The revision of the Fleet Replacement Strategy has pro-longed the useful life of light duty vehicles to ensure the vehicles are used to their full capability prior to replacement.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - VEHICLES (442)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	142,813	0	0	0	0	0.00%
<b>Total</b>	<b>142,813</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	39,195	44,550	42,071	46,278	4,207	10.00%
CONTRACTS FOR SERVICES	3,137	0	5,000	5,200	200	4.00%
GOODS, MATERIALS & SUPPLIES	249,983	222,162	257,827	267,757	9,930	3.85%
INTERNAL CHARGES	(687,950)	(601,946)	(634,486)	(697,935)	(63,449)	10.00%
SALARIES, WAGES & BENEFITS	61,361	48,778	72,089	73,965	1,876	2.60%
<b>Total</b>	<b>(334,273)</b>	<b>(286,456)</b>	<b>(257,499)</b>	<b>(304,735)</b>	<b>(47,236)</b>	<b>18.34%</b>
<b>Net</b>	<b>(477,086)</b>	<b>(286,456)</b>	<b>(257,499)</b>	<b>(304,735)</b>	<b>(47,236)</b>	<b>(18.34%)</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased insurance based on 2024 ICBC enhanced care program rate increases.

#### 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 consistent with the Council endorsed Fleet Replacement Strategy.

#### SALARIES, WAGES & BENEFITS

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



## Department Summary

**Department Summary:** FLEET - EQUIPMENT (444)

**Budget Year:** 2024

**Manager:** Mallory Podger

**Division:** Operations - Fleet

**Accounting Reference:** 444

**Stage:** Approved

**Approved:** Yes

### 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.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(1,065,255)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(904,783)</b>
<b>Budget Change</b>	<b>\$(160,472)</b>
<b>Budget Change by %</b>	<b>(17.74%)</b>
<b>2024 FTE</b>	2.9
<b>2023 FTE</b>	2.9
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The Fleet Replacement Strategy and subsequent equipment evaluation have resulted in the postponed replacement of heavy duty units previously scheduled in 2024. Fleet Services will continue to provide quality, effective service. The following fleet unit(s) are at the end of their useful life and are scheduled to be replaced in 2024:

Unit 049 Tandem Axle Dump/Plough (\$600,000)

### Highlights of Current Year:

Fleet Services has successfully awarded and/or received all scheduled replacement units for 2023.

The street sweeper previously purchased in 2022 has been received and put into service.

The single engine street sweeper will provide a lower carbon footprint, lower maintenance costs, better fuel economy and overall lower cost of operation.

The updated Fleet Replacement Strategy endorsed by Council in 2023 will ensure a stable funding source for Vehicle and Equipment lifecycle replacement.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - EQUIPMENT (444)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	98,756	0	0	0	0	0.00%
<b>Total</b>	<b>98,756</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	71,708	83,884	76,624	89,112	12,488	16.30%
CONTRACTS FOR SERVICES	21,178	1,260	10,000	10,400	400	4.00%
GOODS, MATERIALS & SUPPLIES	890,446	782,795	881,384	916,239	34,855	3.95%
INTERNAL CHARGES	(2,187,489)	(2,032,111)	(2,202,094)	(2,422,303)	(220,209)	10.00%
SALARIES, WAGES & BENEFITS	284,204	237,325	329,303	341,297	11,994	3.64%
<b>Total</b>	<b>(919,954)</b>	<b>(926,847)</b>	<b>(904,783)</b>	<b>(1,065,255)</b>	<b>(160,472)</b>	<b>17.74%</b>
<b>Net</b>	<b>(1,018,710)</b>	<b>(926,847)</b>	<b>(904,783)</b>	<b>(1,065,255)</b>	<b>(160,472)</b>	<b>(17.74%)</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Private replacement cost insurance for heavy equipment is no longer available for most licensed units . The City now purchases collision and comprehensive insurance through ICBC for heavy equipment. ICBC has projected a significant rate increase in 2024 for any licensed units with collision and comprehensive coverage.

#### 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

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**Department Summary:** FLEET - FIRE RESCUE (446)

**Budget Year:** 2024

**Manager:** Mallory Podger

**Division:** Operations - Fleet

**Accounting Reference:** 446

**Stage:** Approved

**Approved:** Yes

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### Purpose:

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.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.5
<b>2023 FTE</b>	0.5
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	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.

### Highlights of Current Year:

Fleet Services has worked with Fire Services in the acquisition and commissioning for service of three new Hybrid pickup trucks, these trucks have been received and are currently in service. Fleet Services continues to train additional Fleet 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.

Fleet Services is working with Fire Services in the acquisition and commissioning for service of a new Fire Apparatus. Fire Services has been endorsed by council to start the process early as there are still extended wait times due to supply chain constraints

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - FIRE RESCUE (446)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	12,607	0	0	0	0	0.00%
<b>Total</b>	<b>12,607</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	16,861	19,939	23,181	25,433	2,252	9.71%
GOODS, MATERIALS & SUPPLIES	120,128	147,669	131,521	144,875	13,354	10.15%
INTERNAL CHARGES	(179,491)	95	(211,058)	(227,910)	(16,852)	7.98%
SALARIES, WAGES & BENEFITS	55,109	50,388	56,356	57,602	1,246	2.21%
<b>Total</b>	<b>12,607</b>	<b>218,091</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Net</b>	<b>0</b>	<b>218,091</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase due to the addition of three hybrid pick-up trucks and the and the anticipated insurance rate increase have been reflected in the 2024 Budget

#### 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 2024.

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

**Department Summary:** FLEET - RECREATION (449)

**Budget Year:** 2024

**Manager:** Mallory Podger

**Division:** Operations - Fleet

**Accounting Reference:** 449

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved 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>2024 FTE</b>	0.2
<b>2023 FTE</b>	0.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

2024 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 has successfully started 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. This Project is scheduled to be completed by the end of September 2023.

### Highlights of Current Year:

Recreation Services has ordered a fully electric Zamboni which is scheduled to arrive at the City in early/mid 2024. As approved by Council a mid sized truck was purchased in 2023 and added to the fleet.

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 contaminates. Fleet Services also supplies welding and fabrication services and consultation with the Recreation Department on an as needed basis.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** FLEET - RECREATION (449)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	16,824	0	0	0	0	0.00%
<b>Total</b>	<b>16,824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	4,223	5,093	4,532	5,438	906	19.99%
CONTRACTS FOR SERVICES	0	0	2,550	2,550	0	0.00%
GOODS, MATERIALS & SUPPLIES	22,494	33,585	37,730	39,281	1,551	4.11%
INTERNAL CHARGES	(18,328)	6	(64,823)	(67,879)	(3,056)	4.71%
SALARIES, WAGES & BENEFITS	8,434	14,480	20,011	20,610	599	2.99%
<b>Total</b>	<b>16,824</b>	<b>53,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Net</b>	<b>0</b>	<b>53,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Insurance Costs for Recreation Services has increased from 2022, this is due to the addition of a Fleet Vehicle. Insurance rates for 2024 are anticipated to increase significantly, which has been reflected in the 2024 Budget

#### 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 2024.

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

**Department Summary:** PROJECTS - FLEET (964)

**Budget Year:** 2024

**Manager:** Mallory Podger

**Division:** Operations - Fleet

**Accounting Reference:** 964

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Three 2024 capital vehicle replacements are required based on the Fleet Replacement Strategy funded from the Vehicle and Equipment Operating Reserve estimated at \$1,087,404.

The revised Fleet Replacement Strategy and physical assessments have resulted in extended life cycles in light duty vehicles, heavy equipment units and trailers. 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 2024:

- \$600,000 - Unit # 049 (tandem axle dump truck with plow and sander)
- \$115,000 - Unit # 034 (One ton pick up truck)
- \$73,000 - Unit # 539- (passenger mini van)
- \$150,000 - new unit (Slide-in flushing/anti-icing unit)
- Total = \$938,000

### Highlights of Current Year:

2023 fleet replacement projects included:

- tandem axle dump truck with sander and plow (x2)
- single axle dump truck with sander and plow
- electric Ice Re-Surfacers
- 5500 Series pick up with Plow
- asphalt trailer with infrared heater
- 3/4 ton pick up with a service body
- 1 ton pick up
- mid size pick up (x4)

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4107	Slip-in Flushing/Anti-Icing Unit	Approved	\$150,000	\$0	\$150,000	\$0	\$0
<b>Total Change Request</b>			<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>

## Department Summary

**Department Summary:** PROJECTS - FLEET (964)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	0	0	15,000	0	(15,000)	(100.00%)
INTERNAL REVENUES	15,000	0	0	0	0	0.00%
SALE OF SERVICES	0	0	52,950	0	(52,950)	(100.00%)
TRANSFERS FROM RESERVES	511,631	57,506	2,955,885	938,000	(2,017,885)	(68.27%)
<b>Total</b>	<b>526,631</b>	<b>57,506</b>	<b>3,023,835</b>	<b>938,000</b>	<b>(2,085,835)</b>	<b>(68.98%)</b>
<b>Expenditures</b>						
GOODS, MATERIALS & SUPPLIES	518,592	1,009,894	1,985,135	938,000	(1,047,135)	(52.75%)
INTERNAL CHARGES	0	250	0	0	0	0.00%
PROJECTS	0	0	1,038,700	0	(1,038,700)	(100.00%)
SALARIES, WAGES & BENEFITS	8,038	18,775	0	0	0	0.00%
<b>Total</b>	<b>526,631</b>	<b>1,028,920</b>	<b>3,023,835</b>	<b>938,000</b>	<b>(2,085,835)</b>	<b>(68.98%)</b>
<b>Net</b>	<b>0</b>	<b>971,414</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVES

- Transfers from the Vehicle and Equipment Replacement reserve to fund vehicle and equipment replacements

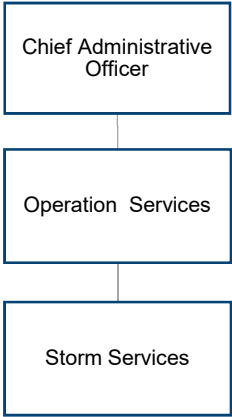
#### GOODS, MATERIALS & SUPPLIES / PROJECTS

- Vehicles replaced based on vehicles and equipment being at end of useful life



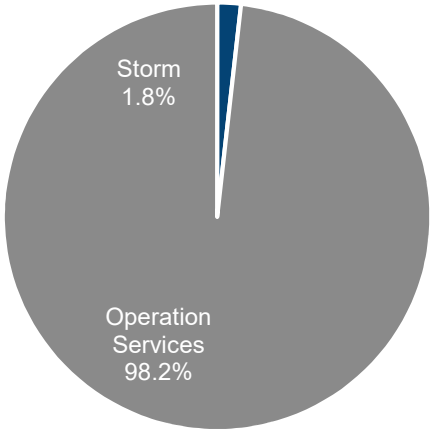
# OPERATION SERVICES

## STORM SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$379,049
2023 Amended Net Cost	\$353,602
Budget Change	\$25,447
Change By %	7.2%
2024 Authorized Positions	2.9
2023 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:** 2024

**Manager:** Sean Irwin

**Division:** Operations - Storm

**Accounting Reference:** 500

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$379,049
<b>Prior Year Approved Net Budget</b>	\$353,602
<b>Budget Change</b>	\$25,447
<b>Budget Change by %</b>	7.20%
<b>2024 FTE</b>	2.9
<b>2023 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 2018-2022

### Highlights of Current Year:

- Maintenance and inspection captured on CityWorks (using tablets) for storm structures, creek inspections and catch basin repair
- Cleaned the 3 sedimentation basins on Upper BX Creek
- Completed over 350 storm manhole inspections
- Completed 15 storm main repairs on failed pipe discovered during 2022 CCTV inspections
- Completed the annual storm main area flushing for 2023

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** STORM SYSTEM (500)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	48,535	69,110	65,000	66,500	1,500	2.31%
<b>Total</b>	<b>48,535</b>	<b>69,110</b>	<b>65,000</b>	<b>66,500</b>	<b>1,500</b>	<b>2.31%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	57,726	29,775	19,000	26,000	7,000	36.84%
GOODS, MATERIALS & SUPPLIES	47,075	27,546	35,000	35,000	0	0.00%
INTERNAL CHARGES	97,628	84,024	82,000	90,000	8,000	9.76%
SALARIES, WAGES & BENEFITS	279,737	209,973	282,602	294,549	11,947	4.23%
<b>Total</b>	<b>482,166</b>	<b>351,317</b>	<b>418,602</b>	<b>445,549</b>	<b>26,947</b>	<b>6.44%</b>
<b>Net</b>	<b>433,631</b>	<b>282,207</b>	<b>353,602</b>	<b>379,049</b>	<b>25,447</b>	<b>7.20%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Increased to reflect anticipated storm service connection fees

#### CONTRACTS FOR SERVICES

- Increased due to higher costs for Environmental professional services

#### INTERNAL CHARGES

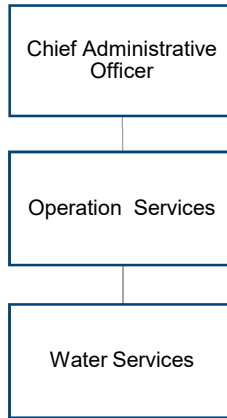
- Increase for Fleet charges

#### SALARIES, WAGES & BENEFITS

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

# OPERATION SERVICES

## WATER SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$0
2023 Amended Net Cost	\$0
Budget Change	\$0
Change By %	0%
2024 Authorized Positions	23.1
2023 Authorized Positions	23.1
FTE Change	0.0
FTE Change By %	0.00%

## Department Summary

**Department Summary:** WATER DEPARTMENT (700)

**Budget Year:** 2024

**Manager:** Sean Irwin

**Division:** Operations - Water

**Accounting Reference:** 700

**Stage:** Approved

**Approved:** Yes

### 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. All costs relating to this department are fully recoverable through RDNO including unplanned emergency repair costs and capital replacement costs requested by RDNO.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	23.1
<b>2023 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:

- A new five-year water distribution, operations, maintenance and repair agreement (expires February 2028) was executed by the City and RDNO
- Continued to utilize shoring to reduce costs of excavations
- City crews continued to install all water services
- Over twenty-nine (29) water main breaks repaired to date (Typically 35-40 water main breaks annually)
- Continued 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
- Supported the Balsam Court pump station upgrades
- Completed pump upgrades to North BX 2 pump station
- Completed the North BX 1 landscaping, painting, fencing and new signage
- Completed the Longacre servicing project supporting RDNO trenchless technology use
- Cleaning of the new BX sedimentation pond located at BX dog park

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** WATER DEPARTMENT (700)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	3,555,064	2,959,187	3,456,328	3,559,776	103,448	2.99%
<b>Total</b>	<b>3,555,064</b>	<b>2,959,187</b>	<b>3,456,328</b>	<b>3,559,776</b>	<b>103,448</b>	<b>2.99%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	12,610	8,725	15,685	13,597	(2,088)	(13.31%)
CONTRACTS FOR SERVICES	311,383	424,309	187,500	203,030	15,530	8.28%
GOODS, MATERIALS & SUPPLIES	759,894	953,179	599,100	628,850	29,750	4.97%
INTERNAL CHARGES	432,027	440,351	425,000	467,500	42,500	10.00%
SALARIES, WAGES & BENEFITS	2,039,150	1,952,000	2,229,043	2,246,799	17,756	0.80%
<b>Total</b>	<b>3,555,064</b>	<b>3,778,563</b>	<b>3,456,328</b>	<b>3,559,776</b>	<b>103,448</b>	<b>2.99%</b>
<b>Net</b>	<b>0</b>	<b>819,376</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Increase in contract revenues from RDNO to recover actual costs associated with operating and maintaining RDNO's water system

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decreased due to removal of unused land lines and cellular service actuals

#### 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

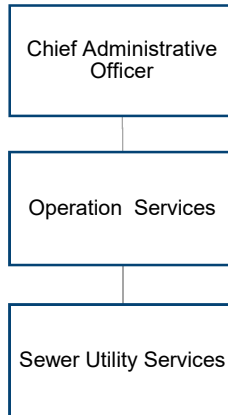
- Increase in Fleet charges

#### SALARIES, WAGES & BENEFITS

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

# OPERATION SERVICES

## SEWER UTILITY SERVICES



### SUB DEPARTMENT BUDGET SUMMARY

2024 Approved Net Cost	\$0
2023 Amended Net Cost	\$0
Budget Change	\$0
Change By %	0%
2024 Authorized Positions	26.4
2023 Authorized Positions	26.4
FTE Change	0.0
FTE Change By %	0.00%

## Department Summary

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**Department Summary:** FISCAL SERVICES - SEWER (481)

**Budget Year:** 2024

**Manager:** Debra Law

**Division:** Financial Services - Sewer

**Accounting Reference:** 481

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	<b>\$(7,389,547)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(7,338,903)</b>
<b>Budget Change</b>	<b>\$(50,644)</b>
<b>Budget Change by %</b>	<b>(0.69%)</b>
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Taxation revenues related to Sewer Local Area Service (LAS) repayments are anticipated to reduce slightly in 2024.

Consistent with other areas of the City, insurance costs for property and liability insurance are anticipated to increase in 2024. 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.

2024 is the third 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. However, budgeted user fee revenue is slightly less than 2023 in order to align with historical actual amounts.

### Highlights of Current Year:

2023 sewer rates were increased by 3%. Budgeted sewer fees were further increased by 3% due to anticipated community growth. Actual sewer fee revenue fell short of these budgeted expectations.

There was no new debt added to the sewer function in 2023.

Taxation from Sewer Local Area Service repayments remained at a similar level to 2022.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** FISCAL SERVICES - SEWER (481)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
DEVELOPER CONTRIBUTIONS	231,927	0	231,927	231,927	0	0.00%
GOVERNMENT TRANSFERS	112,757	39,495	95,700	109,800	14,100	14.73%
INTEREST, PENALTIES & GAINS	427,584	0	0	0	0	0.00%
INTERNAL REVENUES	530,175	0	200,409	355,240	154,831	77.26%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	483,945	435,750	500,000	500,000	0	0.00%
SEWER FEES & CHARGES	9,245,102	7,378,229	10,031,431	9,999,502	(31,929)	(0.32%)
TAXATION REVENUES	1,671	88,325	25,989	23,093	(2,896)	(11.14%)
TRANSFERS FROM RESERVES	170,903	0	80,663	79,267	(1,396)	(1.73%)
<b>Total</b>	<b>11,204,064</b>	<b>7,941,799</b>	<b>11,166,119</b>	<b>11,298,829</b>	<b>132,710</b>	<b>1.19%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	97,773	127,741	114,246	139,128	24,882	21.78%
DEBT PRINCIPAL PAYMENTS	527,249	527,249	527,249	527,249	0	0.00%
INTEREST, OTHER CHARGES & LOSSES	245,842	245,842	245,842	245,842	0	0.00%
INTERNAL CHARGES	276,721	277,286	277,286	319,822	42,536	15.34%
TRANSFERS TO RESERVES	4,310,590	0	2,662,593	2,677,241	14,648	0.55%
<b>Total</b>	<b>5,458,175</b>	<b>1,178,118</b>	<b>3,827,216</b>	<b>3,909,282</b>	<b>82,066</b>	<b>2.14%</b>
<b>Net</b>	<b>(5,745,889)</b>	<b>(6,763,680)</b>	<b>(7,338,903)</b>	<b>(7,389,547)</b>	<b>(50,644)</b>	<b>(0.69%)</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Slight increase anticipated from Okanagan Basin Water Board for Sewerage Facilities Assistance funding

#### SEWER FEES & CHARGES

- A 3% increase in sewer rates is reflected in the budget based on 2023 actual revenue.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase required for anticipated increases in property and liability insurance premiums

#### TRANSFERS TO RESERVES

- This amount represents the anticipated surplus to be generated by sewer operations with a minor increase for 2024.

## Department Summary

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**Department Summary:** VWRC ADMINISTRATION BUILDING (479)

**Budget Year:** 2024

**Manager:** Brian Story

**Division:** Operations - Facilities - Sewer

**Accounting Reference:** 479

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$48,249
<b>Prior Year Approved Net Budget</b>	\$46,394
<b>Budget Change</b>	\$1,855
<b>Budget Change by %</b>	4.00%
<b>2024 FTE</b>	0.2
<b>2023 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.

Roofing replacement projects are slated for the High Lift Station and Sand Filter/UV Buildings.

### Highlights of Current Year:

Replaced roof on the MacKay Reservoir building.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** VWRC ADMINISTRATION BUILDING (479)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	14,545	8,888	13,558	14,118	560	4.13%
GOODS, MATERIALS & SUPPLIES	7,570	11,212	8,026	8,192	166	2.07%
INTERNAL CHARGES	1,503	1,172	2,250	2,475	225	10.00%
SALARIES, WAGES & BENEFITS	14,307	15,851	22,560	23,464	904	4.01%
<b>Total</b>	<b>37,925</b>	<b>37,123</b>	<b>46,394</b>	<b>48,249</b>	<b>1,855</b>	<b>4.00%</b>
<b>Net</b>	<b>37,925</b>	<b>37,123</b>	<b>46,394</b>	<b>48,249</b>	<b>1,855</b>	<b>4.00%</b>

### 2023 - 2024 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:** 2024

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 480

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$252,526
<b>Prior Year Approved Net Budget</b>	\$239,112
<b>Budget Change</b>	\$13,414
<b>Budget Change by %</b>	5.61%
<b>2024 FTE</b>	0.9
<b>2023 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, and Workday software

### 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

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** SEWER OPERATIONS - GENERAL (480)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	5,233	4,977	5,810	5,500	(310)	(5.34%)
CONTRACTS FOR SERVICES	21,398	22,470	25,000	27,250	2,250	9.00%
GOODS, MATERIALS & SUPPLIES	10,972	12,868	13,450	17,600	4,150	30.86%
INTERNAL CHARGES	57,107	83,190	84,110	88,351	4,241	5.04%
SALARIES, WAGES & BENEFITS	124,240	114,264	108,196	113,825	5,629	5.20%
TRANSFERS TO RESERVES	2,546	2,546	2,546	0	(2,546)	(100.00%)
<b>Total</b>	<b>221,495</b>	<b>240,316</b>	<b>239,112</b>	<b>252,526</b>	<b>13,414</b>	<b>5.61%</b>
<b>Net</b>	<b>221,495</b>	<b>240,316</b>	<b>239,112</b>	<b>252,526</b>	<b>13,414</b>	<b>5.61%</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increased due to increase in software costs

#### GOODS, MATERIALS & SUPPLIES

- Increased due to the escalating cost of training

#### INTERNAL CHARGES

- Increase in Common Service Allocation

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Transfer to Information Services Reserve now centralized in Information Services (122)

## Department Summary

**Department Summary:** SANITARY SYSTEM COLLECTION (498)

**Budget Year:** 2024

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 498

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$1,680,756
<b>Prior Year Approved Net Budget</b>	\$1,712,672
<b>Budget Change</b>	<b>\$(31,916)</b>
<b>Budget Change by %</b>	<b>(1.86%)</b>
<b>2024 FTE</b>	5.8
<b>2023 FTE</b>	5.8
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

- Install 20-30 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
- Maintain existing infrastructure to existing service levels and target deficiencies
- Purchase equipment to CIPP line sanitary service connections with City forces

### Highlights of Current Year:

- Completed 16 sanitary main spot repairs
- Completed the annual sanitary main flushing maintenance program
- Completed the installation of the RV sani-dump on Tronson Rd.
- Completed 400 sanitary manhole inspections
- Utilized trenchless technology contract services to complete 8 sanitary service re-lines to compare cost with traditional open excavation repairs

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** SANITARY SYSTEM COLLECTION (498)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	2,558	141	0	0	0	0.00%
SEWER FEES & CHARGES	80,189	128,400	95,500	101,000	5,500	5.76%
<b>Total</b>	<b>82,747</b>	<b>128,541</b>	<b>95,500</b>	<b>101,000</b>	<b>5,500</b>	<b>5.76%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,960	2,797	1,675	1,980	305	18.21%
CONTRACTS FOR SERVICES	58,686	103,068	64,671	66,928	2,257	3.49%
GOODS, MATERIALS & SUPPLIES	165,093	197,117	109,000	114,300	5,300	4.86%
INTERNAL CHARGES	975,840	1,038,827	1,080,301	1,025,301	(55,000)	(5.09%)
SALARIES, WAGES & BENEFITS	357,218	344,013	552,525	573,247	20,722	3.75%
<b>Total</b>	<b>1,558,798</b>	<b>1,685,822</b>	<b>1,808,172</b>	<b>1,781,756</b>	<b>(26,416)</b>	<b>(1.46%)</b>
<b>Net</b>	<b>1,476,050</b>	<b>1,557,281</b>	<b>1,712,672</b>	<b>1,680,756</b>	<b>(31,916)</b>	<b>(1.86%)</b>

### 2023 - 2024 Budget Changes:

#### SEWER FEES & CHARGES

- Increased due to 2023 actuals as well as anticipated connection fees for residential, and commercial development in 2024
- Increased sani-dump revenue due to 2023 actuals

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased to capture electricity, water, and sewer costs related to sewer metering and the Sani-Dump Facility

#### 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

- Decrease in Common Service Allocation
- Increase in Fleet rate

#### SALARIES, WAGES, & BENEFITS

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

## Department Summary

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**Department Summary:** LIFT STATIONS (499)

**Budget Year:** 2024

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 499

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$1,009,853
<b>Prior Year Approved Net Budget</b>	\$1,004,856
<b>Budget Change</b>	\$4,997
<b>Budget Change by %</b>	0.50%
<b>2024 FTE</b>	4.5
<b>2023 FTE</b>	4.5
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### 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:

- Completed the install of the carbon scrubber at Bench Row Rd.
- Lowered dosing of odour control chemicals due to addition of carbon scrubber at Bench Row Rd.
- Completed pump purchases to ensure redundancy for all sanitary lift stations
- Continued to improve aesthetics of the lift station compounds with privacy mesh on fencing

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** LIFT STATIONS (499)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	59,660	49,472	68,000	65,000	(3,000)	(4.41%)
CONTRACTS FOR SERVICES	39,995	67,290	60,000	70,000	10,000	16.67%
GOODS, MATERIALS & SUPPLIES	209,279	114,818	198,200	169,500	(28,700)	(14.48%)
INTERNAL CHARGES	245,187	216,258	228,041	234,030	5,989	2.63%
SALARIES, WAGES & BENEFITS	293,814	250,470	450,615	471,323	20,708	4.60%
<b>Total</b>	<b>847,935</b>	<b>698,308</b>	<b>1,004,856</b>	<b>1,009,853</b>	<b>4,997</b>	<b>0.50%</b>
<b>Net</b>	<b>847,935</b>	<b>698,308</b>	<b>1,004,856</b>	<b>1,009,853</b>	<b>4,997</b>	<b>0.50%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE, & UTILITIES

- Decreased due to 2023 actuals

#### CONTRACTS FOR SERVICES

- Increased due to anticipated expenditures in 2024

#### GOODS, MATERIALS & SUPPLIES

- Decreased due to anticipated expenditures in 2024 resulting from purchase of additional lift pumps in 2023

#### INTERNAL CHARGES

- Increase in Fleet to reflect actuals and anticipated cost increases
- Decrease 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:** PROJECTS - SEWER UTILITIES (969)

**Budget Year:** 2024

**Manager:** Sean Irwin

**Division:** Operations - Sewer Collection  
Utility

**Accounting Reference:** 969

**Stage:** Approved

**Approved:** Yes

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### Purpose:

The Sewer Utilities Projects Department (969) covers the one time projects or purchases undertaken by Utilities.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 planned for 2024

### Highlights of Current Year:

Decommissioning of the temporary sani-dump facility at Kin Race Track Park and relocating to Tronson Rd.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - SEWER UTILITIES (969)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	18,686	0	156,314	0	(156,314)	(100.00%)
<b>Total</b>	<b>18,686</b>	<b>0</b>	<b>156,314</b>	<b>0</b>	<b>(156,314)</b>	<b>(100.00%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	7,850	8,139	0	0	0	0.00%
GOODS, MATERIALS & SUPPLIES	1,529	60,223	0	0	0	0.00%
INTERNAL CHARGES	4,498	44,503	0	0	0	0.00%
PROJECTS	0	0	156,314	0	(156,314)	(100.00%)
SALARIES, WAGES & BENEFITS	4,809	46,121	0	0	0	0.00%
<b>Total</b>	<b>18,686</b>	<b>158,987</b>	<b>156,314</b>	<b>0</b>	<b>(156,314)</b>	<b>(100.00%)</b>
<b>Net</b>	<b>0</b>	<b>158,987</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

Currently no one time projects identified

## Department Summary

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**Department Summary:** SPRAY IRRIGATION (490)

**Budget Year:** 2024

**Manager:** Serge Kozin

**Division:** Operations - Sewer Treatment & Disposal

**Accounting Reference:** 490

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	\$988,374
<b>Prior Year Approved Net Budget</b>	\$934,822
<b>Budget Change</b>	\$53,552
<b>Budget Change by %</b>	5.73%
<b>2024 FTE</b>	3.1
<b>2023 FTE</b>	3.1
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

- Continue 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.
- Review of spray irrigation fees and charges.

### Highlights of Current Year:

- Spray Irrigation crews responded to a mainline leak on Commonage Road and was able to maintain service until the end of the Spray Irrigation Season, as directed by Council.
- MacKay Booster Station pump and motor replacement.
- High lift station pump and motor rebuild.
- New equipment purchased for the Spray Irrigation Program.
- Replacing legacy control systems with current standard platforms
- Reservoir chlorine system study to replace and upgrade the current system.
- Cathodic protection comprehensive study for the irrigation pipeline.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** SPRAY IRRIGATION (490)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	22,298	22,298	22,298	22,298	0	0.00%
SALE OF SERVICES	4,150	0	0	0	0	0.00%
SEWER FEES & CHARGES	222,627	259,026	233,280	241,280	8,000	3.43%
TRANSFERS FROM RESERVES	20,000	0	200,000	0	(200,000)	(100.00%)
<b>Total</b>	<b>269,076</b>	<b>281,324</b>	<b>455,578</b>	<b>263,578</b>	<b>(192,000)</b>	<b>(42.14%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	436,981	280,236	502,000	514,450	12,450	2.48%
CONTRACTS FOR SERVICES	19,907	20,577	42,032	42,032	0	0.00%
GOODS, MATERIALS & SUPPLIES	111,453	133,072	128,860	129,400	540	0.42%
INTERNAL CHARGES	219,796	209,801	221,914	256,340	34,426	15.51%
SALARIES, WAGES & BENEFITS	304,474	426,550	495,594	309,730	(185,864)	(37.50%)
<b>Total</b>	<b>1,092,612</b>	<b>1,070,236</b>	<b>1,390,400</b>	<b>1,251,952</b>	<b>(138,448)</b>	<b>(9.96%)</b>
<b>Net</b>	<b>823,536</b>	<b>788,912</b>	<b>934,822</b>	<b>988,374</b>	<b>53,552</b>	<b>5.73%</b>

### 2023 - 2024 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 2023.

#### TRANSFER FROM RESERVES

- Transfer from reserves, funding required in 2023 to manage the Commonage Leak until the end of the 2023 irrigation season.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased to reflect actuals.

#### INTERNAL CHARGES.

- Increase in fleet charges and common service allocations for the Sewer Function.

#### SALARIES, WAGES & BENEFITS

- Increase for cost of living, service time and benefit costs.
- Decrease for labour related to Commonage Leak.

## Department Summary

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**Department Summary:** VWRC TREATMENT (491)

**Budget Year:** 2024

**Manager:** Serge Kozin

**Division:** Operations - Sewer Treatment & Disposal

**Accounting Reference:** 491

**Stage:** Approved

**Approved:** Yes

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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:

- Full operation of the High Rate Anaerobic Digester (HRAD) and full integration of high strength waste treatment in to plant process.
- Continue to replace infrastructure as identified in the VWRC Asset Management Plan.
- Continue to work with Ministry in regards to updating the Liquid Waste Management Plan and Operational Certificate.

### Highlights of Current Year:

- Completion of the HRAD project and performance testing.
- Infrastructure renewal as outlined in the VWRC Asset Management Plan, including:
  - Major electrical replacements and upgrades.
  - Replacement and renewal of three priority pumps.
  - Replacement of fire alarm panel for administration facility.
- Successful discharge of reclaimed water to Okanagan Lake via the deep lake outfall line.

### Change Request for 2024:

No change requests at this time.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$3,409,789
<b>Prior Year Approved Net Budget</b>	\$3,401,047
<b>Budget Change</b>	\$8,742
<b>Budget Change by %</b>	0.26%
<b>2024 FTE</b>	11.9
<b>2023 FTE</b>	11.9
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

## Department Summary

**Department Summary:** VVRC TREATMENT (491)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SEWER FEES & CHARGES	1,199,578	1,101,916	1,181,000	1,220,000	39,000	3.30%
TRANSFERS FROM RESERVES	75,000	0	0	0	0	0.00%
<b>Total</b>	<b>1,274,578</b>	<b>1,101,916</b>	<b>1,181,000</b>	<b>1,220,000</b>	<b>39,000</b>	<b>3.30%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	363,874	375,155	532,539	558,057	25,518	4.79%
CONTRACTS FOR SERVICES	778,159	504,760	905,017	926,834	21,817	2.41%
GOODS, MATERIALS & SUPPLIES	579,393	522,084	1,002,424	995,660	(6,764)	(0.67%)
INTERNAL CHARGES	700,835	833,336	833,153	847,096	13,943	1.67%
SALARIES, WAGES & BENEFITS	1,177,344	1,162,413	1,294,994	1,287,804	(7,190)	(0.56%)
TRANSFERS TO RESERVES	13,920	13,920	13,920	14,338	418	3.00%
<b>Total</b>	<b>3,613,525</b>	<b>3,411,668</b>	<b>4,582,047</b>	<b>4,629,789</b>	<b>47,742</b>	<b>1.04%</b>
<b>Net</b>	<b>2,338,947</b>	<b>2,309,751</b>	<b>3,401,047</b>	<b>3,409,789</b>	<b>8,742</b>	<b>0.26%</b>

### 2023 - 2024 Budget Changes:

#### SEWER FEES & CHARGES

- Increased to reflect income from the Septage Receiving facility.

#### COMMUNICATIONS, INSURANCE, UTILITIES

- Increased to account for High Rate Anaerobic Digester facility utilities.

#### CONTRACTS FOR SERVICES

- Increased to reflect actual costs.

#### INTERNAL CHARGES

- Increase in fleet charges and common service allocations.

#### SALARIES, WAGES & BENEFITS

- Reduction due to wage allocation changes.

## Department Summary

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**Department Summary:** PROJECTS - VWRC / SRAY IRRIGATION & COMPOST FACILITY (967)

**Budget Year:** 2024

**Manager:** Serge Kozin

**Division:** Operations - Sewer Treatment & Disposal

**Accounting Reference:** 967

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 project for 2024

- Pavement repairs

### Highlights of Current Year:

- Regional Compost Facility capital projects:
  - Continual pavement replacement
  - Waterline and curb stop replacement
  - Quonset mix building cover replacement and air filtration upgrade
- HRAD Facility construction

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** PROJECTS - VWRC / SRAY IRRIGATION & COMPOST FACILITY (967)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
TRANSFERS FROM RESERVES	5,796,679	0	2,937,823	70,000	(2,867,823)	(97.62%)
<b>Total</b>	<b>5,796,679</b>	<b>0</b>	<b>2,937,823</b>	<b>70,000</b>	<b>(2,867,823)</b>	<b>(97.62%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	14,717	0	0	0	0	0.00%
CONTRACTS FOR SERVICES	627,128	157,722	100,000	0	(100,000)	(100.00%)
GOODS, MATERIALS & SUPPLIES	5,120,501	1,042,716	0	0	0	0.00%
INTERNAL CHARGES	0	4,544	0	0	0	0.00%
PROJECTS	0	0	2,837,823	70,000	(2,767,823)	(97.53%)
SALARIES, WAGES & BENEFITS	34,334	8,124	0	0	0	0.00%
<b>Total</b>	<b>5,796,679</b>	<b>1,213,106</b>	<b>2,937,823</b>	<b>70,000</b>	<b>(2,867,823)</b>	<b>(97.62%)</b>
<b>Net</b>	<b>0</b>	<b>1,213,106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

PROJECTS

- Pavement replacement for Regional Compost Facility

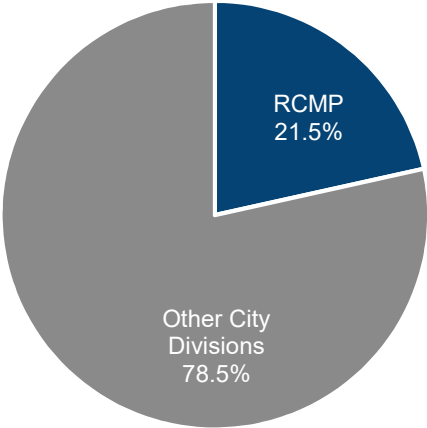
# RCMP CONTRACT

Shawna Baher  
Superintendent  
Shawna.baher@rcmp-grc.gc.ca



### DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$12,721,085
2023 Amended Net Cost	\$11,858,676
Budget Change	\$862,409
Change By %	7.27%
2024 FTE	0.0
2023 FTE	0.0
FTE Change	0.0
FTE Change By %	0%



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

<b>Costing Center Name</b>	<b>2024 BUDGET</b>	<b>2023 BUDGET</b>	<b>\$ INCREASE</b>	<b>% INCREASE</b>
<b>RCMP Contract</b>				
RCMP CONTRACT (310)	12,721,085	11,858,676	862,409	7.27 %
Total RCMP Contract	12,721,085	11,858,676	862,409	7.27 %
<b>GRAND TOTAL</b>	<b>12,721,085</b>	<b>11,858,676</b>	<b>862,409</b>	<b>7.27 %</b>

## Department Summary

**Department Summary:** RCMP CONTRACT (310)

**Budget Year:** 2024

**Manager:** Shawna Baher

**Division:** RCMP Contract

**Accounting Reference:** 310

**Stage:** Approved

**Approved:** Yes

### 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 Splats'in First Nations and Okanagan First Nations Lands. The office has 58 police positions funded by 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 to act with integrity, show respect, compassion, take responsibility and serve with excellence.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$12,721,085
<b>Prior Year Approved Net Budget</b>	\$11,858,676
<b>Budget Change</b>	\$862,409
<b>Budget Change by %</b>	7.27%
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The National Police Federation (NPF) which represents the RCMP members up to the Inspector rank are currently in the process of collective bargaining with the RCMP. It is not known at this time what increases to the budget that will bring, but a non-contractual estimate of 3.5 percent is already built into the Multi Year Financial Plan starting in 2024/25.

The Province of British Columbia announced support for a partnership between the Health Authority and the RCMP by committing to fund nurse resources to accompany frontline police in the Vernon area. The intent of this program is to provide an integrated police/nurse unit, referred to as the Mobile Integrated Crisis Response Team (MICRT). MICRT is an enhanced policing model that utilizes specially trained individuals to assist vulnerable citizens in crisis. A Corporal supervisor will oversee the program and develop integrated strategies while working with a nurse to attend calls for service. An RCMP Constable will provide a frontline response with a nurse resource. The 2024 approved budget includes a provision for the recruitment of two additional RCMP member positions which will be for the newly created MICRT. The positions will include one Corporal to lead the unit and one Constable.

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.

### Highlights of Current Year:

Through consultation with stakeholders, the VNOD developed a 2023-2028 Strategic Plan in order to allocate policing resources to ensure the Vernon North Okanagan remains a safe place to live. Our four priorities are Public Safety, Vulnerable Victims, Community Outreach and Employee Excellence. The Senior Management Team is committed to providing an outstanding police service by developing strong mental health and resiliency in our members. We will build and maintain trust through timely and accurate communication. We will work collaboratively with our partners to assist vulnerable persons in the community and we will foster safer communities through evidence based, targeted and collaborative enforcement.

VNOD has been working closely with partner agencies including Mental Health and Addictions, and Community Outreach on the Opiate crisis and the recent decriminalization roll out. VNOD frontline officers offer high-risk persons Naloxone and referral resources.

In the spring and fall of 2023, VNOD Targeted Policing conducted multi day enhanced enforcement initiatives to provide an increased police presence in different areas of Vernon to address chronic issues associated to the street entrenched population.

During the summer months, frontline officers ensured the safety of the various beaches, parks and lakes in our area with scheduled foot and boat patrols. As well, VNOD hosted many events including Coffee with a Cop for seniors and recruits, the Jean Minguy Memorial RCMP Youth Academy and the Emergency Services Showcase. To celebrate the 150 Anniversary of the RCMP, VNOD hosted a Regimental Ball to celebrate the milestone.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4086	2 RCMP Members 2024	Approved	\$463,232	\$0	\$463,232	\$0	\$0
<b>Total Change Request</b>			<b>\$463,232</b>	<b>\$0</b>	<b>\$463,232</b>	<b>\$0</b>	<b>\$0</b>

## Department Summary

**Department Summary:** RCMP CONTRACT (310)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	458,521	452,000	500,946	494,890	(6,056)	(1.21%)
TRANSFERS FROM RESERVES	0	0	0	463,232	463,232	100.00%
<b>Total</b>	<b>458,521</b>	<b>452,000</b>	<b>500,946</b>	<b>958,122</b>	<b>457,176</b>	<b>91.26%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	11,203,500	8,836,013	12,359,622	13,679,207	1,319,585	10.68%
<b>Total</b>	<b>11,203,500</b>	<b>8,836,013</b>	<b>12,359,622</b>	<b>13,679,207</b>	<b>1,319,585</b>	<b>10.68%</b>
<b>Net</b>	<b>10,744,979</b>	<b>8,384,013</b>	<b>11,858,676</b>	<b>12,721,085</b>	<b>862,409</b>	<b>7.27%</b>

### 2023 - 2024 Budget Changes:

#### TRANSFERS FROM RESERVE

- Reserve funding for additional 2 officers beginning in 2024.

#### GOVERNMENT TRANSFERS

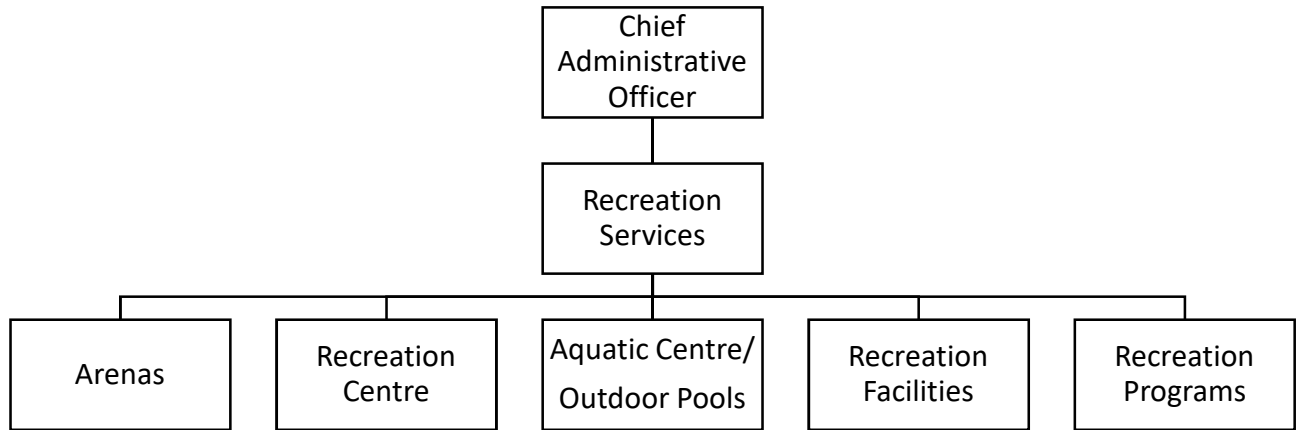
- Traffic Fine Revenues have been adjusted to reflect average actuals received in prior years.

#### CONTRACTS FOR SERVICES

- The contract amount is based on the RCMP 5-Year Financial Plan updated annually.
- Additional 2 officers were approved beginning in 2024 at an estimated cost of \$463,232.

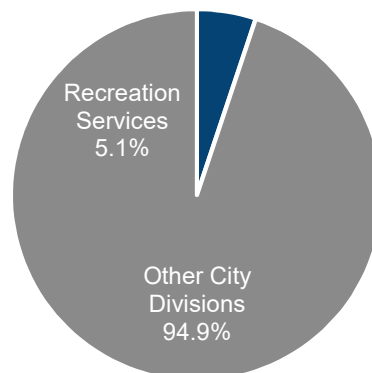
# RECREATION SERVICES

Jason Blood  
 Director  
 jblood@vernon.ca



### DIVISIONAL BUDGET SUMMARY

2024 Approved Net Cost	\$3,470,459
2023 Amended Net Cost	\$2,827,642
Budget Change	\$642,817
Change By %	22.73%
2024 FTE	60.9
2023 FTE	57.6
FTE Change	3.3
FTE Change By %	5.73%



## DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2024 BUDGET	2023 BUDGET	\$ INCREASE	% INCREASE
<b>Recreation</b>				
RECREATION - GENERAL (800)	272,369	286,624	(14,255)	-4.97%
ARENAS - GENERAL (801)	564,476	425,391	139,085	32.70%
CENTENNIAL RINK (810)	51,552	47,583	3,969	8.34%
PRIEST VALLEY ARENA & GYM (830)	209,951	154,044	55,907	36.29%
KAL TIRE PLACE - OPERATIONS (840)	203,721	186,068	17,653	9.49%
KAL TIRE PLACE - SPECIAL EVENTS (842)	(64,675)	(105,255)	40,580	-38.55%
KAL TIRE PLACE - NORTH (844)	43,970	87,306	(43,336)	-49.64%
ARENA PARKING LOTS & GROUNDS (849)	36,844	34,384	2,460	7.15%
RECREATION CENTRE OFFICE (850)	529,294	502,654	26,640	5.30%
PROGRAMMING - GENERAL (860)	436,237	309,504	126,733	40.95%
PROGRAMMING - SECTION 1 (861)	(104,060)	(103,616)	(444)	0.43%
PROGRAMMING - SECTION 2 (862)	(45,369)	(63,838)	18,469	-28.93%
PROGRAMMING - SECTION 3 (863)	(131,265)	(121,414)	(9,851)	8.11%
AQUATIC CENTRE (865)	840,112	633,259	206,853	32.66%
WINTER CARNIVAL BUILDING (871)	1,115	1,009	106	10.51%
CURLING CLUB FACILITY (872)	(23,757)	(52,445)	28,688	-54.70%
HALINA 50+ ACTIVITY CENTRE (875)	103,765	100,104	3,661	3.66%
RECREATION CENTRE GROUNDS (878)	7,781	9,950	(2,169)	-21.80%
RECREATION CENTRE PARKING LOTS (879)	41,031	38,441	2,590	6.74%
RECREATION CENTRE FACILITY (880)	311,022	291,761	19,261	6.60%
LAKEVIEW WADING POOL (893)	106,334	80,751	25,583	31.68%
LAVINGTON POOL (898)	54,000	54,044	(44)	-0.08%
<b>Total Recreation</b>	<b>3,444,448</b>	<b>2,796,309</b>	<b>648,139</b>	<b>23.18%</b>
<b>Recreation - City Only</b>				
LAKER'S CLUBHOUSE (456)	16,282	17,333	(1,051)	-6.06%
RECREATION COMPLEX CHILD CARE FACILITY (887)	5,560	7,000	(1,440)	-20.57%
LAKERS CHILD CARE FACILITY (888)	4,169	7,000	(2,831)	-40.44%
PROJECTS - RECREATION (981)	0	0	0	0.00%
PROJECTS - RECREATION VERNON (982)	0	0	0	0.00%
<b>Total Recreation - City Only</b>	<b>26,011</b>	<b>31,333</b>	<b>(5,322)</b>	<b>-16.99%</b>
<b>GRAND TOTAL</b>	<b>3,470,459</b>	<b>2,827,642</b>	<b>642,817</b>	<b>22.73%</b>

## Department Summary

**Department Summary:** RECREATION - GENERAL (800)

**Budget Year:** 2024

**Manager:** Jason Blood

**Division:** Recreation

**Accounting Reference:** 800

**Stage:** Approved

**Approved:** Yes

### Purpose:

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 outdoor pool 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>2024 Approved Net Budget</b>	\$272,369
<b>Prior Year Approved Net Budget</b>	\$286,624
<b>Budget Change</b>	<b>\$(14,255)</b>
<b>Budget Change by %</b>	<b>(4.97%)</b>
<b>2024 FTE</b>	2.4
<b>2023 FTE</b>	2.4
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

2024 will be the first year without operating under the Greater Vernon Recreation Facilities & Programming Agreement. The City of Vernon Recreation Services function will move to a two-tier system for residents and non-residents. As a result, the following budget may be affected by participation levels of non-resident users paying a higher user fee. This budget has been prepared based on historical trends as the impact of the two-tier system is unknown and will be reconciled in the 2025 budget.

Implementing a two-tiered and access system will assist Recreation Services in maintaining historic levels of operation while dealing with inflation and the transition back to pre-pandemic participation.

The Recreation budget makes up for previous funding paid by the participants of the Greater Vernon Recreation Facilities & Programming Agreement. In addition to this increase, there is additional costs of doing business as presented to Council in August of 2023. The estimated impact of these changes totals \$805,125.

### Highlights of Current Year:

2023 was the fifth and final year of the five-year Agreement. Over the previous nine years of the Agreement, Recreation Services has provided services at or above historic levels and reinvested in our recreation facilities. As operating stretched through-out 2023, there was a slower transition towards previous historic attendance levels than anticipated. As such, 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 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4095	Recreation One-Time Changes for Funding Agreement Elimination & Non-Discretionary Costs	Approved	\$1,280,500	\$1,280,500	\$0	\$1,280,500	\$1,280,500
<b>Total Change Request</b>			<b>\$1,280,500</b>	<b>\$1,280,500</b>	<b>\$0</b>	<b>\$1,280,500</b>	<b>\$1,280,500</b>



## Department Summary

**Department Summary:** RECREATION - GENERAL (800)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	(63)	0	0	0	0	0.00%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	1,196,864	1,280,644	1,291,856	1,468,385	176,529	13.66%
TAXATION REVENUES	24,000	0	24,000	24,000	0	0.00%
TRANSFERS FROM RESERVES	267,429	0	22,800	21,842	(958)	(4.20%)
<b>Total</b>	<b>1,488,230</b>	<b>1,280,644</b>	<b>1,338,656</b>	<b>1,514,227</b>	<b>175,571</b>	<b>13.12%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	53,002	55,565	56,357	58,657	2,300	4.08%
CONTRACTS FOR SERVICES	29,526	32,842	34,718	35,780	1,062	3.06%
GOODS, MATERIALS & SUPPLIES	62,599	29,993	42,859	43,716	857	2.00%
INTERNAL CHARGES	166,034	166,231	176,346	179,987	3,641	2.06%
SALARIES, WAGES & BENEFITS	387,587	361,898	404,900	407,201	2,301	0.57%
TRANSFERS TO RESERVES	46,500	910,100	910,100	1,061,255	151,155	16.61%
<b>Total</b>	<b>745,248</b>	<b>1,556,629</b>	<b>1,625,280</b>	<b>1,786,596</b>	<b>161,316</b>	<b>9.93%</b>
<b>Net</b>	<b>(742,981)</b>	<b>275,985</b>	<b>286,624</b>	<b>272,369</b>	<b>(14,255)</b>	<b>(4.97%)</b>

### 2023 - 2024 Budget Changes:

#### SERVICES PROVIDED TO OTHER GOVTS

- Decreased due to the end of the Greater Vernon Recreation Facilities & Programming Agreement

#### TRANSFERS FROM RESERVES

- Related to needs for increased Maintenance, Operating, and IS expenses

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in liability insurance premiums and utility payments

#### SALARIES, WAGES & BENEFITS

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

#### TRANSFERS TO RESERVES

- Transfer of tax funding to Recreation Major Maintenance Reserve for current and future year projects

## Department Summary

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**Department Summary:** ARENAS - GENERAL (801)

**Budget Year:** 2024

**Division:** Recreation

**Stage:** Approved

**Manager:** Dustin Pridham

**Accounting Reference:** 801

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$564,476
<b>Prior Year Approved Net Budget</b>	\$425,391
<b>Budget Change</b>	\$139,085
<b>Budget Change by %</b>	32.70%
<b>2024 FTE</b>	4.3
<b>2023 FTE</b>	3.3
<b>FTE Change</b>	1.0
<b>FTE Change by %</b>	30.30%

### Outlook for Upcoming Budget:

Funding is included, and consolidated from other cost centers, into this budget for staff to attend conferences and training courses for staff development and capacity building.

Increases in FTE's and other costs were included as per Council's direction during the August 14th Council Meeting.

Total increase of \$112,800 related to one time changes as per Council direction on August 14th.

### Highlights of Current Year:

The City of Vernon was successful in the CleanBC Commercial Vehicle Pilot Program grant application for the conversion of two propane ice resurfacers to electric power and was delivered in October 2023.

The City of Vernon was successful in the RFP for the purchase of a brand new ice resurfacer to be delivered in May/June 2024.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** ARENAS - GENERAL (801)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	15,255	11,851	14,861	30,352	15,491	104.24%	
CONTRACTS FOR SERVICES	514	0	0	0	0	0.00%	
GOODS, MATERIALS & SUPPLIES	11,324	6,007	13,692	21,025	7,333	53.56%	
INTERNAL CHARGES	14,255	0	52,488	50,000	(2,488)	(4.74%)	
SALARIES, WAGES & BENEFITS	307,024	295,875	344,350	463,099	118,749	34.48%	
<b>Total</b>	<b>348,372</b>	<b>313,733</b>	<b>425,391</b>	<b>564,476</b>	<b>139,085</b>	<b>32.70%</b>	
<b>Net</b>	<b>348,372</b>	<b>313,733</b>	<b>425,391</b>	<b>564,476</b>	<b>139,085</b>	<b>32.70%</b>	

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in Carbon Tax \$14,400

#### GOODS, MATERIALS & SUPPLIES

- Funding for conferences and staff training increased and consolidated from other cost centers (880,
- Consolidated membership dues, staff uniforms, transportation, and course/conference costs from other cost center

#### INTERNAL CHARGES

- Fleet decreased to reflect expenditures from previous fiscal years

#### SALARIES, WAGES & BENEFITS

- Increased for cost of living, service time and benefits
- The Supervisor, Arena Operations has been vacant since August 2022 due to lack of qualified staff. Actively recruiting this position
- Increase due to additional position, (Maintenance Worker)

## Department Summary

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**Department Summary:** CENTENNIAL RINK (810)

**Budget Year:** 2024

**Division:** Recreation

**Stage:** Approved

**Manager:** Dustin Pridham

**Accounting Reference:** 810

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$51,552
<b>Prior Year Approved Net Budget</b>	\$47,583
<b>Budget Change</b>	\$3,969
<b>Budget Change by %</b>	8.34%
<b>2024 FTE</b>	0.6
<b>2023 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.

The continuation of the fee assessment may affect rental fees for this space.

### Highlights of Current Year:

Construction of the new Centennial Zamboni Bay was completed. The installation of the new bay greatly improved safety around the Centennial Rink as the Zamboni no longer needs 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 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CENTENNIAL RINK (810)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	2,846	3,292	5,509	3,885	(1,624)	(29.48%)
<b>Total</b>	<b>2,846</b>	<b>3,292</b>	<b>5,509</b>	<b>3,885</b>	<b>(1,624)</b>	<b>(29.48%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	20,594	21,711	22,333	24,068	1,735	7.77%
CONTRACTS FOR SERVICES	0	0	1,030	1,030	0	0.00%
GOODS, MATERIALS & SUPPLIES	837	0	1,088	1,121	33	3.03%
SALARIES, WAGES & BENEFITS	14,900	12,439	28,641	29,218	577	2.01%
<b>Total</b>	<b>36,331</b>	<b>34,149</b>	<b>53,092</b>	<b>55,437</b>	<b>2,345</b>	<b>4.42%</b>
<b>Net</b>	<b>33,484</b>	<b>30,857</b>	<b>47,583</b>	<b>51,552</b>	<b>3,969</b>	<b>8.34%</b>

### 2023 - 2024 Budget Changes:

#### SALES OF SERVICES

- Revenues adjusted to reflect actuals

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

#### SALARIES, WAGES & BENEFITS

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

## Department Summary

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**Department Summary:** PRIEST VALLEY ARENA & GYM (830)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 830

**Stage:** Approved

**Approved:** Yes

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### 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.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$209,951
<b>Prior Year Approved Net Budget</b>	\$154,044
<b>Budget Change</b>	\$55,907
<b>Budget Change by %</b>	36.29%
<b>2024 FTE</b>	3.2
<b>2023 FTE</b>	3.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The Priest Valley Arena will be collaborating with Recreation Facilities Association of BC to host several learning and development courses to grow internal capacity to meet certification requirements within the community to address recruitment challenges.

The continuation of the fee assessment may affect rental fees for this space.

### Highlights of Current Year:

The Priest Valley Gym Office was renovated into a dedicated Referee Room shared space between the Arena and Gymnasium in July 2023. This will allow for a dedicated alternate gender change room at this arena.

The Priest Valley Arena and Gymnasium hosted the 2023 BC Winter Games in March to replace the postponed Games in 2022. The City supported this event by donating the facilities in kind for the three day event. The Priest Valley Arena hosted figure skating and the Gym hosted rhythmic gymnastics.

The Priest Valley Gymnasium hosted Group Lodging for displaced citizens during the BC Wildfire in August 2023.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PRIEST VALLEY ARENA & GYM (830)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	31,701	29,484	29,754	36,110	6,356	21.36%
SALE OF SERVICES	202,548	242,236	325,737	284,291	(41,446)	(12.72%)
TRANSFERS FROM RESERVES	0	0	275	0	(275)	(100.00%)
<b>Total</b>	<b>234,249</b>	<b>271,720</b>	<b>355,766</b>	<b>320,401</b>	<b>(35,365)</b>	<b>(9.94%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	148,602	141,197	159,076	168,556	9,480	5.96%
CONTRACTS FOR SERVICES	47,294	73,645	59,259	58,667	(592)	(1.00%)
GOODS, MATERIALS & SUPPLIES	14,695	11,036	18,011	18,823	812	4.51%
SALARIES, WAGES & BENEFITS	218,336	215,444	273,464	284,306	10,842	3.96%
<b>Total</b>	<b>428,926</b>	<b>441,321</b>	<b>509,810</b>	<b>530,352</b>	<b>20,542</b>	<b>4.03%</b>
<b>Net</b>	<b>194,677</b>	<b>169,602</b>	<b>154,044</b>	<b>209,951</b>	<b>55,907</b>	<b>36.29%</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- Increase in revenue due to more programming and transfer of funds from programs to this department

#### SALE OF SERVICES

- Decrease in revenue due to Priest Valley Arena closing mid April instead of Mid May 2023 due to concrete inspection at Kal Tire North

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in Property Insurance premiums 2024
- Increase in Hydro and water/sewer due to rate increases
- Increase in Permits to reflect previous year actuals

#### SALARIES, WAGES & BENEFITS

- Increase in cost of living, service time and benefits

## Department Summary

**Department Summary:** KAL TIRE PLACE - OPERATIONS (840)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 840

**Stage:** Approved

**Approved:** Yes

### Purpose:

Kal Tire Place is a 2,965 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 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>2024 Approved Net Budget</b>	\$203,721
<b>Prior Year Approved Net Budget</b>	\$186,068
<b>Budget Change</b>	\$17,653
<b>Budget Change by %</b>	9.49%
<b>2024 FTE</b>	3.0
<b>2023 FTE</b>	3.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Regular annual events will continue to be hosted at Kal Tire Place.

Kal Tire Place will also host the 2024 Esso Cup, the Under 18 Women's National Hockey Championship in April.

The continuation of the fee assessment may affect rental fees for this space.

### Highlights of Current Year:

In response to the extreme weather in early August, 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.

Working with Fire and Emergency Services, Kal Tire place Overtime Room became the permanent home for Emergency Support Services (ESS) volunteers. This space is provided at no cost. The Civic Room hosted the Emergency Operations staff for three months this year while their building was under renovation. This space was provided at no cost.

In response to the BC Wildfire, Kal Tire Place hosted Emergency Operations Centre and ESS in August 2023.

Kal Tire Place hosted the Winter Carnival, Cattlemen's Association of BC Tradeshow, Okanagan Military Tattoo, graduations, craft fairs, concerts, and numerous other sport tournaments in 2023. Larger events included the 2023 National Tae Kwon Do Championships in May 2023 and the Winter Carnival concert in February which saw over 3,000 people attend.

Kal Tire Place hosted the 2023 BC Winter Games in March to replace the postponed Games in 2022. The City supported this event by donating the facilities in kind for the three day event. The Opening Ceremonies saw approximately 3000 people attending.

Kal Tire Place continues to be the home of the Vernon Vipers and in 2023 they made it to the second round of playoffs, with four playoff games being played at this facility.

Administration has worked with the local U18 AAA female Hockey team and was able to secure them space in this building to use as a dressing room. The costs associated with upgrades to this space were paid for by the team itself and we have entered into a 2 year agreement with them for payment of this space. This team will be participants in the Esso Cup in 2024.

Kal Tire Place ice remained in place for the Summer of 2023 to accommodate our Spring and Summer ice groups while the concrete slab in Kal Tire Place North was assessed. The ice had not been removed from Kal Tire Place North for three years.

Indoor walking at Kal Tire Place continued to be an important source of exercise for the community.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** KAL TIRE PLACE - OPERATIONS (840)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	0	0	12,200	12,360	160	1.31%
SALE OF GOODS	351	1,207	0	0	0	0.00%
SALE OF SERVICES	605,319	551,494	515,657	568,821	53,164	10.31%
TAXATION REVENUES	17,400	0	17,400	17,400	0	0.00%
<b>Total</b>	<b>623,070</b>	<b>552,701</b>	<b>545,257</b>	<b>598,581</b>	<b>53,324</b>	<b>9.78%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	303,692	288,621	314,142	381,807	67,665	21.54%
CONTRACTS FOR SERVICES	143,114	130,320	117,346	114,435	(2,911)	(2.48%)
GOODS, MATERIALS & SUPPLIES	39,158	31,656	50,610	47,199	(3,411)	(6.74%)
INTERNAL CHARGES	2,242	2,482	0	0	0	0.00%
SALARIES, WAGES & BENEFITS	279,011	296,774	249,227	258,861	9,634	3.87%
<b>Total</b>	<b>767,217</b>	<b>749,853</b>	<b>731,325</b>	<b>802,302</b>	<b>70,977</b>	<b>9.71%</b>
<b>Net</b>	<b>144,148</b>	<b>197,152</b>	<b>186,068</b>	<b>203,721</b>	<b>17,653</b>	<b>9.49%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Event rental budget for this area has been moved to Kal Tire Place Special Events (842)
- Increase in revenues to reflect actuals.

#### COMMUNICATION, INSURANCE & UTILITIES

- Property Insurance premiums increased for 2024
- Increase in natural gas due to rate increases
- Projected increase in water/sewer and reallocated cost from Kal Tire Place North (844)

#### CONTRACTS FOR SERVICES

- Reallocation of Event Security to Kal Tire Place Special Events (842)

#### GOODS, MATERIALS & SUPPLIES

- Cost of uniforms moved to Arenas General (801)

#### SALARIES, WAGES & BENEFITS

- Increase in cost of living, service time and benefits
- Reallocated cost of event support to Kal Tire Place Special Events (842)

## Department Summary

**Department Summary:** KAL TIRE PLACE - SPECIAL EVENTS (842)

**Budget Year:** 2024

**Manager:** Leah Walker

**Division:** Recreation

**Accounting Reference:** 842

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved Net Budget</b>	<b>\$(64,675)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(105,255)</b>
<b>Budget Change</b>	<b>\$40,580</b>
<b>Budget Change by %</b>	<b>38.55%</b>
<b>2024 FTE</b>	<b>3.1</b>
<b>2023 FTE</b>	<b>2.3</b>
<b>FTE Change</b>	<b>0.7</b>
<b>FTE Change by %</b>	<b>34.78%</b>

### Outlook for Upcoming Budget:

With the expectation that attendance at events will return to pre-pandemic levels, with revenues and expenses 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.

The continuation of the fee assessment may affect rental fees for this space.

The net decrease in FTE's is reflective of the removal of the Food & Beverage workers.

### Highlights of Current Year:

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 2024:

No change requests at this time.

## Department Summary

**Department Summary:** KAL TIRE PLACE - SPECIAL EVENTS (842)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	708	0	15,000	0	(15,000)	(100.00%)
SALE OF GOODS	223,208	259,170	222,500	92,760	(129,740)	(58.31%)
SALE OF SERVICES	14,627	7,747	106,482	117,925	11,443	10.75%
TRANSFERS FROM RESERVES	0	25,000	25,000	25,000	0	0.00%
<b>Total</b>	<b>238,543</b>	<b>291,917</b>	<b>368,982</b>	<b>235,685</b>	<b>(133,297)</b>	<b>(36.13%)</b>
<b>Expenditures</b>						
COST OF GOODS SOLD	92,997	104,580	69,000	0	(69,000)	(100.00%)
GOODS, MATERIALS & SUPPLIES	6,149	4,926	10,500	2,000	(8,500)	(80.95%)
SALARIES, WAGES & BENEFITS	136,023	131,089	184,227	139,010	(45,217)	(24.54%)
TRANSFERS TO RESERVES	0	0	0	30,000	30,000	100.00%
<b>Total</b>	<b>235,169</b>	<b>240,595</b>	<b>263,727</b>	<b>171,010</b>	<b>(92,717)</b>	<b>(35.16%)</b>
<b>Net</b>	<b>(3,373)</b>	<b>(51,321)</b>	<b>(105,255)</b>	<b>(64,675)</b>	<b>40,580</b>	<b>38.55%</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- In-house catering will now be provided by contract

#### SALE OF GOODS

- Decrease in revenue due to change from in-house concession to contract

#### SALE OF SERVICES

- Revenue from event rentals at Kal Tire Place (840) and Kal Tire Place North (844) have been moved into this budget area

#### COST OF GOODS SOLD

- Decrease due to Food & Beverage services now provided by contract

#### SALARIES, WAGES & BENEFITS

- Exempt wages due to the newly created position full time Event Coordinator
- Food and Beverage services will now be provided by contract resulting in no cost of goods sold
- Net decrease in salaries due to change from in-house concession service to contract

#### TRANSFERS TO RESERVES

- Annual transfer to concession reserve to begin in 2024 for future equipment replacement

## Department Summary

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**Department Summary:** KAL TIRE PLACE - NORTH (844)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 844

**Stage:** Approved

**Approved:** Yes

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### 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 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>2024 Approved Net Budget</b>	\$43,970
<b>Prior Year Approved Net Budget</b>	\$87,306
<b>Budget Change</b>	<b>\$(43,336)</b>
<b>Budget Change by %</b>	<b>(49.64%)</b>
<b>2024 FTE</b>	2.9
<b>2023 FTE</b>	2.9
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### 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). Revenue and expenses have increased to operate the facility.

Kal Tire Place North will play host to Hockey Provincials in March as well as the regular, annual events hosted at this facility.

The continuation of the fee assessment may affect rental fees for this space.

### Highlights of Current Year:

Kal Tire Place North hosted the Chamber of Commerce Expo and the Spring and Fall Home Shows.

Kal Tire Place hosted the 2023 BC Winter Games in March to replace the postponed Games in 2022. The City supported this event by donating the facilities in kind for the three day event. Kal Tire Place North hosted the ringette games for this event.

The ice had not been removed from Kal Tire Place North for three years. The ice was removed and the floor condition (concrete slab) was determined to have minimal concerns. Spring and Summer ice was accommodated at Kal Tire Place.

Due to the ice being removed in Kal Tire North, the lacrosse organizations was able to utilize the space for their season this year.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** KAL TIRE PLACE - NORTH (844)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	0	0	10,200	0	(10,200)	(100.00%)
SALE OF SERVICES	456,956	435,572	494,431	505,580	11,149	2.25%
<b>Total</b>	<b>456,956</b>	<b>435,572</b>	<b>504,631</b>	<b>505,580</b>	<b>949</b>	<b>0.19%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	212,985	190,567	288,151	253,372	(34,779)	(12.07%)
CONTRACTS FOR SERVICES	19,840	33,688	42,680	30,956	(11,724)	(27.47%)
GOODS, MATERIALS & SUPPLIES	11,531	6,955	20,286	14,791	(5,495)	(27.09%)
SALARIES, WAGES & BENEFITS	230,955	245,429	240,820	250,431	9,611	3.99%
TRANSFERS TO RESERVES	6,017	6,237	0	0	0	0.00%
<b>Total</b>	<b>481,328</b>	<b>482,875</b>	<b>591,937</b>	<b>549,550</b>	<b>(42,387)</b>	<b>(7.16%)</b>
<b>Net</b>	<b>24,372</b>	<b>47,303</b>	<b>87,306</b>	<b>43,970</b>	<b>(43,336)</b>	<b>(49.64%)</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- More in line with actuals, to reflect the cancellation of the men's hockey league moving from a program to a private rental and adjustment of the percentage programming turn overs to facilities

#### COMMUNICATION, INSURANCE & UTILITIES

- Reallocation of water/sewer to Kal Tire Place (840)

#### CONTRACTS FOR SERVICES

- Reallocation of contracted services to Kal Tire Place (840)

#### GOODS, MATERIALS & SUPPLIES

- Decrease to reflect current and prior year actuals

#### SALARIES, WAGES & BENEFITS

- Increase in cost of living, service time and benefits

## Department Summary

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**Department Summary:** ARENA PARKING LOTS & GROUNDS (849)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 849

**Stage:** Approved

**Approved:** Yes

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### Purpose:

The Kal Tire Place parking lot is the main parking lot for visitors attending and events hosted at Kal Tire Place and Kal Tire Place North. 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>2024 Approved Net Budget</b>	\$36,844
<b>Prior Year Approved Net Budget</b>	\$34,384
<b>Budget Change</b>	\$2,460
<b>Budget Change by %</b>	7.15%
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The Kal Tire Place parking lots will continue to host special events and provide parking for venue users.

As the Active Living Centre construction commences it may impact parking lot revenues this space may become a space that is not able to be rented and regular rental groups may need to find a new place to host their events.

The continuation of the fee assessment may affect rental fees for this space.

### Highlights of Current Year:

The Vernon Winter Carnival used the parking lot in 2023 for their family fun park and fireworks. The central location and additional parking was received well.

The Kal Tire Place Parking lot was booked for 82 days. It was used for 54 days for the farmers market and 28 days for other rentals, such as a Car Show.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** ARENA PARKING LOTS & GROUNDS (849)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	12,713	21,075	17,557	18,450	893	5.09%
<b>Total</b>	<b>12,713</b>	<b>21,075</b>	<b>17,557</b>	<b>18,450</b>	<b>893</b>	<b>5.09%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	51,207	29,995	49,734	53,027	3,293	6.62%
GOODS, MATERIALS & SUPPLIES	1,808	0	1,302	1,328	26	2.00%
SALARIES, WAGES & BENEFITS	730	1,091	905	939	34	3.76%
<b>Total</b>	<b>53,745</b>	<b>31,086</b>	<b>51,941</b>	<b>55,294</b>	<b>3,353</b>	<b>6.46%</b>
<b>Net</b>	<b>41,031</b>	<b>10,011</b>	<b>34,384</b>	<b>36,844</b>	<b>2,460</b>	<b>7.15%</b>

### 2023 - 2024 Budget Changes:

CONTRACTS FOR SERVICES

- Aligned snow plowing budget to service costs have increased with new contractor

## Department Summary

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**Department Summary:** RECREATION CENTRE OFFICE (850)

**Budget Year:** 2024

**Manager:** Leah Walker

**Division:** Recreation

**Accounting Reference:** 850

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$529,294
<b>Prior Year Approved Net Budget</b>	\$502,654
<b>Budget Change</b>	\$26,640
<b>Budget Change by %</b>	5.30%
<b>2024 FTE</b>	6.1
<b>2023 FTE</b>	6.1
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

As we return to pre-pandemic participation, we have welcomed back most of our users, at the capacity allowed by staffing levels. It is anticipated that this will continue in 2024.

With the implementation to a two tiered system, it is anticipated that additional clerical staff may be required to handle the increase in administrative work and customer service.

### Highlights of Current Year:

The Facility Booking Clerks have been kept extremely busy with the increase in rentals and events. In the first two quarters of 2023, the Booking Clerks did over 12,900 individual bookings and over 1,300 contracts were issued.

The All Access Pass was rolled out in January of 2023. This was received well by patrons, now able to participate in more recreation activities with one pass.

Due to changes in administration practices 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 resulted in an increase in staff wages.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** RECREATION CENTRE OFFICE (850)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF GOODS	28,525	30,367	33,650	35,650	2,000	5.94%
SALE OF SERVICES	37,883	26,598	43,638	43,350	(288)	(0.66%)
<b>Total</b>	<b>66,408</b>	<b>56,965</b>	<b>77,288</b>	<b>79,000</b>	<b>1,712</b>	<b>2.22%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	11,090	6,863	11,741	12,053	312	2.66%
CONTRACTS FOR SERVICES	1,641	1,665	1,200	1,200	0	0.00%
GOODS, MATERIALS & SUPPLIES	20,391	32,531	33,225	32,910	(315)	(0.95%)
INTEREST, OTHER CHARGES & LOSSES	52,987	46,661	41,999	43,227	1,228	2.92%
SALARIES, WAGES & BENEFITS	471,027	427,473	491,777	518,904	27,127	5.52%
<b>Total</b>	<b>557,137</b>	<b>515,194</b>	<b>579,942</b>	<b>608,294</b>	<b>28,352</b>	<b>4.89%</b>
<b>Net</b>	<b>490,729</b>	<b>458,228</b>	<b>502,654</b>	<b>529,294</b>	<b>26,640</b>	<b>5.30%</b>

### 2023 - 2024 Budget Changes:

#### SALARIES, WAGES & BENEFITS

- Administration practice's change may impact service levels due to scheduling limitations
- Labour cost increase due to cost of living, service time, and benefits

## Department Summary

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**Department Summary:** PROGRAMMING - GENERAL (860)

**Budget Year:** 2024

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 860

**Stage:** Approved

**Approved:** Yes

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### 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>2024 Approved Net Budget</b>	\$436,237
<b>Prior Year Approved Net Budget</b>	\$309,504
<b>Budget Change</b>	\$126,733
<b>Budget Change by %</b>	40.95%
<b>2024 FTE</b>	4.6
<b>2023 FTE</b>	3.0
<b>FTE Change</b>	1.6
<b>FTE Change by %</b>	53.33%

### Outlook for Upcoming Budget:

In 2024, the City of Vernon Recreation Services function will move to a two-tier system for residents and non-residents. As a result, the following budget may be affected by participation levels of non-resident users paying a higher user fee. This budget has been prepared based on historical trends as the impact of the two-tier system is unknown and will be reconciled in the 2025 budget.

The outlook for 2024 will be on growing the program staff team, as there are still significant staff shortages in program areas, for fitness instructors, program leaders and league referees. Recruiting program delivery staff is a key factor in the growth plan over the next 2 years, increasing our deliverable program options and building capacity for the Active Living Centre opening Fall 2026.

The continued 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.

Total increase of \$113,400 related to one time changes as per Council direction on August 14th.

### Highlights of Current Year:

The volunteer program in 2023 continued to allow for offering free indoor skate boarding opportunities for all ages, free youth drop-in gym sports and allowed for increased activity and group sizes in many programs. 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 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - GENERAL (860)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	(1,000)	4,899	0	0	0	0.00%
INTERNAL REVENUES	9,775	8,725	16,750	15,750	(1,000)	(5.97%)
SALE OF SERVICES	13,779	10,719	23,540	23,770	230	0.98%
<b>Total</b>	<b>22,554</b>	<b>24,344</b>	<b>40,290</b>	<b>39,520</b>	<b>(770)</b>	<b>(1.91%)</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	19,262	14,035	23,547	20,782	(2,765)	(11.74%)
GOODS, MATERIALS & SUPPLIES	4,063	10,207	4,800	4,824	24	0.50%
INTERNAL CHARGES	0	4,000	4,000	4,000	0	0.00%
SALARIES, WAGES & BENEFITS	314,546	286,602	317,447	446,151	128,704	40.54%
<b>Total</b>	<b>337,870</b>	<b>314,845</b>	<b>349,794</b>	<b>475,757</b>	<b>125,963</b>	<b>36.01%</b>
<b>Net</b>	<b>315,316</b>	<b>290,501</b>	<b>309,504</b>	<b>436,237</b>	<b>126,733</b>	<b>40.95%</b>

### 2023 - 2024 Budget Changes:

#### INTERNAL REVENUES

- Decreased to reflect prior year actuals

#### SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs
- Increase for sick leave legislation and wage competitiveness
- Increased for two Recreation Technicians (1.63 FTE)

## Department Summary

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**Department Summary:** PROGRAMMING - SECTION 1 (861)

**Budget Year:** 2024

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 861

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	<b>\$(104,060)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(103,616)</b>
<b>Budget Change</b>	<b>\$(444)</b>
<b>Budget Change by %</b>	<b>(0.43%)</b>
<b>2024 FTE</b>	<b>4.9</b>
<b>2023 FTE</b>	<b>4.9</b>
<b>FTE Change</b>	<b>0.0</b>
<b>FTE Change by %</b>	<b>0.00%</b>

### Outlook for Upcoming Budget:

In 2024, the City of Vernon Recreation Services function will move to a two-tier system for residents and non-residents. As a result, the following budget may be affected by participation levels of non-resident users paying a higher user fee. This budget has been prepared based on historical trends as the impact of the two-tier system is unknown and will be reconciled in the 2025 budget.

To meet the ever changing demands for youth programs and services, we are looking at new Summer camp options for 2024 that provide single day activity opportunities vs our past full week offerings. The intention is to allow for more flexibility for parents to place their child in a summer activity without the full week of camp requirement.

The Leaders In Training (LIT) program is continuing to expand our opportunities for teens to be part of and engaged in community recreation. The program provides the required experience in leading activities and essential certification in Fundamental Movement Skills and First Aid, cultivating potential to be future program leaders, making it a vital tool in building the recreation team, as capacity is increased for the Active Living Centre.

### Highlights of Current Year:

Tiny Tots Preschool and the Playschool programs continue to be in demand, as parents looked for ways to provide safe social activity for their children.

New themed summer camp programs were offered that provided more options to meet interest. Some favorite camp activities included sailing, rock climbing, paddle boarding and try-it sports.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - SECTION 1 (861)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	28,067	25,670	29,600	29,680	80	0.27%
SALE OF SERVICES	287,159	272,660	339,231	339,136	(95)	(0.03%)
<b>Total</b>	<b>315,226</b>	<b>298,329</b>	<b>368,831</b>	<b>368,816</b>	<b>(15)</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,139	1,284	1,724	1,700	(24)	(1.39%)
CONTRACTS FOR SERVICES	2,232	2,022	2,650	10,081	7,431	280.42%
GOODS, MATERIALS & SUPPLIES	18,138	10,201	21,550	17,625	(3,925)	(18.21%)
INTERNAL CHARGES	9,917	8,489	11,706	6,384	(5,322)	(45.46%)
SALARIES, WAGES & BENEFITS	195,305	184,326	227,585	228,966	1,381	0.61%
<b>Total</b>	<b>226,731</b>	<b>206,322</b>	<b>265,215</b>	<b>264,756</b>	<b>(459)</b>	<b>(0.17%)</b>
<b>Net</b>	<b>(88,495)</b>	<b>(92,007)</b>	<b>(103,616)</b>	<b>(104,060)</b>	<b>(444)</b>	<b>(0.43%)</b>

### 2023 - 2024 Budget Changes:

#### CONTRACTS FOR SERVICES

- Increase of programming contracts for youth program delivery

#### GOODS, MATERIALS & SUPPLIES

- Decrease due to reduced need for personal protection equipment for youth (masks, sanitizer and program supplies)

#### INTERNAL CHARGES

- Decrease due to paying for bus services directly instead of internal transfer

## Department Summary

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**Department Summary:** PROGRAMMING - SECTION 2 (862)

**Budget Year:** 2024

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 862

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	<b>\$(45,369)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(63,838)</b>
<b>Budget Change</b>	<b>\$18,469</b>
<b>Budget Change by %</b>	<b>28.93%</b>
<b>2024 FTE</b>	<b>0.9</b>
<b>2023 FTE</b>	<b>1.0</b>
<b>FTE Change</b>	<b>(0.1)</b>
<b>FTE Change by %</b>	<b>(10.00%)</b>

### Outlook for Upcoming Budget:

In 2024, the City of Vernon Recreation Services function will move to a two-tier system for residents and non-residents. As a result, the following budget may be affected by participation levels of non-resident users paying a higher user fee. This budget has been prepared based on historical trends as the impact of the two-tier system is unknown and will be reconciled in the 2025 budget.

The outlook for 2024 will be a combination of re-growth and preparing to increase fitness staff capacity for the Active Living Centre. There is growth in both participation and program interest, however, the fitness department is struggling with staffing, with some long time staff considering retirement in 2024, and some difficulty in recruiting new certified staff.

With the fitness department experiencing a staffing shortage, this has unfortunately lead to a decrease in some program offering and the removal of weight training class altogether, due to lack of certified instructors. So the focus will continue to be on growing the staff team, their certifications and growing program offerings for the community.

### Highlights of Current Year:

Consistent program offerings, and an energized fitness team helped to rebuild and see the return of the most needed fitness classes, specifically Minds in Motion, that provides the increasingly needed social connections, as well as mental and physical health in our community.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROGRAMMING - SECTION 2 (862)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	500	1,000	1,000	1,000	0	0.00%
SALE OF GOODS	419	819	500	500	0	0.00%
SALE OF SERVICES	106,978	144,806	165,969	132,137	(33,832)	(20.38%)
<b>Total</b>	<b>107,897</b>	<b>146,624</b>	<b>167,469</b>	<b>133,637</b>	<b>(33,832)</b>	<b>(20.20%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	486	494	1,000	750	(250)	(25.00%)
CONTRACTS FOR SERVICES	11,192	14,917	23,007	15,981	(7,026)	(30.54%)
GOODS, MATERIALS & SUPPLIES	2,293	3,441	5,052	3,770	(1,282)	(25.38%)
INTERNAL CHARGES	3,374	2,920	4,917	4,378	(539)	(10.96%)
SALARIES, WAGES & BENEFITS	44,739	48,606	69,655	63,389	(6,266)	(9.00%)
<b>Total</b>	<b>62,083</b>	<b>70,378</b>	<b>103,631</b>	<b>88,268</b>	<b>(15,363)</b>	<b>(14.82%)</b>
<b>Net</b>	<b>(45,815)</b>	<b>(76,247)</b>	<b>(63,838)</b>	<b>(45,369)</b>	<b>18,469</b>	<b>28.93%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Decreased to reflect removal of Fitness Weight Training programs due to lack of certified instructors

#### CONTRACTS FOR SERVICES

- Decreased to reflect removal of fitness classes due to lack of certified instructors

#### GOODS, MATERIALS & SUPPLIES

- Decreased to reflect removal of fitness classes due to lack of certified instructors

#### SALARIES, WAGES & BENEFITS

- Decreased to reflect removal of fitness classes due to lack of certified instructors

## Department Summary

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**Department Summary:** PROGRAMMING - SECTION 3 (863)

**Budget Year:** 2024

**Manager:** Shayne Wright

**Division:** Recreation

**Accounting Reference:** 863

**Stage:** Approved

**Approved:** Yes

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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. 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>2024 Approved Net Budget</b>	<b>\$(131,265)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(121,414)</b>
<b>Budget Change</b>	<b>\$(9,851)</b>
<b>Budget Change by %</b>	<b>(8.11%)</b>
<b>2024 FTE</b>	<b>1.1</b>
<b>2023 FTE</b>	<b>1.1</b>
<b>FTE Change</b>	<b>0.0</b>
<b>FTE Change by %</b>	<b>0.00%</b>

### Outlook for Upcoming Budget:

In 2024, the City of Vernon Recreation Services function will move to a two-tier system for residents and non-residents. As a result, the following budget may be affected by participation levels of non-resident users paying a higher user fee. This budget has been prepared based on historical trends as the impact of the two-tier system is unknown and will be reconciled in the 2025 budget.

A specific goal in 2024 is to increase ice skating program capacity by adding additional instructors to existing skate lesson ice time. A challenge to program expansion is the recruitment of qualified staff. A key goal to address staffing is our Leaders In Training Program (LIT), that will see some of the youth become an assistant Sport Coach and certified Sport Referees, which will in turn allow us to expand our program offerings.

The Spring Hockey League & Tournament was not able to run in 2023 due to lack of complete teams; as a result we have removed the tournament from program offerings in 2024 to free up area space and potentially removing one of the arena ice sheets sooner, saving energy costs.

### Highlights of Current Year:

2023 saw a greater return to sport and increased sport offerings. There was a demand for volleyball and public skating that exceeded our facility's capacities. Adult Hockey League and Tournament was unable to form due to a lack of participants. Drop-in sport continues to be popular and additional sessions were added.

In June, as part of the celebration of ParticipACTION month, the City hosted 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, a partnership with the Vernon Optimist Society and the passionate commitment from our program staff and some community coaches.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** PROGRAMMING - SECTION 3 (863)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	199,222	169,597	260,786	200,830	(59,956)	(22.99%)
<b>Total</b>	<b>199,222</b>	<b>169,597</b>	<b>260,786</b>	<b>200,830</b>	<b>(59,956)</b>	<b>(22.99%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	485	407	2,118	1,750	(368)	(17.37%)
CONTRACTS FOR SERVICES	23,107	16,525	34,163	16,018	(18,145)	(53.11%)
GOODS, MATERIALS & SUPPLIES	4,794	4,808	7,589	5,900	(1,689)	(22.26%)
INTERNAL CHARGES	19,519	11,873	50,105	500	(49,605)	(99.00%)
SALARIES, WAGES & BENEFITS	43,040	43,959	45,397	45,397	0	0.00%
<b>Total</b>	<b>90,945</b>	<b>77,571</b>	<b>139,372</b>	<b>69,565</b>	<b>(69,807)</b>	<b>(50.09%)</b>
<b>Net</b>	<b>(108,277)</b>	<b>(92,026)</b>	<b>(121,414)</b>	<b>(131,265)</b>	<b>(9,851)</b>	<b>(8.11%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Decreased due to elimination of the Hockey League & Tournament

#### CONTRACTS FOR SERVICES

- Decreased due to elimination of the Hockey League & Tournament

#### GOODS, MATERIALS & SUPPLIES

- Decreased due to elimination of the Hockey League & Tournament

#### INTERNAL CHARGES

- Decreased due to elimination of the Hockey League & Tournament

## Department Summary

**Department Summary:** AQUATIC CENTRE (865)

**Budget Year:** 2024

**Manager:** Gary Lefebvre

**Division:** Recreation

**Accounting Reference:** 865

**Stage:** Approved

**Approved:** Yes

### 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 meter 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>2024 Approved Net Budget</b>	\$840,112
<b>Prior Year Approved Net Budget</b>	\$633,259
<b>Budget Change</b>	\$206,853
<b>Budget Change by %</b>	32.66%
<b>2024 FTE</b>	18.6
<b>2023 FTE</b>	16.9
<b>FTE Change</b>	1.6
<b>FTE Change by %</b>	10.06%

### Outlook for Upcoming Budget:

In 2024, the City of Vernon Recreation Services function will move to a two-tier system for residents and non-residents. As a result, the following budget may be affected by participation levels of non-resident users paying a higher user fee. This budget has been prepared based on historical trends as the impact of the two-tier system is unknown and will be reconciled in the 2025 budget.

Recreation Services anticipates slight increases in pass sales, drop-in user visits and swim lesson registrations as the community continues to look for affordable recreation opportunities.

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 the facilities.

The Aquatic Centre is anticipating a high demand for school lessons in the Winter and Spring months as was seen in 2023. It is anticipated that this will also result in a decrease in rentals as less rental space is available due to the increase in programs.

There are no major upgrades planned for the Aquatic Centre in 2024.

Total increase of \$174,550 related to one time changes as per Council direction on August 14th.

### Highlights of Current Year:

The Vernon Aquatic Centre was recognized by the BC & Yukon Branch of the Lifesaving Society for teaching the most First Aid and Lifesaving Instructor Courses in a population of 20,000-50,000 residents.

The Vernon Aquatic Centre was able to bring back the school swim program in 2023 and taught 1351 school aged children essential swimming skills to keep them safe around the water. This is the highest recorded number of school children to have participated in this program in a single year at the Vernon Aquatic Centre.

Upgrades were completed to the secondary disinfection systems of the Lap Pool. This involved replacing the Ozone disinfection system with a UV disinfection system. This project was completed during the annual maintenance shutdown.

The waterslide was reopened to public in September of 2023. The project was completed on time and under budget.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** AQUATIC CENTRE (865)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	1,000	1,500	1,000	1,500	500	50.00%
INTERNAL REVENUES	17,139	21,421	21,563	21,995	432	2.00%
SALE OF GOODS	10,445	12,570	11,050	12,717	1,667	15.09%
SALE OF SERVICES	934,063	1,070,506	1,048,923	1,094,903	45,980	4.38%
TRANSFERS FROM RESERVES	4,628	0	0	0	0	0.00%
<b>Total</b>	<b>967,275</b>	<b>1,105,996</b>	<b>1,082,536</b>	<b>1,131,115</b>	<b>48,579</b>	<b>4.49%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	235,099	211,972	238,091	253,010	14,919	6.27%
CONTRACTS FOR SERVICES	79,388	71,922	56,462	59,063	2,601	4.61%
GOODS, MATERIALS & SUPPLIES	105,854	131,641	107,092	106,067	(1,025)	(0.96%)
INTERNAL CHARGES	4,000	8,000	9,600	9,100	(500)	(5.21%)
SALARIES, WAGES & BENEFITS	1,237,998	1,181,610	1,304,550	1,543,987	239,437	18.35%
<b>Total</b>	<b>1,662,339</b>	<b>1,605,145</b>	<b>1,715,795</b>	<b>1,971,227</b>	<b>255,432</b>	<b>14.89%</b>
<b>Net</b>	<b>695,064</b>	<b>499,149</b>	<b>633,259</b>	<b>840,112</b>	<b>206,853</b>	<b>32.66%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Increased due to change in maximum funding allowance from BC Family Day Grant

#### SALE OF GOODS

- Increased due to anticipated increase in user visits

#### SALE OF SERVICES

- Increased due to anticipated increase in participation

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increased to reflect increased utility rates and consumption caused by increased attendance numbers.

#### CONTRACTS FOR SERVICES

- Increased due to an increased number of e-mail licenses required for Workday access.

#### SALARIES, WAGES & BENEFITS

- Increase to reflect new wage rates for staff as negotiated in the CBA and legislated increase to minimum wage.
- Increased due to Aquatics Ratio Position changes (0.6 FTE) and Recreation Programmer (Aquatics) (1 FTE)

## Department Summary

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**Department Summary:** WINTER CARNIVAL BUILDING (871)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 871

**Stage:** Approved

**Approved:** Yes

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### Purpose:

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>2024 Approved Net Budget</b>	\$1,115
<b>Prior Year Approved Net Budget</b>	\$1,009
<b>Budget Change</b>	\$106
<b>Budget Change by %</b>	10.51%
<b>2024 FTE</b>	0.0
<b>2023 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 2024:

No change requests at this time.

## Department Summary

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**Department Summary:** WINTER CARNIVAL BUILDING (871)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	877	1,062	1,009	1,115	106	10.51%	
<b>Total</b>	<b>877</b>	<b>1,062</b>	<b>1,009</b>	<b>1,115</b>	<b>106</b>	<b>10.51%</b>	
<b>Net</b>	<b>877</b>	<b>1,062</b>	<b>1,009</b>	<b>1,115</b>	<b>106</b>	<b>10.51%</b>	

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance

## Department Summary

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**Department Summary:** CURLING CLUB FACILITY (872)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 872

**Stage:** Approved

**Approved:** Yes

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### Purpose:

The Curling Rink is operated by the Vernon Curling Club. The 19,200 sq ft dry floor of the is rented by Recreation Services from April to September for programming and special events.

### Budget Summary

<b>2024 Approved Net Budget</b>	<b>\$(23,757)</b>
<b>Prior Year Approved Net Budget</b>	<b>\$(52,445)</b>
<b>Budget Change</b>	<b>\$28,688</b>
<b>Budget Change by %</b>	<b>54.70%</b>
<b>2024 FTE</b>	<b>0.0</b>
<b>2023 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:

All pre-pandemic events have returned to the Curling Club plus a new event, Comic Con, will be in 2024.

The continuation of the fee assessment may affect rental fees for this space.

Total increase of \$7,200 related to one time changes as per Council direction on August 14th.

### Highlights of Current Year:

Recreation Services hosted the indoor skateboard park for the community inside of the Curling Club for the second year on a row. This free drop in was organized through the Recreation Programming Department and made possible through community donations and volunteers.

This facility hosted the Bollywood Bang, Creative Chaos, Vernon Friends of the Library 2023, and Vernon Judo Club BC Open 2023.

The Vernon Curling Club will host the 2023 Everest Canadian Senior Men's and Women's Curling Championship in December 2023. Though this will not be revenue generating for Recreation Services, this event is an exciting opportunity for the community.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** CURLING CLUB FACILITY (872)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	107,997	14,999	129,474	107,687	(21,787)	(16.83%)
<b>Total</b>	<b>107,997</b>	<b>14,999</b>	<b>129,474</b>	<b>107,687</b>	<b>(21,787)</b>	<b>(16.83%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	55,979	35,751	46,252	52,987	6,735	14.56%
CONTRACTS FOR SERVICES	11,619	4,339	12,751	13,093	342	2.68%
GOODS, MATERIALS & SUPPLIES	5,850	5,850	6,026	5,850	(176)	(2.92%)
INTERNAL CHARGES	71	180	0	0	0	0.00%
SALARIES, WAGES & BENEFITS	200	179	0	0	0	0.00%
TRANSFERS TO RESERVES	12,000	12,000	12,000	12,000	0	0.00%
<b>Total</b>	<b>85,719</b>	<b>58,299</b>	<b>77,029</b>	<b>83,930</b>	<b>6,901</b>	<b>8.96%</b>
<b>Net</b>	<b>(22,278)</b>	<b>43,299</b>	<b>(52,445)</b>	<b>(23,757)</b>	<b>28,688</b>	<b>54.70%</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Decrease for cost recoveries and rental fees to reflect actuals

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in Carbon Tax \$7,200

## Department Summary

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**Department Summary:** HALINA 50+ ACTIVITY CENTRE (875)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 875

**Stage:** Approved

**Approved:** Yes

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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, or designate, sits as an ex-officio member of the Halina Board, supplying assistance with board structure and governance.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$103,765
<b>Prior Year Approved Net Budget</b>	\$100,104
<b>Budget Change</b>	\$3,661
<b>Budget Change by %</b>	3.66%
<b>2024 FTE</b>	0.6
<b>2023 FTE</b>	0.6
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The City will continue to work with the Society to provide programming.

### Highlights of Current Year:

Administration worked with the Halina Centre Board to renegotiate and signed the new long term rental agreement.

Halina Centre celebrated their 50th Birthday on September 17, 2023.

The use of the Billiards Room was impacted by flooding from a water leak and drains backing up. Removal and replacement of the flooring will be completed by the end of 2023.

### Change Request for 2024:

No change requests at this time.



## Department Summary

**Department Summary:** HALINA 50+ ACTIVITY CENTRE (875)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	0	900	900	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	38,900	35,874	41,201	43,556	2,355	5.72%
CONTRACTS FOR SERVICES	13,631	13,089	5,894	5,676	(218)	(3.70%)
GOODS, MATERIALS & SUPPLIES	6,484	5,949	7,704	7,379	(325)	(4.22%)
SALARIES, WAGES & BENEFITS	46,534	36,003	46,205	48,054	1,849	4.00%
<b>Total</b>	<b>105,549</b>	<b>90,914</b>	<b>101,004</b>	<b>104,665</b>	<b>3,661</b>	<b>3.62%</b>
<b>Net</b>	<b>105,549</b>	<b>90,914</b>	<b>100,104</b>	<b>103,765</b>	<b>3,661</b>	<b>3.66%</b>

### 2023 - 2024 Budget Changes:

COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in Property Insurance, natural gas and hydro projections for 2024

## Department Summary

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**Department Summary:** RECREATION CENTRE GROUNDS (878)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 878

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$7,781
<b>Prior Year Approved Net Budget</b>	\$9,950
<b>Budget Change</b>	<b>\$(2,169)</b>
<b>Budget Change by %</b>	<b>(21.80%)</b>
<b>2024 FTE</b>	0.2
<b>2023 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 Okanagan 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.

Continued maintenance of grounds, invasive weed management and thinning of the canopy along the creek.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE GROUNDS (878)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	37,236	0	37,981	39,129	1,148	3.02%
TRANSFERS FROM RESERVES	517	0	0	0	0	0.00%
<b>Total</b>	<b>37,753</b>	<b>0</b>	<b>37,981</b>	<b>39,129</b>	<b>1,148</b>	<b>3.02%</b>
<b>Expenditures</b>						
CONTRACTS FOR SERVICES	25,479	26,341	28,509	27,803	(706)	(2.48%)
GOODS, MATERIALS & SUPPLIES	1,092	1,186	3,162	2,225	(937)	(29.63%)
INTERNAL CHARGES	1,687	1,746	1,561	1,592	31	1.99%
SALARIES, WAGES & BENEFITS	14,710	13,819	14,699	15,290	591	4.02%
<b>Total</b>	<b>42,967</b>	<b>43,092</b>	<b>47,931</b>	<b>46,910</b>	<b>(1,021)</b>	<b>(2.13%)</b>
<b>Net</b>	<b>5,214</b>	<b>43,092</b>	<b>9,950</b>	<b>7,781</b>	<b>(2,169)</b>	<b>(21.80%)</b>

### 2023 - 2024 Budget Changes:

GOODS, MATERIALS & SUPPLIES

- Reduced to align with past year actual costs

## Department Summary

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**Department Summary:** RECREATION CENTRE PARKING LOTS (879)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 879

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$41,031
<b>Prior Year Approved Net Budget</b>	\$38,441
<b>Budget Change</b>	\$2,590
<b>Budget Change by %</b>	6.74%
<b>2024 FTE</b>	0.1
<b>2023 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 are no longer possible. Snow will now need to be hauled away.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE PARKING LOTS (879)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	5,367	8,244	5,500	5,610	110	2.00%
<b>Total</b>	<b>5,367</b>	<b>8,244</b>	<b>5,500</b>	<b>5,610</b>	<b>110</b>	<b>2.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,940	871	1,982	2,022	40	2.02%
CONTRACTS FOR SERVICES	40,715	22,137	33,448	35,915	2,467	7.38%
GOODS, MATERIALS & SUPPLIES	2,436	0	222	226	4	1.80%
INTERNAL CHARGES	1,397	465	3,570	3,641	71	1.99%
SALARIES, WAGES & BENEFITS	7,071	1,508	4,719	4,837	118	2.50%
<b>Total</b>	<b>53,559</b>	<b>24,980</b>	<b>43,941</b>	<b>46,641</b>	<b>2,700</b>	<b>6.14%</b>
<b>Net</b>	<b>48,192</b>	<b>16,736</b>	<b>38,441</b>	<b>41,031</b>	<b>2,590</b>	<b>6.74%</b>

### 2023 - 2024 Budget Changes:

CONTRACTS FOR SERVICES

- Increase in snow plowing contract, due to hauling snow away

## Department Summary

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**Department Summary:** RECREATION CENTRE FACILITY (880)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation

**Accounting Reference:** 880

**Stage:** Approved

**Approved:** Yes

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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>2024 Approved Net Budget</b>	\$311,022
<b>Prior Year Approved Net Budget</b>	\$291,761
<b>Budget Change</b>	\$19,261
<b>Budget Change by %</b>	6.60%
<b>2024 FTE</b>	3.4
<b>2023 FTE</b>	3.4
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The Recreation Centre will continue to host special events and programming.

The continuation of the fee assessment may affect rental fees for this space.

Total increase of \$14,400 related to one time changes as per Council direction on August 14th.

### Highlights of Current Year:

The Recreation Centre hosted major events such as Winter Carnival, Shop-a-Rama, Creative Chaos, Ski Swap, SD 22 Project Scholarship, graduations, and numerous private parties and events.

The Recreation Centre hosted the 2023 BC Winter Games in March. The Creekside Conference Centre was used as a food venue and central hub for the Games. The facilities were provided at no cost for the three day event.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION CENTRE FACILITY (880)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	10,740	9,091	12,828	13,084	256	2.00%
SALE OF SERVICES	105,723	77,819	130,370	132,977	2,607	2.00%
<b>Total</b>	<b>116,463</b>	<b>86,910</b>	<b>143,198</b>	<b>146,061</b>	<b>2,863</b>	<b>2.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	84,645	79,217	88,943	112,799	23,856	26.82%
CONTRACTS FOR SERVICES	36,850	27,589	36,908	37,440	532	1.44%
GOODS, MATERIALS & SUPPLIES	34,477	29,236	35,495	23,016	(12,479)	(35.16%)
INTERNAL CHARGES	43	6	505	100	(405)	(80.20%)
SALARIES, WAGES & BENEFITS	245,551	227,511	273,108	283,728	10,620	3.89%
<b>Total</b>	<b>401,565</b>	<b>363,559</b>	<b>434,959</b>	<b>457,083</b>	<b>22,124</b>	<b>5.09%</b>
<b>Net</b>	<b>285,102</b>	<b>276,648</b>	<b>291,761</b>	<b>311,022</b>	<b>19,261</b>	<b>6.60%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase due to Property insurances premiums, hydro, natural gas and water/sewer
- Increase in Carbon Tax \$14,400

#### GOODS, MATERIALS & SUPPLIES

- Reduction due to staff training costs moved to Arenas General (801)

## Department Summary

**Department Summary:** LAKEVIEW WADING POOL (893)

**Budget Year:** 2024

**Manager:** Gary Lefebvre

**Division:** Recreation

**Accounting Reference:** 893

**Stage:** Approved

**Approved:** Yes

### Purpose:

The Aquatics Department is responsible for the management and operation of the new 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 for an approximate total of 565 hours a season. The Spray Park will be open from May long weekend until Labour Day once construction is complete.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$106,334
<b>Prior Year Approved Net Budget</b>	\$80,751
<b>Budget Change</b>	\$25,583
<b>Budget Change by %</b>	31.68%
<b>2024 FTE</b>	1.6
<b>2023 FTE</b>	1.6
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### 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 3'6" deep. The facility includes washrooms and a change facility that services 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.

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.

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. This will allow the generation of some revenue to offset the cost of operating the facility.

### Highlights of Current Year:

The Lakeview Wading Pool was closed to the public while construction of the new facility was completed during the 2023 season.

### Change Request for 2024:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2024	Net Tax Rqmt for 2025
AUTO - 4112	Lakeview Pool - Cost of Water for New Pool & Splash Pad	Approved	\$27,000	\$0	\$0	\$27,000	\$28,080
<b>Total Change Request</b>			<b>\$27,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,000</b>	<b>\$28,080</b>



## Department Summary

**Department Summary:** LAKEVIEW WADING POOL (893)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	0	10,220	10,424	204	2.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>10,220</b>	<b>10,424</b>	<b>204</b>	<b>2.00%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,007	938	7,900	31,998	24,098	305.04%
CONTRACTS FOR SERVICES	400	0	3,998	4,078	80	2.00%
GOODS, MATERIALS & SUPPLIES	5,888	6,942	6,054	6,555	501	8.28%
INTERNAL CHARGES	647	0	25	25	0	0.00%
SALARIES, WAGES & BENEFITS	4,713	3,678	72,994	74,102	1,108	1.52%
<b>Total</b>	<b>12,655</b>	<b>11,558</b>	<b>90,971</b>	<b>116,758</b>	<b>25,787</b>	<b>28.35%</b>
<b>Net</b>	<b>12,655</b>	<b>11,558</b>	<b>80,751</b>	<b>106,334</b>	<b>25,583</b>	<b>31.68%</b>

### 2023 - 2024 Budget Changes:

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Decrease in water and sewer due to transfer to Lakeview Park (615)
- Decrease in property insurance projections

#### CONTRACT FOR SERVICES

- Increase due to cost of water for new pool and splash pad

#### GOODS, MATERIALS & SUPPLIES

- Increased to include cost of report cards & badges for swim lessons

#### SALARIES, WAGES & BENEFITS

- Increase to reflect the new wages negotiated in the CBA

## Department Summary

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**Department Summary:** LAVINGTON POOL (898)

**Budget Year:** 2024

**Division:** Recreation

**Stage:** Approved

**Manager:** Gary Lefebvre

**Accounting Reference:** 898

**Approved:** Yes

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### Purpose:

City of Vernon is no longer responsible for the Lavington Pool.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$54,000
<b>Prior Year Approved Net Budget</b>	\$54,044
<b>Budget Change</b>	<b>\$(44)</b>
<b>Budget Change by %</b>	<b>(0.08%)</b>
<b>2024 FTE</b>	1.2
<b>2023 FTE</b>	1.2
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The City of Vernon will not be operating this facility in 2024.

### Highlights of Current Year:

The Lavington Outdoor Pool accommodated 161 students from Lavington Elementary with 1-hour rentals for each grade level on June 27 and June 28.

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 3500 user visits, averaging 90 visits a day, during the 2023 Season.

The Lavington Wading pool offered a total of 4 lesson sets of Lifesaving Swim lessons to a total of 186 participants from July 3 to August 24, 2023.

The staff from Lavington Pool also supervised pop-up spray parks at Polson, Alexis, Heritage and Girouard Park this Summer. There were over 800 children who enjoyed cooling off during the hot summer days.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** LAVINGTON POOL (898)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	10,689	11,366	10,513	10,700	187	1.78%
<b>Total</b>	<b>10,689</b>	<b>11,366</b>	<b>10,513</b>	<b>10,700</b>	<b>187</b>	<b>1.78%</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	1,027	779	6,223	6,350	127	2.04%
CONTRACTS FOR SERVICES	973	0	1,500	1,530	30	2.00%
GOODS, MATERIALS & SUPPLIES	8,219	7,567	5,330	5,440	110	2.06%
SALARIES, WAGES & BENEFITS	49,560	48,206	51,504	51,380	(124)	(0.24%)
<b>Total</b>	<b>59,779</b>	<b>56,552</b>	<b>64,557</b>	<b>64,700</b>	<b>143</b>	<b>0.22%</b>
<b>Net</b>	<b>49,090</b>	<b>45,186</b>	<b>54,044</b>	<b>54,000</b>	<b>(44)</b>	<b>(0.08%)</b>

### 2023 - 2024 Budget Changes:

The City of Vernon will not be operating this facility in 2024.

## Department Summary

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**Department Summary:** LAKER'S CLUBHOUSE (456)

**Budget Year:** 2024

**Manager:** Dustin Pridham

**Division:** Recreation - City Only

**Accounting Reference:** 456

**Stage:** Approved

**Approved:** Yes

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### Purpose:

Lakers Clubhouse is a multipurpose facility that is located in the Okanagan Landing area of Vernon. 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.

### Budget Summary

<b>2024 Approved Net Budget</b>	\$16,282
<b>Prior Year Approved Net Budget</b>	\$17,333
<b>Budget Change</b>	<b>\$(1,051)</b>
<b>Budget Change by %</b>	<b>(6.06%)</b>
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

Lakers Clubhouse will continue to host special events and regular program opportunities as in previous years.

There is a relatively substantial increase for property insurance and decrease in revenue. As the budget for the Clubhouse is quite small, the overall increase in the Clubhouse budget cannot be kept within the 4% Council direction without compromising the provision of services and maintenance of the venue.

### Highlights of Current Year:

The Lakers Clubhouse hosted weddings, community gathering, and special events in 2023.

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 in the Summer.

A floor scrubber was purchased for the Laker Clubhouse to assist with the upkeep and maintenance of the facility.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** LAKER'S CLUBHOUSE (456)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
INTERNAL REVENUES	2,980	2,980	3,060	3,121	61	1.99%
SALE OF SERVICES	22,936	22,664	17,149	23,700	6,551	38.20%
TRANSFERS FROM RESERVES	0	0	10,000	0	(10,000)	(100.00%)
<b>Total</b>	<b>25,916</b>	<b>25,644</b>	<b>30,209</b>	<b>26,821</b>	<b>(3,388)</b>	<b>(11.22%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	15,458	21,411	15,356	17,999	2,643	17.21%
CONTRACTS FOR SERVICES	24,384	16,627	28,237	21,040	(7,197)	(25.49%)
GOODS, MATERIALS & SUPPLIES	1,452	6,734	1,158	1,193	35	3.02%
INTERNAL CHARGES	654	777	751	750	(1)	(0.13%)
SALARIES, WAGES & BENEFITS	1,400	569	2,040	2,121	81	3.97%
<b>Total</b>	<b>43,349</b>	<b>46,116</b>	<b>47,542</b>	<b>43,103</b>	<b>(4,439)</b>	<b>(9.34%)</b>
<b>Net</b>	<b>17,433</b>	<b>20,473</b>	<b>17,333</b>	<b>16,282</b>	<b>(1,051)</b>	<b>(6.06%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- Increase in rental fees to reflect actuals

#### TRANSFER FROM RESERVES

- Funding for one-time projects in 2023

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Increase in property insurance premium

#### CONTRACTS FOR SERVICES

- Costs of one-time projects in 2023

## Department Summary

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**Department Summary:** RECREATION COMPLEX CHILD CARE FACILITY (887)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation - City Only

**Accounting Reference:** 887

**Stage:** Approved

**Approved:** Yes

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### 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. 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>2024 Approved Net Budget</b>	\$5,560
<b>Prior Year Approved Net Budget</b>	\$7,000
<b>Budget Change</b>	<b>\$(1,440)</b>
<b>Budget Change by %</b>	<b>(20.57%)</b>
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The Okanagan 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 has been open for over a year 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 2024:

No change requests at this time.

## Department Summary

**Department Summary:** RECREATION COMPLEX CHILD CARE FACILITY (887)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	8,983	11,000	5,100	(5,900)	(53.64%)
<b>Total</b>	<b>0</b>	<b>8,983</b>	<b>11,000</b>	<b>5,100</b>	<b>(5,900)</b>	<b>(53.64%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	0	17,754	17,000	5,560	(11,440)	(67.29%)
CONTRACTS FOR SERVICES	0	8,520	1,000	5,100	4,100	410.00%
<b>Total</b>	<b>0</b>	<b>26,274</b>	<b>18,000</b>	<b>10,660</b>	<b>(7,340)</b>	<b>(40.78%)</b>
<b>Net</b>	<b>0</b>	<b>17,291</b>	<b>7,000</b>	<b>5,560</b>	<b>(1,440)</b>	<b>(20.57%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- First year of operating for the child care facility. Cost recovery from the Okanagan Boys and Girls Club for their share of landscaping.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Billing for Hydro, Gas and Water are directly paid by the Okanagan Boys and Girls Club now, so these expenses have been eliminated

#### CONTRACTS FOR SERVICES

- Landscaping contract adjusted after first year of child care facility share of Recreation Complex grounds

## Department Summary

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**Department Summary:** LAKERS CHILD CARE FACILITY (888)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation - City Only

**Accounting Reference:** 888

**Stage:** Approved

**Approved:** Yes

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### 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. 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>2024 Approved Net Budget</b>	\$4,169
<b>Prior Year Approved Net Budget</b>	\$7,000
<b>Budget Change</b>	<b>\$(2,831)</b>
<b>Budget Change by %</b>	<b>(40.44%)</b>
<b>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

The Okanagan Boys and Girls Club is responsible for the 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:

The Lakers Child Care Facility has been open for over a year 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 2024:

No change requests at this time.



## Department Summary

**Department Summary:** LAKERS CHILD CARE FACILITY (888)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
SALE OF SERVICES	0	8,500	11,000	3,500	(7,500)	(68.18%)
<b>Total</b>	<b>0</b>	<b>8,500</b>	<b>11,000</b>	<b>3,500</b>	<b>(7,500)</b>	<b>(68.18%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	0	17,869	17,000	4,169	(12,831)	(75.48%)
CONTRACTS FOR SERVICES	0	6,300	1,000	3,500	2,500	250.00%
<b>Total</b>	<b>0</b>	<b>24,169</b>	<b>18,000</b>	<b>7,669</b>	<b>(10,331)</b>	<b>(57.39%)</b>
<b>Net</b>	<b>0</b>	<b>15,669</b>	<b>7,000</b>	<b>4,169</b>	<b>(2,831)</b>	<b>(40.44%)</b>

### 2023 - 2024 Budget Changes:

#### SALE OF SERVICES

- First year of operating for the child care facility. Cost recovery from the Okanagan Boys and Girls Club for their share of landscaping.

#### COMMUNICATIONS, INSURANCE & UTILITIES

- Billing for Hydro, Gas and Water are directly paid by the Okanagan Boys and Girls Club now, so these expenses have been eliminated

#### CONTRACTS FOR SERVICES

- Landscaping contract adjusted after first year of child care facility share of Lakers Clubhouse property

## Department Summary

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**Department Summary:** PROJECTS - RECREATION (981)

**Budget Year:** 2024

**Manager:** Stan Mitchell

**Division:** Recreation

**Accounting Reference:** 981

**Stage:** Approved

**Approved:** Yes

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### Purpose:

The Projects Department identifies the Major Maintenance projects and initiatives planned for Recreation Services.

### Budget Summary

<b>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 FTE</b>	0.0
<b>FTE Change</b>	0.0
<b>FTE Change by %</b>	0.00%

### Outlook for Upcoming Budget:

In 2023 the base Major Maintenance budget \$864,600. In 2024, the project increase will be 4%.

New major maintenance projects with a net total of \$899,184 that are recommended for Council consideration include the following.

- \$ 213,750 PV Arena Flat Roof Replacement
- \$ 180,000 PV Complex Cedar Fascia Replacement
- \$ 175,500 KTP Flat Roof Replacement
- \$ 130,000 KTP Public Address System Upgrade
- \$ 83,700 PV Gym flat Roof Replacement
- \$ 55,000 Aquatics Center Feasibility Study
- \$ 36,234 Roofing Consulting
- \$ 25,000 Future Projects Consulting

### Highlights of Current Year:

2023 Projects completed:

- KTP Marquee Led and Lighting Replacement
- Halina Billiards Room Floor Replacement
- Lap Pool UV system Install
- PV Gym Cedar Shake Replacement
- PV Arena Cedar Shake Replacement
- KTP Accessibility Upgrades
- Recreation Fees and Charges Review
- RC, Lakers, KTP Floor Scrubber Replacements
- Arena Electric Zamboni Conversions
- Halina Men's Room Floor Replacement
- Replacement of Arena Pickup Truck

In Progress

- KTP Heat Recapture
- Lakeview Pool
- New Electric Zamboni Purchase

Two projects in the Aquatics area have been put on hold until the facility assessment in 2024 is complete: Aquatic fire suppression and Leisure pool duct painting.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - RECREATION (981)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change	
					\$	%
<b>Revenues</b>						
GOVERNMENT TRANSFERS	518,143	650,399	1,856,807	0	(1,856,807)	(100.00%)
INTERNAL REVENUES	356,124	0	0	0	0	0.00%
SALE OF SERVICES	0	10,000	0	0	0	0.00%
TRANSFERS FROM RESERVES	220,318	166,068	3,896,243	899,184	(2,997,059)	(76.92%)
<b>Total</b>	<b>1,094,585</b>	<b>826,467</b>	<b>5,753,050</b>	<b>899,184</b>	<b>(4,853,866)</b>	<b>(84.37%)</b>
<b>Expenditures</b>						
COMMUNICATIONS, INSURANCE & UTILITIES	10,708	2,554	0	0	0	0.00%
CONTRACTS FOR SERVICES	1,354,175	2,933,948	40,000	0	(40,000)	(100.00%)
GOODS, MATERIALS & SUPPLIES	139,901	470,202	0	0	0	0.00%
INTERNAL CHARGES	7,318	3,395	0	0	0	0.00%
PROJECTS	0	0	5,563,050	899,184	(4,663,866)	(83.84%)
SALARIES, WAGES & BENEFITS	13,419	8,106	0	0	0	0.00%
TRANSFERS TO RESERVES	377,101	150,000	150,000	0	(150,000)	(100.00%)
<b>Total</b>	<b>1,902,622</b>	<b>3,568,205</b>	<b>5,753,050</b>	<b>899,184</b>	<b>(4,853,866)</b>	<b>(84.37%)</b>
<b>Net</b>	<b>808,037</b>	<b>2,741,738</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

### 2023 - 2024 Budget Changes:

#### GOVERNMENT TRANSFERS

- Lakeview pool government grant in 2023

#### TRANSFERS TO RESERVES

- Previous year repayment to the Major Maintenance Reserve for the Leisure Pool Air Handling Unit

## Department Summary

**Department Summary:** PROJECTS - RECREATION VERNON (982)

**Budget Year:** 2024

**Manager:** Chris Sheel

**Division:** Recreation

**Accounting Reference:** 982

**Stage:** Approved

**Approved:** Yes

### 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>2024 Approved 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>2024 FTE</b>	0.0
<b>2023 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 second year of the project will focus on the design completion and construction start which is anticipated to cost approximately 25% of the overall project cost or \$30,000,000.

### 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 (ALC), 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, 2022 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. Minimal borrowing was issued in 2023 to fund initial design costs.

The ALC City Team was deployed as of April 3rd, 2023, and worked with COV Procurement Services to procure and select qualified Integrated Project Delivery (IPD) partners. As of September 2023, the majority of IPD partners were onboarded with the ALC IPD “Validation Phase” begun and scheduled to finalize as of January 2024. The Validation Phase is an intensive collaborative period of approximately three months that designs and refines the scope of the ALC to its final budget, schedule and objectives. A “Validation Report” is the formal output of this phase and is a detailed document regarding the ALC that will be presented to CAO and Council for final review.

### Change Request for 2024:

No change requests at this time.

## Department Summary

**Department Summary:** PROJECTS - RECREATION VERNON (982)

### Changes to Department:

GL Category	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	2023-2024 Budget Change		
					\$	%	
<b>Revenues</b>							
DEBT PROCEEDS	0	0	12,000,000	30,000,000	18,000,000	150.00%	
GOVERNMENT TRANSFERS	4,916,689	0	0	0	0	0.00%	
TRANSFERS FROM RESERVES	27,235	0	0	0	0	0.00%	
<b>Total</b>	<b>4,943,924</b>	<b>0</b>	<b>12,000,000</b>	<b>30,000,000</b>	<b>18,000,000</b>	<b>150.00%</b>	
<b>Expenditures</b>							
COMMUNICATIONS, INSURANCE & UTILITIES	0	658	0	0	0	0.00%	
CONTRACTS FOR SERVICES	4,832,095	419,813	0	0	0	0.00%	
GOODS, MATERIALS & SUPPLIES	106,973	73,150	0	0	0	0.00%	
INTERNAL CHARGES	1,450	0	0	0	0	0.00%	
PROJECTS	0	0	12,000,000	30,000,000	18,000,000	150.00%	
SALARIES, WAGES & BENEFITS	3,405	174,528	0	0	0	0.00%	
<b>Total</b>	<b>4,943,924</b>	<b>668,149</b>	<b>12,000,000</b>	<b>30,000,000</b>	<b>18,000,000</b>	<b>150.00%</b>	
<b>Net</b>	<b>0</b>	<b>668,149</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	

### 2023 - 2024 Budget Changes:

DEBT PROCEEDS

- Proceeds from long-term borrowing for the design of the Active Living Centre

# CHANGE REQUESTS



## Change Request Summary

Page #	Name	Number	Department Responsible	F.T.E.	Request Amount	Annual Operating Cost	Non-Tax Funding	2024 Tax Funding
<b>PRE-APPROVED CHANGE REQUESTS</b>								
<b>Expenditures Previously Approved By Council Resolution</b>								
410	Microsoft 365 Licences	4071	Information Services (122)		\$ 131,000	\$ 131,000	\$ 131,000	\$ -
411	Cyber Insurance	4072	Information Services (122)		40,000	40,000	-	40,000
412	Dark Fibre Upgrade to Operations Bldg.	4073	Information Services (122)		13,000	13,000	-	13,000
413	Additional 4 Firefighters (started mid-2023)	4074	Firefighting (321)	2.0	457,000	457,000	220,000	237,000
414	Deputy Fire Chief (started mid-2023)	4075	Fire Prevention & Life Safety (324)	0.5	94,000	94,000	-	94,000
415	Part-time HR Position (started mid-2023)	4076	Human Resources - General (150)	0.5	60,000	60,000	-	60,000
416	Council Discretionary Grant Program Increase	4077	Grants (145)		50,000	50,000	-	50,000
417	Downtown Parking Revenue Loss - Pick-up Locations	4078	Bylaw Compliance (345)		24,000	24,000	-	24,000
418	Recreation One-Time Changes	4095	Various	3.3	1,280,500	1,280,500		1,280,500
				<b>6.3</b>	<b>\$ 2,149,500</b>	<b>\$ 2,149,500</b>	<b>\$ 351,000</b>	<b>\$ 1,798,500</b>
<b>Maintenance Expenditures for New Infrastructure &amp; Amenities Previously Approved By Council</b>								
419	Becker Park - New Pump Track & Bike Trails	4108	Becker Park (634)		\$ 12,000	\$ 12,000	\$ -	\$ 12,000
420	New Lake Access - 8797 Okanagan Landing Rd	4109	Boulevards (411)		10,000	10,000	-	10,000
421	Civic Memorial Park - Water Misters; Shade Structure & Washroom	4110	Civic Memorial Park (637)		50,000	50,000	-	50,000
422	Deer Park - New Playground & Courts	4111	Deer Park (633)		7,000	7,000	-	7,000
423	Lakeview Pool - Water Cost	4112	Lakeview Pool (893)		27,000	27,000	-	27,000
424	Lakeview Park - Washroom/Changeroom	4113	Lakeview Park (615)		4,000	4,000	-	4,000
425	Carlson Park - Parking Lot Snow Clearing & Additonal Maintenance	4114	Small Parks (631)		10,000	10,000	-	10,000
426	Marshall Fields - New Fence Line Trimming	4115	Marshall Fields (664)		3,000	3,000	-	3,000
427	Maintenance for Newly Constructed Transportation, Drainage & Sewer Infrastructure	4116	Various		37,050	37,050	1,800	35,250
				<b>0.0</b>	<b>\$ 160,050</b>	<b>\$ 160,050</b>	<b>\$ 1,800</b>	<b>\$ 158,250</b>
<b>TOTAL PRE-APPROVED CHANGE REQUESTS</b>				<b>6.3</b>	<b>\$ 2,309,550</b>	<b>\$ 2,309,550</b>	<b>\$ 352,800</b>	<b>\$ 1,956,750</b>

## Change Request Summary

Page #	Name	Number	Department Responsible	F.T.E.	Request Amount	Annual Operating Cost	Non-Tax Funding	2024 Tax Funding
<b>PROPOSED CHANGE REQUESTS</b>								
<b>Expenditures Approved by Council</b>								
428	Financial Analyst Position	4080	Financial Planning & Reporting (147)	1.0	\$ 130,012	\$ 130,012	\$ -	\$ 130,012
429	Utility Clerk Position	4081	Financial Operations (146)	0.6	48,000	48,000	-	48,000
430	FireSmart Coordinator Position	4082	Fire Prevention & Life Safety (324)	1.0	104,009	104,009	-	104,009
431	Conventional Transit Expansion - New Route 10 & Statutory Holiday Service - Oct Start	4083	Transit - Conventional (148)		43,500	130,600	-	43,500
432	Custom Transit Expansion - Sunday & Statutory Holiday Service - Oct Start	4084	Transit - Custom (149)		9,600	28,900	-	9,600
433	4 Additional Firefighters - Mid-year Start	4085	Firefighting (321)	2.0	240,000	453,300	-	240,000
434	2 Additional RCMP Members	4086	RCMP Contract (310)		463,232	463,232	-	463,232
435	Traffic Controller Hours	4087	Bylaw Compliance (345)	0.2	14,346	14,346	-	14,346
436	Conventional Transit - Increase in Donations of Service	4088	Transit - Conventional (148)		6,000	6,000	-	6,000
437	Senior Project Manager Position - Change Funding Source from Kin Race Track Park Reserve to Infrastructure Funds & Sewer Funds	4089	Infrastructure (405)		116,000	116,000	116,000	-
438	Plans Examiner Position - Conversion from Temporary to Permanent - July Start	4090	Building & Licences (212)		47,430	94,860	-	47,430
439	Information Technician Position	4091	Information Services (122)	1.0	102,000	102,000	-	102,000
440	Carlson Park - West Trail Maintenance	4092	Small Parks (631)		5,000	5,000	-	5,000
441	RCMP Support - Reader/Analyst Position	4093	RCMP Support (311)	1.0	114,420	114,420	-	114,420
442	RCMP Support - Court Liaison Relief Hours	4094	RCMP Support (311)	0.4	29,999	29,999	-	29,999
443	Current Planning Manager Position	4097	Current Planning (218)	1.0	151,000	151,000	-	151,000
444	GIS/Asset Management Analyst Position - Conversion from Temporary to Permanent - 2025 Start	4098	Infrastructure (405)		-	109,678	-	-
445/446	Fire Rescue Vehicle Purchase	4099/4106	Fire Services Projects (965) & Fire Prevention & Life Safety (324)		72,000	3,000	69,000	3,000
447	Fire Rescue Electric Vehicle Fire Suppression Equipment	4100	Fire Services Projects (965)		80,000	-	80,000	-
450	Library Sunday Opening	4103	Grants (145)		18,529	-	-	18,529
451	Public Works Slip-in Flushing/Anti-Icing Unit	4107	Fleet Projects (964)		150,000	-	150,000	-
<b>TOTAL PROPOSED &amp; APPROVED CHANGE REQUESTS</b>				<b>8.2</b>	<b>\$ 1,945,077</b>	<b>\$ 2,104,356</b>	<b>\$ 415,000</b>	<b>\$ 1,530,077</b>
<b>TOTAL CHANGE REQUESTS</b>				<b>14.5</b>	<b>\$ 4,254,627</b>	<b>\$ 4,413,906</b>	<b>\$ 767,800</b>	<b>\$ 3,486,827</b>
<b>Expenditures Not Approved by Council</b>								
448	O'Keefe Ranch - 2024 Additional Funding	4101	Grants (145)		100,000	-	100,000	-
449	Parks Asset Management Plan Funding	4102	Various	2.0	525,000	525,000	-	525,000
<b>TOTAL PROPOSED &amp; NOT APPROVED CHANGE REQUESTS</b>				<b>2.0</b>	<b>\$ 625,000</b>	<b>\$ 525,000</b>	<b>\$ 100,000</b>	<b>\$ 525,000</b>



## Change Request Information

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**Change Request:** AUTO - 4071 - Microsoft 365 licences

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Approved

**Description:** "THAT Council support purchasing the remaining Microsoft 365 licenses for 2023 at a cost of \$70,000 to be funded by the Information Services Reserve;  
AND FURTHER, that Council support the ongoing cost of Microsoft 365 licenses beginning in 2024 at a cost of \$110,000 a year to be funded by investment income.

**Justification:** The move from purchased MS Office licences to a subscription-based service is warranted for several reasons. Council pre-approved the budget effects of this change with funding coming from investment earnings beginning in 2024. The Recreation component of MS 365 is also included in this SLA. This amounts to an additional \$21,000.

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

**Initial Cost:** \$131,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding:** \$131,000.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00

## Change Request Information

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### Change Request: AUTO - 4072 - Cyber Insurance

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Cyber Insurance was approved by Council in 2023 and was funded by reserve; 2024 will be the first full year with tax funding.

**Justification:**

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

**Initial Cost:** \$40,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	40,000.00	42,000.00	44,000.00	46,000.00	48,000.00

## Change Request Information

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### Change Request: AUTO - 4073 - Dark Fibre Upgrade to Operations Bldg

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** "THAT Council receive for information the memorandum titled "Dark Fibre Upgrade - Operations Building" dated June 28, 2023 and respectfully submitted by the Manager, Infrastructure and the Manager, Information Services;

AND FURTHER, that Council authorize the expenditure of up to \$6,000 for the cost of dark fibre service for the remainder of 2023 to be funded by the 2022 Unexpended Uncommitted balance;

AND FURTHER, that Council provide early budget approval for a 2024 Service Level Adjustment for the ongoing cost of dark fibre, at a cost of \$13,000, funded from taxation.

**Justification:**

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

**Initial Cost:** \$13,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	13,000.00	13,260.00	13,525.00	13,796.00	14,072.00

## Change Request Information

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### Change Request: AUTO - 4074 - Additional 4 Firefighters

**Budget Year:** 2024

**Change Request Type:** Partially Funded by  
Taxation

**Change Request Stage:** Approved

**Description:** In 2023, Council approved the hiring of 4 additional firefighters mid-year with the first 12 months funded by reserve. The new members were hired mid-June 2023. For 2024, 5.5 months will be reserve funded and 6.5 months will be tax funded

**Justification:**

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

**Initial Cost:** \$457,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$220,000.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	237,000.00	475,280.00	494,291.00	514,063.00	534,625.00

## Change Request Information

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### Change Request: AUTO - 4075 - Deputy Fire Chief Position

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** In 2023, Council approved the hiring of a 3rd Deputy Chief mid-year. 2024 will be the first full year of tax funding for this new position.

**Justification:**

**Department Responsibility:** FIRE PREVENTION & LIFE SAFETY (324)

**Initial Cost:** \$94,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	94,000.00	192,914.00	200,630.00	208,656.00	217,002.00

## Change Request Information

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### Change Request: AUTO - 4076 - Part-time HR Position

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** In 2023, Council approved the creation of an additional 0.5 FTE position to be reserve-funded in 2023 and tax funded beginning in 2024.

**Justification:**

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

**Initial Cost:** \$60,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	60,000.00	62,400.00	64,896.00	67,492.00	70,192.00

## Change Request Information

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### Change Request: AUTO - 4077 - Council Discretionary Grant Program Increase

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** 9. THAT Council, as recommended by the Finance Committee, include additional funding for the Council Discretionary Grant program for the 2024 budget and onwards, increasing the Council Discretionary Grant program to \$100,000.

**Justification:**

**Department Responsibility:** GRANTS (145)

**Initial Cost:** \$50,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00

## Change Request Information

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### Change Request: AUTO - 4078 - Downtown Parking Revenue Loss - Pick up Locations

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** "THAT Council support the permanent implementation of 16 curbside pick-up spaces in Downtown Vernon as outlined in the report titled "Downtown Curbside Pick-up" dated May 31, 2023 and respectfully submitted by the Transportation Planner;

AND FURTHER, that Administration be directed to include the \$24,000 loss in parking revenue in the 2024 Budget.

**Justification:**

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

**Initial Cost:** \$24,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00



## Change Request Information

### Change Request: AUTO - 4095 - Recreation One-Time Changes for Funding Agreement Elimination & Non-Discretionary Costs

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Council passed the following motion on Aug 14, 2023:

THAT Council receive for information the memorandum titled "Greater Vernon Facilities and Program Agreement", dated July 28, 2023, from the Chief Administrative Officer and the Manager, Project Program;

AND FURTHER, that Council reconfirms that as the City of Vernon is solely responsible for the provision and governance of Recreation Services, that it is the City's responsibility to establish the appropriate service levels required to meet the needs and expectations of the public;

AND FURTHER, that Council continues to support establishing Fee for Service agreements with municipalities and Electoral Areas that will provide their residents with equal access and benefits at the same costs within Recreation Services, as City of Vernon residents;

AND FURTHER, that Council declassifies the following:

The formula used to calculate funding percentages for all Participants in the Agreement;

The non-discretionary cost increases identified to appropriately fund Recreation Services as of January 1, 2024;

The costs identified to implement the recommendations within the 2018 Greater Vernon Recreation Master Plan in 2024; and

The funding requested from each of the Participants in order to extend the Agreement beyond December 31, 2023.

**Justification:** The total net impact comes from the following three causes:

- a) The removal of the regional funding agreement
- b) The inclusion of non-discretionary costs previously recognized by Council but not supported by the external funding partners (commonly known as the "cost of doing business").
- c) The inclusion of the recommendations of the 2018 Greater Vernon Recreation Master Plan previously recognized by Council but not supported by the external funding partners.

**Department Responsibility:** RECREATION - GENERAL (800)

**Initial Cost:** \$1,280,500.00

**Annual Incremental Operation Cost:** \$1,280,500.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	1,280,500. 00	1,280,500. 00	1,280,500. 00	1,280,500. 00	1,280,500. 00

## Change Request Information

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**Change Request:** AUTO - 4108 - Becker Park - Maintenance of New Pump Track & Bile Trails

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$12,000 for the new Becker Park pump track and bike trails

**Justification:**

**Department Responsibility:** BECKER PARK (634)

**Initial Cost:** \$12,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	12,000.00	12,480.00	12,980.00	13,498.00	14,038.00

## Change Request Information

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**Change Request:** AUTO - 4109 - Boulevards - Maintenance of New Lake Access 8797 OKL Rd

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational Estimate of \$10,000 for the newly completed lake access at 8797 OKL Rd

**Justification:**

**Department Responsibility:** BOULEVARDS (411)

**Initial Cost:** \$10,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	10,000.00	10,400.00	10,816.00	11,249.00	11,699.00

## Change Request Information

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**Change Request:** AUTO - 4110 - Civic Memorial Park - Maintenance of New Water Misters, Shade Structure & Washrooms

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$50,000 for the newly completed water misters, shade structure & washrooms

**Justification:**

**Department Responsibility:** CIVIC MEMORIAL PARK (637)

**Initial Cost:** \$50,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	50,000.00	52,000.00	54,080.00	56,243.00	58,492.00

## Change Request Information

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**Change Request:** AUTO - 4111 - Deer Park - Maintenance of New Playground & Courts

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$7,000 for newly completed playground and courts at Deer Park

**Justification:**

**Department Responsibility:** DEER PARK (633)

**Initial Cost:** \$7,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	7,000.00	7,280.00	7,571.00	7,873.00	8,187.00

## Change Request Information

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### Change Request: AUTO - 4112 - Lakeview Pool - Cost of Water for New Pool & Splash Pad

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$27,000 for the cost of water for the newly completed Lakeview Pool & splash pad

**Justification:**

**Department Responsibility:** LAKEVIEW WADING POOL (893)

**Initial Cost:** \$27,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	27,000.00	28,080.00	29,203.00	30,371.00	31,585.00

## Change Request Information

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**Change Request:** AUTO - 4113 - Lakeview Park - Maintenance of New Washroom

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$4,000 for the cleaning of the new Lakeview Park washroom

**Justification:**

**Department Responsibility:** LAKEVIEW PARK (615)

**Initial Cost:** \$4,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	4,000.00	4,160.00	4,326.00	4,499.00	4,678.00

## Change Request Information

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Change Request: AUTO - 4114 - Carlson Park - Parking Lot Snow Clearing & Extra Maintenance

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$10,000 for snow clearing of new parking lot & extra maintenance at Carlson Park

**Justification:**

**Department Responsibility:** SMALL PARKS/TOT LOTS (631)

**Initial Cost:** \$10,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	10,000.00	10,400.00	10,816.00	11,248.00	11,697.00



## Change Request Information

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**Change Request:** AUTO - 4115 - Marshall Fields - New Fence Line Trimming

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Operational estimate of \$3,000 for trimming new fence line at Marshall Fields

**Justification:**

**Department Responsibility:** MARSHALL FIELDS PARK (664)

**Initial Cost:** \$3,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	3,000.00	3,120.00	3,244.00	3,373.00	3,507.00

## Change Request Information

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### Change Request: AUTO - 4116 - Operating Costs for Newly Completed Infrastructure

**Budget Year:** 2024

**Change Request Type:** Partially Funded by  
Taxation

**Change Request Stage:** Approved

**Description:** Based on the estimated future maintenance costs provided by the Infrastructure Dept for projects that were completed in 2023. The amounts are to be tax-funded & sewer funded.

**Justification:**

**Department Responsibility:** PAVED STREETS (415)

**Initial Cost:** \$37,050.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$1,800.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	35,250.00	35,955.00	36,674.00	37,408.00	38,157.00

## Change Request Information

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**Change Request:** AUTO - 4080 - Financial Analyst Position

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

**Department Responsibility:** FINANCIAL PLANNING & REPORTING (147)

**Initial Cost:** \$130,012.00

**Annual Incremental Operation Cost:** \$130,012.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	130,012.00	139,216.00	150,572.00	162,852.00	176,149.00

## Change Request Information

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**Change Request:** AUTO - 4081 - Utility Clerk Position

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:** 0.57 FTE Addition

**Department Responsibility:** FINANCIAL OPERATIONS (146)

**Initial Cost:** \$48,000.00

**Annual Incremental Operation Cost:** \$48,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	48,000.00	49,924.00	51,920.00	54,004.00	56,159.00

## Change Request Information

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**Change Request:** AUTO - 4082 - FireSmart Coordinator

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

**Department Responsibility:** FIRE PREVENTION & LIFE SAFETY (324)

**Initial Cost:** \$104,009.00

**Annual Incremental Operation Cost:** \$104,009.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	104,009.00	114,065.00	123,197.00	133,041.00	143,711.00

## Change Request Information

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### Change Request: AUTO - 4083 - Conventional Transit Expansion (New Route 10 & Stat Holiday Service)

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** At the Regular Meeting of Council on Sep 25, 2023, the 3-year MOU on transit expansion was approved in principle. Included is a new Route 10 - Middleton Mountain and expanded service for statutory holidays. The new services are expected to begin in Sep 2024.

**Justification:**

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

**Initial Cost:** \$43,500.00

**Annual Incremental Operation Cost:** \$130,600.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	43,500.00	130,600.00	130,600.00	130,600.00	130,600.00

## Change Request Information

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Change Request: AUTO - 4084 - Custom Transit Expansion (Sunday & Stat Holiday Service)

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** At the Regular Meeting of Council on Sep 25, 2023, the 3-year MOU on transit expansion was approved in principle. Included is expanded custom service for Sundays and statutory holidays. The new service is expected to begin in Sep 2024.

**Justification:**

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

**Initial Cost:** \$9,600.00

**Annual Incremental Operation Cost:** \$28,900.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	9,600.00	28,900.00	28,900.00	28,900.00	28,900.00

## Change Request Information

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### Change Request: AUTO - 4085 - 4 Career Firefighters 2024

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

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

**Initial Cost:** \$240,000.00

**Annual Incremental Operation Cost:** \$453,300.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	240,000.00	494,352.00	514,136.00	534,624.00	485,108.00



## Change Request Information

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### Change Request: AUTO - 4086 - 2 RCMP Members 2024

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

**Department Responsibility:** RCMP CONTRACT (310)

**Initial Cost:** \$463,232.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$463,232.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00

## Change Request Information

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**Change Request:** AUTO - 4087 - Traffic Controller Position - 0.2 FTE

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

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

**Initial Cost:** \$14,346.00

**Annual Incremental Operation Cost:** \$14,346.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	14,346.00	14,921.00	15,519.00	16,142.00	16,788.00

## Change Request Information

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### Change Request: AUTO - 4088 - Conventional Transit Donations of Service Increase

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** At the Regular Meeting of Council on Sep 25, 2023, Council directed Administration to include an increase in the 2024 transit donations of service budget from \$12,000 to \$18,000 for discussion at the Budget Deliberation Meeting.

**Justification:**

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

**Initial Cost:** \$6,000.00

**Annual Incremental Operation Cost:** \$6,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	6,000.00	6,120.00	6,242.00	6,367.00	6,495.00

## Change Request Information

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**Change Request:** AUTO - 4089 - Sr. Project Manager

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:** Funding change starting in 2024 for existing position. Originally, this position was to be funded from the Kin Race Track Reserve for 5 years (up to 2026) and then tax & sewer funded thereafter.

**Department Responsibility:** INFRASTRUCTURE (405)

**Initial Cost:** \$0.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00

## Change Request Information

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**Change Request:** AUTO - 4090 - Plans Examiner (July onward)

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

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

**Initial Cost:** \$47,430.00

**Annual Incremental Operation Cost:** \$94,860.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	47,430.00	98,659.00	102,596.00	106,696.00	110,959.00

## Change Request Information

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### Change Request: AUTO - 4091 - Information Technician II

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

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

**Initial Cost:** \$102,000.00

**Annual Incremental Operation Cost:** \$102,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	102,000.00	102,316.00	106,417.00	110,679.00	115,105.00

## Change Request Information

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**Change Request:** AUTO - 4092 - Carlson Park - West Trail Maintenance

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** Council, at it's Sep 25, 2023 regular meeting, directed Administration to prepare an SLA for the maintenance of the new West Trail at Carlson Park to be considered for tax funding beginning in 2024 for \$5,000.

**Justification:**

**Department Responsibility:** SMALL PARKS/TOT LOTS (631)

**Initial Cost:** \$5,000.00

**Annual Incremental Operation Cost:** \$5,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	5,000.00	5,200.00	5,408.00	5,624.00	5,849.00

## Change Request Information

---

### Change Request: AUTO - 4093 - RCMP Support - Reader/Analyst Position

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

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

**Initial Cost:** \$114,420.00

**Annual Incremental Operation Cost:** \$114,420.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	114,420.00	123,552.00	128,710.00	133,869.00	139,216.00



## Change Request Information

---

**Change Request:** AUTO - 4094 - RCMP Support - Court Liaison Relief

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources" dated September 6, 2023, respectfully submitted by the Chief Administrative Officer

**Justification:**

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

**Initial Cost:** \$29,999.00

**Annual Incremental Operation Cost:** \$29,999.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	29,999.00	31,201.00	32,449.00	33,746.00	35,098.00

## Change Request Information

---

**Change Request:** AUTO - 4097 - Current Planning Manager

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** "THAT Council receive for information the memorandum titled "Funding for Current Planning Manager" dated September 27, 2023 and respectfully submitted by the Director, Community Infrastructure and Development;  
AND FURTHER, that a Service Level Adjustment for the proposed Current Planning Manager at a cost of \$151,000 funded by taxation be brought forward to the 2024 budget deliberations.

**Justification:**

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

**Initial Cost:** \$151,000.00

**Annual Incremental Operation Cost:** \$151,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	151,000.00	151,708.00	154,760.00	157,836.00	157,836.00

## Change Request Information

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**Change Request:** AUTO - 4098 - GIS/Asset Management Analyst

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** THAT Council receive for information the memorandum titled "2024 Budget Service Level Requests for Personnel Resources", dated September 6,2023, respectfully submitted by the Chief Administrative Officer;

**Justification:** This position is temporary up to Dec 31, 2024. This SLA would make the position permanent beginning in 2025 funded jointly by taxation and sewer revenue.

**Department Responsibility:** INFRASTRUCTURE (405)

**Initial Cost:** \$109,678.00

**Annual Incremental Operation Cost:** \$109,678.00

**Non-Tax Funding** \$33,123.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	76,555.00	79,612.00	82,799.00	86,116.00

## Change Request Information

---

### Change Request: AUTO - 4099 - Fire Services Electric Vehicle Purchase

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Approved

**Description:** That Council consider the request for approval to purchase a new electric vehicle for Fire Services for up to \$69,000, as well as ongoing operations costs of \$3,000 per year, as part of the 2024 budget deliberations.

**Justification:**

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

**Initial Cost:** \$69,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$69,000.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00

## Change Request Information

---

**Change Request:** AUTO - 4106 - Fire Services Electric Vehicle Purchase - Operational Component

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council consider the request for approval to purchase a new electric vehicle for Fire Services for up to \$69,000, as well as ongoing operations costs of \$3,000 per year, as part of the 2024 budget deliberations.

**Justification:**

**Department Responsibility:** FIRE PREVENTION & LIFE SAFETY (324)

**Initial Cost:** \$3,000.00

**Annual Incremental Operation Cost:** \$3,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	3,000.00	3,060.00	3,120.00	3,180.00	3,240.00

## Change Request Information

---

### Change Request: AUTO - 4100 - Purchase of Electric Vehicle Fire Suppression Equipment

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Approved

**Description:** That Council consider the request for approval to purchase the electric vehicle fire suppression equipment for up to \$80,000 to be brought forward to the 2024 budget deliberations.

**Justification:**

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

**Initial Cost:** \$80,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$80,000.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00

## Change Request Information

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### Change Request: AUTO - 4103 - Library Sunday Opening Funding

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Approved

**Description:** That Council direct Administration to prepare a Service Level Adjustment for \$18,529 as a grant to the ORL for library Sunday openings, for consideration at the 2024 budget deliberations

**Justification:**

**Department Responsibility:** GRANTS (145)

**Initial Cost:** \$18,529.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	18,529.00	0.00	0.00	0.00	0.00

## Change Request Information

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### Change Request: AUTO - 4107 - Slip-in Flushing/Anti-Icing Unit

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Approved

**Description:** that a Service Level Adjustment for the proposed Slip in Flushing /Anti-Icing Unit at a cost of \$150,000 be brought forward to the 2024 budget deliberations for Council's consideration.

**Justification:**

**Department Responsibility:** PROJECTS - FLEET (964)

**Initial Cost:** \$150,000.00

**Annual Incremental Operation Cost:** \$0.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00



## Change Request Information

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### Change Request: AUTO - 4101 - O'Keefe Ranch Additional Funding

**Budget Year:** 2024

**Change Request Type:** Funded by Non-Tax Sources

**Change Request Stage:** Requested

**Description:** That Council direct Administration to prepare a Service Level Adjustment for the 2024 additional grant requested by O'Keefe Ranch and Interior Heritage Society for \$100,000 for discussion at the 2024 budget deliberations.

**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>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	0.00	0.00	0.00	0.00	0.00

## Change Request Information

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### Change Request: AUTO - 4102 - Parks Asset Management Plan Operational Funding

**Budget Year:** 2024

**Change Request Type:** Funded by Taxation

**Change Request Stage:** Requested

**Description:** On September 11, 2023, Council endorsed "Alternative 2" of the proposed Parks Asset Management Plan. Operationally, this included the following totalling \$525,000:  
- 2 additional positions (Parks Operator II & Horticulturalist Assistant)  
- Updating existing contracts & equipment

**Justification:**

**Department Responsibility:** LOCAL PARKS - GENERAL (600)

**Initial Cost:** \$525,000.00

**Annual Incremental Operation Cost:** \$525,000.00

**Non-Tax Funding** \$0.00

<b>Net Tax Requirement:</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	525,000.00	546,000.00	567,840.00	590,554.00	614,176.00

# CAPITAL



O'Callaghan Blodau  
CHARTERED PROFESSIONAL  
ACCOUNTANTS

# 2024 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 and preventative maintenance 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.

## 2024 INFRASTRUCTURE PROGRAM OVERVIEW

The projects contained in the 2024 Capital Program are consistent with the 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 2024 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.

There are 23 capital projects planned for 2024 with a total value of over \$29 million. Highlights include:

- Infrastructure improvements at Pleasant Valley Road and 39<sup>th</sup> Avenue intersection including a new roundabout as well as sanitary and storm main replacement;
- Infrastructure replacement including road, sanitary and storm main on 32<sup>nd</sup> Avenue from 18<sup>th</sup> Street to 20<sup>th</sup> Street;
- Infrastructure replacement including a new bridge and utilities at the 43<sup>rd</sup> Street Vernon Creek crossing;
- New mountain bike facilities at Becker Park; and,
- the extension of sanitary sewer collector pipe to a portion of the remaining unserved areas in the Okanagan Landing area using horizontal directional drilling.

The allocation of expenditures to various groups of projects is as follows:

### Project Category

Parks Projects	\$2,127,356
Drainage Projects	\$8,795,676
Major Capital	\$7,984,946
Organizational Capacity*	\$1,479,068
Wastewater Projects	\$4,803,358
Transportation Projects	\$3,897,985
<b>Total (23 Projects)</b>	<b>\$29,088,389</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. The annual operational increase is shown on each project sheet and will be added to the 2025 operational budget once projects are completed.

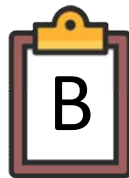
# INFRASTRUCTURE REPORT CARD 2023

## 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 \$492 Million  
Condition: GOOD



### Quick Facts

- 283 km of Sanitary Mains
- 21 Lift Stations
- 1 Water Reclamation Centre
- Spray Irrigation System
- 9 km Outfall Line in Okanagan Lake

Deficit (Backlog): \$31 Million

Estimated Required Annual Renewal Funding: **\$4.3 Million**  
(Sanitary Rate Analysis 2021)

## Condition



\*Most valuable assets

\*Does not include new High Strength Waste Facility

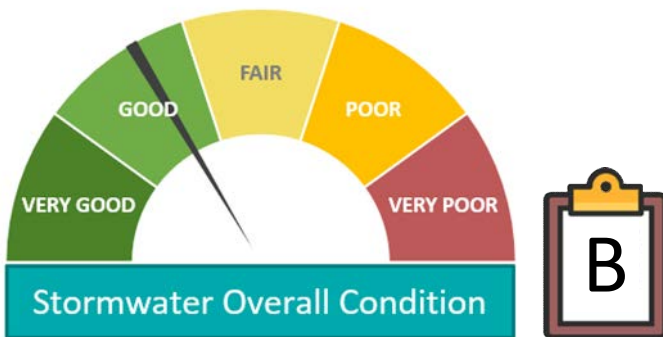
# INFRASTRUCTURE REPORT CARD 2023

## 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 \$297 Million  
Condition: GOOD



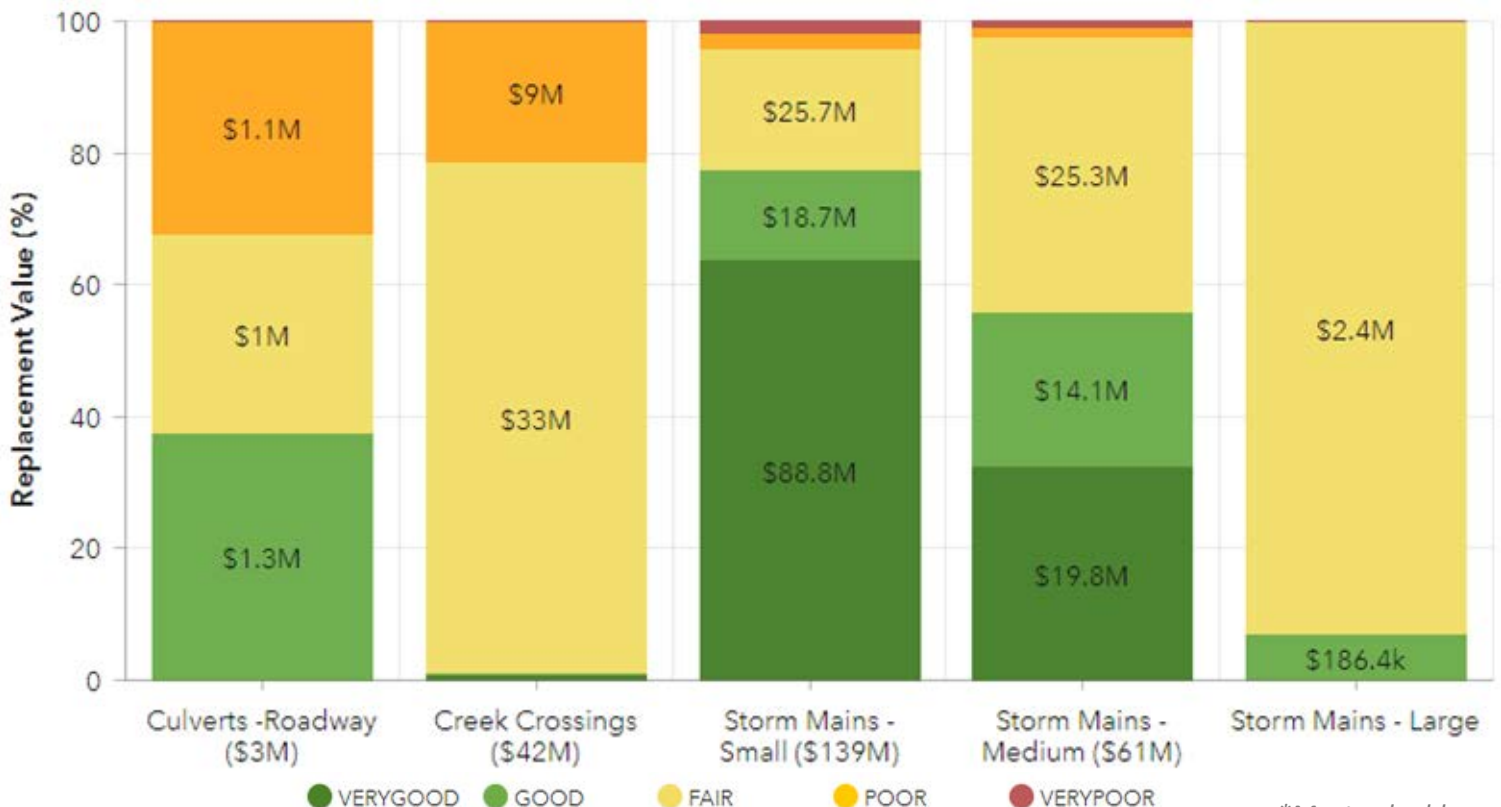
### Quick Facts:

- 205 km of Storm Mains
- 28 Creek Crossings
- 173 km of ditches/swales
- 6 km Road Culverts
- 5316 Catch basins
- 3548 Manholes

Deficit (Backlog): \$24 Million

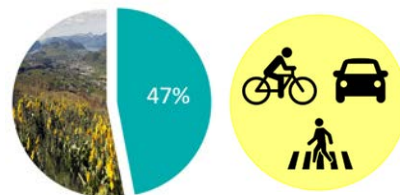
Estimated Required Annual Renewal Funding: **\$2.2 Million**  
(Drainage Infrastructure Prioritization Plan, 2020)

### Condition



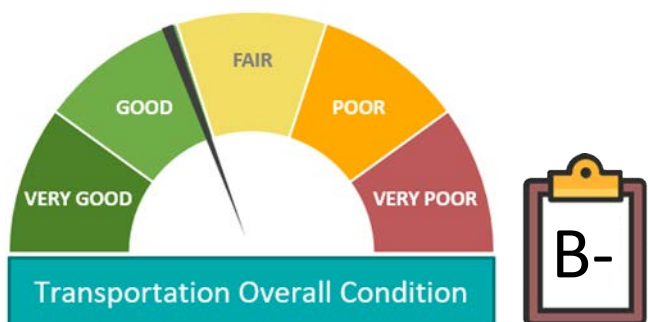
# INFRASTRUCTURE REPORT CARD 2023

## 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, traffic signalization, and parking meters.

Replacement Value \$910 Million  
Condition: GOOD



### Quick Facts:

- 105 km of Arterial/Collector Roads
- 182 km of Local Roads
- 26 Bridges and Structures
- 65 Traffic Signals
- 2888 Streetlights

Deficit (Backlog): \$67 Million

Estimated Required Annual Renewal Funding: \$9 Million  
(To be updated in 2024 Transportation AM Plan)

## Condition

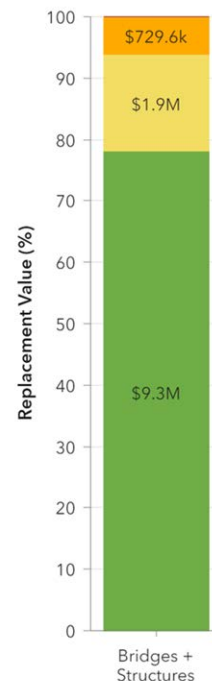
### Roadway



### Traffic



### Structures



# INFRASTRUCTURE REPORT CARD 2023

## 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 \$154 Million  
Condition: FAIR



- Quick Facts:**
- 21 Administrative Facilities
  - 10 Recreation & Cultural Facilities
  - 38 O’Keefe Ranch buildings

Deficit (Backlog): \$29 Million

Estimated Required Annual Renewal Funding: **\$2.9 Million**  
*(Ideal budget: annual depreciation of replacement value Forthcoming Building/Facility Asset Management Plan in 2024)*

## Condition

### Buildings





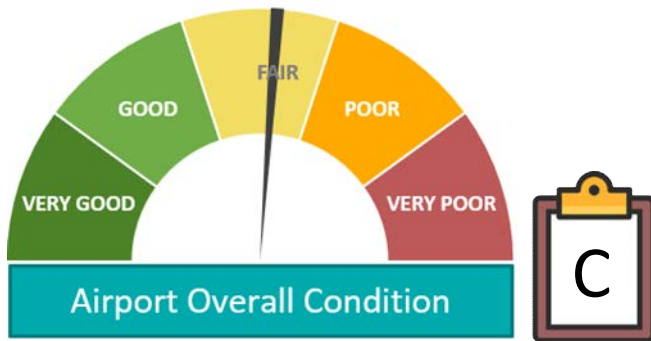
# INFRASTRUCTURE REPORT CARD 2023

## 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
- 2 heli-pads

Deficit (Backlog): **\$3.9 Million**

Estimated Required Annual Renewal Funding: **\$0.3 Million**  
(Ideal budget: annual depreciation of replacement value)

## Condition

### Airport



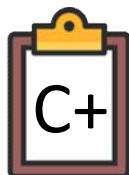
# INFRASTRUCTURE REPORT CARD 2023

## Parks and Public Spaces



Vernon’s Parks and Public Spaces are comprised of a variety of parks, boulevards, trails, and outdoor recreation facilities. This system provides a multitude of benefits for residents, visitors, and businesses and the natural environment. It contributes to a community’s identity and unique sense of place and provides a higher quality of life for residents.

Replacement Value \$54 Million  
Condition: FAIR



### Quick Facts:

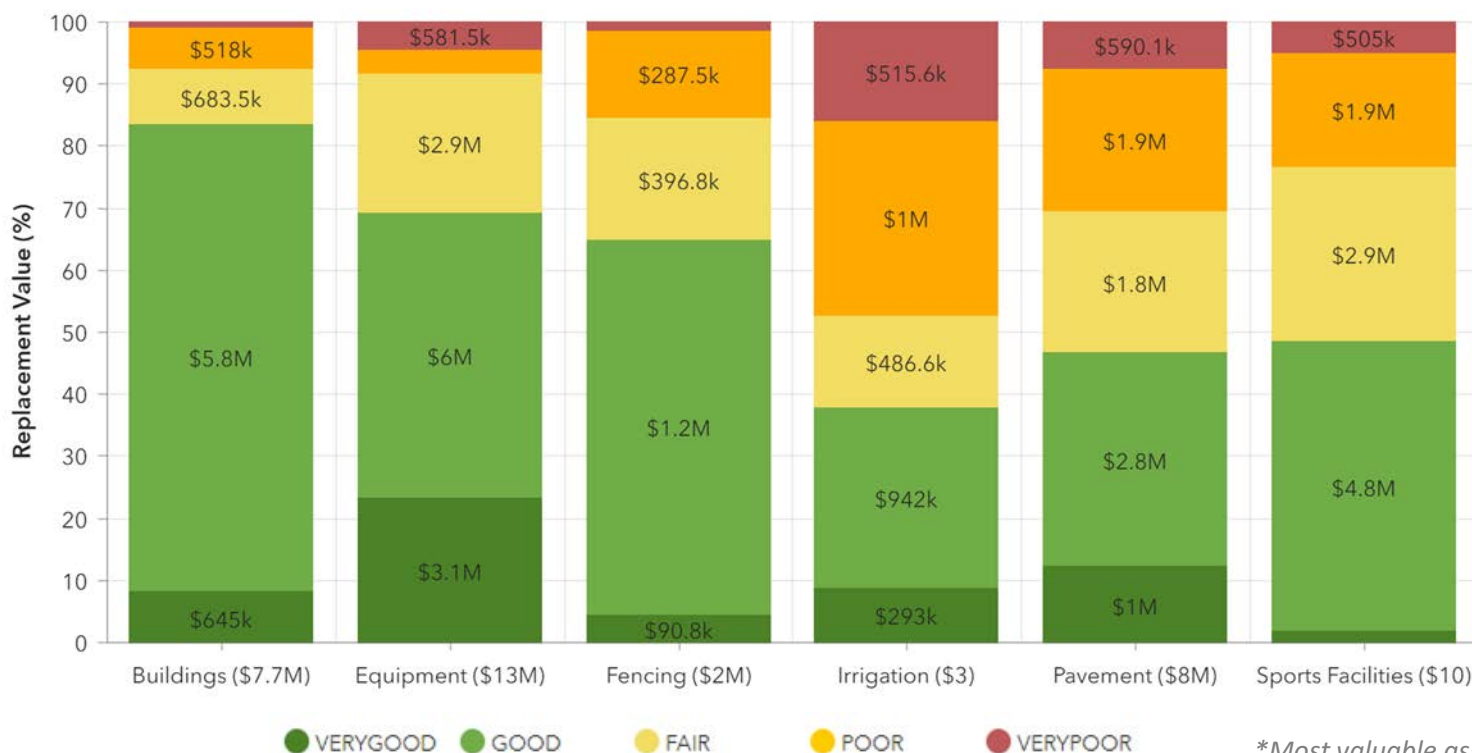
- 6 Community Parks
- 7 Athletic Parks
- 30 Playgrounds
- 87 Irrigation Systems
- 9 Washrooms
- 340 Benches

Deficit (Backlog): **\$9.3 Million**

Estimated Required Annual Renewal Funding: **\$1.28 Million**  
(based on 2023 Parks and Public Spaces AM Plan)

## Condition

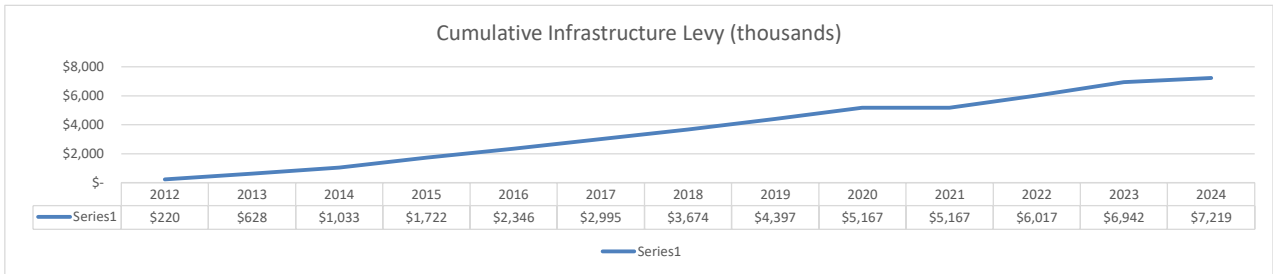
### Parks



\*Most valuable assets  
Pavement includes Downtown Parking Lots

### 2024 Project List & Funding Sources

Project #	Title	Cost	Funding Source						
			Infrastructure Levy & Reserve	Sewer Reserves	Casino	Gas Tax	Provincial Growing Communities Fund	DCC's	Other
2024-01	Becker Bike Park - Phase 2	\$ 962,000	\$ 462,000						\$ 500,000
2024-02	Parks Irrigation Renewal	500,000				500,000			
2024-03	DND Grounds Playground Equipment Renewal	500,000				500,000			
2024-04	Priority Drainage Improvements	1,500,000	1,080,000					420,000	
2024-05	43 Street Vernon Creek Crossing	4,550,000	1,512,116					475,000	2,562,884
2024-06	Polson Park Vernon Creek Naturalization - Phase 1	1,310,000			1,310,000				
2024-07	Storm Drainage Maintenance & Asset Renewal	752,000	752,000						
2024-08	Pleasant Valley Rd/39 Ave Roundabout	4,830,000		325,000				2,657,950	1,847,050
2024-09	32 Avenue Reconstruction - 18 Street to 20 Street	2,534,287		596,458		1,937,829			
2024-10	Infrastructure Program Support	963,102	765,900	197,202					
2024-11	Land Acquisition	200,000							200,000
2024-12	Capital Design	2,261,000	1,313,000	320,000				628,000	
2024-13	Pipe Video Inspection	201,000	100,500	100,500					
2024-14	Priority Sanitary Sewer Replacement	400,000		400,000					
2024-15	Sanitary Sewer Flow Monitoring & Modelling	100,000		50,000				50,000	
2024-16	Sanitary Sewer Trunk Main Inspection	80,000		80,000					
2024-17	Okanagan Landing Sanitary Sewer Municipal Fee	1,200,000	200,000	1,000,000					
2024-18	Spray Irrigation Infrastructure Replacement & Renewal	2,300,000		2,300,000					
2024-19	VWRC Asset Renewal	350,000		350,000					
2024-20	Transportation Asset Renewal & Maintenance	580,000	580,000						
2024-21	Transportation Safety Improvements	700,000			650,000				50,000
2024-22	Transit & Active Transportation Improvements	895,000	561,900					223,000	110,100
2024-23	Pleasant Valley Rd to 20 Street Multi-use Path	1,420,000				1,420,000			
		<b>\$ 29,088,389</b>	<b>\$ 7,327,416</b>	<b>\$ 5,719,160</b>	<b>\$ 1,960,000</b>	<b>\$ 3,357,829</b>	<b>\$ 3,657,950</b>	<b>\$ 3,643,050</b>	<b>\$ 3,422,984</b>



# BECKER BIKE PARK PHASE 2

PROJECT #2024-01

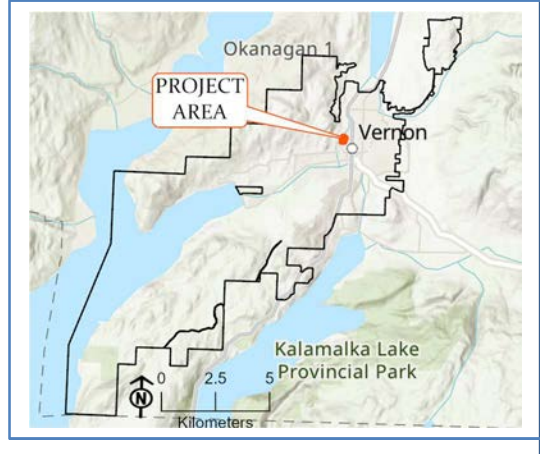
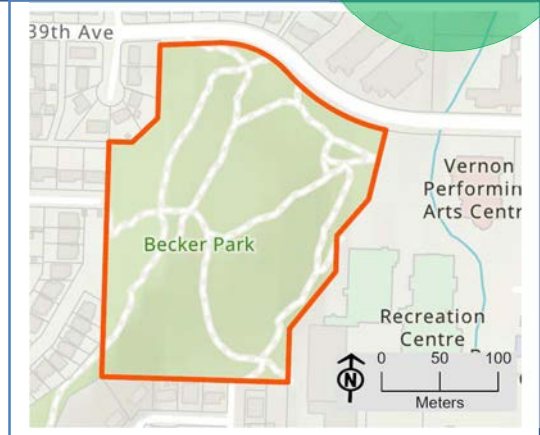


Photo Reference:

Fischlin, J. (2022, October 19). *'It's surreal': red ribbon cut for Elkford's new bike park*. The Free Press.

<https://www.thefreepress.ca/news/its-surreal-red-ribbon-cut-for-elkford-bike-park/>

**Total Capital Costs:** \$ 962,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 20,000

## Project Summary

The project scope includes the design and construction of a modern mountain bike skills park. The park will include dirt jump area, paved pumptrack, skills area, trails, signage, and parking lot works at the Becker Bike Park.

The upgraded park facilities will provide a safe, progressive, and inclusive bicycling environment for all ages and abilities. The project was planned in cooperation with the North Okanagan Cycling Society and will provide new facilities that are likely to attract more visitors to the region.

The City of Vernon has received \$500,000 from the Destination Development Fund from the Ministry of Tourism, Arts, Culture and Sport for this project.

# PARKS IRRIGATION RENEWAL

PROJECT #2024-02



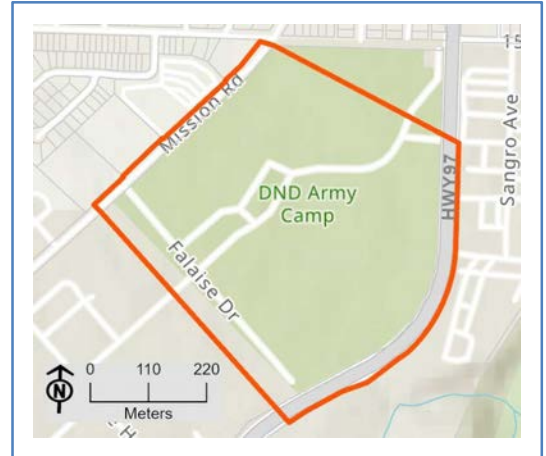
**Total Capital Costs:** \$ 500,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ 0

## **Project Summary**

The goal of the City's Parks Renewal projects is to renew high-risk and high-priority park facility assets. Guided by the Parks Master Plan, and Parks Asset Management Plan, the scope of work for 2024 will include renewal of the irrigation systems at multiple parks throughout the City (Lakeview, DND and Alexis Park) with funding from the Growing Communities Fund.

# DND PLAYGROUND RENEWAL

PROJECT #2024-03



**Total Capital Costs:** \$ 500,000  
**Operation and Maintenance Estimated Yearly Costs:** 0

## Project Summary

The goal of the City's Parks Renewal projects is to renew high-risk and high-priority park facility assets. Guided by the Parks Master Plan, and Parks Asset Management Plan, the scope of work for 2024 will include replacement of the playground equipment at DND with funding from the Growing Communities Fund.

# PRIORITY DRAINAGE IMPROVEMENT



PROJECT #2024-04



**Total Capital Costs:** \$ 1,500,000  
**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.

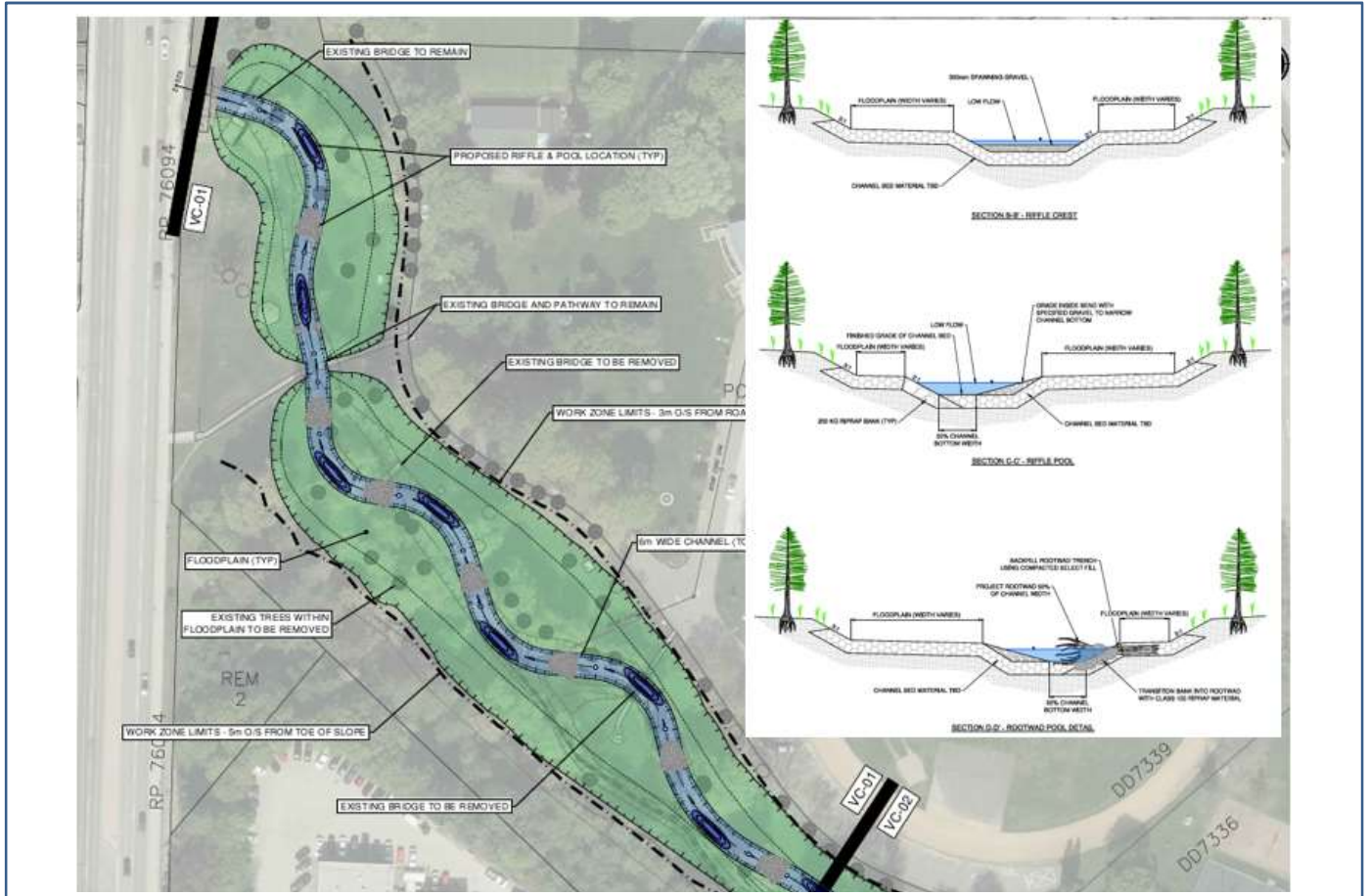
The Priority Drainage Improvement project is intended to be an annual capital funding envelope that addresses drainage issues identified in the DIPP and could also be used to address unplanned and emerging drainage issues. The 2024 priority drainage improvements will focus primarily on the high priority drainage improvements along the south basin (Smith Road/Kokanee Road and Eastside Road area) but also emerging high priority drainage issues in the foothills area. The project budget is partially funded (28%) by Development Cost Charges Storm project ST6 for overland flow improvements.





# POLSON PARK VERNON CREEK NATURALIZATION PHASE 1 – ADDITIONAL FUNDING

PROJECT #2024-06



**Total Capital Costs:** \$ 1,310,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 10,000

## Project Summary

This project adds funds to the 2023-04 Capital Infrastructure Project to enable the City to complete phase 1 of the Vernon Creek Naturalization project in Polson Park in 2024. These added funds are a result of increased costs associated with construction cost escalation/inflation. These funds will also enable the City to meet the Site Alteration Permit material handling requirements and post construction environmental monitoring required as part of the environmental approvals. Council endorsed the following:

“AND FURTHER, that Council authorizes Administration to proceed with the project delivery method as proposed in the memorandum titled “Vernon Creek Naturalization through Polson Park – Project Update” dated September 5, 2023 and respectfully submitted by the Water Resources Engineer.”

Administration has also applied Disaster Risk Reduction – Climate Adaption funding from Community Emergency Preparedness Fund for this project but this potential funding was not included in the budget.

# STORM MAINTENANCE AND ASSET RENEWAL

PROJECT #2024-07



*BX Sediment Pond – Hydrometric Station*



*Washed out culvert/pathway - Foothills*



*Sediment Cleanout at 20<sup>th</sup> Street Culvert*

**Total Capital Costs:** \$ 752,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## 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.

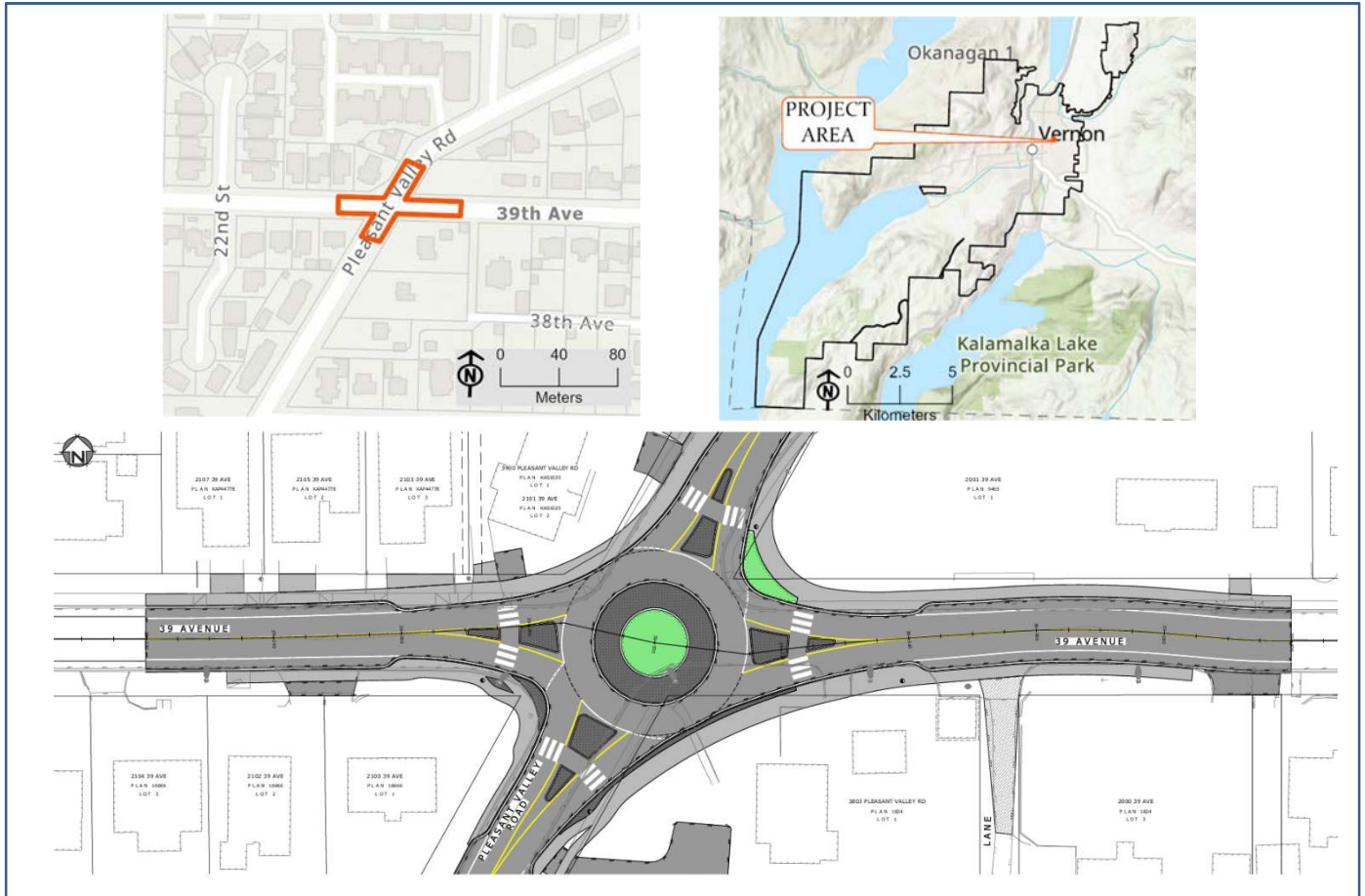
To address this gap, Council endorsed an increase of the annual storm water maintenance budget in order to implement a preventative maintenance program. Preventative maintenance activities help to ensure that key stormwater infrastructure reaches its expected service life. Maintenance includes ditching 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.

This budget includes funding to add quantity/quality flow monitoring stations to help support planning and design of environmental/capacity related storm water projects as well as flood response.

This budget also includes funding to allow for drainage asset replacement based on updated video inspections and coordinated projects with RDNO. Projects coordinated with RDNO for 2024 include both 35<sup>th</sup> Street from Centennial Drive to 34<sup>th</sup> Avenue and 34A Street from 24<sup>th</sup> Avenue to 25<sup>th</sup> Avenue.

# PLEASANT VALLEY ROAD AT 39 AVENUE— ROUNABOUT

PROJECT #2024-08



**Total Capital Costs:** \$ 4,830,000

**Operation and Maintenance Estimated Yearly Costs:** \$ 4,500

## Project Summary

The general project scope includes a roundabout intersection design and construction, left turn onto 20 Street, shallow/overhead utility restoration or relocation in 39 Avenue and PV Road, new curb, gutter, retaining walls, street lighting ( including pedestrian crossing flashers), associated drainage, sanitary and water works.

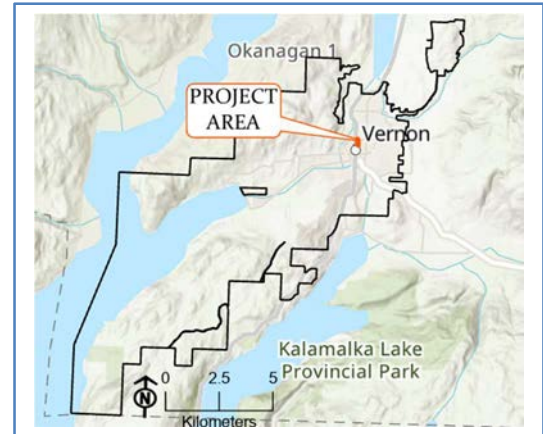
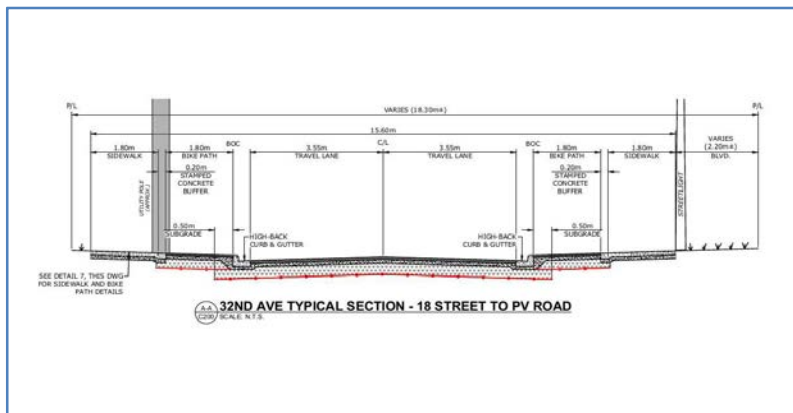
The Regional District of North Okanagan (RDNO) Greater Vernon Water (GVW), is also engaged with the same services for design and construction of the water system in the project area. The consultant will be working for both owners concurrently on the project.

The City is coordinating with adjacent properties to accommodate the roundabout.

Project funding will be split between Transportation Development Cost Charges and the Growing Communities Fund.

# 32<sup>nd</sup> AVENUE RECONSTRUCTION 20<sup>th</sup> STREET to 18<sup>th</sup> STREET

PROJECT #2024-09



**Total Capital Costs:** \$ 2,534,287  
**Operation and Maintenance Estimated Yearly Costs:** \$ 10,000

## Project Summary

The project scope includes, sanitary and storm main replacement on 32<sup>nd</sup> Avenue from 20<sup>th</sup> Street to 18<sup>th</sup> Street, new curb, gutter, sidewalk, associated drainage, water and sanitary services. The cross section will be modified from the current layout to include sidewalk on both sides of the road (currently only on the north) and moving the bike lanes to above the curb line. Parking is planned to be removed on the north side of the road to accommodate the new sidewalk.

The water main is also being replaced in cooperation with Greater Vernon Water.

# INFRASTRUCTURE PROGRAM SUPPORT



PROJECT #2024-10



**Yearly Cost:** **\$ 963,102**

## 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	\$ 122,011	Approved 2019
Infrastructure / 2 x Project Managers, Manager, Infrastructure Projects, Manager, Infrastructure Systems, Water Resources Engineer	\$ 718,464	Approved 2019, 2021 and 2022
Procurement Services / Senior Buyer	\$ 122,627	Approved 2021
<b>TOTALS</b>	<b>\$ 963,102</b>	*Split between 1.9% (\$765,908) and Sanitary Utility (\$197,194)

Note: The 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 (proposed SLA in Infrastructure Operating to bring to Full Time in 2025).

\*This funding split assumes the Infrastructure Department Resourcing – Funding Source Adjustment SLA is supported.

# LAND ACQUISITION

PROJECT #2024-11



**Total Capital Costs:**

**\$ 200,000**

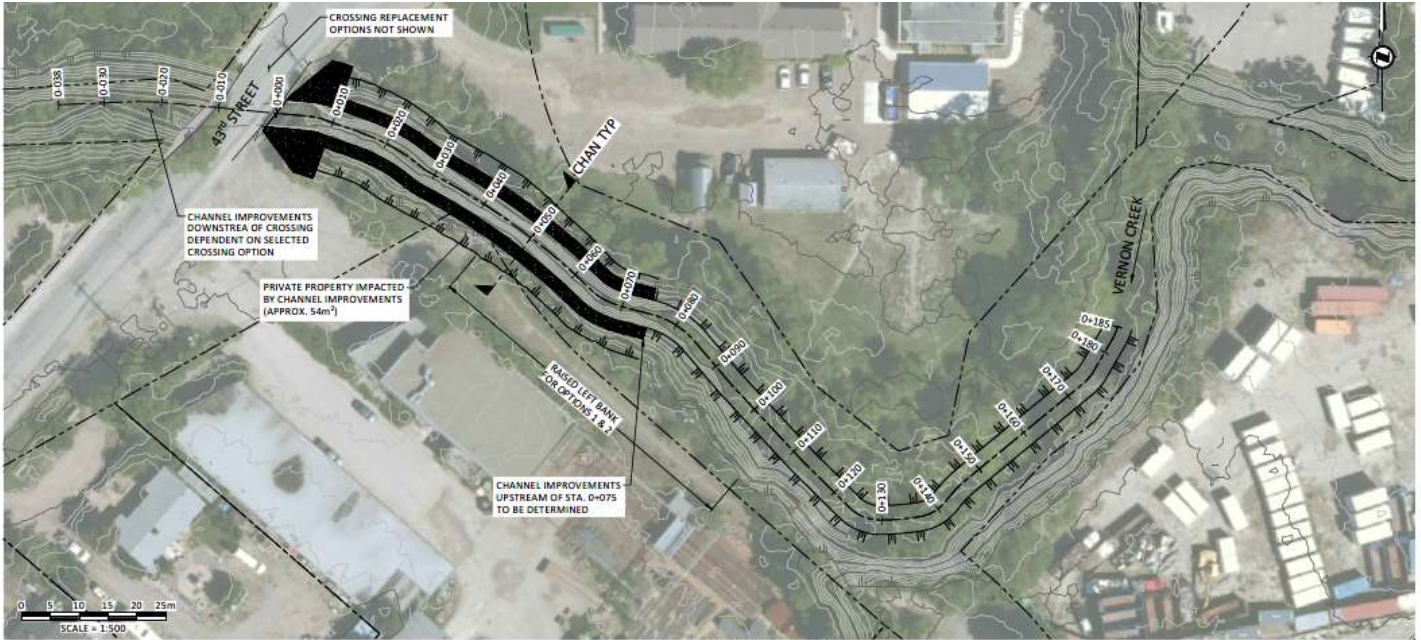
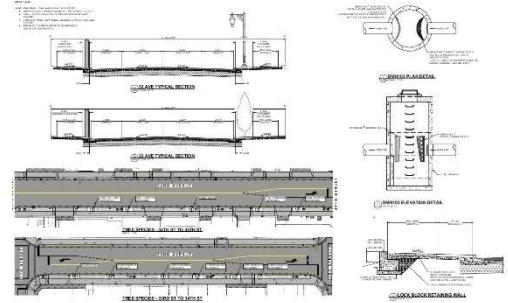
## **Project Summary**

Land acquisition is required to support the capital projects in 2024 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 2024 will support land acquisition to support trail connections, sewer extension projects, future transportation projects and projects consistent with the Rolling 5 Year Infrastructure Plan.

# CAPITAL DESIGN

PROJECT #2024-12



PLAN - 43rd STREET CHANNEL WORKS  
SCALE = 1:500

**Total Costs:** **\$ 2,261,000**

## Project Summary

Design of 2025 capital projects in 2024 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 2025 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 and advancing preliminary work for Flood Mitigation projects.

The major capital projects for 2025 being designed in 2024 being include:

- Phoenix Drive Silverstar Road Roundabout
- 32<sup>nd</sup> Avenue 15<sup>th</sup> Street to 18<sup>th</sup> Street Reconstruction
- Kalamalka Lake Road – 14<sup>th</sup> Avenue to Highway 6
- Polson Park Vernon Creek Naturalization Phase 2

# PIPE VIDEO INSPECTION

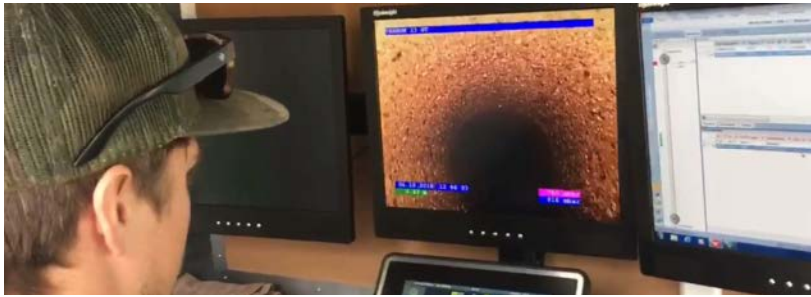
PROJECT #2024-13



Pipe Inspection Crawler



Roots



**Total Capital Costs: \$ 201,000**

## Project Summary

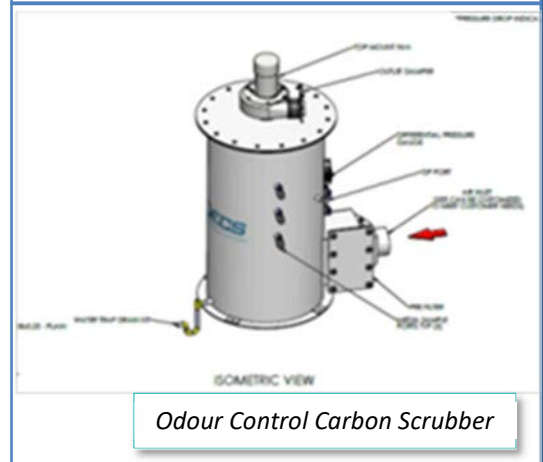
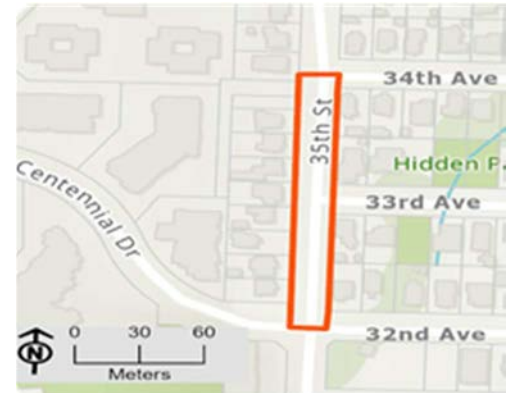
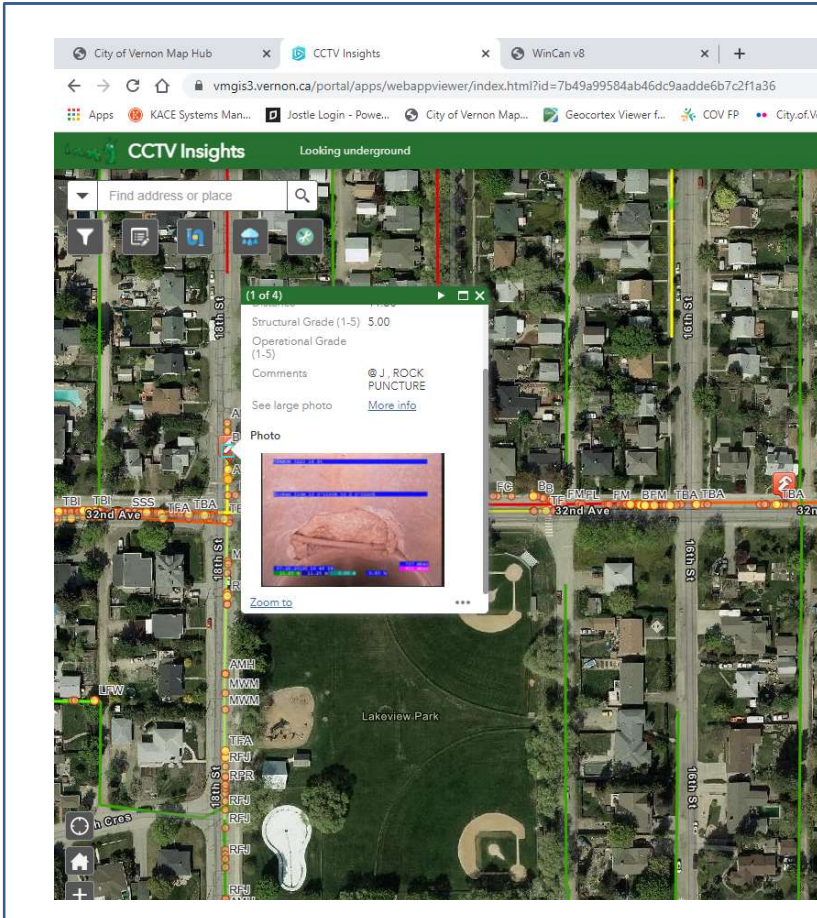
This annual project funds the program for annual inspection of storm and sanitary sewer mains in conjunction with the closed circuit television (CCTV) video inspection system. Additional funds have been added to this budget for 2024 to fund the purchase of a second mobile camera to provide additional access capabilities to the City's operations as well as providing stability to this infrastructure system that supports our Infrastructure Program as well as day to day operations.

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.



# PRIORITY SANITARY REPLACEMENT

PROJECT #2024-14



**Total Capital Costs:** \$ 400,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

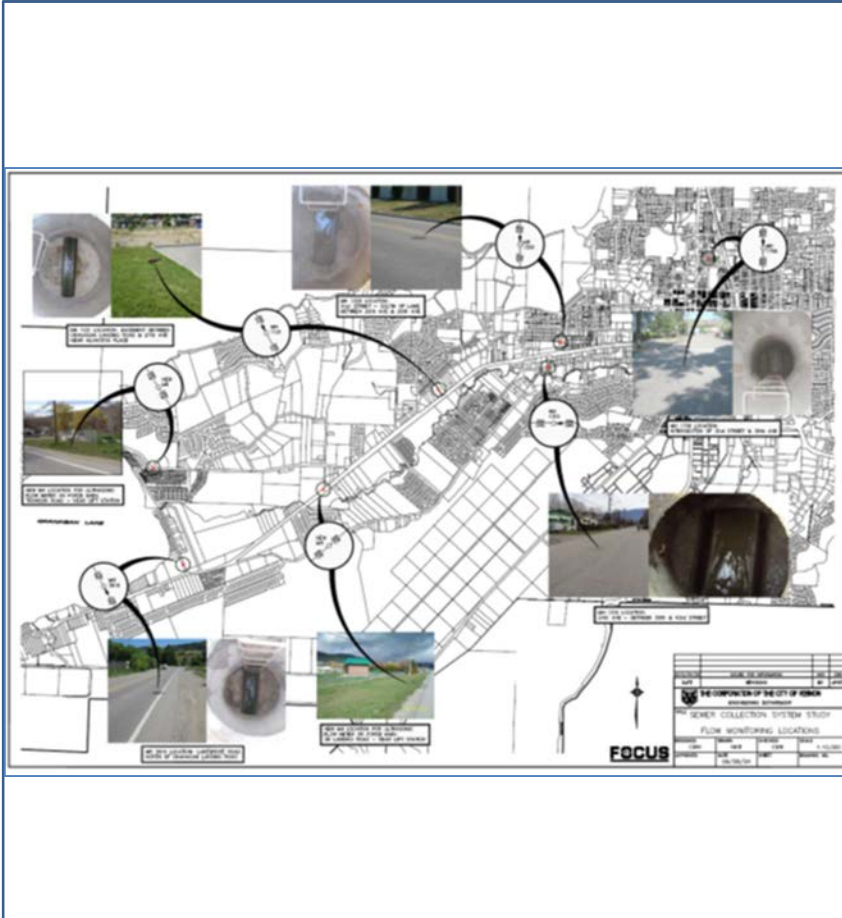
## Project Summary

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. This funding will also support infrastructure replacement in conjunction with RDNO water main replacement on 35 Street from 34 Avenue to Centennial Drive.

Additional work planned for 2024 includes renewal and potential expansion of the odour control devices in the City. Funding is from sanitary sewer collection reserves.

# SANITARY FLOW MONITORING & MODELLING

PROJECT #2024-15



**Total Capital Costs:** \$ 100,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## Project Summary

Modelling work identified inflow and infiltration (I&I) as an issue that affects long term sustainability of the City's sanitary sewer system. Flow monitoring would help identify areas where measures could be taken to reduce I&I, leading to decreased sewage pumping, treatment, and disposal costs. Additional sewer modelling in the City's pressurized system is required to optimize flow and operations to support new development.

Funding is 50% development cost charge related and 50% sanitary ratepayers.

# SANITARY TRUNK MAIN INSPECTION



PROJECT #2024-16



Sanitary Trunk Main

**Total Capital Costs:** \$ 80,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

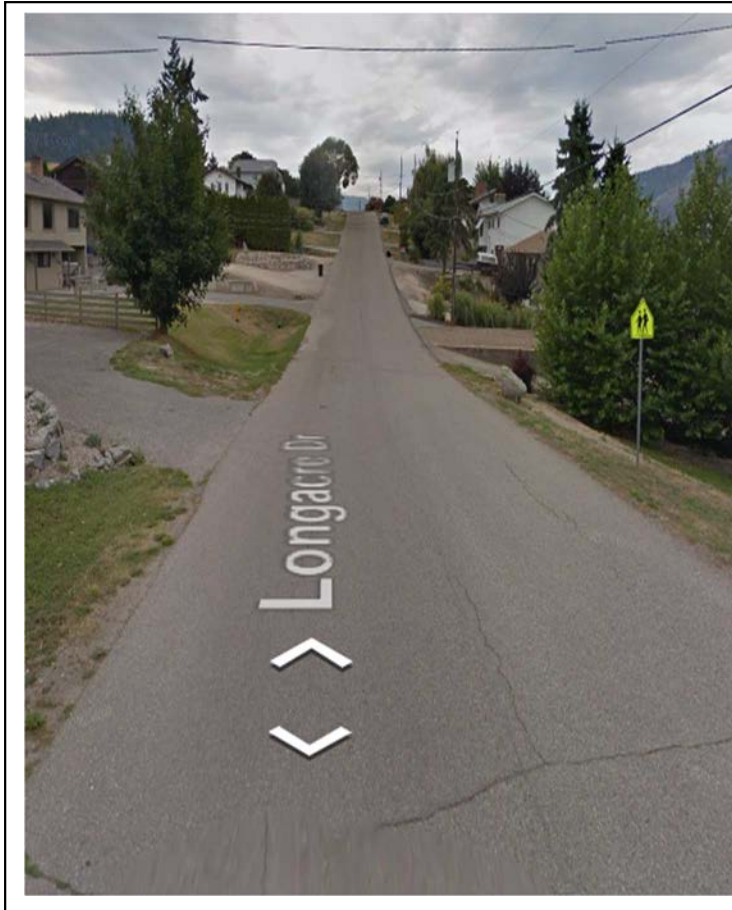
## Project Summary

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 trunk main from Coldstream will be the focus for 2024. 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

PROJECT #2024-17



**Total Capital Costs:** \$ 1,200,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ 1,640

## 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 by way of a fee bylaw. The budget includes \$200,000 of road related costs for the proposed 2024 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 three years, the City has installed several kilometers of sewer in the Okanagan Landing area using horizontal directional drilling, making it possible for an additional 310 properties to access city sewer service.



# SPRAY IRRIGATION INFRASTRUCTURE REPLACEMENT AND RENEWAL

PROJECT #2024-18



**Total Capital Costs:** \$ 2,300,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ NA

## 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 City's spray irrigation pipe in Commonage Road is leaking and requires repair. The capital funds requested would allow the City to design and replace approximately 400 meters of pipe and related surface restoration.

The City's Liquid Waste Management Plan supports continued operation of an optimized spray irrigation system. Repair of the system as soon as possible is essential to allow the city to provide continued and reliable irrigation water to customers serviced off Mackay Reservoir.

If the project is completed under the requested budget the unexpended funds will support continued hose reel and process equipment replacement as well as additional priority items that are identified during the year.

# VWRC ASSET RENEWAL

PROJECT #2024-19



**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 2024 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>

# TRANSPORTATION ASSET RENEWAL AND MAINTENANCE

PROJECT #2024-20



**Total Capital Costs:** \$ 580,000  
**Operation and Maintenance Estimated Yearly Costs:** N/A

## Project Summary

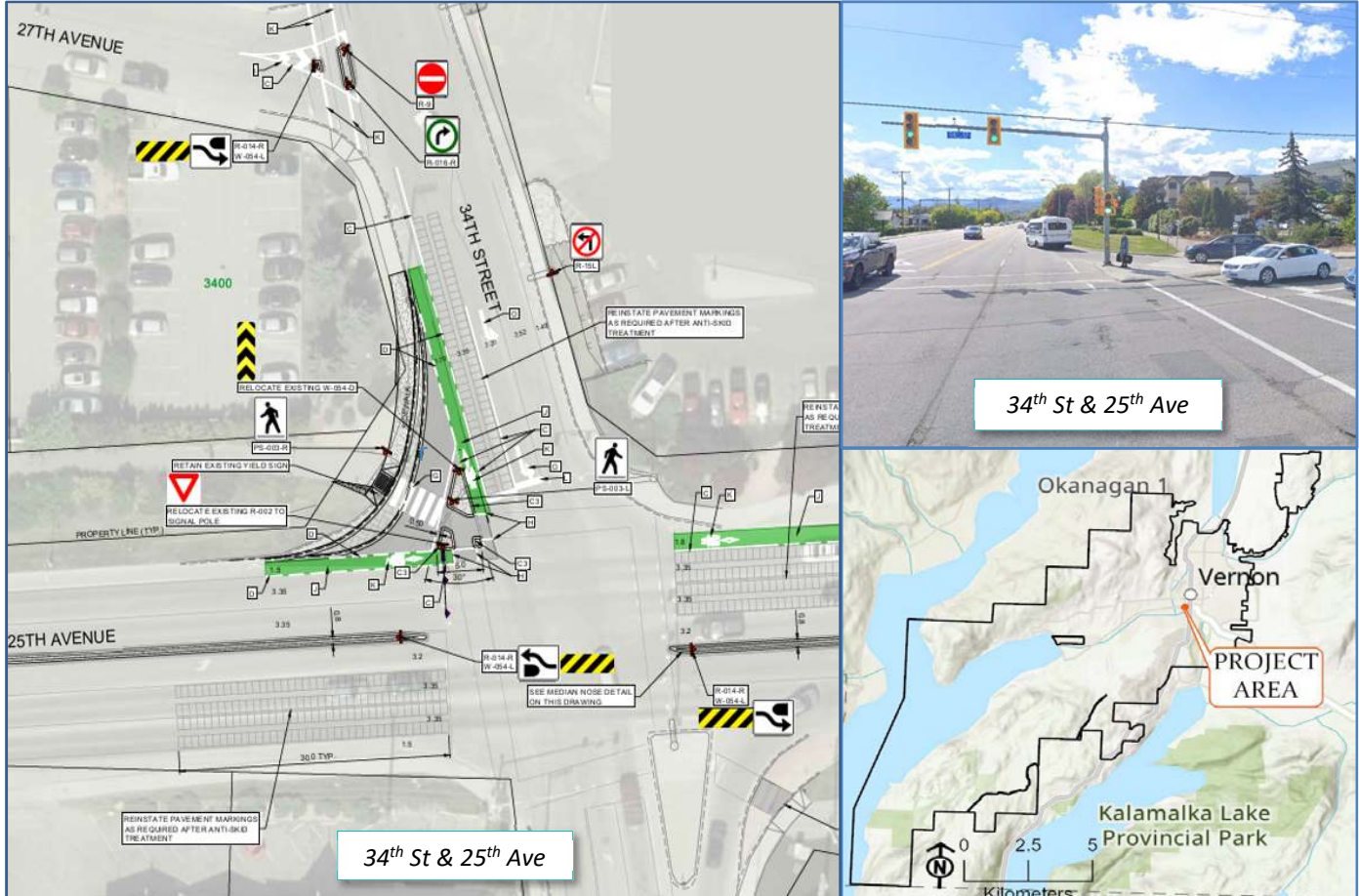
Funding to further support the transportation asset renewal, maintenance and replacement to prolong the life of roads is part of the City's preventative maintenance strategy.

This additional \$580,000 will support the overlay and road maintenance operational budget items. The planned projects for 2023 will include:

- Micro-surfacing program in cooperation with Okanagan municipalities;
- Additional funding for overlay program;
- Additional funding for road maintenance program; and
- Asset replacement for traffic signal systems.

# TRANSPORTATION SAFETY

PROJECT #2024-21



**Total Capital Costs:** \$ 700,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ 5,000

## Project Summary

- The City receives requests from the public throughout the year related to transportation safety or other miscellaneous transportation concerns. These concerns typically involve concrete roadside barriers, traffic calming, overhead crosswalk signs, intersection configuration, static signage, road marking changes, and other miscellaneous requests. A portion of the budget is allocated towards addressing transportation safety improvements as issues arise.
- Another portion of this budget is allocated towards implementing safety improvements at the 34<sup>th</sup> Street and 25<sup>th</sup> Avenue intersection, which was identified as a priority location in the 2019 Network Screening Study co-funded by the City of Vernon and ICBC. The study analyzed city-wide collision data and identified locations the top 20 collision-prone locations across the City, ranked by a combined score of collision rates, collision severities, and the critical collision rate index.

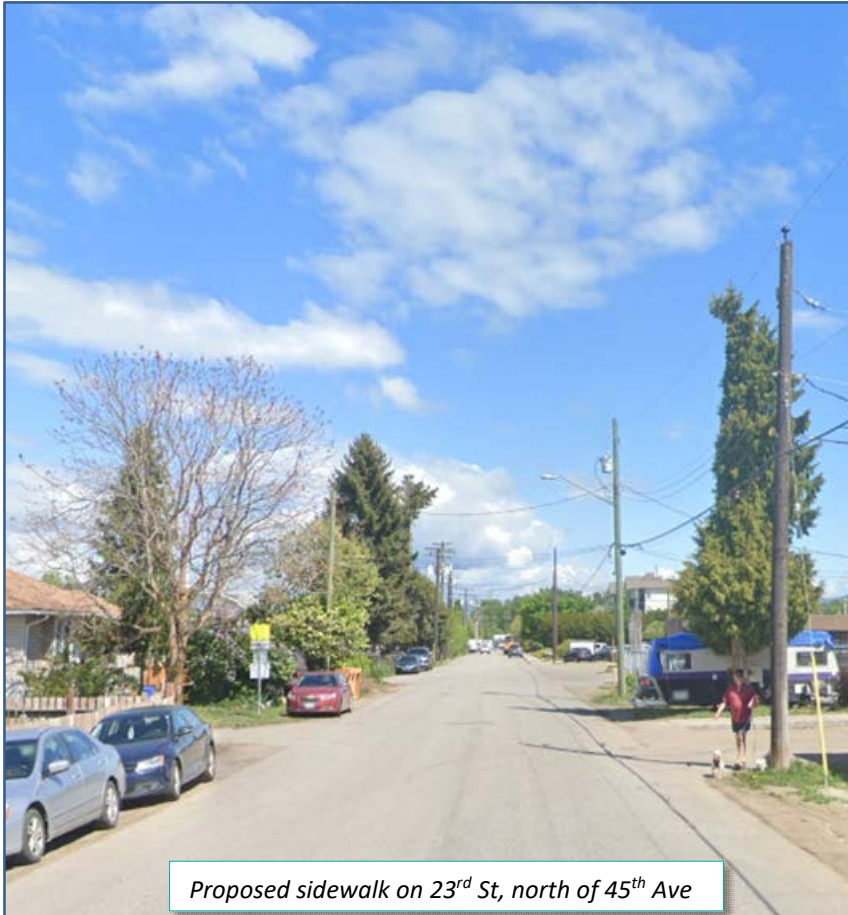
### **At its Regular Meeting on November 12, 2019, Council passed the following resolution:**

*“THAT Council directs Administration to include, prioritized, short term road safety improvements recommended in the ICBC Network Screening study dated November 2019 and attached to the report titled “ICBC Network Screening and Speed Limit Change Requests”, dated October 31, 2019 from the Manager, Transportation in the Intersection Improvements Capital Project for Council’s consideration in the 2020, 2021 and 2022 budget deliberations.*



# TRANSIT & ACTIVE TRANSPORTATION INFRASTRUCTURE

PROJECT #2024-22



*Proposed sidewalk on 23<sup>rd</sup> St, north of 45<sup>th</sup> Ave*



*South end of new pathway between 25<sup>th</sup> & 24<sup>th</sup> Ave*



*New bus stop pad on 43<sup>rd</sup> St @ 16<sup>th</sup> Ave*

**Total Capital Costs:** \$ 895,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ 40,000

## Project Summary

The project scope includes transit stop improvements and active transportation improvements:

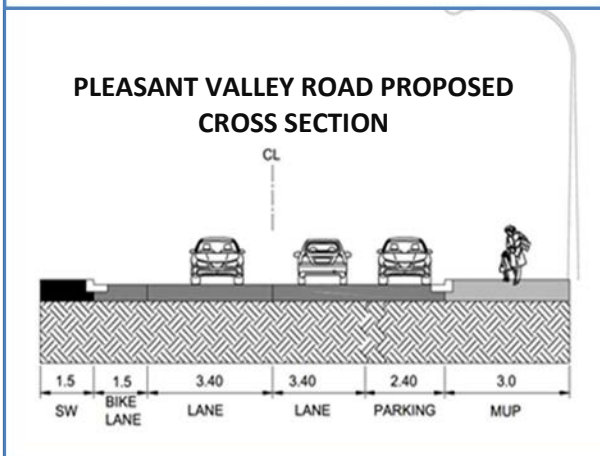
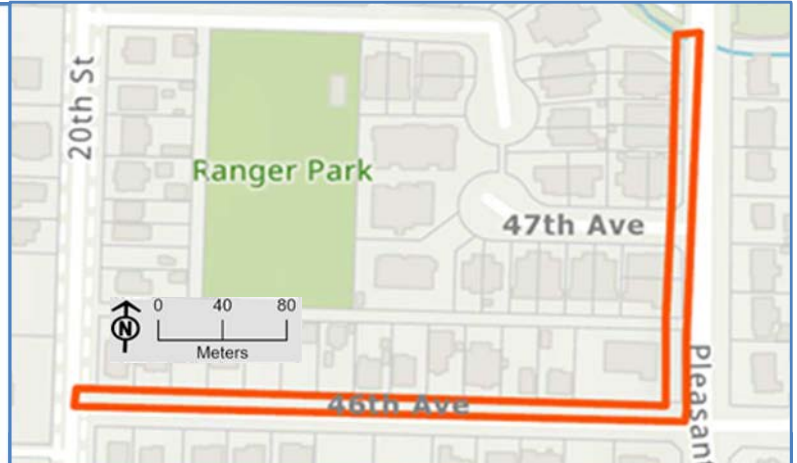
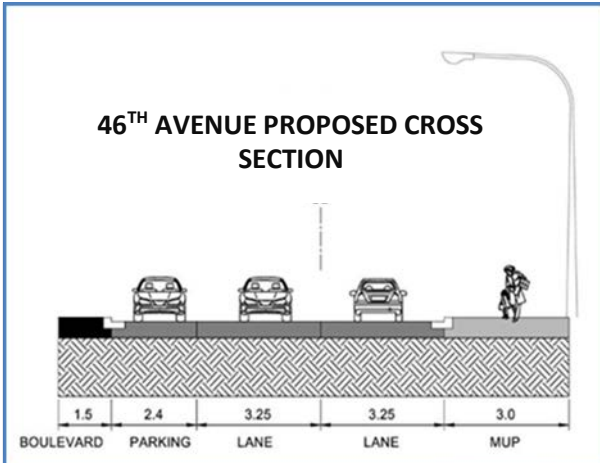
- Transit stop improvements will be identified in coordination with BC Transit, TransDev, and reviewing public requests. Improvements will be focused on accommodating the new Route 10 – Middleton Mountain stops.
- Active transportation connections will be constructed in three key locations identified in the Master Transportation Plan: 23<sup>rd</sup> St, north of 45<sup>th</sup> Ave, pathway connection between 43<sup>rd</sup> Avenue and Girouard Park and connector between 24<sup>th</sup> Ave and 25<sup>th</sup> Ave. Budget will also be allocated towards ad hoc active transportation requests (e.g. bike parking, wayfinding, crosswalks).

## **Climate Action Plan:**

- Enable and support the enhancement and expansion of the transit network and alternative mobility options.
- Accelerate the construction of active transportation infrastructure by increasing the annual investment in projects by a minimum of 25% over current levels.

# PLEASANT VALLEY ROAD TO 20<sup>TH</sup> STREET MULTI-USE PATH

PROJECT #2024-23



**Total Capital Costs:** \$ 1,420,000  
**Operation and Maintenance Estimated Yearly Costs:** \$ 1,500

## Project Summary

This project is the construction of a multi-use path connecting the previously constructed multi-use pathways on Pleasant Valley Road and 20<sup>th</sup> Street. It has been identified in the Master Transportation Plan as a Class 1 Trail connection (e.g. major urban multi-use pathway that serves as the spine of the multi-modal network across the city).

While the Master Transportation Plan identified that the pathway should connect between Pleasant Valley Road and 20<sup>th</sup> Street along 46<sup>th</sup> Avenue, an options analysis is being completed to determine if there is alternative routing that would be more attractive to users. Should an alternative route be selected, the project team will advise Council and the community.

## 2025 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 630,000		\$ 630,000
Priority Drainage Improvements	900,000		900,000
Polson Park Vernon Creek Naturalization - Phase 2	3,500,000		3,500,000
Storm Drainage Maintenance at Various Locations	506,000		506,000
Phoenix Dr / Silver Star Rd Roundabout	1,900,000		1,900,000
Kalamalka Lake Rd - 14 Ave to Hwy 6 - Reconstruction & Multi-use Path	2,450,000		2,450,000
32 Ave - 15 St to 18 St - Reconstruction	2,100,000	700,000	2,800,000
Infrastructure Program Support	796,544	205,082	1,001,626
Land Acquisition	100,000		100,000
Capital Design	1,343,000	426,000	1,769,000
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,280,000		1,280,000
Cemetery Green Burial Site	70,000		70,000
Priority Sanitary Sewer Replacement		700,000	700,000
Sanitary Sewer Flow Monitoring & Modelling		50,000	50,000
Sanitary Sewer Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	250,000	1,000,000	1,250,000
Spray Irrigation Infrastructure Replacement & Renewal		500,000	500,000
VWRC Annual Asset Replacement & Renewal		500,000	500,000
Airport - Taxiway Echo & Apron 3 Reconstruction	2,000,000		2,000,000
Road Maintenance & Asset Replacement - Various Locations	650,000		650,000
Transportation Safety Improvements - Various Locations	700,000		700,000
Transit & Active Transportation Improvements	890,000		890,000
Kalamalka Lake Rd to Easthill Multi-use Path	1,000,000		1,000,000
Lake Access Site - 7806 Tronson Rd	500,000		500,000
			-
	<b>\$ 21,588,044</b>	<b>\$ 4,183,582</b>	<b>\$ 25,771,626</b>

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 8,072,044		\$ 8,072,044
Federal Gas Tax	3,700,000		3,700,000
Casino Funds	2,600,000		2,600,000
Grants	500,000		500,000
DCC'S	4,716,000	50,000	4,766,000
Growing Communities Fund	2,000,000		2,000,000
Sewer Reserves		4,133,582	4,133,582
	<b>\$ 21,588,044</b>	<b>\$ 4,183,582</b>	<b>\$ 25,771,626</b>

## 2026 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 630,000		\$ 630,000
Priority Drainage Improvements	800,000		800,000
Priority Structural Flood Mitigation	3,500,000		3,500,000
Storm Drainage Maintenance at Various Locations	506,000		506,000
Trenchless Storm and Sanitary Rehabilitation	200,000	200,000	400,000
Alexis Park Dr - 40 Ave to 43 Ave Reconstruction	3,668,000	1,000,000	4,668,000
20 St - Pleasant Valley Rd to 43 Ave Reconstruction	2,720,000	943,000	3,663,000
Infrastructure Program Support	828,406	213,285	1,041,691
Land Acquisition	100,000		100,000
Capital Design	1,382,000	160,000	1,542,000
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,280,000		1,280,000
Polson Park - Phase 1	1,500,000		1,500,000
Cemetery Works Yard Improvements	66,000		66,000
Priority Sanitary Sewer Replacement		700,000	700,000
Sanitary Sewer Flow Monitoring & Modelling		50,000	50,000
Sanitary Sewer Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	250,000	1,000,000	1,250,000
Spray Irrigation Infrastructure Replacement & Renewal		500,000	500,000
VWRC Annual Asset Replacement & Renewal		500,000	500,000
Aiport Operations Hangar	500,000		500,000
Road Maintenance & Asset Replacement - Various Locations	650,000		650,000
Transportation Safety Improvements - Various Locations	700,000		700,000
Transit & Active Transportation Improvements	890,000		890,000
Okanagan Landing Bench Rd	500,000		500,000
Lake Access Site - 7700 Tronson Rd	500,000		500,000
			-
	<b>\$ 21,192,906</b>	<b>\$ 5,368,785</b>	<b>\$ 26,561,691</b>

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 11,596,906		\$ 11,596,906
Federal Gas Tax	2,200,000		2,200,000
Casino Funds	2,100,000		2,100,000
Grants	2,500,000		2,500,000
DCC'S	2,796,000	50,000	2,846,000
Sewer Reserves		5,318,785	5,318,785
	<b>\$ 21,192,906</b>	<b>\$ 5,368,785</b>	<b>\$ 26,561,691</b>

## 2027 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 630,000		\$ 630,000
Priority Drainage Improvements	800,000		800,000
Storm Drainage Maintenance at Various Locations	506,000		506,000
Trenchless Storm and Sanitary Rehabilitation	700,000	700,000	1,400,000
31 Ave - 32 St to 35 St Reconstruction	2,484,000	529,000	3,013,000
35 Ave - 30 St to 34 St Reconstruction	2,812,000	522,000	3,334,000
Infrastructure Program Support	861,543	221,816	1,083,359
Land Acquisition	100,000		100,000
Capital Design	1,384,000	168,000	1,552,000
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,280,000		1,280,000
Polson Park - Phase 2	2,000,000		2,000,000
Kin Race Track Park - Phase 1	3,000,000		3,000,000
Priority Sanitary Sewer Replacement		700,000	700,000
Sanitary Sewer Flow Monitoring & Modelling		50,000	50,000
Sanitary Sewer Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	250,000	1,000,000	1,250,000
Spray Irrigation Infrastructure Replacement & Renewal		400,000	400,000
VWRC Annual Asset Replacement & Renewal		1,000,000	1,000,000
Road Maintenance & Asset Replacement - Various Locations	650,000		650,000
Transportation Safety Improvements - Various Locations	700,000		700,000
Transit & Active Transportation Improvements	890,000		890,000
Lake Access Site	500,000		500,000
Priority Intersection Improvements	100,000		100,000
			-
	<b>\$ 19,670,043</b>	<b>\$ 5,393,316</b>	<b>\$ 25,063,359</b>

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 11,371,043		\$ 11,371,043
Federal Gas Tax	2,200,000		2,200,000
Casino Funds	2,100,000		2,100,000
DCC'S	999,000	58,000	1,057,000
Kin Race Track Park Reserve	3,000,000		3,000,000
Sewer Reserves		5,335,316	5,335,316
	<b>\$ 19,670,043</b>	<b>\$ 5,393,316</b>	<b>\$ 25,063,359</b>

## 2028 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 630,000		\$ 630,000
Priority Drainage Improvements	800,000		800,000
Priority Structural Flood Mitigation	3,500,000		3,500,000
Storm Drainage Maintenance at Various Locations	506,000		506,000
Trenchless Storm and Sanitary Rehabilitation	700,000	700,000	1,400,000
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 Reconstruction	1,718,000	423,000	2,141,000
Infrastructure Program Support	896,004	230,689	1,126,693
Land Acquisition	100,000		100,000
Capital Design	1,084,000	168,000	1,252,000
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,280,000		1,280,000
Kin Race Track Athletic Park - Phase 1	3,000,000		3,000,000
Polson Park - Phase 3	2,500,000		2,500,000
Priority Sanitary Sewer Replacement		700,000	700,000
Sanitary Sewer Flow Monitoring & Modelling		50,000	50,000
Sanitary Sewer Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	250,000	1,000,000	1,250,000
Spray Irrigation Infrastructure Replacement & Renewal		400,000	400,000
VWRC Annual Asset Replacement & Renewal		1,000,000	1,000,000
Road Maintenance & Asset Replacement - Various Locations	650,000		650,000
Transportation Safety Improvements - Various Locations	700,000		700,000
Transit & Active Transportation Improvements	890,000		890,000
Lake Access Site	500,000		500,000
Priority Intersection Improvements	100,000		100,000
	<b>\$ 22,826,504</b>	<b>\$ 4,932,189</b>	<b>\$ 27,758,693</b>

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 11,298,504		\$ 11,298,504
Federal Gas Tax	2,300,000		2,300,000
Casino Funds	2,100,000		2,100,000
Grants	2,500,000		2,500,000
DCC'S	1,628,000	58,000	1,686,000
Kin Race Track Park Reserve	3,000,000		3,000,000
Sewer Reserves		4,874,189	4,874,189
	<b>\$ 22,826,504</b>	<b>\$ 4,932,189</b>	<b>\$ 27,758,693</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.



# 2024-2028 Financial Plan

