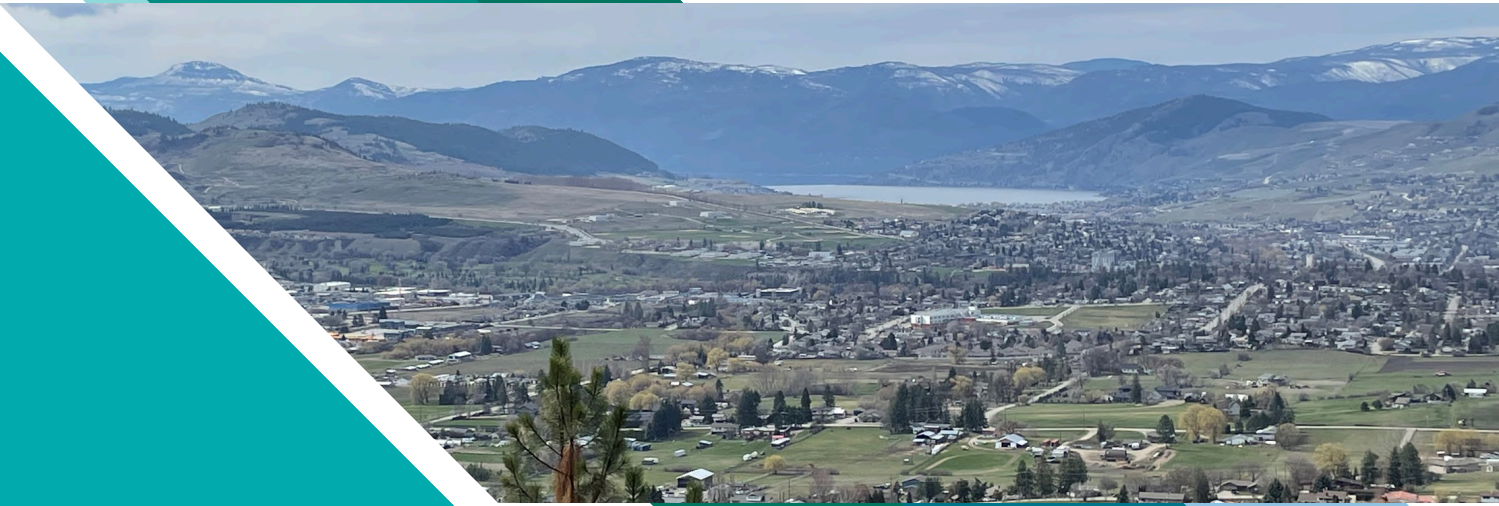


FINANCIAL PLAN 2025-2029 DRAFT



MISSION STATEMENT

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

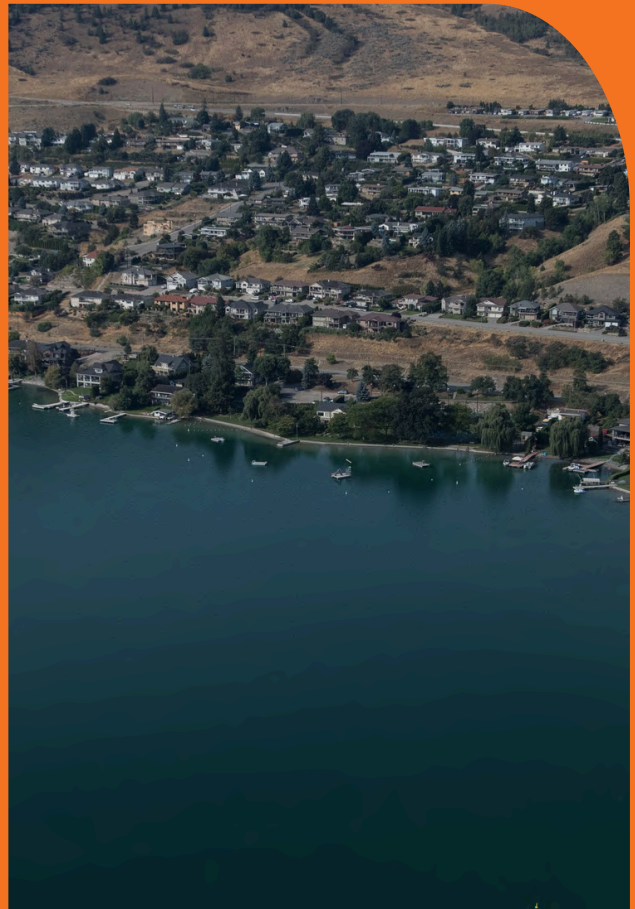


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CHIEF FINANCIAL OFFICER'S EXECUTIVE SUMMARY



November 6, 2024

In accordance with the requirements of Section 165 of the Community Charter, Administration is presenting the 2025-2029 Proposed Financial Plan ("Budget") to Council on November 12, 2024 for consideration and deliberation on December 2 and 3, 2024. Public input was requested through a web survey in May 2024. In person public input is scheduled two times on Monday, December 2, 2024.

During the June 6, 2024 Council meeting, Council directed Administration to submit a 2025 operating and capital budget that was within a 4.0% tax revenue increase to address estimated inflationary increases. However, to maintain level of service, and balance the budget, an additional 1.8% in tax revenue was required to address the shortfall of \$987,000 bringing the total inflationary increase to 5.8%. The primary cost drivers associated with this increase stem from contractual obligations under RCMP and Fire contracts. Council previously adopted staged increases in taxation as part of the Active Living Centre \$121 million development using an Integrated Project Delivery model, which was set at 3.5% for 3 years. Council has also pre-approved and deferred items in the amount of 1.75% for 2025, as follows: Fire Fighters 0.91%, Plans Examiner 0.09%, GIS/Asset Management Analyst 0.14%, Transit Expansion 0.19%, Infrastructure Maintenance 0.21%, and 2024 budget amendment for Business Analyst 0.21%. In total, this brings the proposed increase to 11.05%.

Non-market change (new inventory/development) has not been estimated and included in the draft budget. The annual November release of the BC Assessments Preview report on Non-market change will be presented to Council for the December budget deliberations. In 2024, new revenue from non-market change totaled \$743,059. New revenues may help offset the proposed increase. Development activity slowed in early 2024 but has recovered through the summer months and we may see another strong year.

Investment income has also seen a downturn as interest rates have been declining during 2024 as inflation has now hit 1.6%, below the Bank of Canada's 2% target. While the City still has some longer-term investments earning higher rates, these will mature over the next few years to meet cashflow needs, and investment income has been reduced accordingly. To reflect the more volatile nature of development activity, Administration has shown permit revenue more in line with normal historical levels. These market changes have also had an impact on the overall tax increase.

Administration is supporting several tax-funded change requests. While the Active Living Center, deferred tax items and inflation represent a significant taxation increase, Administration wanted to bring forward several requests that are necessary to advance Council objectives that have been approved through various plans and reports but require additional resources to deliver.

The City's Infrastructure Renewal program continues to serve the citizens with direct investment in its roads and utilities. There are 26 capital projects planned totaling \$29 million. The capital levy had a 4% increase from 2024, now totaling \$7.5 million. Other funding sources include \$6.4 million from sewer reserves, \$3.6 million from Casino revenues, \$4.5 million from Gas Tax, \$2.5 million from the Growing Communities fund, and \$4.6 million from DCC's.



Elma Hamming, CPA, CMA, DLGM, BCom
Director of Financial Services
Chief Financial Officer

VERNON CITY COUNCIL



Councillor Brian Guy
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Mayor Victor Cumming
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Councillor Brian Quiring
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Councillor Kelly Fehr
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OUR STORY

The City of Vernon is a vibrant community known for its natural beauty, rich history, and diverse culture.

Located in the stunning Okanagan Valley and situated on the traditional territory of the Syilx People of the Okanagan Nation, Vernon is beautifully nestled between Okanagan, Swan, and Kalamalka Lakes, surrounded by rolling hills and mountains. This prime location offers residents and visitors easy access to breathtaking outdoor recreation opportunities throughout the year.

Vernon's history is deeply rooted in the land, with a legacy of agriculture, trade, and community building that dates back to the late 1800s.

Vernon's growth accelerated with the arrival of the railway, and the City was officially incorporated in 1892.

With a population of 44,900, the city is home to a blend of long-time residents, newcomers, and Indigenous peoples. This diverse population fosters a community that values both tradition and innovation, supported by a strong sense of community and a forward-thinking approach.

The city's commitment to sustainability, along with its strategic location, contributes to the growth of its agricultural and tourism sectors, playing an important role in the region's economic development.

Through its changing seasons, nearby lakes, and surrounding mountains, Vernon offers a unique blend of natural beauty, cultural diversity, and economic growth. It continues to captivate and inspire all who visit and call it home—a place where people feel connected and inspired.



ACTIVATE LIFE

SPRING

Spring in Vernon is a time of renewal and growth. As the snow melts, the city's numerous parks and gardens come to life with blooming flowers and budding trees. The warm weather invites residents and visitors to explore the scenic trails, and local farmers' markets brim with fresh produce and handmade goods. This season also marks the beginning of the agricultural cycle, an integral part of Vernon's identity

SUMMER

Summer transforms Vernon into a destination for people across the province, country, and world. The city's pristine lakes become bustling hubs of activity. Water sports, beach outings, and outdoor festivals draw crowds, boosting the local tourism industry. The long, sunny days are perfect for exploring the region's vineyards and orchards, further showcasing Vernon's appeal.



ACTIVATE LIFE

FALL

Fall's crisp air and serene environment make it an ideal time for outdoor activities like hiking and cycling. The harvest season brings a flurry of activity to the city's farms and orchards, where local produce is at its finest. Cultural events and festivals, such as the Sundog Festival, celebrate the region's arts and culture, attracting visitors with activities ranging from outdoor music to artisan markets. The season embodies a sense of community, bringing residents together to share in the harvest and partake in traditions that highlight Vernon's agricultural heritage.

WINTER

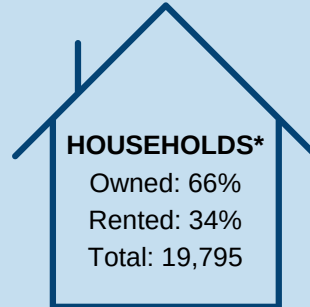
Winter in Vernon is a wonderland for outdoor enthusiasts. The nearby SilverStar Mountain Resort and Sovereign Lake Nordic Park offer world-class skiing, snowboarding, and other winter sports, attracting visitors from far and wide. The city's charming downtown area, adorned with festive lights and decorations, becomes a cozy retreat with its boutique shops, cafes, and restaurants. Winter also underscores Vernon's resilience and adaptability, as the community comes together to embrace the cold with warmth and hospitality through Vernon Winter Carnival—Canada's second largest winter carnival.

VERNON DEMOGRAPHICS



POPULATION**
44,916

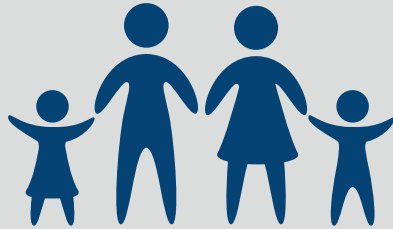
HOUSEHOLD INCOME*
Median income \$79,000



HOUSEHOLDS*
Owned: 66%
Rented: 34%
Total: 19,795

AGE*

0-14 Years: 13.5%
15-64 Years: 58.3%
65+ Years: 28.1%
85+: 4.8%



FAMILIES*

2 Persons: 63%
3 Persons: 17%
4 Persons: 14%
5+ Persons: 6%
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)



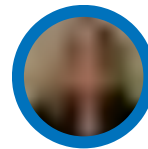
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OPERATION SERVICES



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RECREATION SERVICES

2023-2026 Council Strategic Plan

Midterm Report as of June 6, 2024



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”

Strategic Priorities



Livability



Vibrancy



**Recreation,
Parks and
Natural Areas**



**Environmental
Leadership**



**Governance and
Organizational
Excellence**



**Strategic Priority:
Livability**

**Area of Focus:
Housing/Community Safety/Proactive Planning**





Housing/Community Safety/Proactive Planning

Not started
 In progress
 Completed
 Timing has changed
 Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Implement Gun & Gang Violence Prevention Strategy		<p>The implementation of the Guns and Gang Violence Prevention Strategy was slightly delayed. However, agreements are now in place with the Okanagan Indian Band, Canadian Mental Health Association – Vernon, and North Okanagan Youth and Family Services Society to implement the program.</p> <p>The agreements are effective April 1, 2024 and go to March 31, 2026.</p>	Ongoing monitoring and reporting required until March 31, 2026.
Additional Space for RCMP		<p>The Vernon RCMP Detachment Space Planning Study was completed.</p> <p>The document highlights the space requirements for the RCMP currently along with the needs over a projected 5, 10 and 20 year horizon.</p>	Next steps will be developing conceptual options for discussion with Council.

Continued on next page





Housing/Community Safety/Proactive Planning

- Not started
- In progress
- Completed
- Timing has changed
- Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
<p>Update Official Community Plan</p>		<p>The OCP project is currently in Phase 1 of Public Engagement, including the public survey, workshops, and pop-up events in the community.</p> <p>Most of the technical studies are procured and started, including the Housing Needs Report. The last of the technical studies will be posted for public bid in accordance with the Procurement Policy.</p> <p>The Project team is anticipating an update memo to Council at the June 10th meeting, including a proposed time for the first Council Workshop.</p>	<ul style="list-style-type: none"> • July 15, 2024: Complete Phase 1 public engagement & report • Summer 2024: Draft high-level plan scenarios & continue technical studies • Fall 2024: Phase 2 public engagement & Council Workshop • Dec 31, 2024: Complete Housing Needs Report & other technical studies • Winter 2025: Complete draft plans • Spring 2025: Phase 3 public engagement & Council Workshop • Late Spring 2025: Finalize plans & initiate formal referral & approval process • Dec 31, 2025: Adopt & approve final document



Continued on next page





Housing/Community Safety/Proactive Planning

 Not started
  In progress
  Completed
  Timing has changed
  Issue has arisen


Project/Initiative	Status	Current Update	Upcoming Milestone
Implement VFRS Eight Year Strategic Plan		<p>This project spanned 2018 – 2025 and was completed early 2024. The project addressed key enablers for the provision of fire rescue services including improvements to apparatus, equipment, infrastructure, staffing levels and one-time projects. The plan modernized dispatch services, maintained full-time service from Station 1, provided full-time service from Station 2, provided year-round exterior operations service for Station 3 and also, full service during higher risk periods.</p> <p>Notes: The fire boat program was not initiated due to resourcing constraints; the Aqueous Forming Foam (AFFF) Depot was abandoned due to environmental considerations.</p> <p>Details of the plan can be viewed at the City of Vernon website vernon.ca/sites/default/files/docs/fire-rescue/171026_vfrs_eight_year_strategic_plan.pdf</p>	N/A
Develop new VFRS and Emergency Management Strategic Plan		<p>Third-party service review was completed in the spring of 2024. A report with the consultants' recommendations was received and reviewed. Stakeholder input has been completed. A draft strategic plan is 75%.</p>	<ul style="list-style-type: none"> • Draft plan presentation to Council in the summer of 2024 • Plan finalization and Council endorsement by fall 2024 • Service level adjustments to support the plan provided for consideration during the 2025 budget process

Continued on next page



Housing/Community Safety/Proactive Planning

-  Not started
-  In progress
-  Completed
-  Timing has changed
-  Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
<p>Implement Housing Action Plan</p>		<p>On September 26, 2022, Council endorsed a Housing Action Plan (HAP) for Vernon. This plan builds on a decade of research, policy development, and action to increase the supply of attainable and affordable housing in the community. Since the endorsement of the HAP, the City has been working closely with various levels of government, non-profits, and the development community to implement the key actions within the five strategic directions of the HAP.</p>	<ol style="list-style-type: none"> 1. Increase the supply of rental housing <ul style="list-style-type: none"> • Zoning changes to support secondary suites, accessory dwellings (ADU) and regulate STRs • Mostly done • STRs – July 1, 2024 • STR licensing – End 2024 2. Increase diversity and affordability of market housing <ul style="list-style-type: none"> • Zoning changes to support attainable and affordable housing and to increase density - 2024/ Mostly July 1 2024 (ZBL 6000) • Review DCC Bylaw and other incentives (community amenity 2024 contributions) - 2024/2025 • Inclusionary zoning - 2025 (pending OCP and Phase 3 ZBL 6000) 3. Acquire land for affordable and attainable housing <ul style="list-style-type: none"> • Develop and implement a Land Acquisition Strategy • 2024 – 2025 4. Partner in the delivery of affordable and attainable housing <ul style="list-style-type: none"> • Fast-tracking and reduced bylaws requirements for non-profit housing development • Ongoing 5. Educate, communicate and strengthen relationships <ul style="list-style-type: none"> • Implementing changes to decision making and streamlining and accelerating the review of all housing projects, including affordable and attainable housing projects • Ongoing • Delegated DVPs – done • Digitizing the system – ongoing (Development Mapping – Sep 2024) • Digitizing permitting processes – 2024 to 2026

Strategic Priority:
Vibrancy

Area of Focus:
**Vibrant Downtown/Arts & Culture/Community
Participation & Togetherness/Economic Prosperity**





Vibrant Downtown/Arts & Culture/Community Participation & Togetherness/Economic Prosperity

- Not started
- In progress
- Completed
- Timing has changed
- Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Active Participant in Greater Vernon Cultural Centre Project		This project is being led by the Regional District North Okanagan. The primary role for Administration is to facilitate the land sale for a portion of the 31st Avenue parking lot for the project and to facilitate the Development Application once submitted.	The next major milestone is for the Regional District to secure funding towards the \$41.9 million project.
Historical & Structural Building Assessment for O'Keefe Historical Ranch		Administration has completed an Asset Management/Heritage Conservation Plan for the Historic O'Keefe Ranch upon direction of Council to separate the plan into three separate phases: <ul style="list-style-type: none"> - Phase 1: Facility Condition Assessment - Phase 2: Heritage Conservation Plan - Phase 3: Capital and Operations Management Plan 	N/A
Captain Bailey Way Development		The design for taxiway Echo is currently underway and is expected to be complete for review by the end of May. Original plan was to construct in 2024, unfortunately Transport Canada approvals of conceptual design resulting in project delays.	<ul style="list-style-type: none"> • Complete design (June 2024) • Transport Canada approval (Sept 2024) • Tender project (Nov 2024) • Construction (June 2025)




Continued on next page





Vibrant Downtown/Arts & Culture/Community Participation & Togetherness/Economic Prosperity

 Not started
  In progress
  Completed
  Timing has changed
  Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Development of Cultural District		The initiative has been forwarded to the larger OCP project for consideration with the intent that the new OCP will identify a Cultural District boundary and high-level policy statements in its intention and how best to develop it.	This project has been rolled into the OCP Project as part of the review process - end of 2025 .
Implementation of Age & Dementia Friendly Community Plan		Scripts and storyboards are finalized, approved and currently producing final copy. A final report to Council is anticipated to conclude the project.	<ul style="list-style-type: none"> • Staff are waiting for final copies of the printed materials, anticipated completion by end of June 2024. • Staff attended the Seniors Fair (June 6) to promote the dementia plan and do stigma reduction. • Staff will be launching the videos that were complete for World Alzheimer’s Month (Sept) – on the City of Vernon website and a small amount of social media promotion to get the message out. The videos are focused to family members (people under 40) for signs of early Alzheimer’s and community support / business owners for making businesses more dementia friendly.
Review Downtown Parking		This project will be listed in the new Transportation Plan as an implementation item to be completed. The Transportation Plan will have a policy section on curbside management, which included balancing the needs of space in the public realm for parking, loading, bike and e-scooters, buses, etc. It cannot be completed until the Transportation Plan is complete due to staff capacity.	Not anticipated to be started until 2026 .

**Strategic Priority:
Recreation, Parks & Natural Areas**

**Area of Focus:
Recreation/Parks/Trails & Natural Areas**





Recreation/Parks/Trails & Natural Areas

- Not started
- In progress
- Completed
- Timing has changed
- Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Develop & Construct Active Living Centre		<p>The Active Living Centre Validation Report was approved by Council on April 8, 2024.</p> <p>The report made commitments from the ALC Integrated Project Delivery team to design, construct and deliver a facility to the City of Vernon that:</p> <ol style="list-style-type: none"> 1. is in accordance with the Base Program identified by the City. 2. the funding breakdown is as follows: \$121M – public authorized funding by municipal loan, \$15M from City Reserves, with the total project cost not to exceed \$136M <p>Site mobilization commenced on April 9th, 2024, and Council will receive regular progress reports over the facility's 29-month construction duration.</p>	<p>Stage 1 - Site Servicing & Excavation - 2024 Stage 2 - Foundations - 2024-2025 Stage 3 - Superstructure - 2025 Stage 4 - Interiors & Landscaping - 2026 Stage 5 - Occupancy - September 2026</p>
Civic Memorial Park Phase 2 & 3		<p>The original scope of the project has been completed and is in service, however, there are some changes required to the landscaping around the Emergency Operations Centre (EOC) building. That work will take place in the fall of 2024.</p>	<p>Fall 2024: Paving and concrete work around EOC building</p>

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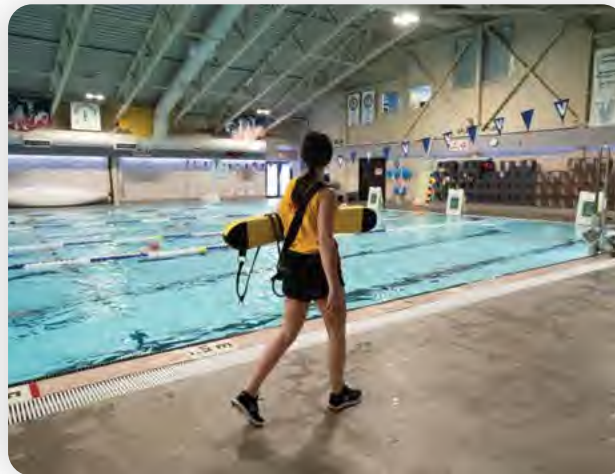


Recreation/Parks/Trails & Natural Areas

- Not started
- In progress
- Completed
- Timing has changed
- Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Lakeview Wading “Peanut” Pool Revitalization		The Lakeview Wading Pool is scheduled to be open to public on June 28th, 2024 . The amenity’s building has reached substantial completion and has been reviewed for deficiencies. The swimming pool is being tested and calibrated.	<ul style="list-style-type: none"> • The landscaping still needs to be completed for the project. • Some play equipment needs to be installed. • A grand opening celebration needs to be organized.
Feasibility Study for Vernon Aquatic Centre		<p>The Aquatic Centre Repurposing RFP is being prepared for posting and is planned to be out for June 2024, with award in July 2024.</p> <p>The first phase being public and user group engagement, document review and data collection to inform the renovation goals, will run August – October 2024.</p>	<ul style="list-style-type: none"> • October 2024 - End of first phase (data collection) RFP project • November 2024 - RFP out • January 2025 - Award for design and quantity survey price out of option(s) council directs to proceed with or one specific option per council direction • May 2025 - Report to Council with pricing of option(s), Council direction or approve specific option budget to proceed



Continued on next page





Recreation/Parks/Trails & Natural Areas

-  Not started
-  In progress
-  Completed
-  Timing has changed
-  Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Begin Kin Race Track Athletic Park Development		<p>Paused and on-hold due to staff vacancies and limited resources. Work cannot be initiated until Administration has hired in the Park Projects team, anticipated in Q3/Q4 of 2024.</p> <p>Pausing the Kin Race Track project will allow a greater understanding of the technical and spatial requirements of the ALC (parking lot, drainage, etc.) which will impact the available land remaining for park development.</p>	Anticipated to be 12-14 months in duration with completion likely not until the end of 2026.
Polson Park Master Plan		<p>Paused and on-hold due to staff vacancies and limited resources. Work cannot be initiated until Administration has hired in the Park Projects team, anticipated in Q3/Q4 of 2024.</p> <p>Pausing the Polson Park Master Plan will allow a greater understanding of the impact of this year's Vernon Creek Naturalization project on future park development. In addition, the OCP will be identifying the importance of the park as a community amenity to not only the downtown but also City-wide which should influence the future park program.</p>	Anticipated to be 12-14 months in duration with completion likely not until the end of 2026.



Strategic Priority:
Environmental Leadership

Area of Focus:
**Asset Management/Climate Action/Building
Resilience & Wildfire Management/Transportation**





Asset Management/Climate Action/Building Resilience & Wildfire Management/Transportation

- Not started
- In progress
- Completed
- Timing has changed
- Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Silver Star Rd Multi-use Path Phase 2		The work was completed in spring 2024	Complete paving of driveway tie-ins. Currently underway.
Update Building Asset Management Plan		A consultant was selected on May 7, 2024 to perform the Building Facility Asset Management Plan.	<p>Phase 1: In order to prioritize investment and provide sustainable service, the City is updating its Building Facility Asset Management Plan. In addition, to identify a sequence of greenhouse gas (GHG) reduction measures that will help to optimize energy performance and reduce emissions for community buildings, the City is applying for FCM grant funding to complete a GHG Reduction Pathway Feasibility Study. This Phase is expected to be completed in August, 2024.</p> <p>Phase 2: Contingent on grant funding applied for in Phase 1, the City will develop a GHG Reduction Pathway Feasibility Study. This phase is expected to commence in September, 2024 with project completion in early-mid 2025.</p>

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Asset Management/Climate Action/Building Resilience & Wildfire Management/Transportation

Not started
 In progress
 Completed
 Timing has changed
 Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Polson Park Vernon Creek Naturalization Project Phase 1 & 2		Project is on schedule to start construction mid-June . Project team met with park user groups for various events that are planned over the summer and we will continue to work with them and contractor to coordinate. Admin will provide regular updates via media releases and webpage as the project progresses. Phase 1 of the project has been awarded. City received \$2.53M grant for this phase.	June 17: Construction mobilization – fencing June 17 – June 28: Tree removals July 31 – Sept 17: Fisheries window Nov 30: Phase 1 Final Completion Phase 2: Construction anticipated Spring 2025
Develop Storm Water Control Bylaw		Bylaw has been drafted along with ticket bylaw amendments.	May 27 Council meeting - support in principle staff to prepare bylaw for Council consideration. Review of Subdivision Bylaw underway.
Implement Flood Mitigation Recommendations		Flood Response Plan in progress includes new flow stations. OCP and Floodplain Bylaw completed . Sediment and Debris Management Plan in progress . Structural Flood Mitigation in progress, assessment to be completed by year end . Crossing upgrades at 43rd Street are scheduled to be completed this year . Lakeshore Rd crossing is in design phase.	Flood Response Plan: Additional hydrometric station to be installed by year end Sediment and Debris Management Plan: Long term vegetation management plan in progress to be completed by year end Structural Flood Mitigation: Options assessment currently underway and expected to be completed by year end. Lakeshore Road crossing upgrades – Design pending construction tentatively scheduled 2026

Continued on next page





Asset Management/Climate Action/Building Resilience & Wildfire Management/Transportation

- Not started
- In progress
- Completed
- Timing has changed
- Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Fuels Management for City-owned lands		<ul style="list-style-type: none"> The hill in Polson Park, leading up and to the hospital, has received a successful fuel treatment in the spring of 2024 (2 ha.) A fuel treatment of Crown lands along Eastside Road, adjacent to Ellison Park, will connect to other treatments in the area and treatment of 14.36 ha. began May 13, 2024. Community Engagement Open House regarding “Building a Wildfire Resilient Community” was held on May 22, 2024. A key topic is “Reducing Risk of Fire Spread on City Owned Lands.” Risk reduction, through FireSmart work has been completed around City operated water infrastructure facilities in the spring of 2024. City staff from Planning, Climate Action, FireSmart, and the Emergency Program attended the 2024 Wildfire Resiliency and Training Summit in April 2024. The City’s FireSmart Coordinator was a panelist at the summit. 	<ul style="list-style-type: none"> Implement pilot project for reducing the risk of fire spread on City owned lands. Summer/fall 2024 Completion of the Community Wildfire Resiliency Plan. June 2024 Submission of the 2023 Community Resilience Investment Grant final report. June 2024 Submission of the 2024 Community Resiliency Investment Allocation-based Program. October 2024



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Asset Management/Climate Action/Building Resilience & Wildfire Management/Transportation

-  Not started
-  In progress
-  Completed
-  Timing has changed
-  Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Implement Climate Action Plan		<p>At their March 11, 2024 Regular meeting, Vernon City Council passed the resolution: ‘THAT Council authorize the allocation funding from the Local Government Climate Action Program fund to proceed with initiatives described in the memorandum titled “Climate Action Plan Implementation” dated February 28, 2024.</p> <p>vernon.ca/sites/default/files/docs/Sustainability/Climate-Action/2104-0B_cap_full_final.pdf</p>	<ul style="list-style-type: none"> • GHG reduction calculator – underway • Natural assets inventory – RFP submitted • E-mobility Accelerator tech demo – during GoByBike Week June 3-9, 2024 • CARE Summit – March 28th, 2024 • UBC Sustainability Scholars research – underway • GHG modeling with the Housing Needs Assessment – begin in September, 2024 • GHG reduction feasibility study for City buildings – preparing FCM application • Community Outreach Strategy development – underway
Develop New Transportation Master Plan		<p>This project is now called the “Transportation Plan” and is being completed in conjunction with the Official Community Plan (OCP).</p> <p>The document will outline key transportation investment in the community over the next decade based on land use and growth in the City.</p>	<p>The plan is scheduled to be complete by the end of 2025. It is currently in Phase 1 of public engagement (of 3 phases) and all technical studies have been procured and started, including an EV Charging Gap Analysis, Active Transportation and Transit Gap Analysis, updated multi-modal traffic counts, and partnership with the Ministry of Transportation and Infrastructure.</p> <p>The plan will move into the Options Analysis and Policy Drafting workstreams over the summer.</p>



Strategic Priority:
Governance & Organizational Excellence

Area of Focus:
**Good Governance/Reconciliation/External Relationships/
Recruitment & Retention/Sound Internal Process**





Good Governance/Reconciliation/External Relationships/ Recruitment & Retention/Sound Internal Process

Not started In progress Completed Timing has changed Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Participate in a Regional Accessibility Committee		As per the Accessible British Columbia Act, local governments must establish an accessibility committee, develop an accessibility plan, and create a mechanism for public feedback regarding accessibility by September 1, 2023 . The Terms of Reference for an Inter-municipal Accessibility Advisory Committee were adopted by the Regional District of North Okanagan on June 21, 2023 . The committee is now working on the creation of an accessibility plan.	N/A
Complete Council Code of Responsible Conduct		Council adopted the Council Code of Responsible Conduct Policy on April 11, 2023 . Council adopted minor amendments to the policy on May 8, 2023 and January 24, 2024 .	The Council Code of Responsible Conduct Policy is reviewed by Council annually .
Redevelop City of Vernon Website		This project was initially anticipated to be brought forward to Council as a 2025 Budget consideration. However, as there are several other priority projects that the Communications department is supporting (Active Living Centre, Official Community Plan & Transportation Plan, Polson Park Naturalization etc.), Administration is recommending this project be considered as part of the 2026 Budget .	Consideration in the 2026 Budget

Continued on next page





Good Governance/Reconciliation/External Relationships/ Recruitment & Retention/Sound Internal Process

Not started
 In progress
 Completed
 Timing has changed
 Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
Seek Opportunities to Collaborate with OKIB		These ongoing collaborative initiatives have primarily been led by the joint Okanagan Indian Band/City of Vernon working group. Due to a variety of reasons, the working group has been unable to meet over the past year.	Work to reestablish the regular joint working group and Community to Community (C2C) meetings.
Implement New Respectful Workplace and Anti-Discrimination Policy		The policy has been finalized and a draft training framework is being developed. The 0.5 FTE position dedicated to delivering this program became vacant in January 2024 and the new incumbent starts in the role at the end of May 2024 . Training program still scheduled to be delivered fall 2024 .	<ul style="list-style-type: none"> • May/June 2024: Orient and train new HR employee responsible for delivering training program in • Fall 2024: Training cohorts to be confirmed and calendar placeholders to be scheduled throughout. Training program to be completed and delivered
Online Purchase Options for Monthly Parking Passes		<p>Due to staff vacancies, the project has not been initiated, but commencement is anticipated shortly and pre-planning for the project has begun to determine project scope, methodology and the required steps towards implementation.</p> <p>Staff are currently researching possible software platforms that could be used for the electronic delivery of parking pass sales.</p>	<ul style="list-style-type: none"> • Project initiated June 2024 • Determine which platforms are available, suitable and fit within budget • Make decision on how to best to procure software (quote, direct award, or RFP) • Identify Finance Subject Matter Expert (SME) to lead integration between software and Temptest/Workday • Aug – Sept: Implementation • Oct: Testing • Nov: Communication to public on change/process • Dec: Live launch


Continued on next page





Good Governance/Reconciliation/External Relationships/ Recruitment & Retention/Sound Internal Process

-  Not started
-  In progress
-  Completed
-  Timing has changed
-  Issue has arisen

Project/Initiative	Status	Current Update	Upcoming Milestone
<p style="text-align: center;">Implement Development Approval Process Review Recommendations</p>		<p>In 2021, the City conducted a Development Approval Process Review (DAPR), which provided recommendations on implementing policy and bylaw changes and other initiatives to streamline and accelerate the review of all housing projects, including affordable and attainable housing projects. Staff continue to work though implementing the recommendations.</p>	<ol style="list-style-type: none"> 1. Liaison with the Development Community <ul style="list-style-type: none"> • Established a Development Liaison Working Group comprised of industry representatives, City and RDNO Staff (Initiated in 2021) 2. Enhanced Pre-Application Process <ul style="list-style-type: none"> • Develop new application forms to ensure complete applications - Fall 2024 • Establish pre-application meetings - Fall 2024 3. Internal Processing Enhancements Digitizing applications and permitting processes - ongoing 2024-2026 <ul style="list-style-type: none"> • Developing on-line publicly accessible Development Application viewer - Fall 2024 • Clear project leads - Fall 2024 • Annual reporting of project approval times - complete • Tentative schedules for applications - not started 4. Development Variance Permit Recommendations <ul style="list-style-type: none"> • Make Better Use of the Board of Variance - not started • Amend Problematic Clauses in the Zoning Bylaw - summer 2024 • Delegate DVPs to staff - complete 5. Development Permits <ul style="list-style-type: none"> • Update DP within the OCP guidelines - not started 2025 • Increase criteria for DP minor - complete 6. Single Family Dwelling Building Permits <ul style="list-style-type: none"> • Building Permit Process Guide - Not started 7. Finding a Balance on Infrastructure Costs <ul style="list-style-type: none"> • Increase servicing requirements threshold for project value - complete • Update DCC bylaw - in-progress - end of 2025 8. Staff Resources <ul style="list-style-type: none"> • Increase staffing to address high development activity - in-progress - end of 2024

2023-2026 Council Strategic Plan

2024 Year End Status of Projects & Initiatives



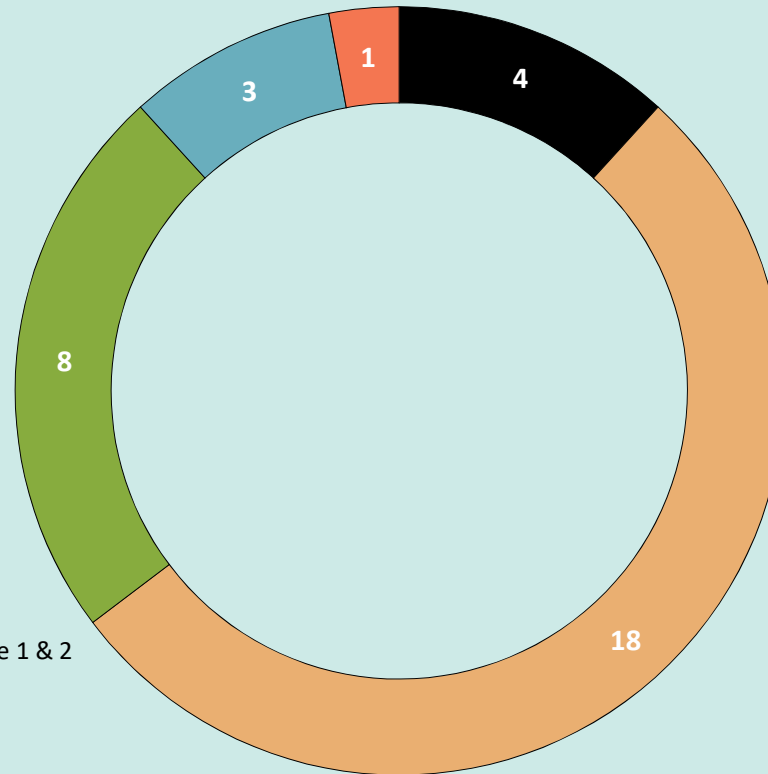
NOT STARTED

- Development of Cultural District
- Review Downtown Parking
- Polson Park Master Plan
- Redevelop City of Vernon Website



IN PROGRESS

- Additional Space for RCMP
- Update Official Community Plan
- Develop new VFRS and Emergency Management Strategic Plan
- Implement Housing Action Plan
- Active Participant in Greater Vernon Cultural Centre
- Captain Bailey Way Development
- Implementation of Age & Dementia Friendly Plan
- Develop & Construct Active Living Centre
- Feasibility Study for Vernon Aquatic Centre
- Update Building Asset Management Plan
- Polson Park Vernon Creek Naturalization Project Phase 1 & 2
- Implement Flood Mitigation Recommendations
- Fuels Management for City-owned lands
- Implement Climate Action Plan
- Develop New Transportation Plan
- Online Purchase Options for Monthly Parking Passes
- Implement Development Approval Process Review Recommendations



LIST OF COMPLETED PROJECTS

- Historical & Structural Building Assessment for O'Keefe Historical Ranch
- Implement VFRS Eight Year Strategic Plan
- Civic Memorial Park Phase 2 & 3
- Lakeview Wading Peanut Pool Revitalization
- Silver Star Rd Multi-use Path Phase 2
- Develop Storm Water Control Bylaw
- Participate In a Regional Accessibility Committee
- Complete Council Code of Responsible Conduct



TIMING HAS CHANGED

- Implement Gun & Gang Violence Prevention Strategy
- Begin Kin Race Track Athletic Park Development
- Implement New Respectful Workplace and Anti-Discrimination Policy



ISSUE HAS ARISEN

- Seek Opportunities to Collaborate with OKIB



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 protections services
- Fire Rescue protections
- 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 constructions
- Sanitary sewer operation, collection, treatment and spray irrigation
- street lighting
- Street, sidewalk, and lane maintenance, constructions and reconstruction
- Tourism
- Traffic signal operation
- Water system operation on behalf of the Regional District of North Okanagan



BEST BUDGET PRACTICES



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Vernon
British Columbia**

For the Fiscal Year Beginning

January 01, 2024

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, 2024. 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.


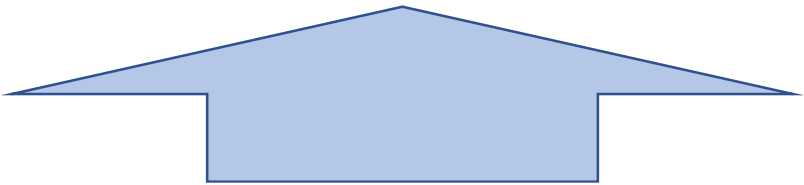

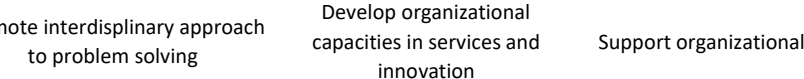
This award is valid for a period of one year only. We will continue to satisfy national recognized guidelines for effective budget presentation and we are submitting it to GFOA to determine eligibility for another award.



PERFORMANCE MEASURES

CITY OF VERNON ESG (ENVIRONMENTAL, SOCIAL, GOVERNANCE) BALANCED SCORECARD

One of the signature features of the balanced scorecard is that it looks at organizational performance from various Perspectives. Perspectives are the performance dimensions, or lenses, that put strategy in context. It takes several perspectives—usually four—to understand an organization as a system made up of elements that work together, like the gears in a clock or fine watch. Together, these elements create value, leading to customer and stakeholder satisfaction and good financial performance.

MISSION	To deliver effective and efficient local government services that benefit our citizens, our business, our environment and our future		
STRATEGIC GOALS	ENVIRONMENTAL LEADERSHIP, RECREATION PARKS NATURAL AREAS	LIVEABILITY, VIBRANCY	GOVERNANCE AND ORGANIZATIONAL EXCELLENCE
ESG	Environmental value	Social Value	Governance Value
Financial Perspective			
	Collaborate on long term plans (such as Infrastructure Capital, Asset Management, Natural Assets, Climate Action) to integrate into long range forecasting (+ 10 years) to optimize revenue streams and reserve balances	Offer innovative supports and efficient services. Leverage Taxpayer \$ through grants and efficient use of resources.	Transparency, accountability and high ethical standards are adhered to.
Taxpayer/Customer Perspective			
	<p>The City of Vernon is currently updating the Official Community Plan (OCP). The OCP is a long range plan that sets out policies for how a community will accommodate population growth. By 2045, an additional 20,000 people are expected to move to our community. Our new OCP will reflect our community vision for how neighbourhoods and transportation networks can enriched and improved to best support our growing population.</p> <p>Work with regional partners, provincial and federal government to optimize services and promote economic development</p>		
Internal Process and Technology Perspective			
	Innovation	Customer Management	Operational and Financial Management
	Use evolving standards and measures to capture climate and natural asset data	Embrace new technologies to improve customer service, maximize resources and increase efficiencies	
Learning and Growth			
	Promote interdisciplinary approach to problem solving	Develop organizational capacities in services and innovation	Support organizational change

KEY PERFORMANCE INDICATORS

The City of Vernon has updated the Performance Measures section to align with the Strategic Plan. The metrics included this year reflect various areas of the Strategic Plan and will be further developed and expanded in future years.

Strategic Objective	Focus	Detail	2023	2024	OCT
			2023	YTD	2025 TARGET
LIVABILITY	Housing	Building Permit Value	223,533,588	206,092,994	200,000,000
		Housing Starts	443	339	350
	Proactive Planning	The Official Community Plan is currently under revision and due to be completed by the end of 2025. At that time long range housing needs and targets will be included here.			
ENVIRONMENTAL LEADERSHIP	Asset Management	Every 10 years, the City of Vernon assesses and updates the Asset Management Plan. In November 2024 an updated plan was presented and is included in the Capital Section of the Financial Plan.			
	Climate Action	Corporate GHG Emissions (2017 baseline 3,268 tonnes CO2e)	3,071	2,778	2,941
GOVERNANCE AND ORGANIZATIONAL EXCELLENCE	Good Governance	There are five levels in the spectrum of public participation based on IAPs international standards. The five levels are Inform, Consult, Involve, Collaborate, Empower and these metrics focus on "Inform". All these spectrums are currently being utilized through the Official Community Plan revision and will be reported on in 2025.			
		Facebook Followers	13,500	13,500	13,770
		Instagram Followers	5,200	5,200	5,304
		Alertable (Emergency Alerts)	-	7,550	8,305
		Conditional Grants	19,200,000	10,008,000	7,628,000
		Unconditional Grants	2,419,000	2,500,000	2,500,000
Recruitment and Retention	Sound Internal Processes	Total Turnover	7.5%	12.2%	10.0%
	The City launched an ERP system in 2024 which automated both the Finance and Human Resource functions. This has resulted in recruitment adjustments that affected 2024 statistics but will provide more accurate measures delivered with greater efficiency into the future.				

READER'S GUIDE

Introduction

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

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

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

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

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

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

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

Using this document

The Financial Plan document is grouped into five sections:

1. Overview

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

2. Financial Reports

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

3. Department Summaries

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

4. Change requests

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

5. Capital

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

6. Projects

This section contains all the Special Projects that were highlighted in the Department Summaries and are included here for easy reference.

BUDGET PROCESS

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

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

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

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

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

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

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

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

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

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

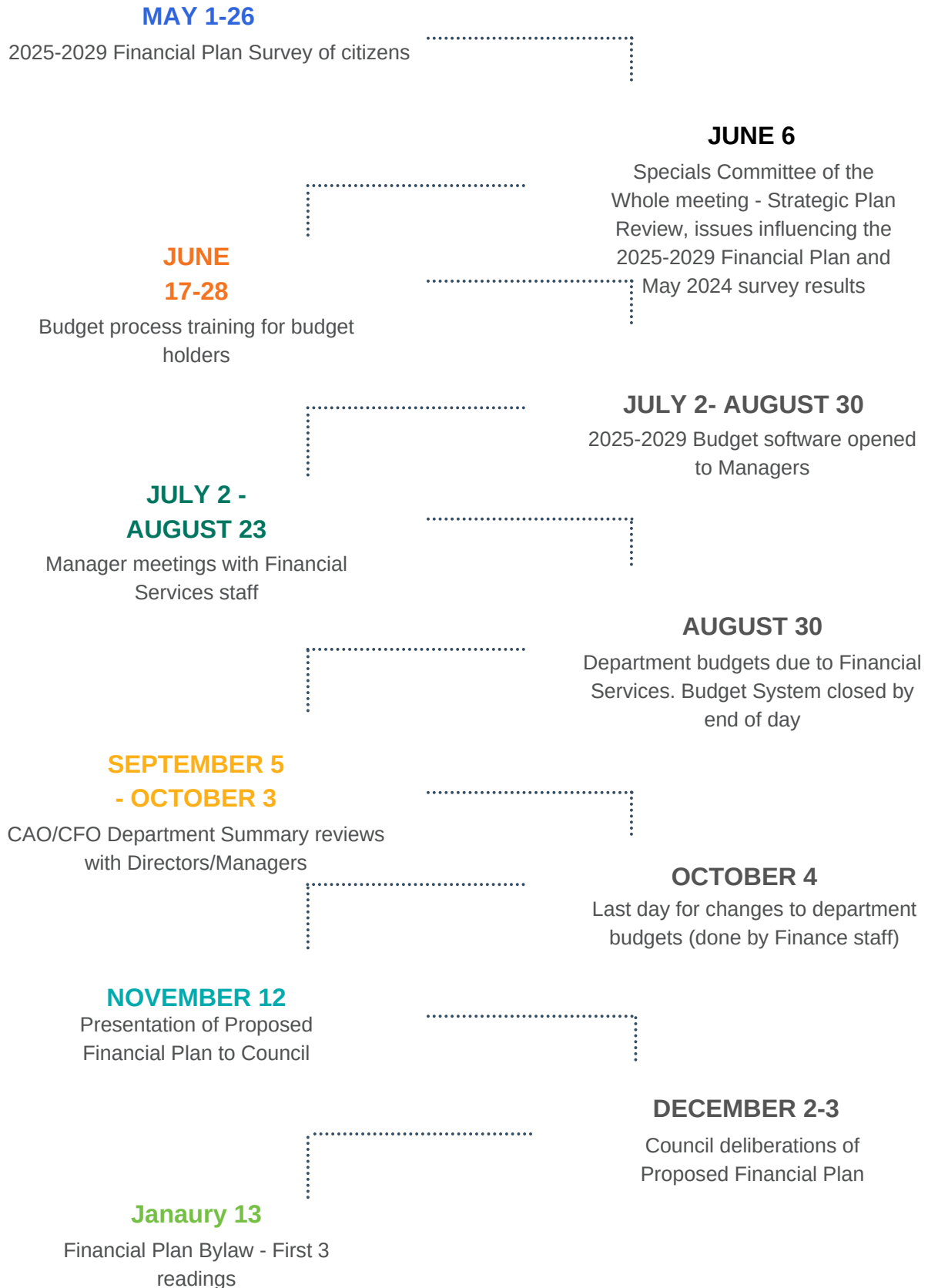
Once budget deliberations are complete, Finance staff insure the budget is updated with any changes, approved change requests and approved Capital Infrastructure Projects so that total Taxation can be finalized.

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

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

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

2025 BUDGET PLANNING TIMELINE



BASIS OF ACCOUNTING/BUDGETING

Unique Characteristics of Government (PSAS 1100 Appendix A)

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

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

Basis of Accounting

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

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

Basis of Budgeting

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

COMMUNITY CHARTER

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

Section 165 – Financial plan

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

Section 166 – Public process for development of financial plan

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

Section 197(1) – Annual property tax bylaw

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

DEPARTMENT STRUCTURE & SEGMENTATION

Administration Services

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

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

Community Infrastructure and Development

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

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

Community Safety Lands and Administration

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

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

DEPARTMENT STRUCTURE & SEGMENTATION

Financial Services

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

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

Fire Rescue Services

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

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

Human Resources

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

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

DEPARTMENT STRUCTURE & SEGMENTATION

Operations Services

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

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

RCMP Contract

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

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

Recreation Services

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

- The Arena Department provides for the day-to-day maintenance and operation of the Kal Tire Place Facility (including the parking lot), Priest Valley Arena, Centennial Outdoor Rink and the new Kal Tire Place North facility. It also oversees the Concession function.
- The Recreation Centre Office provides support for program registrations, collection of fees, public 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 and Lavington Outdoor pools in the summer.
- Recreation Centre Facilities and Major Maintenance Projects are provided based on a commitment by the City to its regional partners to insure the appropriate level of maintenance required to operate the facilities in a sustainable manner.

LEVELS OF SERVICE

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

Personnel

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

Regulatory and Protection of Persons and Property

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

Operational

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

Planning

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

LEVELS OF SERVICE

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

Support Services

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

Financial

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

FINANCIAL REPORTING



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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.

MUNICIPAL REVENUES (in 000's)	2021	2022	2023	2024	2025
	Actual	Actual	Actual	Forecast	Forecast
MUNICIPAL REVENUES (Eligible)	\$76,838	\$85,537	\$94,773	\$99,512	\$108,716
Liability Servicing factor	25%	25%	25%	25%	25%
LIABILITY SERVICING LIMIT	\$19,210	\$21,384	\$23,693	\$24,878	\$27,179
LIABILITY SERVICING COST					
Debt Servicing for Authorized and Issued Debt	779	773	786	819	2,636
Estimated Debt Servicing for Unissued Debt	237	10,829	11,120	6,979	5,162
TOTAL LIABILITY SERVICING COST	\$1,016	\$11,602	\$11,906	\$7,798	\$7,798
% LIABILITY SERVICING CAPACITY UTILIZED	5%	54%	50%	31%	29%
LIABILITY SERVICING CAPACITY AVAILABLE	\$18,194	\$9,782	\$11,787	\$17,080	\$19,381
% LIABILITY SERVICING CAPACITY AVAILABLE	95%	46%	50%	69%	71%

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.

WATER AND SEWER DEBT ISSUED				ACTIVE LIVING CENTER DEBT ISSUED		
Year	Principal	Interest	Total	Principal	Interest	Total
2024	543,654	275,391	819,045	0	0	0
2025	543,654	275,391	819,045	610,196	1,206,450	1,816,646
2026	543,654	275,391	819,045	610,197	1,206,450	1,816,647
2027	543,654	275,391	819,045	610,198	1,206,450	1,816,648
2028	379,787	114,261	494,049	610,199	1,206,450	1,816,649
2029	379,787	114,261	494,049	610,200	1,206,450	1,816,650

THE STRUCTURE OF OUTSTANDING DEBT

Water and Sewer Debt	Bylaw	Amount Borrowed	Term	Rate of Interest	Expiry
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	2.85%	2028
Water Reclamation Plant	4791	12,556,250	25 Years	0.91%	2030
Active Living Center Draw #1	5908	31,500,000	30 Years	3.83%	2054

IMPACT ON RESIDENTAL TAXPAYER

Estimated Cumulative Impact of Vernon Tax Increase

	AVERAGE HOME Assessment Value		
	2023	2024	2025 EST
LAND	\$ 352,110	\$ 340,705	\$ 340,705
IMPROVEMENTS	338,302	356,033	356,033
TOTAL	\$ 690,412	\$ 696,738	\$ 696,738

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

	2024	2025	\$ Change	% Change
OPERATING LEVY	\$ 1,142	\$ 1,309	\$ 167	14.6%
*RCMP LEVY	\$ 546	\$ 585	\$ 39	7.2%
CAPITAL LEVY	\$ 263	\$ 274	\$ 11	4.0%
TOTAL	\$ 1,951	\$ 2,168	\$ 217	11.1%

	2024		2025		\$ Change	% Change
OPERATING LEVY	\$ 32,590,302	59%	\$ 37,125,424	61%	\$ 4,535,122	13.9%
*RCMP LEVY	\$ 15,289,637	28%	\$ 16,560,806	27%	\$ 1,271,169	8.3%
CAPITAL LEVY	\$ 7,219,373	13%	\$ 7,508,148	12%	\$ 288,775	4.0%
TOTAL TAX REVENUE	\$ 55,099,312	100%	\$ 61,194,378	100%	\$ 6,095,066	11.1%

*RCMP LEVY - RCMP costs have been separated from Operating in 2025 due to contractual escalating costs and highlight the significant portion of taxpayer dollars directed to this service. The RCMP levy will be shown separately on the Property Tax Notice.

BUDGETED REVENUES & EXPENSES CASH BASIS

Excludes Tax Payments To/From Other Governments

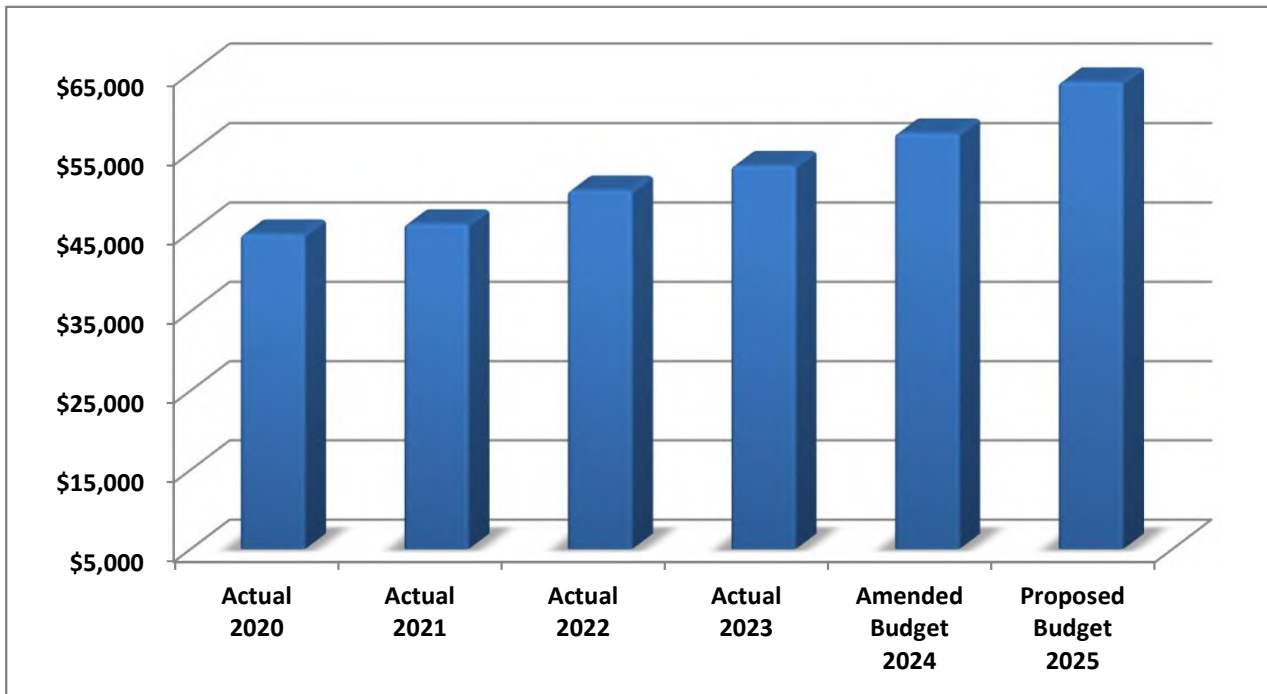
	2024 AMENDED BUDGET	2025 PROPOSED BUDGET	GENERAL FUND ONLY	SEWER FUND ONLY
REVENUE				
Taxation revenues	\$ 57,458,516	\$ 63,900,678	\$ 63,883,518	\$ 17,160
Sale of services	13,080,547	13,547,500	13,547,500	-
Sewer fees & charges	11,597,225	12,420,636	26,876	12,393,760
Government transfers	18,073,436	10,127,504	9,997,504	130,000
Services to other governments	7,375,183	7,894,842	7,275,842	619,000
Sale of goods	1,339,033	1,401,576	1,401,576	-
Interest, Penalties & Gains	9,399,916	8,223,883	8,200,693	23,190
Developer contributions	3,572,787	4,881,764	4,586,050	295,714
TOTAL REVENUE	121,896,643	122,398,383	108,919,559	13,478,824
EXPENSES				
Salaries, wages & benefits	46,219,099	48,368,370	45,372,693	2,995,677
Contracts for services	33,958,071	35,880,515	34,527,650	1,352,865
Amortization	12,420,945	12,931,207	9,797,373	3,133,834
Goods, materials & supplies	14,043,867	7,886,438	6,418,009	1,468,429
Communications, insurance & utilities	9,501,295	8,502,163	4,323,190	4,178,973
Interest, charges & losses	1,345,433	2,081,906	1,806,514	275,392
Cost of goods sold	654,500	654,500	654,500	0
TOTAL EXPENSES	118,143,210	116,305,099	102,899,929	13,405,170
SURPLUS(DEFICIT)	3,753,433	6,093,284	6,019,630	73,654
RECONCILIATION TO CASH BASIS:				
BUDGETED SURPLUS (DEFICIT)	3,753,433	6,093,284	6,019,630	73,654
Add: Amortization	12,420,945	12,931,207	9,797,373	3,133,834
Add: Transfers from reserves	55,209,537	29,651,199	24,558,822	5,092,377
Add: Debt Proceeds	40,427,409	45,000,000	45,000,000	-
Less: Proposed Infrastructure Program	(53,852,576)	(30,332,000)	(25,252,000)	(5,080,000)
Less: Active Living Centre Project	(40,427,409)	(44,615,050)	(44,615,050)	-
Debt principal payments	(527,249)	(1,143,854)	(600,200)	(543,654)
Transfers to reserves	(17,004,090)	(17,584,786)	(14,908,575)	(2,676,211)
SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -

**REVENUE REPORTING
PROPERTY TAXATION**

Property Taxation is the single largest revenue source for the City of Vernon, similar to almost all Canadian Municipalities. For 2025, Taxation represents 52.2% of total revenues as reported on a consolidated basis.

For 2025, revenue from non-market change in assessed property values has not been included in the draft budget. Estimated revenue will be presented at the December budget deliberations. Non-market change largely represents the addition of tax paying properties recently developed that will be paying Property Taxes in 2025, but did not in 2024.

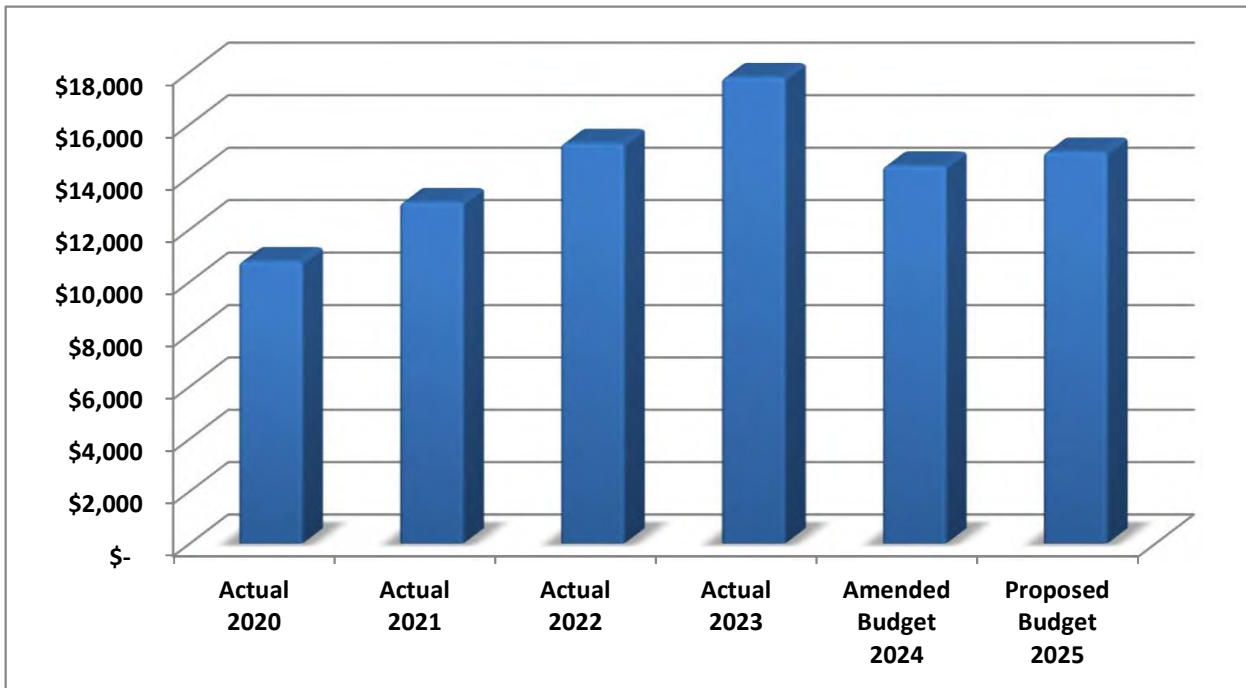
Year	2020	2021	2022	2023	2024	2025
(in \$1,000's)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Taxes	\$ 44,749	\$ 46,030	\$ 50,269	\$ 53,374	\$ 57,459	\$ 63,901
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	48.7%	48.4%	46.2%	43.0%	47.1%	52.2%



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 2025 proposed budget anticipates similar fee revenue for 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.

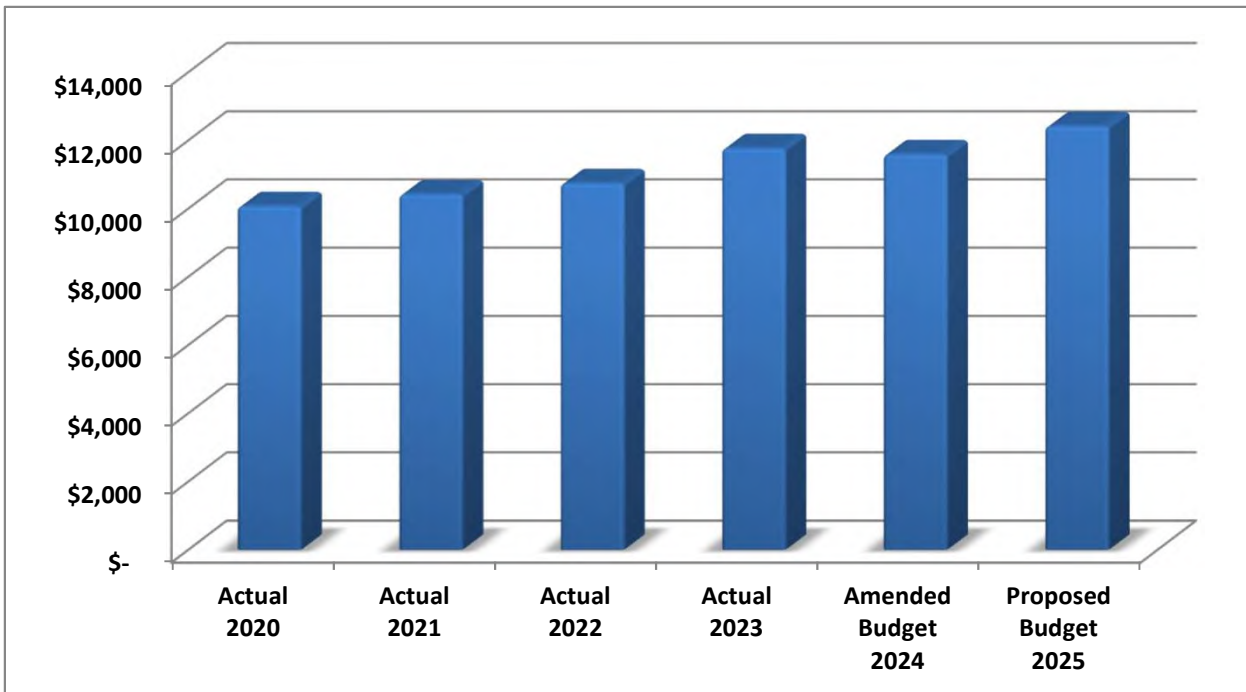
Year	2020	2021	2022	2023	2024	2025
(in 1,000's)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Sale of Goods & Services	\$ 10,775	\$ 13,032	\$ 15,280	\$ 17,793	\$ 14,420	\$ 14,950
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	11.7%	13.7%	14.0%	14.3%	11.8%	12.2%



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.

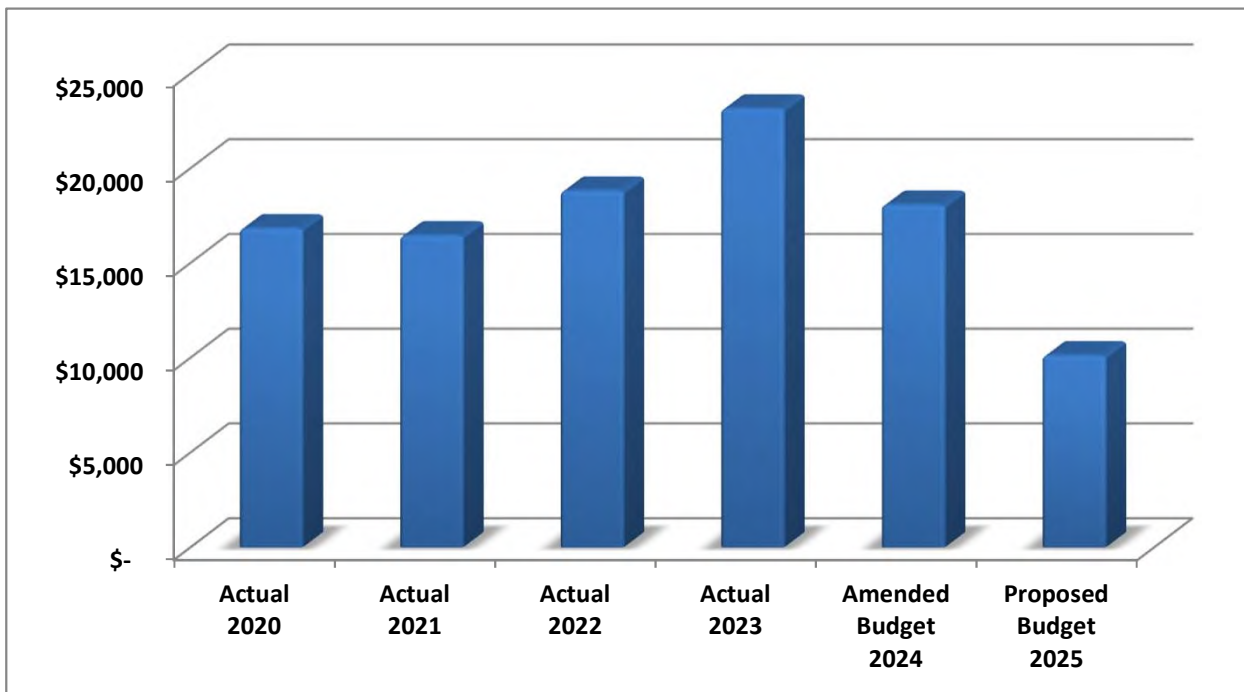
Year	2020	2021	2022	2023	2024	2025
(in 1,000's)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Sanitary Sewer Fees	\$ 10,077	\$ 10,423	\$ 10,747	\$ 11,775	\$ 11,597	\$ 12,421
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	11.0%	10.9%	9.9%	9.5%	9.5%	10.1%



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, casino gaming grant and hotel tax. Several grant applications have been submitted for 2025 projects and if successful, the budget will be amended accordingly. The Casino Gaming Grant is anticipated to increase in 2025 as Casinos are experiencing post-pandemic rebounds. 2023 included an unexpected one-time Provincial grant under the Growing Communities Fund for \$9.6 million.

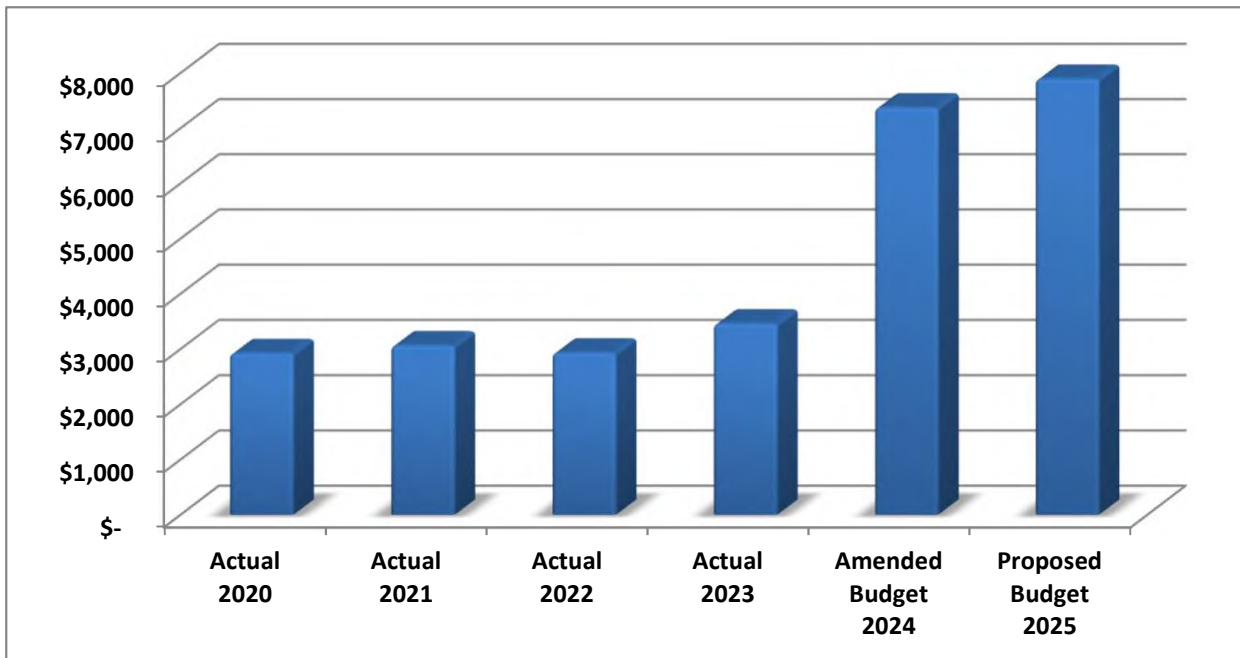
Year	2020	2021	2022	2023	2024	2025
(in \$1,000)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Grants	\$ 16,832	\$ 16,456	\$ 18,818	\$ 23,156	\$ 18,073	\$ 10,128
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	18.3%	17.3%	17.3%	18.7%	14.8%	8.3%



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 water services, bylaw services, shared transit recoveries, inter-municipal sanitary sewer charges, fees for emergency services such as confined space rescue and hazardous materials response, fees for training and management of the Fire Training Centre, and RCMP support services and detention facility recoveries. Note that 2024 and 2025 include reporting on Water service recoveries from RDNO which is accounts for a significant increase in revenue under Services to other Government. The RDNO owns the Water infrastructure and the City of Vernon maintains the infrastructure on their behalf. RDNO controls the capital investment in infrastructure.

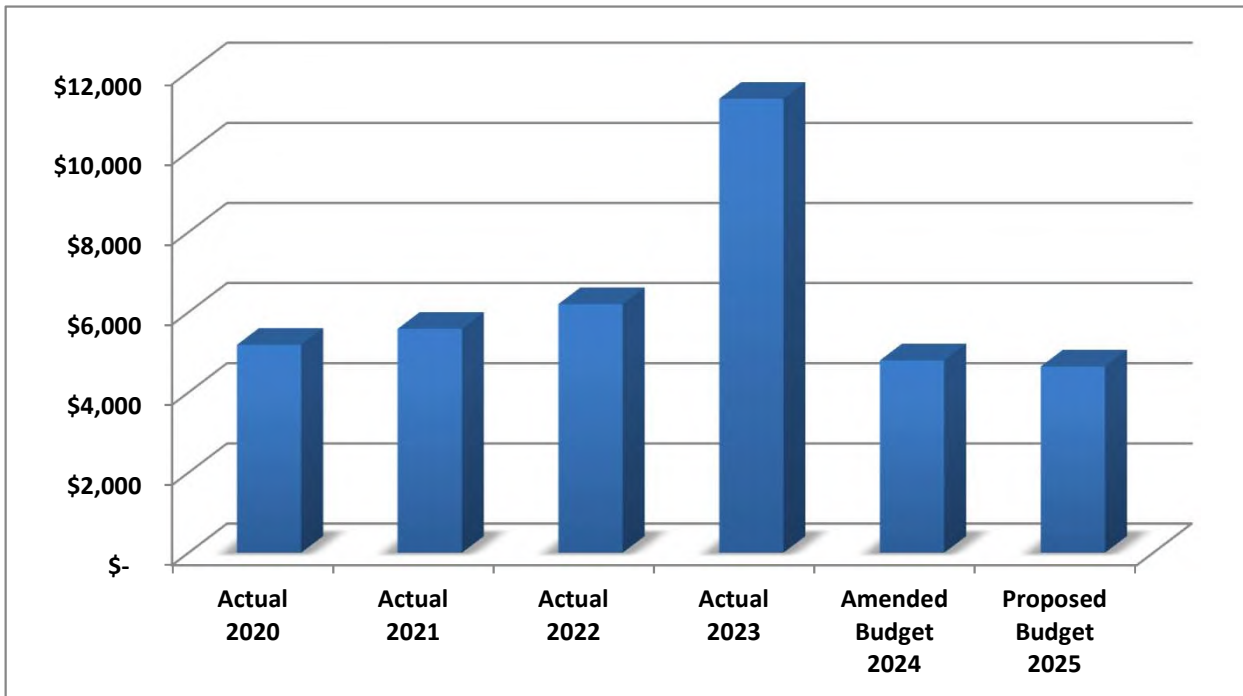
Year	2020	2021	2022	2023	2024	2025
(in \$1,000)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Services to other Government	\$ 2,925	\$ 3,065	\$ 2,936	\$ 3,461	\$ 7,375	\$ 7,895
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	3.2%	3.2%	2.7%	2.8%	6.1%	6.5%



**REVENUE REPORTING
FINANCIAL OPERATIONS**

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 and 2025 decrease is investment earnings due to forecasted falling interest rates later in the year and changes in fund balances for investment. Common Service Allocations (CSA) will slightly increase in 2025. 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	2020	2021	2022	2023	2024	2025
(in \$1,000)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Fiscal Services Revenue	\$ 5,185	\$ 5,584	\$ 6,201	\$ 11,327	\$ 4,797	\$ 4,644
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	5.6%	5.9%	5.7%	9.1%	3.9%	3.8%

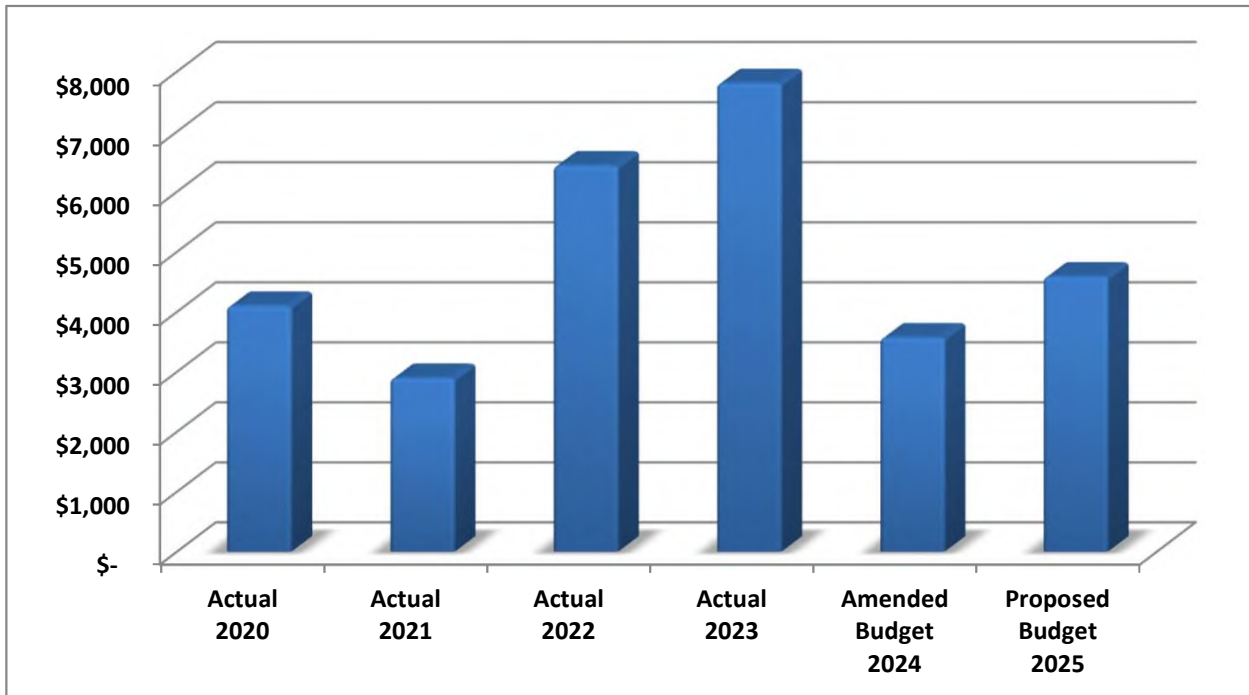


REVENUE REPORTING
CONTRIBUTIONS FROM DEVELOPERS

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

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

Year	2020	2021	2022	2023	2024	2025
(in \$1000's)	Actual	Actual	Actual	Actual	Amended Budget	Proposed Budget
Contributions from Developers	\$ 4,100	\$ 2,897	\$ 6,436	\$ 7,807	\$ 3,573	\$ 4,586
Total Revenue	91,823	95,198	108,904	124,046	121,897	122,398
Percentage	4.5%	3.0%	5.9%	6.3%	2.9%	3.7%



REVENUE AND EXPENDITURES BY DIVISION

	2025 Approved Budget	Transfers To/ From Reserves	Note	2025 Approved Budget
Division Costing Center				
Revenues				
Administrative Services	1,020			1,020
Corporate Administration	2,098,330	(128,900)		1,969,430
Financial Services	129,808,073	(703,756)	(40,258,100) a)	88,846,217
Fire Rescue Services	150,017	(1,200)		148,817
Fleet	1,418			1,418
Human Resources	105,000			105,000
Operations Services	2,602,524	(683,298)		1,919,226
Parks	1,068,608			1,068,608
Planning & Community Services	5,125,742	(656,000)		4,469,742
Projects	47,795,500	(2,795,500)	(45,000,000) d)	-
Capital Projects	28,623,000	(23,986,950)		4,636,050
Public Works	4,542,808			4,542,808
RCMP Contract & Support Services	1,557,903	(648,316)		909,587
Recreation	5,822,309	(47,279)		5,775,030
Sewer	1,806,250			1,806,250
Storm	80,000			80,000
Transportation	4,908,570			4,908,570
Water	3,803,021			3,803,021
				-
Total Revenues	239,900,093	(29,651,199)	(85,258,100)	124,990,794
Expenditures				
Administrative Services	1,069,648			1,069,648
Amortization	12,931,207			12,931,207
Corporate Administration	6,744,123	(61,074)		6,683,049
Financial Services	65,477,907	(14,351,234)	(40,858,300) a), e)	10,268,373
Fire Rescue Services	10,509,070	(482,003)		10,027,067
Fleet	1,418			1,418
Human Resources	2,212,304			2,212,304
Operations Services	4,403,526	(1,129,151)		3,274,375
Parks	5,178,473			5,178,473
Planning & Community Services	7,921,289	(25,500)		7,895,789
Projects	47,795,500	(80,500)	(45,000,000) d)	2,715,000
Infrastructure Program Budget	28,623,000		(28,623,000) c)	-
Public Works	11,149,107			11,149,107
RCMP Contract & Support Services	18,118,709			18,118,709
Recreation	9,281,397	(1,139,300)		8,142,097
Sewer	9,449,498		(543,654) b)	8,905,844
Storm	471,910			471,910
Transportation	7,690,193			7,690,193
Water	3,803,021			3,803,021
				-
Total Expenditures	252,831,300	(17,268,762)	(115,024,954)	120,537,584
Net Surplus (Deficit), including Amortization	(12,931,207)	(12,382,437)	29,766,854	4,453,210
Add: Amortization				12,931,207
Add: Transfers from reserves				29,651,199
Less: Infrastructure Program				(28,623,000)
Less: Debt principal payments				(1,143,854)
Less: Transfers to Reserves				(17,268,762)
Net Surplus (Deficit)				-

- a) Collections to/from other governments 40,258,100
- b) Debt principal payments sewer 543,654
- c) Infrastructure Projects 28,623,000
- d) Active Living Centre project & associated debt proceeds 45,000,000
- e) Active Living Centre debt principle payments 600,200

REVENUES & EXPENSES BY CATEGORY

Includes Transfers To/From Reserves, Excludes Tax Payments To/From Other Governments

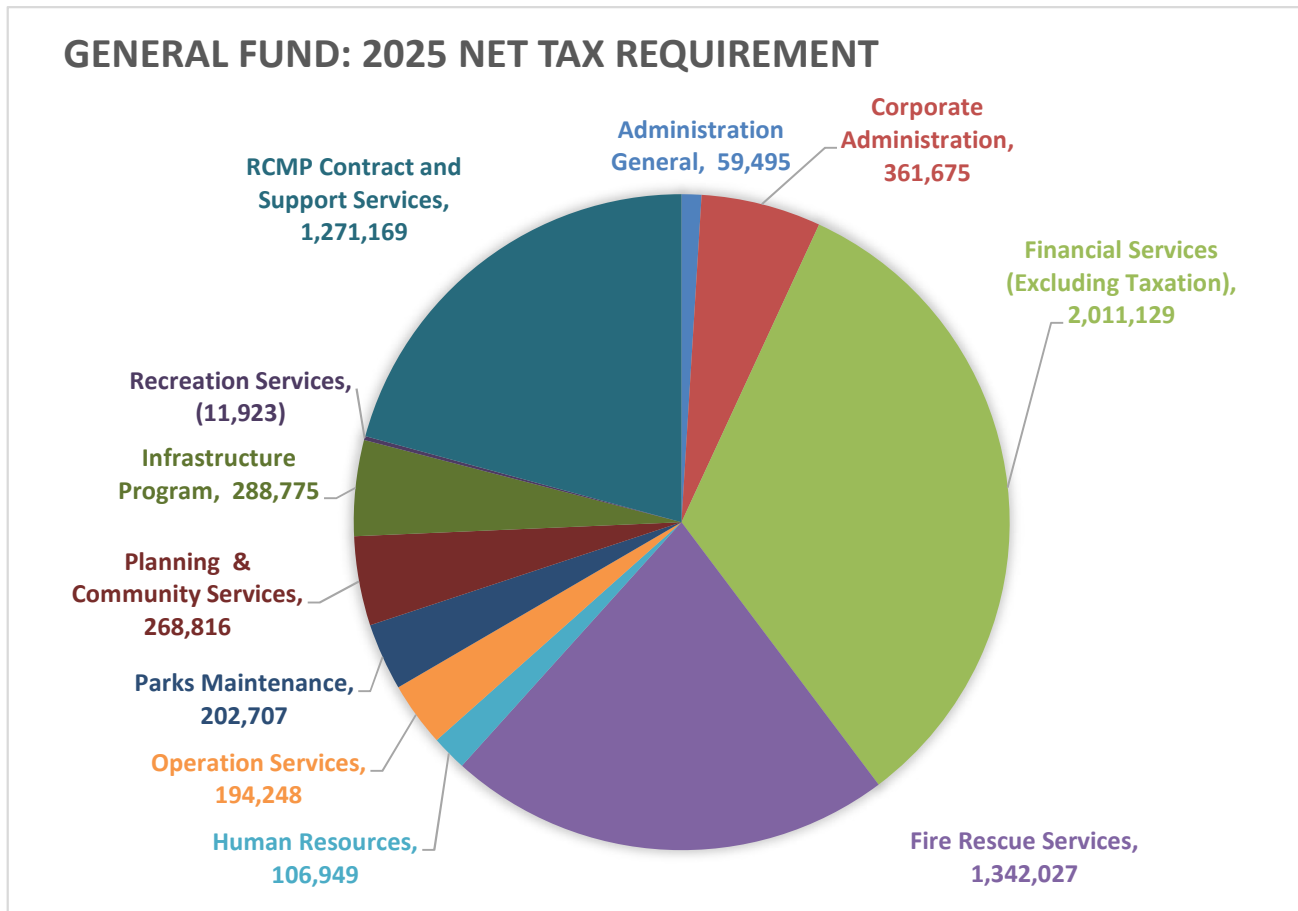
	2024 AMENDED BUDGET	2025 PROPOSED BUDGET
REVENUE		
Taxation revenues	\$ 57,458,516	\$ 63,900,678
Sale of services	13,080,547	13,547,500
Sewer fees & charges	11,597,225	12,420,636
Government transfers	18,073,436	10,127,504
Transfers from Reserves	55,209,537	29,651,199
Services to other governments	7,375,183	7,894,842
Sale of goods	1,339,033	1,401,576
Interest, Penalties & Gains	9,399,916	8,223,883
Debt Proceeds	40,427,409	45,000,000
Developer contributions	3,572,787	4,881,764
Total Revenue	217,533,589	197,049,582
EXPENSES		
Salaries, wages & benefits	46,219,099	48,368,370
Contracts for services	33,958,071	35,880,515
Infrastructure and ongoing projects	94,279,985	74,947,050
Amortization	12,420,945	12,931,207
Transfer to Reserves	17,004,090	17,584,786
Goods, materials & supplies	14,043,867	7,886,438
Communications, insurance & utilities	9,501,295	8,502,163
Debt Principal Payments	527,249	1,143,854
Interest, charges & losses	1,345,433	2,081,906
Cost of goods sold	654,500	654,500
Total Expenditures	229,954,534	209,980,789
Net Surplus/(Deficit), Including Amortization	(12,420,945)	(12,931,207)
Net Surplus/(Deficit), Excluding Amortization	0	0

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 inappropriate funding for these divisions is deemed to come from current year property taxes

Division	2024 Net Tax Requirement	2025 Net Tax Requirement	\$ Increase (Decrease) in Budget	% Increase (Decrease) in Budget
Administration General	\$ 1,009,133	\$ 1,068,628	\$ 59,495	5.9%
Corporate Administration	4,284,118	4,645,793	361,675	8.4%
Financial Services (Excluding Taxation)	(4,961,538)	(2,950,409)	2,011,129	-40.5%
Fire Rescue Services	9,017,026	10,359,053	1,342,027	14.9%
Human Resources	2,000,355	2,107,304	106,949	5.3%
Operation Services	8,328,890	8,523,138	194,248	2.3%
Parks Maintenance	4,132,952	4,335,659	202,707	4.9%
Planning & Community Services	5,308,354	5,577,170	268,816	5.1%
Infrastructure Program	7,219,373	7,508,148	288,775	4.0%
Recreation Services	3,471,011	3,459,088	(11,923)	-0.3%
RCMP Contract and Support Services	15,289,637	16,560,806	1,271,169	8.3%
TOTAL	\$ 55,099,311	\$ 61,194,378	\$ 6,095,067	11.1%

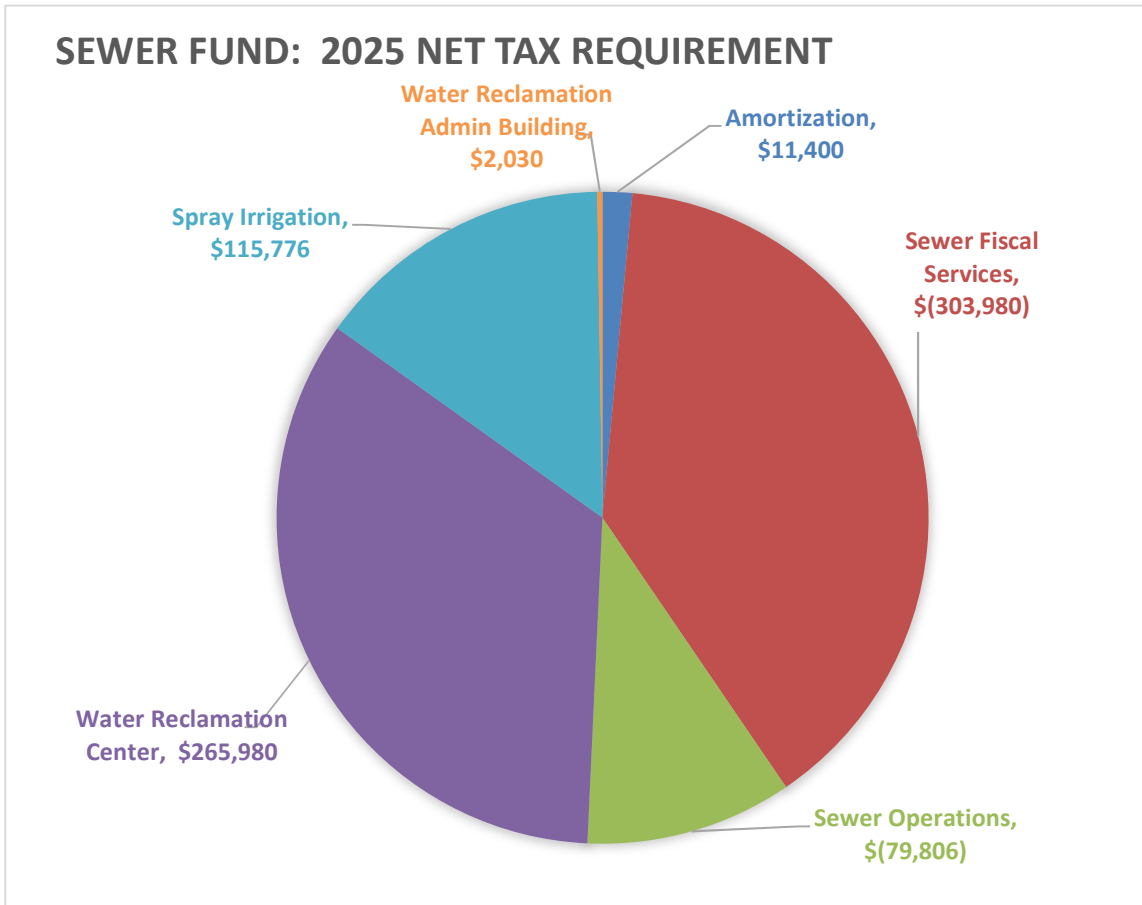


SEWER FUND: NET TAX REQUIREMENT BY DIVISION

(Excludes Amortization)

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	2024 Net Tax Requirement	2025 Net Tax Requirement	\$ Increase (Decrease) in Budget	% Increase (Decrease) in Budget
Amortization	\$ 3,122,434	\$ 3,133,834	\$ 11,400	0.4%
Sewer Fiscal Services	(7,389,547)	(7,693,527)	(303,980)	4.1%
Sewer Operations	2,943,135	2,863,329	(79,806)	-2.7%
Water Reclamation Center	3,463,341	3,729,321	265,980	7.7%
Spray Irrigation	934,822	1,050,598	115,776	12.4%
Water Reclamation Admin Building	48,249	50,279	2,030	4.2%
SUBTOTAL	3,122,434	3,133,834	11,400	0.4%
AMORTIZATION	3,122,434	3,133,834	11,400	0.4%
NET	\$ -	\$ -	\$ -	-



SALARIES, WAGES & BENEFITS - BY DIVISION

DIVISION	MGMT/ EXEMPT STAFF	CUPE INSIDE STAFF	CUPE OUTSIDE STAFF	EXCLUDED STAFF	FIREFIGHTERS	TOTAL FOR 2025
Administration - General	\$ 882,558					\$ 882,558
Corporate Administration	2,566,104	2,472,411	1,002			5,039,517
Financial Services	1,284,975	1,377,716	98,506			2,761,197
Fire Rescue Services	1,165,561	38,053	42,089		7,530,073	8,775,776
Human Resources	1,506,241	38,053				1,544,294
Planning & Community Services	3,504,637	2,018,256				5,522,893
Recreation Services	1,183,142	1,874,894	1,749,771	377,436		5,185,243
RCMP Support Services*	1,012,487	1,784,489				2,796,976
OPERATIONS:						
Operations General	1,064,960	906,194	339,657			2,310,811
Building Services	156,183		502,329			658,512
Fleet Services	136,227		618,237			754,464
Parks Maintenance	219,339		1,614,123			1,833,462
Public Works	287,216		1,902,039			2,189,255
Sewer Services	285,197		2,686,044			2,971,241
Storm Services	35,162		272,248			307,410
Water Services	70,326		2,369,771			2,440,097
OPERATIONS Total				-	-	13,465,252
GRAND TOTAL	\$ 15,360,315	\$ 10,510,066	\$ 12,195,816	\$ 377,436	\$ 7,530,073	\$ 45,973,706

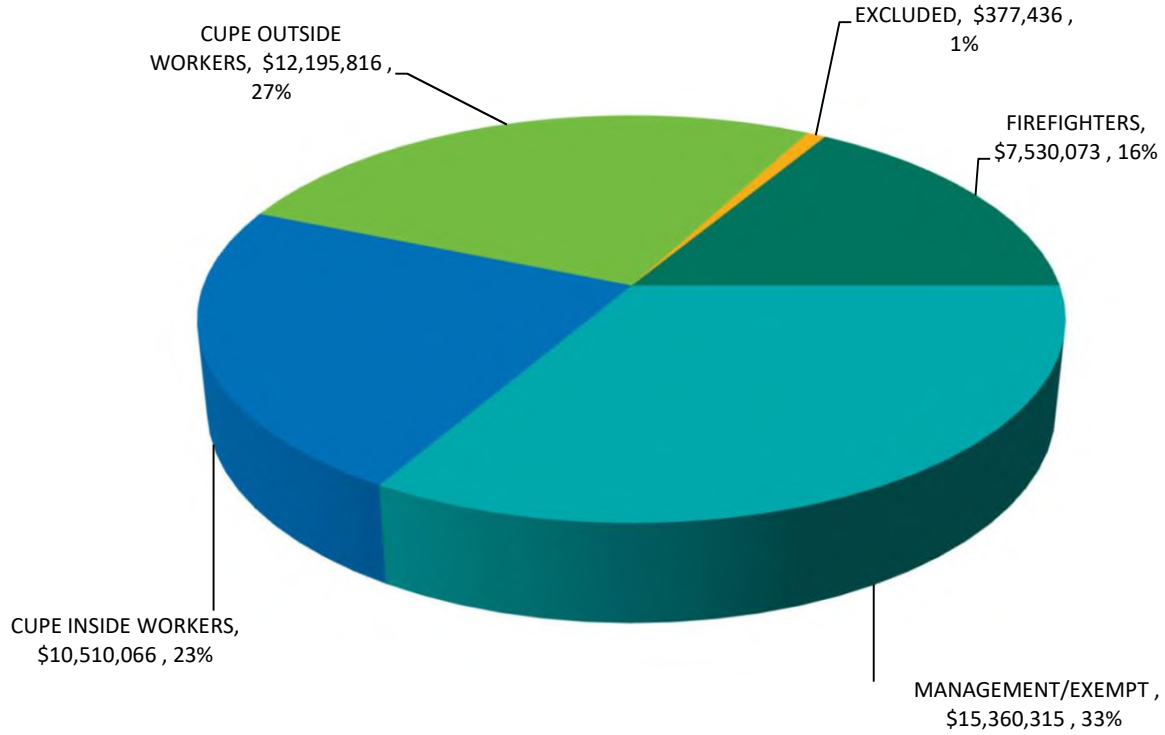
Note:* Does not include RCMP member force

SALARIES, WAGES & BENEFITS - BY DIVISION

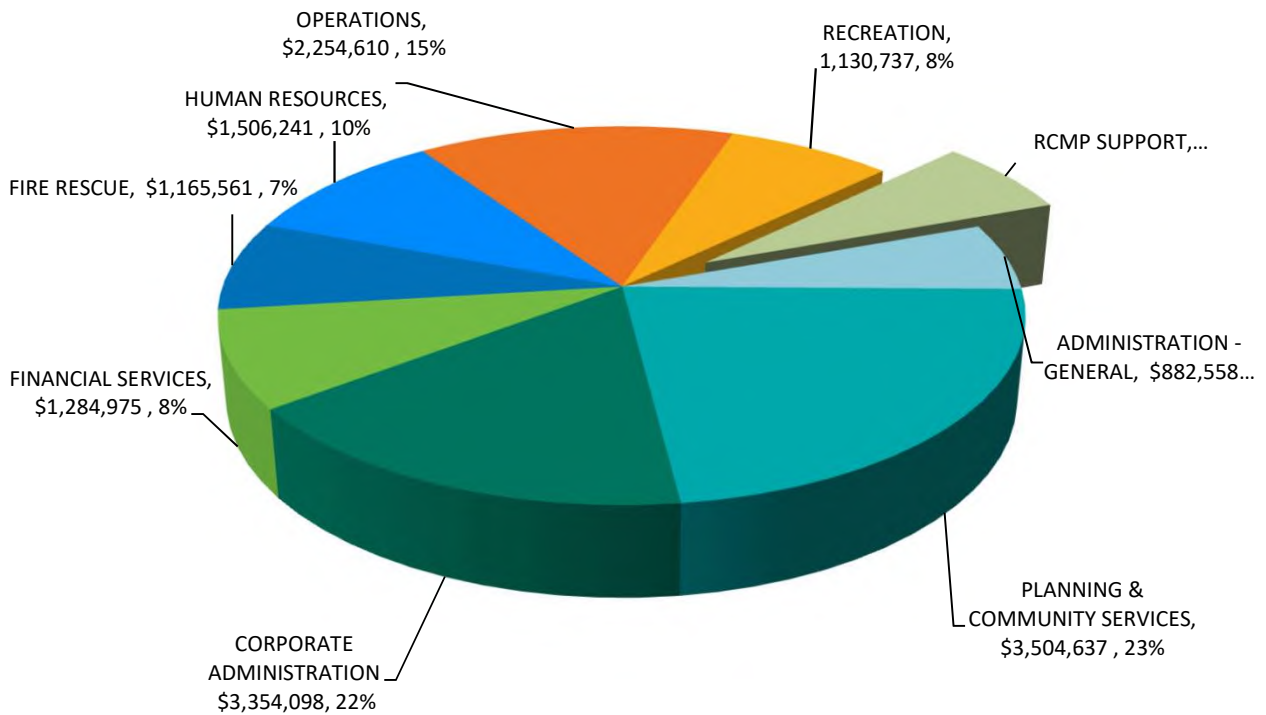
DIVISION	TOTAL FOR 2025	TOTAL FOR 2024	\$ INCREASE (DECREASE) OVER PRIOR YEAR)	% INCREASE (DECREASE) OVER PRIOR YEAR)
Administration - General	\$ 882,558	\$ 851,882	\$ 30,676	3.60%
Corporate Administration	5,039,517	5,272,189	(232,672)	-4.41%
Financial Services	2,761,197	2,681,978	79,219	2.95%
Fire Rescue Services	8,775,776	7,805,064	970,712	12.44%
Human Resources	1,544,294	1,515,262	29,032	1.92%
Planning & Community Services	5,522,893	5,374,155	148,738	2.77%
Recreation Services	5,185,243	5,159,371	25,872	0.50%
RCMP Support Services*	2,796,976	2,471,855	325,121	13.15%
OPERATIONS:				
Operations General	2,310,811	2,230,281	80,530	3.61%
Building Services	658,512	659,164	(652)	-0.10%
Fleet Services	754,464	720,283	34,181	4.75%
Parks Maintenance	1,833,462	1,745,770	87,692	5.02%
Public Works	2,189,255	2,098,014	91,241	4.35%
Sewer Services	2,971,241	2,779,393	191,848	6.90%
Storm Services	307,410	294,549	12,861	4.37%
Water Services	2,440,097	2,246,799	193,298	8.60%
OPERATIONS Total	13,465,252	12,774,253	690,999	5.41%
GRAND TOTAL	\$ 45,973,706	\$ 43,906,009	\$ 2,067,697	4.71%

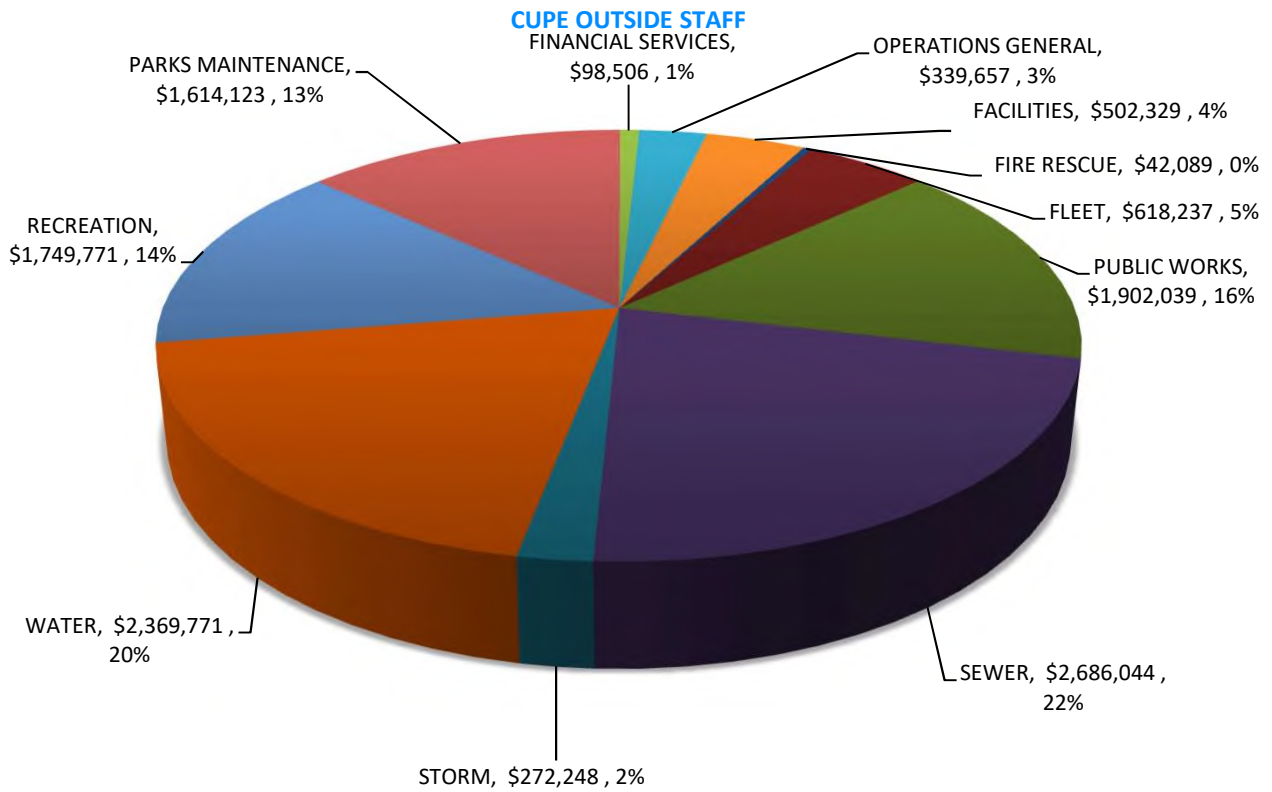
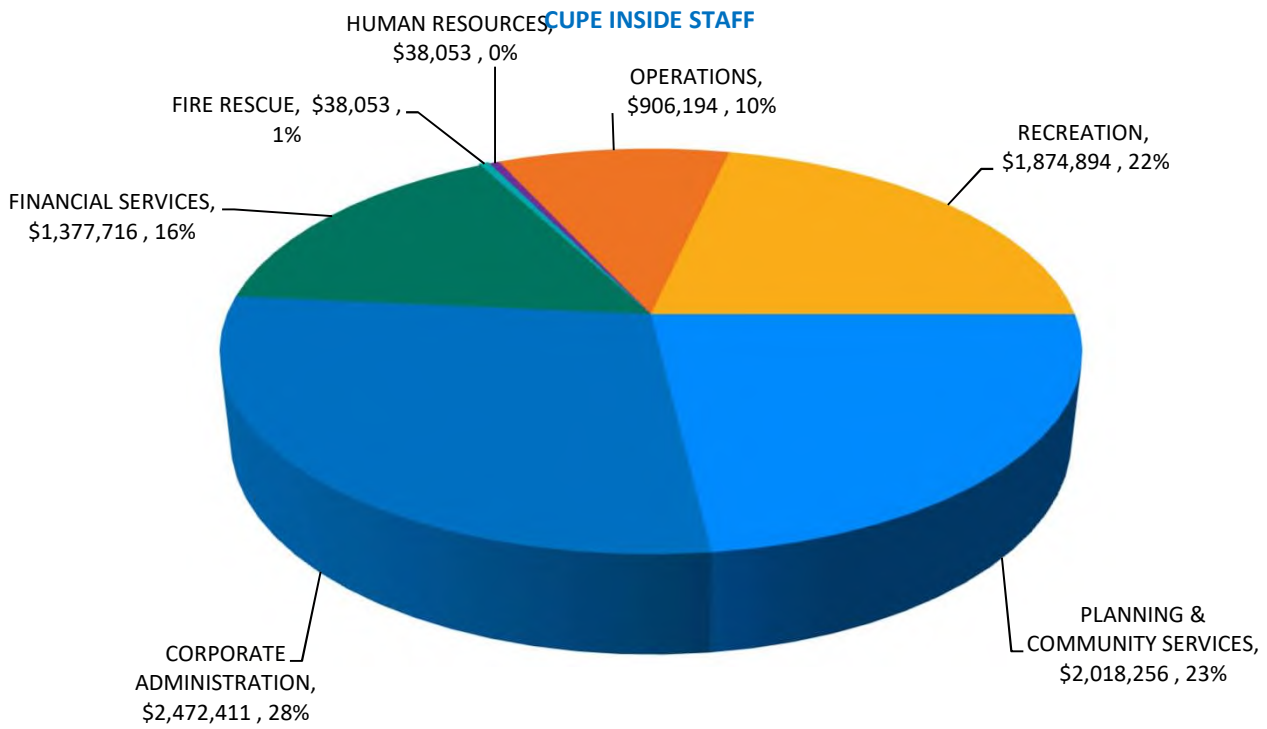
Note:* Does not include RCMP member force

TOTAL LABOUR



MANAGEMENT/EXEMPT STAFF





2025 EMPLOYEE POSITION SUMMARY

Reported in Full-Time Equivalents (FTE)

	2024			2025
	FULL-TIME	POSITION		FULL-TIME
	EQUIVALENT	CHANGES	NOTES	EQUIVALENT
DIVISION				
Administration - General	2.1	-		2.1
Planning & Community Services	43.8	-		43.8
Corporate Administration	44.9	1.0	a)	45.9
RCMP Support	35.2			35.2
Financial Services	23.2	-		23.2
Fire Services	53.7	-		53.7
Human Resources Services	11.5	-		11.5
Recreation Services	60.0			60.0
Infrastructure Program	7.4		b)	7.4
OPERATIONS				
Operations General	17.5	-		17.5
Facility Services	5.5	-		5.5
Fleet Services	6.1	-		6.1
Parks Maintenance	19.1	-		19.1
Public Work Services	19.9	-		19.9
Sewer Services	27.0	-		27.0
Storm Services	2.9	-		2.9
Water Services	23.3	-		23.3
GRAND TOTAL	395.7	1.0		396.7

Notes:

a) Additional 1.0 FTE for Business Analyst Position.

b) Infrastructure Program FTEs included Division totals.

RESERVE ACCOUNTS CONTINUITY PROJECTIONS

	2024 PROJECTED					2025 PROJECTED			
	AVAILABLE BALANCES	2024 APPROVED BUDGET			YTD AMENDMENT TOTAL	PROJECTED BALANCE WITH YTD AMENDMENTS		PROJECTED BALANCE	
		OPERATING		PROJECTS		DEC 31/24	DEC 31/25		
	TRANSFERS OUT	TRANSFERS IN	TRANSFERS OUT	OUT	IN				
	JAN 01/24	OUT	IN	OUT	TOTAL	DEC 31/24	OUT	IN	DEC 31/25
OPERATING GROUP									
Abandoned Camp Reserve	10,661				49,339	60,000			60,000
Emergency Planning	24,004				0	24,004			24,004
Mural Maintenance	27,266	(10,000)	10,000		0	27,266	(10,000)	10,000	27,266
Arts and Culture	20,982				0	20,982			20,982
	82,913	(10,000)	10,000	0	49,339	132,252	(10,000)	10,000	132,252
TAX EQUALIZATION GROUP									
Insurance Proceeds	534,740				(534,740)	(0)			(0)
Snow Removal	540,960				0	540,960			540,960
Development Excess Revenue	3,395,735	(528,921)			(1,513,413)	1,353,401	(274,600)		1,078,801
RCMP Contingency	2,075,740	(512,806)			(220,015)	1,342,919	(618,316)		724,603
Election	61,185		30,000		0	91,185		30,000	121,185
Legal Fees	200,000				0	200,000			200,000
Salary	763,820				0	763,820			763,820
COVID-19 Safe Restart Grant	171,352	(141,079)			(30,000)	273			273
	7,743,532	(1,182,806)	30,000	0	(2,298,168)	4,292,558	(892,916)	30,000	3,429,642
CAPITAL GROUP									
Data Processing	0				0	0			-
Civic Buildings	296,189		30,465		(66,000)	260,654	(75,000)	31,074	216,728
Casino Grant	1,117,325		1,950,000	(1,960,000)	523,931	1,631,256	(3,631,000)	2,006,000	6,256
Vehicles & Equipment	1,652,123		884,796	(788,000)	(80,000)	1,668,919	(751,000)	1,014,526	1,932,445
Fire Apparatus Reserve	816,271		360,500	(1,200,000)	0	(23,229)	(155,000)	371,315	193,086
Fire Equipment Reserve	307,338		107,464	(105,000)	0	309,802	(60,000)	110,688	360,490
Infrastructure Reserve	608,739		7,219,373	(7,327,416)	(215,436)	285,260	(7,793,408)	7,508,148	-
Polson Park Reserve	89,291				0	89,291			89,291
IS Equipment Reserve	752,124		324,165	(428,650)	0	647,639	(427,000)	14,625	235,264
MFA Refund Res - General	0				0	0			-
Fortis BC Gas LILO Bylaw	102,996				0	102,996			102,996
RCMP Building Reserve	2,072,655				(1,000,000)	1,072,655			1,072,655
Ice Plant Equipment	53,858		12,000		0	65,858		12,000	77,858
Hesperia Landfill Reserve	397,993		100,000		0	497,993		100,000	597,993
Recreation IT Equipment	30,385	(21,842)	21,755		0	30,298	(22,279)	22,190	30,209
Rec Vehicle & Equipment	68,074		25,500		0	93,574	(80,500)	121,010	134,084
CBF Gas Tax	4,085,763		1,902,817	(3,357,829)	0	2,630,751	(4,525,000)	2,090,500	196,251
Kin Race Track Park reserve	9,497,138				(5,000,000)	4,497,138			4,497,138
Airport Reserve	268,548				0	268,548			268,548
Cemetery Development Reserve	214,007				0	214,007			214,007
	22,430,816	(21,842)	12,938,835	(15,166,895)	(5,837,505)	14,343,409	(17,520,187)	13,402,076	10,225,298
SPECIAL PURPOSE & LEGACY GROUP									
Affordable Housing	452,475		75,000		(32,822)	494,653		75,000	569,653
Emergency Response	0				0	0			0
Transit Expansion	1,948,751			(87,000)	(1,000,000)	861,751	(106,400)		755,351
Hotel Tax	1,080,818	(337,455)	25,000		0	768,363	(375,000)	25,500	418,863
Provincial Climate Action Deferred	396,075		208,000	(103,000)	(380,500)	120,575			120,575
Climate Action Revolving Fund	803,339				0	803,339			803,339
Ammonia Chloride Reserve	59,867	(1,200)			0	58,667	(38,800)		19,867
Fortis BC Gas Lease Legacy	90,458				0	90,458			90,458
Parks Reserve	168,902				0	168,902			168,902
Extreme Wildfire	45,325				154,675	200,000			200,000
Unexpended Uncommitted Balance (current)	5,645,582	(220,000)		(756,000)	(2,988,985)	1,680,597			1,680,597
Temp Internal Borrowing (ALC)	0	(748,100)			0	(748,100)	(356,524)		(1,104,624)
	10,691,592	(1,306,755)	308,000	(946,000)	(4,247,632)	4,499,206	(876,724)	100,500	3,722,982

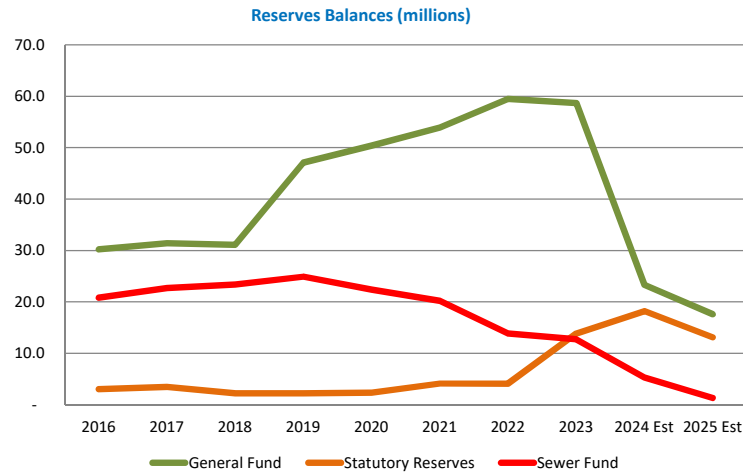
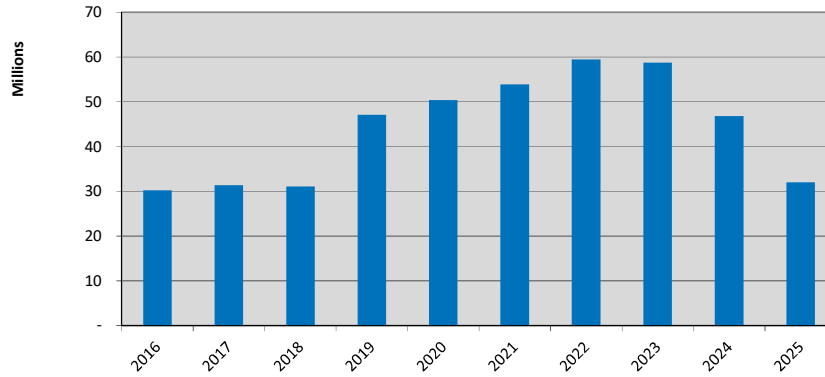
RESERVE ACCOUNTS CONTINUITY PROJECTIONS

	2024 PROJECTED					2025 PROJECTED				
	AVAILABLE	2024 APPROVED BUDGET			YTD	PROJECTED BALANCE WITH YTD	PROJECTED BALANCE			PROJECTED BALANCE
		OPERATING		PROJECTS				AMENDMENT	AMENDMENTS	
	BALANCES	TRANSFERS	TRANSFERS	TRANSFERS	AMENDMENT	AMENDMENTS	TRANSFERS	TRANSFERS		
	JAN 01/24	OUT	IN	OUT	TOTAL	DEC 31/24	OUT	IN	DEC 31/25	
BUDGET CARRYOVERS										
Budget Carry-Over General	0				0	0				-
Heritage Program	22,439				0	22,439				22,439
Special Projects	39,480				0	39,480				39,480
	61,919	0	0	0	0	61,919	0	0		61,919
TOTAL GENERAL RESERVES	41,010,772	(2,521,403)	13,286,835	(16,112,895)	(12,333,966)	23,329,343	(19,299,827)	13,542,576		17,572,092
SEWER										
MFA Refund Reserve - Sewer	1,070,934			(435,000)	0	635,934				635,934
Sewer General	6,814,716		2,677,241	(5,354,160)	(75,000)	4,062,797	(6,628,000)	2,661,586		96,383
RDNO Dump Site	53,016				0	53,016				53,016
Septage Facility	557,405				0	557,405				557,405
	8,496,071	0	2,677,241	(5,789,160)	(75,000)	5,309,152	(6,628,000)	2,661,586		1,342,738
TOTAL GENERAL & SEWER RESERVES	49,506,843	(2,521,403)	15,964,076	(21,902,055)	(12,408,966)	28,638,495	(25,927,827)	16,204,162		18,914,830
STATUTORY RESERVES & DEFERRED REVENUE										
Highway Access to Water	1,008,449	0	0	0	0	1,008,449				1,008,449
Land Sale	498,920				(166,404)	332,516				332,516
Local Improvement	667,090			(200,000)	0	467,090	(181,022)			286,068
Parkland	287,754				0	287,754				287,754
Growing Communities Fund	8,603,383			(3,657,950)	(2,437,483)	2,507,950	(2,507,950)			-
Works Contributions	2,215,807				0	2,215,807				2,215,807
Rec Facility Major Maint	700,425		1,044,000	(899,184)	(638,000)	207,241	(1,002,000)	1,064,600		269,841
Rec Facility Operating	329,178				0	329,178				329,178
DCC Roads	3,618,762			(2,707,050)	1,762,050	2,673,762	(4,281,050)	1,607,288		-
DCC Storm	1,663,060			(886,000)	(62,000)	715,060	(305,000)	215,000		625,060
DCC Sewer Collection	1,651,614			(50,000)	0	1,601,614	(50,000)	375,000		1,926,614
DCC Sewer Treatment	1,305,512	(231,927)			0	1,073,585				1,073,585
DCC Sewer Disposal	2,767,570				0	2,767,570				2,767,570
DCC City Parks	1,981,166				0	1,981,166				1,981,166
	27,298,690	(231,927)	1,044,000	(8,400,184)	(1,541,837)	18,168,742	(8,327,022)	3,261,888		13,103,608
TOTAL RESERVES & DEFERRED REVENUES	76,805,533	(2,753,330)	17,008,076	(30,302,239)	(13,950,803)	46,807,237	(34,254,849)	19,466,050		32,018,438

RESERVE HISTORY - GENERAL FUND

YEAR ENDED		RESERVE BALANCES *
1997	Actual	3,651,541
1998	Actual	3,725,221
1999	Actual	4,014,574
2000	Actual	4,501,545
2001	Actual	4,228,480
2002	Actual	5,703,783
2003	Actual	8,311,083
2004	Actual	7,867,343
2005	Actual	10,445,810
2006	Actual	15,736,382
2007	Actual	14,615,095
2008	Actual	16,667,669
2009	Actual	15,917,233
2010	Actual	16,206,895
2011	Actual	13,510,938
2012	Actual	11,762,105
2013	Actual	13,188,116
2014	Actual	\$ 20,874,452
2015	Actual	25,662,152
2016	Actual	30,224,842
2017	Actual	31,391,125
2018	Actual	31,080,501
2019	Actual	47,105,933
2020	Actual	50,415,918
2021	Actual	53,897,387
2022	Actual	59,467,236
2023	Actual	58,718,676
2024	Estimated	46,807,237
2025	Estimated	32,018,438

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



DEPARTMENT SUMMARIES



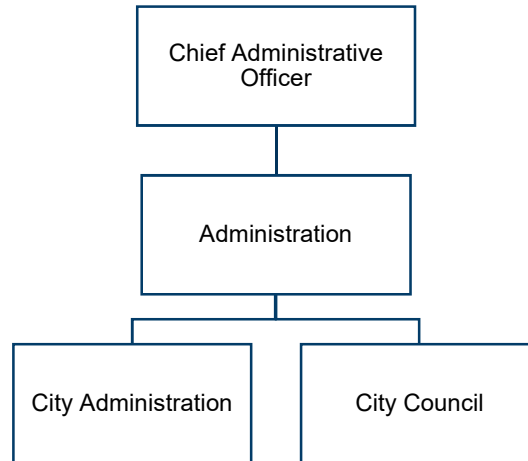
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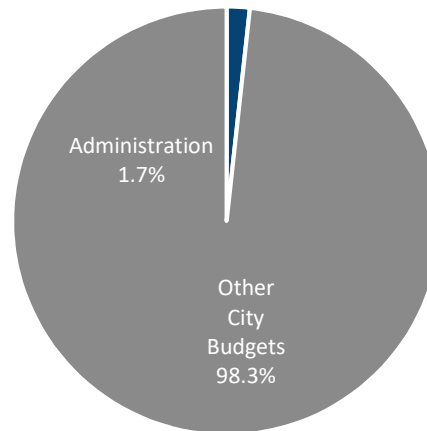
ADMINISTRATION

Peter Weeber
Chief Administrative Officer
pweeber@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$1,068,628
2024 Amended Net Cost	\$1,009,133
Budget Change	\$59,495
Change By %	5.90%
2025 FTE	2.1
2024 FTE	2.1
FTE Change	0.0
FTE Change By %	0.00%



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC10000 - City Administration	463,273.00	505,174.00	41,901.00	9.04%
CC10100 - Council	545,860.00	563,454.00	17,594.00	3.22%
Total Administration	1,009,133.00	1,068,628.00	59,495.00	5.90%



Department Summary

Department Summary: City Administration

Budget Year: 2025

Division: Administrative Services

Stage: CAO Finance Review

Manager: Patti Bridal

Accounting Reference: CC10000

Approved: No

Purpose:

The Chief Administrative Officer (CAO) directs and coordinates the general management of business affairs of the Corporation, in accordance with the bylaws, policies, and plans approved by Council, to ensure the delivery of high-quality services and facilities that preserve or enhance the social, economic, and physical well-being of the community. The CAO is responsible for implementing the objectives of Council's Strategic Plan 2023 - 2026.

Budget Summary

2025 CAO Finance Review Net Budget	\$505,174
Prior Year Approved Net Budget	\$463,273
Budget Change	\$41,901
Budget Change by %	9.04%

Outlook for Upcoming Budget:

The 2025 budget will primarily focus on the city's growth in both the residential and business sectors requiring additional resources to meet community needs. Continued support for diverse housing options, community safety, recreation, parks, and natural spaces is essential, all while being mindful of and addressing the impacts of climate change to build community resilience.

A key project for this term of Council is the successful referendum for a new Active Living Centre, at a cost of up to \$121 million. In support of this initiative, Council has committed to a 3.5% annual tax increase. The project's completion is anticipated by the Fall of 2026. Administration will be reviewing the operational funding required and implementing over the next 2 years.

In February 2024 Council decided to invest an additional \$15 million to facilitate ALC enhancements over and above what was proposed in the initial feasibility study. These enhancements will be funded by reserves plus other grant opportunities will be pursued to offset costs. If needed the additional \$15 million identified will be accessed in 2026.

Furthermore, Council has instructed Administration to maintain an overall Operating and Maintenance budget of 4% or less for 2025. Additionally, Administration will enter into CUPE negotiations in 2024, which will influence the Operating budgets for 2025.

Highlights of Current Year:

2024 marks the second year of the 2022 - 2026 Council term, elected in October 2022. This Council adopted a new Strategic Plan that emphasizes priorities for Livability, Vibrancy, Recreation, Parks and Natural Areas, Environmental Leadership, and Governance and Organizational Excellence. Administration's role will ensure that the projects and initiatives outlined in the Work Plan effectively support the Strategic Priorities of Council.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: City Administration

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Administration Fees	0	0	1,000	1,020	20	2.00%
Total	0	0	1,000	1,020	20	2.00%
Expenditures						
Contract Services	0	3,155	3,000	3,000	0	0.00%
Materials & Supplies	16,833	11,009	11,400	12,300	900	7.89%
Professional Fees	146,247	40,835	63,327	67,375	4,048	6.39%
Purchases	2,791	491	500	500	0	0.00%
Salaries, Wages & Benefits	393,321	193,975	382,865	419,669	36,804	9.61%
Utilities, Telephone & Insurance	2,656	198	3,181	3,350	169	5.31%
Total	561,848	249,663	464,273	506,194	41,921	9.03%
Net	561,848	249,663	463,273	505,174	41,901	9.04%

2024 - 2025 Budget Changes:

MATERIALS & SUPPLIES

- Increase to account for the rising costs of conference and convention fees

PROFESSIONAL FEES

- Increase to reflect higher membership dues and legal fees

SALARIES, WAGES & BENEFITS

- The provisions for new CAO Contract
- Increase in cost of living and length of service increase

Department Summary

Department Summary: Council

Budget Year: 2025

Manager: Patti Bridal

Division: Administrative Services

Accounting Reference: CC10100

Stage: CAO Finance Review

Approved: No

Purpose:

City Council consists of six Councillors and one Mayor elected for a term of four years. The organization purpose of an elected Council is to provide strategic leadership through policy and bylaws for the effective delivery of City services. City Council has adopted Governing Values to guide 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 are willing to explain our “why.”

Outlook for Upcoming Budget:

Council will establish municipal service and budget priorities for the term of Council through the Council-endorsed Strategic Plan 2023-2026, which was adopted in June 2023.

There are numerous ongoing core services that Council will be requested to continue to fund in the proposed 2025 Operating and Capital Budgets. Many of these services face increased costs due to pandemic pricing and CPI impacts on basic services. Essential services such as Policing, Bylaw Enforcement, Fire Services, Public Safety, Utilities, and Operations are among those affected.

As the Recreation Services Agreement with the District of Coldstream and Electoral Areas A and B of the Regional District of North Okanagan expired on December 31, 2023, the City of Vernon assumed full responsibility for operating and funding recreation services for the area. In response, Council implemented a two-tier payment system to align with the objectives set forth in the Recreation Master Plan and to ensure continued and supported service delivery.

In 2025, there will be increased requests for basic services and the need for resources will grow, necessitating a focus on the operating and maintenance of core services to keep pace with the substantial growth of the City of Vernon and the rising demand on city infrastructure and resources.

Highlights of Current Year:

2024 has been a dynamic year as Council continues to execute its 2023-2026 Strategic Plan while delivering core municipal services. Throughout the year, many projects outlined in the 2023-2027 Financial Plan have advanced or reached completion. In April 2024 Council's endorsement of the final design, budget, and construction schedule of the Active Living Centre represented a significant milestone. Ground broke on the construction of the ALC in April 2024 and the first major concrete pour in August marked another exciting milestone.

The Silver Star Multi-Use Path – Phase 2 was completed in May 2024, providing residents with an off-road trail connecting Pleasant Valley Road to Blackcomb Way in the Foothills, linking to other paths and trails.

The Lakeview Wading “Peanut” Pool was completed and open to the public in early July.

Phase 1 of the Vernon Creek Naturalization Project through Polson Park began in June and is expected to run until November 2024. Phase 2, scheduled for 2025, will continue the naturalization process further downstream.

The final phase of Becker Bike Park was completed in 2024, providing a safe, progressive and inclusive bicycling environment for all ages and abilities.

In 2023, Council approved the purchase of a new fire engine/rescue equipment at a cost of up to \$1.7 million. The new fire apparatus was delivered to Vernon Fire Rescue Services in March 2024.

There have been various smaller projects throughout the year, enhancing community safety and city services, as well as larger street improvements with infrastructure replacements.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$563,454
Prior Year Approved Net Budget	\$545,860
Budget Change	\$17,594
Budget Change by %	3.22%

Department Summary

Department Summary: Council

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	1,310	0	0	0	0.00%
Total	0	1,310	0	0	0	0.00%
Expenditures						
Contract Services	4,684	1,021	3,061	3,000	(61)	(1.99%)
Materials & Supplies	38,616	13,872	33,832	52,735	18,903	55.87%
Professional Fees	33,343	30,406	30,450	31,080	630	2.07%
Purchases	650	0	0	0	0	0.00%
Rentals & Leases	66	0	500	510	10	2.00%
Salaries, Wages & Benefits	445,859	284,935	473,817	472,489	(1,328)	(0.28%)
Transfer To Reserve	4,636	0	0	0	0	0.00%
Utilities, Telephone & Insurance	3,288	2,850	4,200	3,640	(560)	(13.33%)
Total	531,141	333,084	545,860	563,454	17,594	3.22%
Net	531,141	331,774	545,860	563,454	17,594	3.22%

2024 - 2025 Budget Changes:

MATERIALS, & SUPPLIES

- Increase to reflect Council directive to attend various conferences throughout the year

UTILITIES, TELEPHONE & INSURANCE

- Decrease to better reflect historical costs

Department Summary

Department Summary: ALC Project

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Chris Sheel

Accounting Reference: PC30100

Approved: No

Purpose:

The Active Living Centre Project is a multiyear project with a total budget of 136 million dollars funded \$121 million from borrowing and \$15 million from other sources, and a completion date of September 2026. Cash flows for each year of ALC project are mapped in advance and coordinated with the City Finance Dept to optimize the borrowing and investment strategy. The ALC project reports quarterly to Council and provides project status updates. As of September 2024, the project is on time and on budget.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Cash flow estimates are for a total spend of \$ 45 million in 2025.

Highlights of Current Year:

ALC Validation Report with Total Project Cost of \$136 million received and approved by Council in May 2024 with a groundbreaking ceremony and media release to announce to public. Building Permit issued for construction with first major concrete pour occurred in August 2024. First quarterly report to Council issued in August 2024 reported project on time and on budget.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: ALC Project

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other Fiscal Services	0	0	40,427,409	45,000,000	4,572,591	11.31%
Total	0	0	40,427,409	45,000,000	4,572,591	11.31%
Expenditures						
Contract Services	1,169,679	11,718,197	40,427,409	44,615,050	4,187,641	10.36%
Cost Of Goods Sold	0	1,394	0	0	0	0.00%
Materials & Supplies	52,192	16,845	0	0	0	0.00%
Professional Fees	114,780	210,049	0	0	0	0.00%
Purchases	30,463	16,050	0	0	0	0.00%
Rentals & Leases	0	2,570	0	0	0	0.00%
Salaries, Wages & Benefits	204,635	180,722	0	384,950	384,950	100.00%
Utilities, Telephone & Insurance	841	897,444	0	0	0	0.00%
Total	1,572,591	13,043,272	40,427,409	45,000,000	4,572,591	11.31%
Net	1,572,591	13,043,272	0	0	0	0.00%

2024 - 2025 Budget Changes:

OTHER FISCAL SERVICES

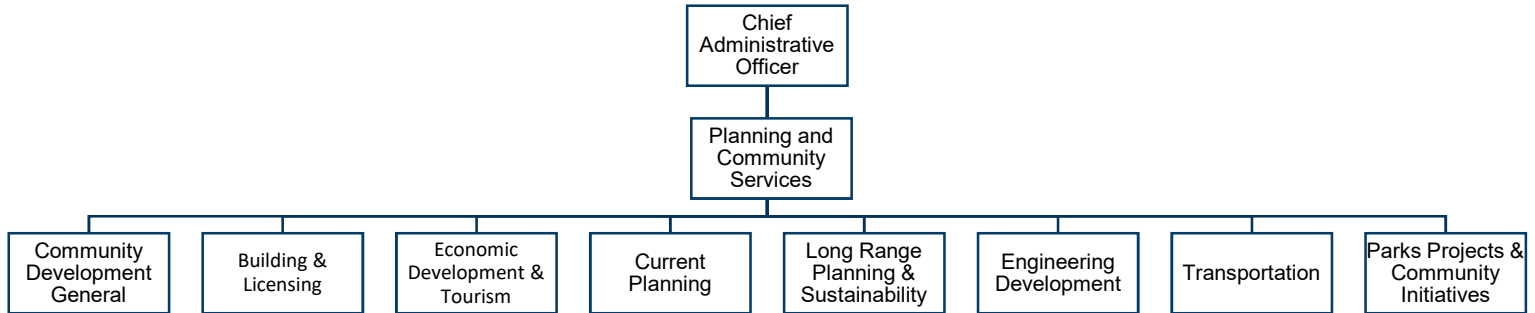
- Long- term borrowing for the construction of the Active Living Centre

CONTRACT SERVICES

- Multi-year project and budget is adjusted accordingly, comparatives are not relevant

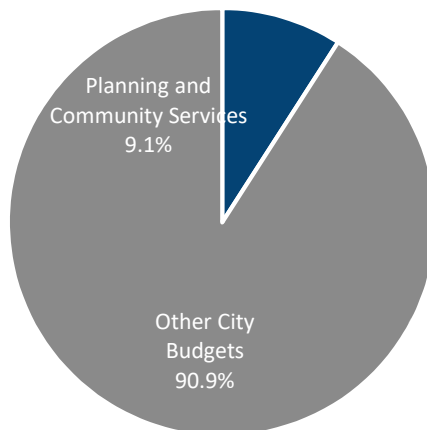
PLANNING AND COMMUNITY SERVICES

Terry Barton
Director
tbarton@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$5,577,170
2024 Amended Net Cost	\$5,308,354
Budget Change	\$268,816
Change By %	5.06%
2025 FTE	43.8
2024 FTE	43.8
FTE Change	0
FTE Change By %	0.00%



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC14000 - Planning & Community Services	609,437.00	(1,902,478.00)	(2,511,915.00)	(412.17%)
CC14100 - Building & Licensing	(1,366,270.00)	1,098,213.00	2,464,483.00	180.38%
CC14200 - Economic Development & Partnerships	501,033.00	533,203.00	32,170.00	6.42%
CC14300 - Tourism	0	0	0	0.00%
CC14400 - Current Planning	893,328.00	1,133,738.00	240,410.00	26.91%
CC14500 - Long Range Planning & Sustainability	1,019,184.00	673,905.00	(345,279.00)	(33.88%)
CC14600 - Development Services	328,357.00	567,560.00	239,203.00	72.85%
CC14700 - Transportation	586,460.00	510,064.00	(76,396.00)	(13.03%)
CC14800 - Parks Projects & Community Initiatives	0.00	181,342.00	181,342.00	100.00%
Total Planning & Community Services - General	2,571,529.00	2,795,547.00	224,018.00	8.71%
CC12600 - Public Transit	2,736,825.00	2,781,623.00	44,798.00	1.64%
Total Planning & Community Services	5,308,354.00	5,577,170.00	268,816.00	5.06%

Department Summary

Department Summary: Planning & Community Services

Budget Year: 2025

Division: Planning & Community Services

Stage: CAO Finance Review

Manager: Terry Barton

Accounting Reference: CC14000

Approved: No

Purpose:

The Planning and Community Services Division (PCS) sets goals, strategizes, and tracks progress for community growth. It aligns City departments towards a shared vision and ensures smooth strategy execution.

The Division is comprised of the following departments: City Planning (both long-range and current), Subdivision Control, Building & Licensing, Engineering and Development Services, Transportation, Vernon Tourism, Parks Projects & Community Initiatives, and Economic Development and Partnerships.

The financial aspects of the division, encapsulated under Cost Centre CC14000, encompass the administrative budget. This includes remuneration for the Director of Planning and Community Services and the Executive Assistant positions, in addition to expenditures related to software maintenance, legal fees, and fleet charges. This formal structure ensures the smooth functioning and financial integrity of the division.

Outlook for Upcoming Budget:

The 2025 Planning and Community Services budget outlines a strategic, business-centric approach. It forecasts increased staffing and technology upgrades to enhance services.

Our priority is process optimization for increased efficiency, including building renovations to create an improved work environment and further streamline the customer service experience.

The continued implementation of Zoning Bylaw 6000 and development of Vernon's new Official Community Plan (OCP), reflecting our city's demographics, is a key step towards achieving a more diverse, affordable housing landscape for the City of Vernon.

Highlights of Current Year:

- 1) Zoning Bylaw 6000, was designed to bring the City of Vernon in compliance with recent provincial housing legislation and accelerate housing development, marking a significant step in urban planning.
- 2) Vernon Tourism completed a two-year brand refresh, involving stakeholder engagement.
- 3) The mid-term update of the 2023-2026 Council Strategic Plan Report Card was completed, key projects for the PCS Division include a new Official Community Plan and Transportation Plan, both will guide future growth and development.
- 4) Departmental restructuring in 2024 filled key roles, enhancing operational efficiency and planning capabilities.
- 5) Initiate the new OCP process and public engagement phases.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$(1,902,478)
Prior Year Approved Net Budget	\$609,437
Budget Change	\$(2,511,915)
Budget Change by %	(412.17%)

Department Summary

Department Summary: Planning & Community Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Development Fees	0	0	0	124,400	124,400	100.00%
Licences & Permits	0	0	0	2,480,141	2,480,141	100.00%
Other	11,750	0	11,000	11,220	220	2.00%
Total	11,750	0	11,000	2,615,761	2,604,761	23,679.65%
Expenditures						
Contract Services	50,972	92,746	60,410	125,155	64,745	107.18%
Internal Charges	142,770	146,571	154,867	162,448	7,581	4.90%
Materials & Supplies	28,545	70,127	36,350	34,030	(2,320)	(6.38%)
Other Interest & Bank Charges	1,559	735	700	714	14	2.00%
Professional Fees	18,230	5,349	47,350	48,400	1,050	2.22%
Purchases	15,826	34,821	0	0	0	0.00%
Rentals & Leases	1,000	1,764	0	0	0	0.00%
Salaries, Wages & Benefits	352,946	180,249	320,195	341,960	21,765	6.80%
Transfer To Reserve	816,555	0	0	0	0	0.00%
Utilities, Telephone & Insurance	406	448	565	576	11	1.95%
Total	1,428,810	532,809	620,437	713,283	92,846	14.96%
Net	1,417,060	532,809	609,437	(1,902,478)	(2,511,915)	(412.17%)

2024 - 2025 Budget Changes:

DEVELOPMENT FEES

- Revenue reallocated from CC14600 Development Services

LICENCES & PERMITS

- Revenue reallocated from CC14100 Building & Licensing

CONTRACT SERVICES

- Expenses reallocated from CC14500 Long Range Planning & Sustainability

INTERNAL CHARGES

- Increase to internal fleet charge

MATERIALS & SUPPLIES

- Decrease to reflect historical actuals

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

Department Summary

Department Summary: Building & Licensing

Budget Year: 2025

Manager: Shawn Knuhtsen

Division: Planning & Community Services

Accounting Reference: CC14100

Stage: CAO Finance Review

Approved: No

Purpose:

Building & Licensing is a department of the Planning & Community Services Division which is responsible to ensure new developments meet safety and compliance with the B.C. Building Code, the Building & Plumbing Bylaw 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

2025 CAO Finance Review Net Budget	\$1,098,213
Prior Year Approved Net Budget	\$(1,366,270)
Budget Change	\$2,464,483
Budget Change by %	180.38%

Outlook for Upcoming Budget:

2025 is expected to see a continuation of the steady construction activity experienced in 2024. Several larger multifamily and commercial projects have been proposed to be constructed in 2025. It is anticipated that Single Family Dwelling, Duplex and small Multifamily construction will remain steady. Business Licenses are projected to remain steady and consistent with numbers from 2024. The MTI Screening Officer duties are continuing to occupy increasing amounts of the Counter Clerk's time.

Highlights of Current Year:

2023 was a record year for construction at \$223.5 million. Construction in the first half of 2024 has seen a decline compared to the numbers of 2023. It is anticipated that 2025 will remain steady for the most part with and could see an increase in activity toward the later part of the year leading into 2026. As of August 23, 2024, building permit values were at \$192.4 million with 207 permits issued. Residential activity has declined somewhat with 142 new units as of August, 2024. There has been a decrease in both single family dwellings and multifamily projects. Some of the larger building permits to date include The Active Living Centre at \$121 million, Anderson Way 8 unit commercial/industrial building at \$11 million, Anderson Way mixed use commercial and residential building at \$6.5 million and BNA Brewery on Kalamalka Lake Rd at \$5 million.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4143	Coordinator Licensing and Administration	Requested	\$108,000	\$0	\$0	\$0	\$0
PA#2025-04	Plans Examiner Position	Approved	\$49,300	\$0	\$0	\$49,300	\$50,286
Total Change Request			\$157,300	\$0	\$0	\$49,300	\$50,286

Department Summary

Department Summary: Building & Licensing

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Licences & Permits	2,819,989	1,365,431	2,431,511	0	(2,431,511)	(100.00%)
Transfer From Reserve	0	0	84,589	0	(84,589)	(100.00%)
Total	2,819,989	1,365,431	2,516,100	0	(2,516,100)	(100.00%)
Expenditures						
Contract Services	42,631	1,201	50,000	50,000	0	0.00%
Internal Charges	14,333	4,733	0	0	0	0.00%
Materials & Supplies	23,481	11,686	37,397	41,891	4,494	12.02%
Professional Fees	5,865	5,391	5,200	5,304	104	2.00%
Purchases	320	1,529	0	0	0	0.00%
Salaries, Wages & Benefits	1,118,723	499,596	1,053,333	997,040	(56,293)	(5.34%)
Utilities, Telephone & Insurance	2,560	2,491	3,900	3,978	78	2.00%
Total	1,207,913	526,627	1,149,830	1,098,213	(51,617)	(4.49%)
Net	(1,612,076)	(838,804)	(1,366,270)	1,098,213	2,464,483	180.38%

2024 - 2025 Budget Changes:

LICENCES & PERMITS

- Revenue reallocated to CC14000 Planning & Community Services

TRANSFER FROM RESERVE

- Reduction of reserve funding for one temporary position that was re-allocated to Current Planning

MATERIALS & SUPPLIES

- Memberships/dues have been updated to reflect Building Officials Association of British Columbia (BOABC) and Canadian Home Builders Association Central Okanagan (CHBA-CO) increases
- Staff training costs have been increased to reflect actual cost increases

SALARIES, WAGES & BENEFITS

- Relocation of 2 FTE positions Current Planning

Department Summary

Department Summary: Economic Development & Partnerships

Budget Year: 2025

Manager: John Perrott

Division: Planning & Community Services

Accounting Reference: CC14200

Stage: CAO Finance Review

Approved: No

Purpose:

The Economic Development and Partnerships Department is responsible for programs and services aimed at supporting the local business community and partner with local organizations to facilitate investment in the community.

Budget Summary

2025 CAO Finance Review Net Budget	\$533,203
Prior Year Approved Net Budget	\$501,033
Budget Change	\$32,170
Budget Change by %	6.42%

Outlook for Upcoming Budget:

The 2025 department budget identifies resources to deliver on the goals and objectives as outlined within the new multi-year Economic Development Strategy. As a result of staffing changes within the department, savings from wages and salaries have been reallocated to increase available funds for initiatives and partnerships to help deliver on business retention and expansion activities, talent attraction initiatives, collaborative activities, and partnerships with local and regional economic development organizations. Efforts will be made to identify and apply for suitable grants and seek out partnerships to augment the approved 2025 department budget.

Highlights of Current Year:

In 2024, the Economic Development and Partnership Department was established and able to bring several projects, initiatives, and partnerships to completion including:

- Undertaking the development of a multi-year Economic Development Strategy.
- Directing a Commercial and Retail Study as part of the Official Community Plan
- Leading the development of a Hotel Market Study with Tourism Vernon
- Hosting the first annual Economic Development Community Mapping Update event
- Partnering with Community Futures North Okanagan and the Social Planning Council for the research, development, and submission of an application to the Ministry of Health to establish a Community Health Clinic in Vernon.
- Partnering with Community Futures North Okanagan for identifying and securing local government funding as part of the Rural Community Immigration Pilot application process
- Collaborating with UBC's School of Medicine and Community Futures North Okanagan to welcome the first co-hort of new Family Practice Medical Residents to Vernon
- Sponsoring of several economic development partner programs and events including Vernon Chamber Invest and Work campaign, local business awards and Community Futures' Enterprise Challenge event.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Economic Development & Partnerships

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	2,790	0	0	0	0	0.00%
Total	2,790	0	0	0	0	0.00%
Expenditures						
Contract Services	52,934	32,333	54,000	89,900	35,900	66.48%
Materials & Supplies	15,621	20,593	23,800	9,930	(13,870)	(58.28%)
Professional Fees	5,964	1,931	3,400	2,100	(1,300)	(38.24%)
Purchases	120	374	0	0	0	0.00%
Salaries, Wages & Benefits	237,962	142,435	418,933	430,433	11,500	2.75%
Utilities, Telephone & Insurance	1,457	1,330	900	840	(60)	(6.67%)
Total	314,058	198,997	501,033	533,203	32,170	6.42%
Net	311,268	198,997	501,033	533,203	32,170	6.42%

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Increased as a result of reallocation of resources to support the Economic Development Strategy

MATERIALS & SUPPLIES

- Decrease to better reflect historical actual amounts and reallocated to Contract Services

PROFESSIONAL FEES

- Decrease based on completion of international recruitment pilot and reallocated to Contract Services

UTILITIES, TELEPHONE & INSURANCE

- Decrease to better reflect historical actual amounts

Department Summary

Department Summary: Tourism

Budget Year: 2025

Manager: Torrie Silverthorn

Division: Planning & Community Services

Accounting Reference: CC14300

Stage: CAO Finance Review

Approved: No

Purpose:

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

Outlook for Upcoming Budget:

Hotel room revenue has seen steady growth over the past few years and continued to bolster Vernon's economy, reflecting a strong performance that has exceeded post-pandemic expectations. However, as we move into 2025, it is expected that Tourism revenue will stabilize, with national and provincial tourism projections indicating a slowed growth trajectory. While Vernon can expect to maintain the healthy revenue levels achieved in 2023 and 2024, further growth is not anticipated at this time. Generally speaking, the Tourism sector remains robust and a critical, stable component of Vernon's economy. Staff plan to explore additional revenue sources through partnerships with neighboring municipalities, DMO's and stakeholder partnerships in 2025. With total Hotel Tax reserve sitting at roughly \$1M, staff propose a \$350,000 draw from reserve in 2025. These funds would be used towards marketing campaigns, promotional assets, and community partnerships in 2025.

Highlights of Current Year:

Tourism Vernon's new brand was successfully launched in 2024 and has been well received by visitors, industry and partners. Community sponsorships and partnerships have also been successful in supporting product development in Greater Vernon. The Trails Capital of BC initiative and Sun Dog Festival are two examples of Tourism Vernon's community development projects supporting shoulder season growth and destination development for the local economy. Vernon's Mobile Visitor Services also continues to evolve. Tourism Vernon maintained maximum funding from Destination BC's Visitor Services branch at \$25,000. A new hotelier staff outreach program is underway and has been well-received by all involved. The Tourism Commission remains pleased with the progress of this program. 2024 also saw the Tourism Commission supporting an annual contract to directly support meetings and group travel sector in Vernon. A request for proposals has gone out and staff plan to onboard a new full-time contracted roll before the close of 2024. The position is highly anticipated by the local hotel and events sector.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Department Summary

Department Summary: Tourism

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	127,276	129,822	132,367	137,662	5,295	4.00%
Marketing Revenue	73,211	54,624	60,000	45,000	(15,000)	(25.00%)
Provincial Transfers	1,585,786	977,891	1,320,750	1,503,318	182,568	13.82%
Transfer From Reserve	25,000	0	312,455	350,000	37,545	12.02%
Total	1,811,272	1,162,336	1,825,572	2,035,980	210,408	11.53%
Expenditures						
Contract Services	1,276,811	1,331,302	1,157,000	1,369,000	212,000	18.32%
Cost Of Goods Sold	9	0	0	0	0	0.00%
Internal Charges	9,753	7,056	10,000	11,000	1,000	10.00%
Materials & Supplies	71,689	82,212	107,855	68,446	(39,409)	(36.54%)
Other Supplies	0	2,500	0	0	0	0.00%
Professional Fees	4,352	10,136	6,500	6,500	0	0.00%
Purchases	0	3,971	0	0	0	0.00%
Rentals & Leases	0	10,407	4,500	4,500	0	0.00%
Salaries, Wages & Benefits	446,237	282,418	512,537	548,034	35,497	6.93%
Transfer To Reserve	0	25,000	25,000	25,500	500	2.00%
Utilities, Telephone & Insurance	2,423	2,977	2,180	3,000	820	37.61%
Total	1,811,272	1,757,978	1,825,572	2,035,980	210,408	11.53%
Net	0	595,641	0	0	0	0.00%

2024 - 2025 Budget Changes:

MARKETING REVENUE

- Decrease due to the Visitor Guide ad sales program and policy changes

PROVINCIAL TRANSFERS

- Increase due to anticipated growth in tourism sector and inflation on daily rates for hotels

TRANSFER FROM RESERVE

- Drawing on excess reverse funds to support Marketing Campaigns and local growth of the tourism market

CONTRACT SERVICES

- Increase to support Marketing Campaigns and the addition of one full time contractor to support the Group and Travel Trade Industry

INTERNAL CHARGES

- Increase to internal fleet charge

MATERIAL & SUPPLIES

- Decrease to reflect historical actuals

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to cover the inflation costs on mobile service rates

Department Summary

Department Summary: Current Planning

Budget Year: 2025

Manager: Lydia Korolchuk

Division: Planning & Community Services

Accounting Reference: CC14400

Stage: CAO Finance Review

Approved: No

Purpose:

The Current Planning team is at the heart of all development applications, including Subdivision, Rezoning, Official Community Plan (OCP) Amendments, Development Permits and Development Variance Permits along with many others. Our Approving Officer ensures land subdivision aligns with municipal and provincial legislation. We champion sustainable growth by enforcing municipal bylaws and provincial regulations. Our key responsibilities span land use planning, development review, policy development, and supporting affordable housing and heritage planning. Our staff handle public inquiries, business licensing, property addressing, and Property Information Requests. Many applications are reviewed by Council and Committees, with development permits and delegated variances approved by the Director, Planning and Community Services.

Budget Summary

2025 CAO Finance Review Net Budget	\$1,133,738
Prior Year Approved Net Budget	\$893,328
Budget Change	\$240,410
Budget Change by %	26.91%

Outlook for Upcoming Budget:

We will continue to work towards improving and reducing application processes and timelines through the introduction of new technology to streamline business processes to aid staff, applicants and the public.

The Zoning Bylaw will continue to be refined and updated over the next year to ensure alignment with the Official Community Plan and Transportation Plan project that is currently underway. Adoption of Zoning Bylaw 6000 has triggered the need to update multiple other bylaws for consistency. Over the coming year, Staff will start with the Sign Bylaw and the Development Application Procedure Bylaw.

We will continue to focus on recruiting to fill vacant positions within the team.

Highlights of Current Year:

The Current Planning team has achieved significant progress this year. We successfully filled key positions, including the General Manager and the Manager of Current Planning. We formalized the Subdivision Approving Officer role and recruited a new Senior Planner, who also serves as a secondary Subdivision Approving Officer.

Zoning Bylaw 6000 was adopted by Council in June to meet the Provincial deadline. The OCP and TMP project is well underway and to ensure alignment with these documents, staff will continue to refine and update the Zoning Bylaw along with other related bylaws and policies.

Our team continues to streamline the development approval process to reduce application timelines and optimize staff time with a focus on hillside development and infill/ multi-family development. The delegated minor variance process was enacted earlier this year and has successfully reduced timelines for applicable applications.

Our commitment to professional development was demonstrated through staff training sessions, including a customer service workshop and a Plain Language Writing Skills course.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4142	.50 Planner II to create 1 FTE	Requested	\$44,235	\$0	\$0	\$44,235	\$45,119
Total Change Request			\$44,235	\$0	\$0	\$44,235	\$45,119

Department Summary

Department Summary: Current Planning

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Development Fees	154,752	86,120	122,250	109,895	(12,355)	(10.11%)
Licences & Permits	0	0	1,500	1,530	30	2.00%
Provincial Transfers	0	0	203,631	0	(203,631)	(100.00%)
Sale Of Goods	0	65	1,055	1,076	21	1.99%
Search Fees	36,500	31,600	25,000	25,500	500	2.00%
Transfer From Reserve	0	0	347,082	80,400	(266,682)	(76.84%)
Total	191,252	117,785	700,518	218,401	(482,117)	(68.82%)
Expenditures						
Contract Services	23,906	18,259	35,655	16,320	(19,335)	(54.23%)
Materials & Supplies	32,080	7,584	55,052	16,190	(38,862)	(70.59%)
Professional Fees	15,316	44,991	4,000	2,500	(1,500)	(37.50%)
Purchases	335	10,113	2,273	3,000	727	31.98%
Salaries, Wages & Benefits	791,632	603,599	1,494,142	1,311,129	(183,013)	(12.25%)
Utilities, Telephone & Insurance	1,174	1,293	2,724	3,000	276	10.13%
Total	864,442	685,840	1,593,846	1,352,139	(241,707)	(15.17%)
Net	673,191	568,055	893,328	1,133,738	240,410	26.91%

2024 - 2025 Budget Changes:

DEVELOPMENT FEES

- With the adoption of the new Zoning Bylaw 6000, many properties were pre-zoned from single detached dwelling zone to 4+ dwellings allowed. Therefore this will reduce the number of overall Rezoning applications that we will see

PROVINCIAL TRANSFERS

- Decrease due to one-time provincial funding in 2024

TRANSFER FROM RESERVE

- Decrease due to one-time reserve funding in 2024 for various initiatives

CONTRACT SERVICES

- These fees are associated with the advertising that occurs for applications with bylaws (Rezoning, Official Community Plan Amendments etc), as noted above, this will reduce as the number of rezoning applications will go down

MATERIALS & SUPPLIES

- Decreased due to a change in accounting process for Car Allowance to Salaries, Wages & Benefits

PROFESSIONAL FEES

- Decrease based on historical actuals

PURCHASES

- Increase to computer hardware

SALARIES, WAGES & BENEFITS

- Decrease due to one-time expenses funded by reserve 2024 for various initiatives

UTILITIES, TELEPHONE & INSURANCE

- Increase is based on the historical actuals and additional 2 cell phones for the Planner II positions

Department Summary

Department Summary: Long Range Planning & Sustainability

Budget Year: 2025

Manager: Roy Nuriel

Division: Planning & Community Services

Accounting Reference: CC14500

Stage: CAO Finance Review

Approved: No

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, 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 City's contract with the Social Planning Council is administered through this department.

Budget Summary

2025 CAO Finance Review Net Budget	\$673,905
Prior Year Approved Net Budget	\$1,019,184
Budget Change	\$(345,279)
Budget Change by %	(33.88%)

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. Sustainability Program (Sustainability Grants Program, Tree Voucher Program and education and outreach initiatives related to climate action and FireSmart)

Highlights of Current Year:

The main highlights of 2024 have been launching the rewrite of the Official Community Plan, completing the Age and Dementia Friendly Planning Project, and receiving Council endorsement for the Climate Action Plan.

Since receiving Council endorsement, implementation of the Climate Action Plan has seen significant success through 2024. Climate action initiatives completed or underway at the time of writing include:

- Conducting community-wide environmental mapping and creating a natural areas inventory;
- Holding a public workshop to teach residents how to build a simple air filter for their homes;
- Sponsoring the Climate Action Ripple Effect Youth Summit,
- Participating in the E-mobility Accelerator Program,
- Coordinating Go By Bike Week.
- Modelling Green-House Gas (GHG) emissions as part of the Housing Needs Assessment; and
- Conducting a GHG reduction feasibility study for City buildings.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Long Range Planning & Sustainability

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	0	0	152,627	0	(152,627)	(100.00%)
Transfer From Reserve	45,000	0	426,266	0	(426,266)	(100.00%)
Total	45,000	0	578,893	0	(578,893)	(100.00%)
Expenditures						
Contract Services	75,003	56,363	192,400	104,958	(87,442)	(45.45%)
Materials & Supplies	7,475	15,821	18,850	31,685	12,835	68.09%
Professional Fees	2,897	37,185	5,675	2,100	(3,575)	(63.00%)
Purchases	0	9,528	0	0	0	0.00%
Salaries, Wages & Benefits	370,771	372,541	1,378,429	533,362	(845,067)	(61.31%)
Transfer To Reserve	136,985	0	0	0	0	0.00%
Utilities, Telephone & Insurance	1,713	1,916	2,723	1,800	(923)	(33.90%)
Total	594,844	493,354	1,598,077	673,905	(924,172)	(57.83%)
Net	549,844	493,354	1,019,184	673,905	(345,279)	(33.88%)

2024 - 2025 Budget Changes:

PROVINCIAL TRANSFERS:

- Decrease due to one-time provincial funding in 2024

TRANSFER FROM RESERVE:

- Decrease due to one-time reserve funding in 2024 for various initiatives

CONTRACT SERVICES

- Decrease to reflect the 2025 work plan and the creation of the new department CC14800 (Parks Projects & Community Initiatives)

MATERIAL & SUPPLIES

- Increase to support the preparation of the Official Community Plan (OCP)

PROFESSIONAL FEES

- Decrease due to the relocation of the Environmental Planning Assistant position to CC14600 (Development Services) and the Parks Planner to the newly created department CC14800 (Parks Projects & Community Initiatives)

SALARIES, WAGES & BENEFITS

- Relocation of positions from CC14500 (Long Range Planning & Sustainability) to CC14800 (Parks Projects & Community Initiatives) and CC14600 (Development Services)

UTILITIES, TELEPHONE & INSURANCE

- Decrease due to Department restructuring and relocation of positions

Department Summary

Department Summary: Development Services

Budget Year: 2025

Manager: Brian Derrick

Division: Planning & Community Services

Accounting Reference: CC14600

Stage: CAO Finance Review

Approved: No

Purpose:

The Engineering Development Services Department is responsible for the implementation of municipal services, bylaws and policies related to offsite infrastructure required as a condition of development approval. The department works closely with the Regional District of North Okanagan (RDNO), other City departments and various external agencies to provide these services in an efficient and timely manner. The department maintains and implements 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

2025 CAO Finance Review Net Budget	\$567,560
Prior Year Approved Net Budget	\$328,357
Budget Change	\$239,203
Budget Change by %	72.85%

Outlook for Upcoming Budget:

Looking ahead to 2025, the department is expected to maintain its original core functions and responsibilities, with one major change being the addition of the Environmental Planning Assistant role, which in previous years has existed with the Long Range Planning department. The Engineering Development Services Department will be facilitating a major amendment to the DCC bylaw which will result in updated project lists and a fee structure that incorporates up-to-date projections regarding population growth and composition, and will coincide with the Official Community Plan and Transportation Master Plan rewrites. 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. The department will continue 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:

2024 is unlikely to surpass the previous two years in terms of new design review fees, however business remains steady. While subdivision and building permit activity has been subdued compared to previous years, staff have facilitated site preparation works on a number of substantial projects, which will eventually convert to construction either later this year or in years to come.

Outside of processing and reviewing applications, the department has made a handful of amendments to the Subdivision and Development Servicing Bylaw and Tree Protection Bylaw focused around improving clarity and consistency for applicants. These 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. The DCC Bylaw was also amended with a Consumer Price Index adjustment to reflect increases in construction costs for delivering DCC projects.

2024 has seen continued collaboration 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 2025:

No change requests at this time.

Department Summary

Department Summary: Development Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Development Fees	83,193	102,121	119,000	0	(119,000)	(100.00%)
Services to Other Governments	57,849	0	86,000	93,600	7,600	8.84%
Total	141,042	102,121	205,000	93,600	(111,400)	(54.34%)
Expenditures						
Contract Services	0	0	2,000	2,000	0	0.00%
Materials & Supplies	6,837	2,550	7,350	9,394	2,044	27.81%
Professional Fees	1,361	1,919	2,100	2,812	712	33.90%
Purchases	0	72	0	0	0	0.00%
Salaries, Wages & Benefits	334,157	259,121	521,287	645,154	123,867	23.76%
Utilities, Telephone & Insurance	444	375	620	1,800	1,180	190.32%
Total	342,799	264,036	533,357	661,160	127,803	23.96%
Net	201,758	161,915	328,357	567,560	239,203	72.85%

2024 - 2025 Budget Changes:

DEVELOPMENT FEES

- Revenue reallocated to CC14000 Planning & Community Services

SERVICES TO OTHER GOVERNMENTS

- Increase due to inflation

MATERIALS & SUPPLIES

- Increase due to the reallocation of the Environmental Planning Assistant

PROFESSIONAL FEES

- Increase due to the reallocation of the Environmental Planning Assistant

SALARIES, WAGES & BENEFITS

- Increase due to the reallocation of the Environmental Planning Assistant
- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase in cost due to the reallocation of Environmental Planning Assistant.
- Additional cell phone added so that team members have a way to check in while conducting offsite inspections and walkthroughs,

Department Summary

Department Summary: Transportation

Budget Year: 2025

Manager: Danielle Devries

Division: Planning & Community Services

Accounting Reference: CC14700

Stage: CAO Finance Review

Approved: No

Purpose:

The Transportation Department is responsible for managing and developing the road, transit, and active transportation networks. The department makes sure people and goods can be moved safely, efficiently, and sustainably. A multi-modal transportation system allows the network to grow while functioning in a convenient, attractive, and safe manner. Planning includes road users of all ages, income levels, and mobility levels. The Department is the primary contact and liaison with the Ministry of Transportation and Infrastructure, BC Transit, and the public for requests for transportation, traffic, parking, and road safety improvements.

Budget Summary

2025 CAO Finance Review Net Budget	\$510,064
Prior Year Approved Net Budget	\$586,460
Budget Change	\$(76,396)
Budget Change by %	(13.03%)

Outlook for Upcoming Budget:

The Transportation Department will continue to develop the initiatives set out in the 2014 Master Transportation Plan while finalizing the new 2025 Transportation Plan. Other planning initiatives for 2025 include continuing to support changes to bylaws such as the Zoning update, new Official Community Plan, and Subdivision and Development Servicing Bylaw. The department will also begin some needed initiatives anticipated in the 2025 Transportation Plan, including updating wayfinding standards and signage and upgrading traffic signal technology. Subject to Provincial funding, staff will also prepare for implementation of the new transit service level increases. The department will procure a new contract to operate the Province's Electric Kick Scooter Pilot Program from 2025 to 2028. 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 2024. Staff held a successful Spring GoByBike Week and created a format that will be handed off externally in 2025. The Province's Electric Kick Scooter Pilot Project was extended for four more years, and staff will have procured a new contract for 2025 to 2028 by the end of the year. The new Transportation Plan was combined with the Official Community Plan, which are both well underway with Phase Two set to be completed by the end of the year. The City of Vernon completed the Community Energy Association's Electric Mobility Accelerator program and secured 24 new Level 3 EV charging stations for the Active Living Centre from BC Hydro. Several capital projects were completed including two lake access sites (Site 22 – 3000 Lakeshore Road adjacent to Kin Beach; Site 26 – 8835 Okanagan Landing Road boat launch), a path between 24th Avenue and 25th Avenue at 37th Street, sidewalks on 46th Avenue and 23rd Street and near Girouard park, and a multi-use path between Pleasant Valley Road and 20th Street at 46th Avenue. Other transportation safety improvements were completed where possible based on contractor availability.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4141	Transportation Planner	Requested	\$136,755	\$0	\$136,755	\$0	\$0
Total Change Request			\$136,755	\$0	\$136,755	\$0	\$0

Department Summary

Department Summary: Transportation

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Licences & Permits	0	0	0	42,800	42,800	100.00%
Other	1,100	0	0	0	0	0.00%
Provincial Transfers	6,500	2,700	0	0	0	0.00%
Regional & Other Transfers	0	0	3,000	0	(3,000)	(100.00%)
Sale Of Goods	170	0	0	0	0	0.00%
Transfer From Reserve	7,852	0	0	0	0	0.00%
Total	15,622	2,700	3,000	42,800	39,800	1,326.67%
Expenditures						
Contract Services	20,418	903,587	21,750	0	(21,750)	(100.00%)
Internal Charges	5,882	8,225	3,500	5,677	2,177	62.20%
Materials & Supplies	28,289	15,400	23,725	16,120	(7,605)	(32.05%)
Other	0	(374,215)	0	0	0	0.00%
Professional Fees	10,679	45,923	5,700	5,600	(100)	(1.75%)
Purchases	435	1,712	0	180	180	100.00%
Salaries, Wages & Benefits	451,993	276,628	532,055	522,097	(9,958)	(1.87%)
Utilities, Telephone & Insurance	1,591	1,771	2,730	3,190	460	16.85%
Total	519,287	879,030	589,460	552,864	(36,596)	(6.21%)
Net	503,665	876,330	586,460	510,064	(76,396)	(13.03%)

2024 - 2025 Budget Changes:

LICENCES & PERMITS

- Increase due to cost adjustment for Permits and Extensions

REGIONAL & OTHER TRANSFERS

- Decrease due to discontinuing GoByBike Week

CONTRACT SERVICES

- Decrease as projects are allocated to 'PC34700 Transportation Projects'

INTERNAL CHARGES

- Increase due to moving to project budget and this will be now incorporate in the divisional budget.

METERIALS & SUPPLIES

- Decrease due to reduced to reflect historical actuals

PURCHASES

- Increase due to reallocation of software expense from Contract Services

UTILITES, TELEPHONE & INSURANCE

- Increase due to additional resources needed for staff and increase on service rates

Department Summary

Department Summary: Public Transit

Budget Year: 2025

Manager: Danielle Devries

Division: Transportation

Accounting Reference: CC12600

Stage: CAO Finance Review

Approved: No

Purpose:

The Transit cost centre includes both the conventional and custom transit systems. The conventional transit system includes nine fixed-route buses and custom transit includes HandyDART, Taxi Saver, and Taxi Supplement. A transit service contract is held by the City of Vernon and, through funding partnerships, provides service to residents within Vernon, Coldstream and Electoral Areas B and C in the Regional District of North Okanagan.

The transit system provides an essential service to get people to work, recreation, and services. It also helps to maintain an economically vibrant, livable, and sustainable community. An efficient and attractive transit system 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 transit system is managed by the Transportation Department.

Outlook for Upcoming Budget:

The transit budget includes operations as usual for the upcoming year and transit expansion. Previous transit expansion requests have been denied by BC Transit due to fleet and funding constraints. In 2025, there are three proposed expansions: the new Route 10–Middleton Mountain, increased weekday frequency on Routes 3, 5, and 9, and Sunday and statutory holiday service on HandyDART. These improvements are subject to approvals by BC Transit. If approved, then planning and implementation of the new service (e.g. installing new bus stops, updating scheduling information, etc.) will occur throughout 2025.

Highlights of Current Year:

Ridership on both conventional and custom transit continues to increase beyond pre-pandemic levels. Existing service levels were maintained throughout 2024, and BC Transit fully transitioned to the new electronic fare collection system, called Umo. Increased statutory holiday service on Routes 1 to 9 was approved by BC Transit and rolled out September 1, 2025.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4140	P/T Admin Assistant	Requested	\$48,337	\$0	\$48,337	\$0	\$0
PA#2025-05	2024 Transit Expansion - 2025 8-month Impact	Approved	\$106,400	\$106,400	\$106,400	\$0	\$108,500
Total Change Request			\$154,737	\$106,400	\$154,737	\$0	\$108,500

Department Summary

Department Summary: Public Transit

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Administration Fees	69,578	0	69,874	71,270	1,396	2.00%
Admissions & Tickets	610,032	411,609	728,405	933,140	204,735	28.11%
Marketing Revenue	322,522	14,000	111,192	38,440	(72,752)	(65.43%)
Provincial Transfers	2,975,611	0	3,172,802	3,614,670	441,868	13.93%
Services to Other Governments	119,300	57,538	96,266	144,650	48,384	50.26%
Transfer From Reserve	0	0	0	106,400	106,400	100.00%
Total	4,097,044	483,147	4,178,539	4,908,570	730,031	17.47%
Expenditures						
Admissions & Tickets	0	128,505	0	0	0	0.00%
Contract Services	6,193,464	2,723,241	6,885,323	7,658,950	773,627	11.24%
Internal Charges	12	0	500	520	20	4.00%
Materials & Supplies	11,384	3,910	11,000	11,440	440	4.00%
Other Supplies	9,698	7,880	18,000	18,720	720	4.00%
Salaries, Wages & Benefits	245	57	541	563	22	4.07%
Transfer To Reserve	182,400	0	0	0	0	0.00%
Total	6,397,202	2,863,592	6,915,364	7,690,193	774,829	11.20%
Net	2,300,158	2,380,445	2,736,825	2,781,623	44,798	1.64%

2024 - 2025 Budget Changes:

ADMISSIONS & TICKETS

- Increase due to increased ticket sales

MARKETING REVENUE

- Decrease due to reduction in Transit advertising revenue

PROVINCIAL TRANSFERS

- Increase due to annual increase provided by the province

SERVICES TO OTHER GOVERNMENTS

- Increase due to increased share of custom transit share between regional partners (Coldstream and RDNO)

TRANSFER FROM RESERVE:

- Funding from Transit Expansion Reserve for anticipated additional costs for the new transit route

CONTRACT SERVICES

- Increase due to increasing costs to contracted services due to inflation

Department Summary

Department Summary: Parks Projects & Community Initiatives

Budget Year: 2025

Manager: Larissa Price

Division: Planning & Community Services

Accounting Reference: CC14800

Stage: CAO Finance Review

Approved: No

Purpose:

The Parks Projects & Community Initiatives Department is responsible for overseeing the planning and design of public open space projects in the municipality. The Department expands and enhances Vernon's diverse park system by leading a variety of projects that will bring new amenities, programming opportunities and infrastructure to the community. Activities include preparing park plans, leading public consultation processes, carry-out design development and project management for both new and existing parks, playgrounds, sportsfields, trails and natural areas. The Department looks ahead 10 to 15 years or beyond to make strategic investment decisions to improve quality of life for residents and visitors.

Outlook for Upcoming Budget:

The department will focus on initiating two key Council Priorities: the Kin Race Track and Active Living Centre Site Design; and the Polson Park Master Plan. The team will also help support the on-going development of the new Official Community Plan specifically developing and updating park and open space policies. With the finalization of the overall OCP at the end of 2025, this will help provide the framework to begin a Parks Master Plan refresh the following year.

Highlights of Current Year:

The department was newly created for 2025 within the Planning & Community Services Division with an emphasis on project management that leads to creating positive results and outcomes in the community.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$181,342
Prior Year Approved Net Budget	0
Budget Change	\$181,342
Budget Change by %	100.00%

Department Summary

Department Summary: Parks Projects & Community Initiatives

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
Revenues							
Transfer From Reserve	0	0	0	119,200	119,200	100.00%	
Total	0	0	0	119,200	119,200	100.00%	
Expenditures							
Contract Services	0	0	0	30,000	30,000	100.00%	
Materials & Supplies	0	0	0	1,886	1,886	100.00%	
Professional Fees	0	0	0	600	600	100.00%	
Salaries, Wages & Benefits	0	0	0	267,456	267,456	100.00%	
Utilities, Telephone & Insurance	0	0	0	600	600	100.00%	
Total	0	0	0	300,542	300,542	100.00%	
Net	0	0	0	181,342	181,342	100.00%	

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Net new expenses as a result of newly created department

MATERIALS & SUPPLIES

- New new expenses for staff development and training

PROFESSIONAL FEES

- Net new expenses for staff as a result of newly created department

SALARIES, WAGES & BENEFITS

- Transferred from CCI4500 - Long Range Planning & Sustainability

UTILITIES, TELEPHONE & INSURANCE

- Net new expenses for staff as a result of newly created department

Department Summary

Department Summary: Long Range Planning Projects

Budget Year: 2025

Manager: Roy Nuriel

Division: Projects

Accounting Reference: PC34500

Stage: CAO Finance Review

Approved: No

Purpose:

This cost center funds capital projects that fall under the Long Range Planning Department. For 2025, this is limited to climate action initiatives, as the Official Community Plan project falls under its own project cost center. Climate action initiatives within this cost center are funded entirely through two grant sources, the Local Government Climate Action Program (LGCAP) and the Climate Action Revolving Program (CARP), and thus don't affect taxation. LGCAP funds have pre-determined spend deadlines, whereas CARP funds have no such limitations.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

The proposed 2025 budget supports a number of exciting climate action initiatives, prioritizing a balance between direct financial incentives such as rebates, vouchers and top-ups, and indirect initiatives focused around education, outreach, and support to promote sustainability and build capacity for community-led climate action.

Initiatives planned for 2025 include but are not limited to:

- Joining the CleanBC Municipal Rebate Top-ups program which provides building energy retrofit rebates;
- Contracting building energy retrofit navigator services to guide residents through both the retrofit and rebate processes;
- Providing rebates and vouchers to Vernon residents to offset the cost of e-bike and tree purchases;
- Sponsoring the Climate Action Ripple Effect Youth Summit;
- Enlisting the Youth Climate Corps BC to provide climate action outreach and support within the community;
- Providing offset funding for Growing Canada's Community Canopy Grant to support tree planting initiatives; and
- Coordinating and offering workshops, webinars, marketing materials and consulting support to increase capacity, awareness, and uptake of climate action initiatives for residents and local businesses.

These initiatives will be funded by the LGCAP grant. In order for the City to comply with the terms of the grant, \$135k of the grant must be committed by March 31st, 2025, and the remaining \$601k must be committed by March 31, 2028.

Highlights of Current Year:

Highlights of 2024 include completion of the Age and Dementia Friendly Community Plan project, which focused on enhancing inclusion and accessibility for seniors and all community members. Climate action initiatives completed or underway at the time of writing include:

- Conducting community-wide environmental mapping and creating a natural areas inventory;
- Holding a public workshop to teach residents how to build a simple air filter for their homes;
- Sponsoring the Climate Action Ripple Effect Youth Summit;
- Participating in the E-mobility Accelerator Program;
- Coordinating Go By Bike Week;
- Modelling Green-House Gas (GHG) emissions as part of the Housing Needs Assessment; and
- Conducting a GHG reduction feasibility study for City buildings.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Long Range Planning Projects

Changes to Cost Centre:

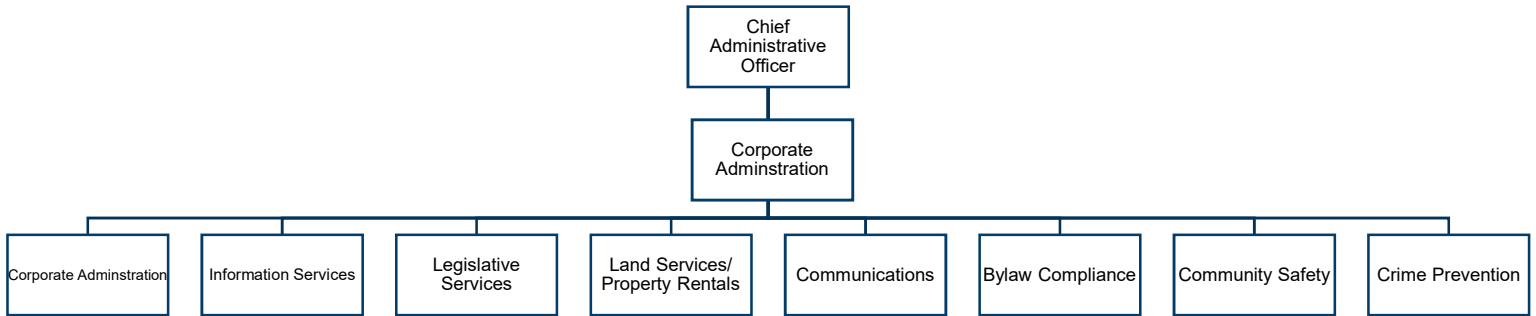
Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	0	0	163,460	0	(163,460)	(100.00%)
Transfer From Reserve	0	0	553,120	0	(553,120)	(100.00%)
Total	0	0	716,580	0	(716,580)	(100.00%)
Expenditures						
Contract Services	0	62,215	716,580	0	(716,580)	(100.00%)
Materials & Supplies	0	40,626	0	0	0	0.00%
Professional Fees	0	47,877	0	0	0	0.00%
Total	0	150,718	716,580	0	(716,580)	(100.00%)
Net	0	150,718	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

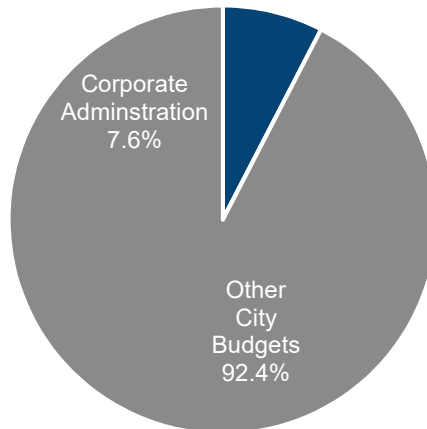
CORPORATE ADMINISTRATION

Kevin Poole
 Director
 kpoole@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$4,645,793
2024 Amended Net Cost	\$4,284,118
Budget Change	\$361,675
Change By %	8.44%
2025 FTE	44.9
2024 FTE	45.9
FTE Change	1.0
FTE Change By %	2.23%



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC11000 - Corporate Administration	312,398.00	333,394.00	20,996.00	6.72%
CC11100 - Information Services	1,925,742.00	2,111,555.00	185,813.00	9.65%
CC11200 - Legislative Services	735,200.00	766,223.00	31,023.00	4.22%
CC11300 - Land Services	69,923.00	68,495.00	(1,428.00)	(2.04%)
CC11400 - Communications & Grants	465,922.00	480,895.00	14,973.00	3.21%
CC15200 - Bylaw Compliance	401,731.00	497,846.00	96,115.00	23.93%
CC15210 - Community Safety Services	225,411.00	228,500.00	3,089.00	1.37%
CC15220 - Crime Prevention	147,791.00	158,885.00	11,094.00	7.51%
Total Planning & Community Services - C	4,284,118.00	4,645,793.00	361,675.00	8.44%



Department Summary

Department Summary: Corporate Administration

Budget Year: 2025

Division: Corporate Administration

Stage: CAO Finance Review

Manager: Kevin Poole

Accounting Reference: CC11000

Approved: No

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

2025 CAO Finance Review Net Budget	\$333,394
Prior Year Approved Net Budget	\$312,398
Budget Change	\$20,996
Budget Change by %	6.72%

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 2025, the Division plans to focus on supporting the implementation of the 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 2025:

No change requests at this time.

Department Summary

Department Summary: Corporate Administration

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Expenditures						
Contract Services	45,006	50,262	45,208	45,208	0	0.00%
Materials & Supplies	9,631	5,185	8,150	8,150	0	0.00%
Professional Fees	303	309	450	450	0	0.00%
Salaries, Wages & Benefits	228,873	135,940	257,915	278,836	20,921	8.11%
Utilities, Telephone & Insurance	534	574	675	750	75	11.11%
Total	284,347	192,270	312,398	333,394	20,996	6.72%
Net	284,347	192,270	312,398	333,394	20,996	6.72%

2024 - 2025 Budget Changes:

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect service charge increases

Department Summary

Department Summary: Information Services

Budget Year: 2025

Manager: Kris Satchell

Division: Corporate Administration

Accounting Reference: CC11100

Stage: CAO Finance Review

Approved: No

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. 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

2025 CAO Finance Review Net Budget	\$2,111,555
Prior Year Approved Net Budget	\$1,925,742
Budget Change	\$185,813
Budget Change by %	9.65%

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.

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.

Microsoft 365 rollout is continuing, all staff have now been migrated to Exchange Online and we are currently in the process of rolling out Teams.

Information Services has been heavily involved in the Workday rollout that happened this year. Working with both HR and Finance to smooth the transition.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4156	Cyber Security Detection and Response	Requested	\$80,000	\$0	\$0	\$80,000	\$80,000
PA#2025-01	Business Analyst Position	Approved	\$116,800	\$0	\$0	\$116,800	\$119,100
Total Change Request			\$196,800	\$0	\$0	\$196,800	\$199,100

Department Summary

Department Summary: Information Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	150,966	161,122	161,122	158,242	(2,880)	(1.79%)
Other	4,920	698	5,000	5,000	0	0.00%
Services to Other Governments	47,840	34,684	47,840	75,482	27,642	57.78%
Transfer From Reserve	106,298	0	0	0	0	0.00%
Total	310,024	196,504	213,962	238,724	24,762	11.57%
Expenditures						
Contract Services	133,674	295,378	248,000	304,000	56,000	22.58%
Internal Charges	7,088	5,198	7,797	8,420	623	7.99%
Materials & Supplies	60,539	65,716	83,638	84,109	471	0.56%
Other Interest & Bank Charges	52,706	0	0	0	0	0.00%
Professional Fees	1,244	1,380	1,350	1,400	50	3.70%
Purchases	10,392	10,317	14,621	11,000	(3,621)	(24.77%)
Salaries, Wages & Benefits	1,189,436	757,685	1,362,338	1,512,364	150,026	11.01%
Transfer To Reserve	297,705	309,827	309,827	316,024	6,197	2.00%
Utilities, Telephone & Insurance	87,999	90,928	112,133	112,962	829	0.74%
Total	1,840,783	1,536,429	2,139,704	2,350,279	210,575	9.84%
Net	1,530,758	1,339,925	1,925,742	2,111,555	185,813	9.65%

2024 - 2025 Budget Changes:

SERVICES PROVIDED TO OTHER GOVTS & AGENCIES

- Additional Provincial/Coldstream RCMP staff added to support and new contract change increases

CONTRACT SERVICES

- Increase for Microsoft 365 licenses for new staff and inflationary costs

INTERNAL CHARGES

- Increase to internal fleet charge

PURCHASES

- One time increase for software purchase in 2024 dropped back to actual for 2025

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase (Preapproved Change Request included)

Department Summary

Department Summary: Legislative Services

Budget Year: 2025

Division: Corporate Administration

Stage: CAO Finance Review

Manager: Sue Wood

Accounting Reference: CC11200

Approved: No

Purpose:

The Legislative Services department is responsible for the statutory duties of the Corporate Officer. These include: Council and Committee meeting management; production and safekeeping of agendas, minutes, bylaws and other records of significance; 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 responsible for the administration of: the Freedom of Information and Protection of Privacy Act (FOIPPA); records management policies; and, conducting 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 by providing assistance with Council and Committee processes, reporting procedures and communication of Council decisions.

Outlook for Upcoming Budget:

The goals for 2025 are:

1. Implement eScribe Board Manager software for Council Committee's allowing for online applications as well as agenda and minute templates following the same structure as Council meetings; and
2. Procure new automated voting machines for elections and updating the associated election bylaws and policies as required.

Highlights of Current Year:

Legislative Services began implementation of Report Manager through eScribe software, which provides a structured report template, real time collaboration options and an electronic approval process prior to inclusion on the Council agenda.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$766,223
Prior Year Approved Net Budget	\$735,200
Budget Change	\$31,023
Budget Change by %	4.22%

Department Summary

Department Summary: Legislative Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	240	350	210	0	(210)	(100.00%)
Search Fees	892	210	1,500	1,500	0	0.00%
Transfer From Reserve	74,534	0	46,511	0	(46,511)	(100.00%)
Total	75,666	560	48,221	1,500	(46,721)	(96.89%)
Expenditures						
Contract Services	47,124	29,138	124,822	75,665	(49,157)	(39.38%)
Materials & Supplies	9,991	5,324	15,135	15,275	140	0.93%
Professional Fees	836	2,198	1,177	890	(287)	(24.38%)
Salaries, Wages & Benefits	473,653	374,395	611,487	645,077	33,590	5.49%
Transfer To Reserve	77,105	30,000	30,000	30,000	0	0.00%
Utilities, Telephone & Insurance	358	395	800	816	16	2.00%
Total	609,068	441,450	783,421	767,723	(15,698)	(2.00%)
Net	533,402	440,890	735,200	766,223	31,023	4.22%

2024 - 2025 Budget Changes:

OTHER

- Decrease due to process change on fee to commission 'proof of life' documents

TRANSFER FROM RESERVE

- Decrease due to one-time carry-over of funding from 2023 to 2024

CONTRACT SERVICES

- Decrease due to one-time software contract enhancements in 2024

PROFESSIONAL FEES

- Decrease in advertising requirements

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

Department Summary

Department Summary: Land Services

Budget Year: 2025

Division: Corporate Administration

Stage: CAO Finance Review

Manager: Brett Bandy

Accounting Reference: CC11300

Approved: No

Purpose:

Land Services provides management of City owned lands including airport land leases, park user agreements, commercial and residential property rentals, leases of spray irrigation lands, crown leases, and the responsibility for negotiating the acquisition and sale of property on behalf of the City. Land Services assists Infrastructure, Planning and Engineering in securing Parks, Paths, Statutory Right of Ways, Road Dedications and Parking Lots. 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.

Outlook for Upcoming Budget:

Land Services will continue to provide revenue to the City through the management of City owned lands including: airport land and hangar leases, commercial land and building leases, future parks and facilities properties that currently have residential or commercial tenants, 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 roads and lake access sites scheduled for infrastructure improvements by facilitating removal and remediation. In addition, recommendations will be provided and negotiations facilitated at the request of Council and on an on-going basis for the Operations, Infrastructure, Development, and Corporate Administration Divisions.

Targeted projects for Land Services in 2025 include recommendations to Council regarding the development of the City owned Vernon Block in conjunction with the Cultural Centre, purchase of residential land for development of housing in partnership with BC Housing and Social Service Providers, and exploring sale opportunities of City owned lands. Land Services will facilitate land requirements for the following Infrastructure Projects: 43rd Avenue/Pleasant Valley Road traffic circle, Eastside Road drainage, Okanagan Landing Road drainage, Tassie Creek drainage, Southwind sewer, trail connection from 40th Ave to 39th Ave, 15th Avenue storm management at 20th Street and 48th Avenue and 20th St improvements.

Highlights of Current Year:

In 2024, Land Services provided revenue to the City through management of City owned lands and buildings including: commercial lands and buildings, the airport, residential that are future park lands, spray irrigation lands and the licensing of encroachments.

Land Services facilitated Infrastructure Projects - purchased Road/SRW for 32nd Avenue improvements, purchased additional road for the 39th Avenue/Pleasant Valley Rd traffic circle, purchased a path connection from 24th to 25th Aves, purchased additional area for the new 43rd Ave bridge and multi-use path, negotiated the purchase of SRW's for development where required 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 Roads and City Lake Access Sites are being removed in conjunction with infrastructure improvements.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$68,495
Prior Year Approved Net Budget	\$69,923
Budget Change	\$(1,428)
Budget Change by %	(2.04%)

Department Summary

Department Summary: Land Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Administration Fees	1,750	10	0	0	0	0.00%
Internal Revenues	119,619	0	122,011	0	(122,011)	(100.00%)
Other	4,655	16,706	0	53,393	53,393	100.00%
Rentals	227,858	156,528	240,037	244,838	4,801	2.00%
Transfer From Reserve	0	122,011	0	128,900	128,900	100.00%
Total	353,882	295,254	362,048	427,131	65,083	17.98%
Expenditures						
Contract Services	30,719	30,267	20,101	10,303	(9,798)	(48.74%)
Internal Charges	0	0	250	255	5	2.00%
Materials & Supplies	4,278	1,127	3,215	3,279	64	1.99%
Other Supplies	20,683	10,277	7,800	7,956	156	2.00%
Professional Fees	48,032	46,664	48,973	49,953	980	2.00%
Salaries, Wages & Benefits	279,274	157,333	302,424	320,295	17,871	5.91%
Transfer To Reserve	6,783	0	30,465	31,074	609	2.00%
Utilities, Telephone & Insurance	20,617	14,791	18,743	72,511	53,768	286.87%
Total	410,386	260,460	431,971	495,626	63,655	14.74%
Net	56,505	(34,795)	69,923	68,495	(1,428)	(2.04%)

2024 - 2025 Budget Changes:

INTERNAL REVENUES

- Reduction due to change in accounting process for Infrastructure Tax levies funding a Land Agent position

OTHER

- Set up of Cost Recoveries to CC11300

TRANSFER FROM RESERVE

- Increase due to change in accounting process for Infrastructure Tax levies funding a Land Agent position

CONTRACT SERVICES

- Decrease to better reflect historical actual amounts

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase directly related to set up of Cost Recoveries

Department Summary

Department Summary: Communications & Grants

Budget Year: 2025

Manager: Kevin Poole

Division: Corporate Administration

Accounting Reference: CC11400

Stage: CAO Finance Review

Approved: No

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 community engagement and grant coordination. The Manager, Communications & Grants works with Administration and elected officials to enhance and maintain the City's image. The department is also responsible for grant monitoring and reporting in consultation with staff and maintaining positive relationships with provincial and federal grant program staff.

Budget Summary

2025 CAO Finance Review Net Budget	\$480,895
Prior Year Approved Net Budget	\$465,922
Budget Change	\$14,973
Budget Change by %	3.21%

Outlook for Upcoming Budget:

Key areas of focus for 2025 include: developing a City-wide strategic communications plan to align with the Council's 2023 to 2026 Strategic Plan; reviewing all City-owned media channels to identify necessary changes to meet internal and external audience expectations and needs and researching new and emerging digital communications channels for relevancy, accessibility and practicality to reach diverse audiences.

Communication also plans to refresh the existing crisis communications plan for the Corporation; support and assist with ongoing public communication strategies to engage residents with climate action initiatives; provide support for the Emergency Operations Centre (EOC) as required and continue to work with all City departments to monitor and pursue grant funding opportunities to support municipal projects.

Highlights of Current Year:

Over the last year, the Communications department has supported multiple major City projects with strategic communications including the promotion of the Official Community Plan Review and Transportation Plan Review, the development of an Age Friendly & Dementia Friendly Community Plan, communicating the Polson Park Naturalization Project, SenseNet (Early Wildfire Detection System), the introduction of Zoning Bylaw 6000, the City's annual open house for capital works projects and road work notifications. City Communications celebrated the completion of the Civic Memorial Park, the Lakeview "Peanut" Wading Pool, Silver Star Multi Use Path and Becker Bike Park Phase 2 with media events. In addition, advertising templates were updated to reflect a more modern reader-friendly format.

The Communications department worked with the Active Living Centre Project Delivery team to share regular project updates and to highlight milestone accomplishments including achieving project validation, the groundbreaking in early April and first concrete pour in August. Communications will continue to support regular quarterly project updates and celebrate construction milestones.

In 2023, City Communications issued 194 media releases. From January 1 to July, 2024, City Communications fielded 244 media enquiries and issued 112 media releases. It should be noted that Media enquiries were not tracked until January 2024.

Between January and June 2024, the City of Vernon submitted applications or received notification for previous applications from 17 grant programs for numerous municipal projects. The total amount of grant funding sought by the City during this time was \$682,960. As of June 30, 2024 the City has been awarded a total of \$377,860.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Communications & Grants

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	11,500	15,500	11,500	11,730	230	2.00%
Total	11,500	15,500	11,500	11,730	230	2.00%
Expenditures						
Contract Services	82,912	82,184	96,251	129,491	33,240	34.53%
Materials & Supplies	28,783	3,843	32,850	8,454	(24,396)	(74.26%)
Professional Fees	303	271	1,195	1,485	290	24.27%
Purchases	3,579	0	0	0	0	0.00%
Salaries, Wages & Benefits	253,053	177,158	345,926	351,995	6,069	1.75%
Transfer To Reserve	725	0	0	0	0	0.00%
Utilities, Telephone & Insurance	863	819	1,200	1,200	0	0.00%
Total	370,218	264,274	477,422	492,625	15,203	3.18%
Net	358,718	248,774	465,922	480,895	14,973	3.21%

2024 - 2025 Budget Changes:

CONTRACTS SERVICES

- Increase due to annual service contracts increasing for software licensing (such as website hosting and support contracts, engagevernon.ca licensing fee, advertising costs.)
- Other contract fees were re-classified from MATERIALS & SUPPLIES category

MATERIALS & SUPPLIES

- Reduction due to re-classification of some contract fees to CONTRACTS SERVICES

PROFESSIONAL FEES

- Increase for membership dues and fees

SALARIES, WAGES & BENEFITS

- Increase in cost of living and service level increase

Department Summary

Department Summary: Bylaw Compliance

Budget Year: 2025

Manager: Darren Lees

Division: Corporate Administration

Accounting Reference: CC15200

Stage: CAO Finance Review

Approved: No

Purpose:

This Department oversees the administration and compliance for approximately 40 Regulatory Bylaws, directives and policies within the City of Vernon. Bylaw Compliance responds on a complaint basis conducting operations through a progressive enforcement model. Gaining compliance through education and encouraging voluntary compliance is a Department priority. Bylaw staff also provide assistance to other City Divisions in the areas of business licensing, sign bylaw, zoning bylaw, stop work orders, etc.

Officers patrol and maintain 943 parking meters located along 19 kilometers of sidewalk, 6 City owned parking lots, the Parkade and signed, restricted on-street 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.

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. Officer patrols on foot and bike patrol continue to provide a presence for security and enforcement in the downtown core, adjacent parks and throughout the City where required.

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 downtown Business Improvement Area (BIA). 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 address temporary overnight shelters in parks. Parking system revenue continues to trend upwards towards pre-pandemic revenue projections. 10-minute curbside pick-up zones throughout the downtown BIA continue to be a popular and convenient option for the community but also contributed to a loss in parking revenues. A transition to a new mobile parking payment provider in June was successful as client use and revenue continue to increase.

A shortage in available skilled labour through 2024 continues to impact service delivery and overall officer availability. Through specific training/ development initiatives and coaching, Bylaw Compliance continues to build Officer capacity for relief work options to provide opportunities for advancement within the department. Bylaw Compliance was also engaged in 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 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$497,846
Prior Year Approved Net Budget	\$401,731
Budget Change	\$96,115
Budget Change by %	23.93%

Department Summary

Department Summary: Bylaw Compliance

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Fines	204,319	182,827	252,970	252,970	0	0.00%
Internal Revenues	133,852	139,206	139,206	144,775	5,569	4.00%
Other	84,009	69,848	71,010	31,500	(39,510)	(55.64%)
Parking	1,001,076	805,307	922,765	989,000	66,235	7.18%
Transfer From Reserve	16,137	0	120,796	0	(120,796)	(100.00%)
Total	1,439,393	1,197,189	1,506,747	1,418,245	(88,502)	(5.87%)
Expenditures						
Contract Services	92,908	74,163	120,049	77,159	(42,890)	(35.73%)
Internal Charges	60,592	82,242	68,703	74,199	5,496	8.00%
Materials & Supplies	87,356	51,219	67,650	67,650	0	0.00%
Other	0	1	0	0	0	0.00%
Other Interest & Bank Charges	23,317	11,437	36,000	16,000	(20,000)	(55.56%)
Other Supplies	0	1,108	0	0	0	0.00%
Parking	0	1,610	0	0	0	0.00%
Professional Fees	10,251	3,862	5,700	5,700	0	0.00%
Purchases	9,913	14,649	38,696	900	(37,796)	(97.67%)
Rentals & Leases	1,974	0	0	0	0	0.00%
Salaries, Wages & Benefits	1,365,783	780,139	1,564,880	1,667,683	102,803	6.57%
Transfer To Reserve	3,459	0	0	0	0	0.00%
Utilities, Telephone & Insurance	7,352	7,001	6,800	6,800	0	0.00%
Total	1,662,905	1,027,432	1,908,478	1,916,091	7,613	0.40%
Net	223,512	(169,757)	401,731	497,846	96,115	23.93%

Department Summary

2024 - 2025 Budget Changes:

OTHER REVENUE

- Elimination of online parking surcharge due to online parking app contract change from Pay-by-Phone to Hotspot in 2024

PARKING

- Increase to better reflect historical actual amounts

TRANSFER FROM RESERVES

- Reduction due to elimination of Provincial COVID Restart funds held in reserve
- Reduction due to one-time carry over of funds from 2023 to 2024

CONTRACT SERVICES

- Reduction due to online parking app contract change from Pay-by-Phone to HotSpot in 2024

INTERNAL CHARGES

- Increase in internal fleet charges

OTHER INTEREST AND BANK CHARGES

- Anticipated reduction of point of sale service charges due to online parking app contract change

PURCHASES

- Reduction due to one-time purchases in 2024 using funds carried over from 2023

SALARIES, WAGES & BENEFITS

- Increase in cost of living, length of service increase

Department Summary

Department Summary: Community Safety Services

Budget Year: 2025

Manager: Rachael Zubick

Division: Corporate Administration

Accounting Reference: CC15210

Stage: CAO Finance Review

Approved: No

Purpose:

The Community Safety Office (CSO), founded on the principles of Community Policing and crime prevention through social development, is an educational community service facility that provides information and educational outreach for multiple crime prevention programs, projects and community initiatives. Staffed by 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 book safety workshops offered through the CSO. Workshops and outreach opportunities are designed to uniquely embrace the emerging needs/concerns of the community and the specific audience. Through the CSO, 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:

Public events and educational programming requests by schools and the business community are continually in demand. The Garage 529 program and bike safety information requests were steady. The FOS Green Team and Ambassador Program was once again successful in its endeavors to support a clean and safer downtown. The PEER Ambassador program located adjacent to the downtown washrooms addressing business concerns and connecting the general community with programs and services to continued with great success. 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 Building Safer Communities Gun, Gang and Violence Prevention Program, 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 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$228,500
Prior Year Approved Net Budget	\$225,411
Budget Change	\$3,089
Budget Change by %	1.37%

Department Summary

Department Summary: Community Safety Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	22,818	0	0	0	0	0.00%
Total	22,818	0	0	0	0	0.00%
Expenditures						
Contract Services	3,881	1,785	2,450	2,400	(50)	(2.04%)
Equipment Charges	0	0	200	0	(200)	(100.00%)
Materials & Supplies	19,458	3,349	34,726	34,962	236	0.68%
Professional Fees	0	700	700	800	100	14.29%
Purchases	1,615	224	2,500	2,500	0	0.00%
Salaries, Wages & Benefits	127,486	81,071	183,206	186,369	3,163	1.73%
Transfer To Reserve	196	0	0	0	0	0.00%
Utilities, Telephone & Insurance	1,157	879	1,629	1,469	(160)	(9.82%)
Total	153,793	88,009	225,411	228,500	3,089	1.37%
Net	130,975	88,009	225,411	228,500	3,089	1.37%

2024 - 2025 Budget Changes:

EQUIPMENT CHARGES

- VHF Radio License fees line was eliminated and redirected to other expense categories

PROFESSIONAL FEES

- Increase to better reflect historical actual amounts

UTILITIES, TELEPHONE & INSURANCE

- Decrease for cell phone charges to better reflect historical actual amounts

Department Summary

Department Summary: Crime Prevention

Budget Year: 2025

Division: Corporate Administration

Stage: CAO Finance Review

Manager: Justine Baumgart

Accounting Reference: CC15220

Approved: No

Purpose:

The Community Safety Unit – 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 programs that enhance public safety, promote community engagement, collaborate with law enforcement, educate the public and the analysis of crime data for effective community patrols. This proactive approach not only improves public safety but also strengthens community trust and resilience.

The Crime Prevention Coordinator is responsible for the recruitment, training, coordination of duties and supervision of the RCMP Volunteer Program. The core volunteer programs include: Community Safety Patrol, Speed Watch, Cell Watch, Marine Vessel and Invasive Mussel Checks, RCMP Vehicle Checks and Special Events.

Another responsibility of the Crime Prevention Coordinator is the Block Watch Program, a community-based crime prevention initiative aimed at reducing crime and improving local neighborhood safety. This program emphasizes community involvement, crime reporting, increased surveillance, education and awareness, community events and meetings, strengthened police – community relations and emergency preparedness.

Outlook for Upcoming Budget:

Recruitment and recognition of RCMP Volunteers will continue through 2025. The RCMP Volunteers are dedicated individuals that use their unique skills and experiences in executing their volunteer duties. Participation in the RCMP Volunteer program benefits our community through promoting safe communities and community engagement and provides valuable training and experience for individuals interested in pursuing a career in law enforcement.

Highlights of Current Year:

Investing in RCMP Volunteers is a strategic way to enhance law enforcement capabilities, foster community relations, and make efficient use of resources. Eight new recruits began in the Spring of 2024 and further recruitment efforts will begin in the Fall of 2024 aimed at starting a new class of recruits before the end of the year to strengthen and support the existing team.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$158,885
Prior Year Approved Net Budget	\$147,791
Budget Change	\$11,094
Budget Change by %	7.51%

Department Summary

Department Summary: Crime Prevention

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	625	1,000	1,000	1,000	0	0.00%
Provincial Transfers	750	0	0	0	0	0.00%
Transfer From Reserve	3,035	0	1,629	0	(1,629)	(100.00%)
Total	4,410	1,000	2,629	1,000	(1,629)	(61.96%)
Expenditures						
Contract Services	1,100	845	600	700	100	16.67%
Equipment Charges	0	688	0	0	0	0.00%
Internal Charges	20,638	14,548	23,485	25,293	1,808	7.70%
Materials & Supplies	11,936	2,286	14,379	12,850	(1,529)	(10.63%)
Professional Fees	825	125	200	200	0	0.00%
Salaries, Wages & Benefits	97,756	50,689	110,156	119,242	9,086	8.25%
Transfer To Reserve	1,815	0	0	0	0	0.00%
Utilities, Telephone & Insurance	1,466	1,235	1,600	1,600	0	0.00%
Total	135,536	70,417	150,420	159,885	9,465	6.29%
Net	131,126	69,417	147,791	158,885	11,094	7.51%

2024 - 2025 Budget Changes:

TRANSFERS FROM RESERVES

- Reduction due to one-time carry over of funds from 2023 to 2024

INTERNAL CHARGES

- Increase to internal fleet charges

MATERIALS & SUPPLIES

- Reduction due to one-time purchases from carried over funds

SALARIES, WAGES & BENEFITS

- Increase in cost of living, length of service increase

Department Summary

Department Summary: Corporate Administration Projects

Budget Year: 2025

Manager: Kevin Poole

Division: Projects

Accounting Reference: PC31000

Stage: CAO Finance Review

Approved: No

Purpose:

Projects - Corporate Administration Cost Center includes one-time projects supported by the division.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects for 2025 at this time.

Highlights of Current Year:

2024 highlights include the completion of Phase 1 and Phase 2 of the Strengthening Communities Grant.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Corporate Administration Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	328,500	0	0	0	0.00%
Provincial Transfers	0	106,010	278,911	0	(278,911)	(100.00%)
Transfer From Reserve	103,258	0	0	0	0	0.00%
Total	103,258	434,510	278,911	0	(278,911)	(100.00%)
Expenditures						
Contract Services	77,003	520,615	278,911	0	(278,911)	(100.00%)
Materials & Supplies	5,019	3,706	0	0	0	0.00%
Professional Fees	0	4,678	0	0	0	0.00%
Purchases	7,584	0	0	0	0	0.00%
Salaries, Wages & Benefits	13,652	0	0	0	0	0.00%
Total	103,258	528,999	278,911	0	(278,911)	(100.00%)
Net	0	94,489	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Information Services Projects

Budget Year: 2025

Manager: Kris Satchell

Division: Projects

Accounting Reference: PC31100

Stage: CAO Finance Review

Approved: No

Purpose:

Projects - Information Services (PC31100) 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 (CC11100). This annual contribution helps smooth out replacement costs for things like computers, servers and other infrastructure that is not replaced annually.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	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.

2025 projects include:

- \$ 150,000 Scheduled PC/Laptop Upgrades
- \$ 80,000 Multi-Year Software
- \$ 70,000 Cyber Security Testing
- \$ 50,000 Enterprise Application Upgrades
- \$ 40,000 Infrastructure Equipment Upgrades
- \$ 29,000 Network Hardware Replacements
- \$ 8,000 Cellular device replacements

Total 2025 Budget = \$427,000

Highlights of Current Year:

2024 projects include:

- \$ 230,000 Vmware/Terminal Server Replacements
- \$ 66,800 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
- \$ 66,250 Multi-Year Software
- \$ 8,000 Cellular device replacements
- \$ 21,600 Phone System Replacements
- \$ 15,658 Council Chambers Sound System
- \$ 28,101 Cyber Security Review
- \$ 15,000 Printing Hardware Replacements

Total 2024 Budget = \$620,409

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Information Services Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	342,709	0	620,409	427,000	(193,409)	(31.17%)
Total	342,709	0	620,409	427,000	(193,409)	(31.17%)
Expenditures						
Contract Services	92,117	64,815	511,751	427,000	(84,751)	(16.56%)
Materials & Supplies	0	204	0	0	0	0.00%
Purchases	234,935	152,449	108,658	0	(108,658)	(100.00%)
Transfer To Reserve	15,658	0	0	0	0	0.00%
Total	342,709	217,468	620,409	427,000	(193,409)	(31.17%)
Net	0	217,468	0	0	0	0.00%

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Classification change from 2024 to 2025 - Purchases now combine under Contract Services
- Overall decrease due to different mix of projects

Department Summary

Department Summary: Real Estate Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Brett Bandy

Accounting Reference: PC31300

Approved: No

Purpose:

Projects - Real Estate includes one-time projects for the department.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Demolish the improvements on 3902 29th Street and complete site prep for future development.

Highlights of Current Year:

Some 2024 projects include:

- \$ 807,683 Land Acquisition
- \$ 470,000 Property Purchase 3902 29 ST
- \$ 6,404 Snowberry Rd/ Okanagan Ave Land Swap
- \$ 10,000 Vernon Block Closure & Lot consolidation

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Real Estate Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
Revenues							
Regional & Other Transfers	0	0	127,083	0	(127,083)	(100.00%)	
Transfer From Reserve	0	0	2,567,004	75,000	(2,492,004)	(97.08%)	
Total	0	0	2,694,087	75,000	(2,619,087)	(97.22%)	
Expenditures							
Contract Services	0	35,953	807,683	75,000	(732,683)	(90.71%)	
Professional Fees	0	64,817	5,000	0	(5,000)	(100.00%)	
Purchases	0	1,648,284	1,881,404	0	(1,881,404)	(100.00%)	
Total	0	1,749,055	2,694,087	75,000	(2,619,087)	(97.22%)	
Net	0	1,749,055	0	0	0	0.00%	

2024 - 2025 Budget Changes:

No updates at this time.

Department Summary

Department Summary: Protective Services Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Darren Lees

Accounting Reference: PC31500

Approved: No

Purpose:

Protective Services contain annual budgets by the department. In 2022, the City received funding from Public Safety Canada to develop and implement the Vernon Gun & Gang Violence Prevention Strategy as part of the Building Safer Communities Fund. The program is administered through the Protective Services Projects budget.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Administration will continue to work with service providers to implement the three priority programs identified in the Gun and Gang Violence Prevention Strategy. These include the outreach and navigator support for at-risk youth program, the indigenous youth mentorship program and the youth services waitlist program.

Highlights of Current Year:

The City of Vernon finalized agreements (effective April 2024 through to March 2026) with the North Okanagan Youth and Family Services Society (NOYFSS), the Okanagan Indian Band (OKIB) and Canadian Mental Health Association – Vernon (CMHA) to assist in the implementation of the Gun and Gang Violence Prevention Strategy.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Protective Services Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
Revenues							
Provincial Transfers	0	0	854,937	0	(854,937)	(100.00%)	
Regional & Other Transfers	90,448	0	0	0	0	0.00%	
Total	90,448	0	854,937	0	(854,937)	(100.00%)	
Expenditures							
Contract Services	90,204	0	854,937	0	(854,937)	(100.00%)	
Materials & Supplies	244	0	0	0	0	0.00%	
Total	90,448	0	854,937	0	(854,937)	(100.00%)	
Net	0	0	0	0	0	0.00%	

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Municipal RCMP Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Geoff Gaucher

Accounting Reference: PC31700

Approved: No

Purpose:

Projects - Municipal RCMP includes one-time projects supported by the division.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects for 2025 at this time.

Highlights of Current Year:

2024 highlights includes the RCMP Space Planning and Feasibility Study.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Municipal RCMP Projects

Changes to Cost Centre:

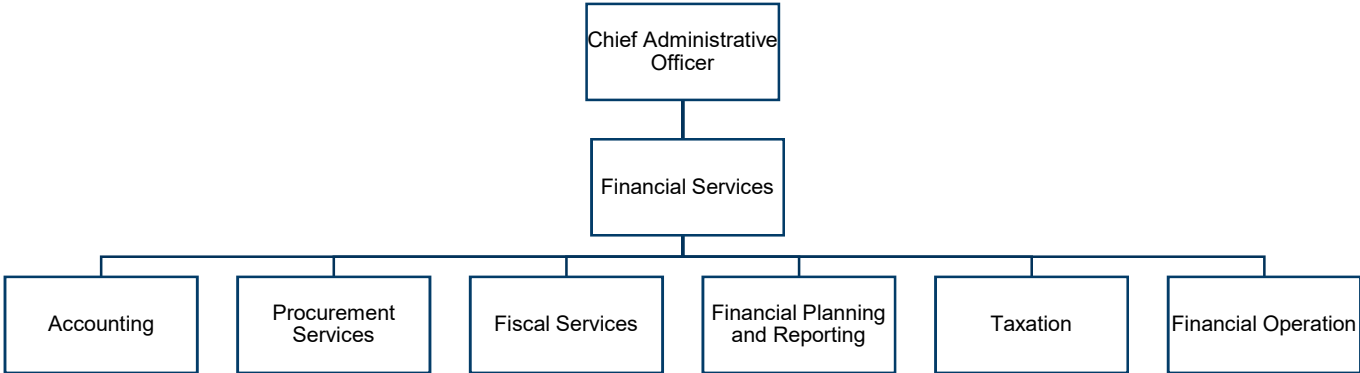
Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	98,849	0	(98,849)	(100.00%)
Total	0	0	98,849	0	(98,849)	(100.00%)
Expenditures						
Contract Services	0	0	98,849	0	(98,849)	(100.00%)
Professional Fees	0	43,692	0	0	0	0.00%
Total	0	43,692	98,849	0	(98,849)	(100.00%)
Net	0	43,692	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

FINANCIAL SERVICES

Elma Hamming
 Director
 ehamming@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$(2,950,409)
2024 Amended Net Cost	\$(4,961,538)
Budget Change	\$2,011,129
Change By %	68.16%
2025 FTE	23.2
2024 FTE	23.2
FTE Change	0.0
FTE Change By %	0.00%

DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC12000 - Financial Services	385,267.00	498,861.00	113,594.00	29.48%
CC12100 - Financial Operations	(3,329,530.00)	(3,115,306.00)	214,224.00	(6.43%)
CC12200 - Financial Planning & Reporting	1,314,792.00	1,167,709.00	(147,083.00)	(11.19%)
CC12230 - Grants in Aid	-	225,500.00	225,500.00	100.00%
CC12300 - Procurement Services	495,940.00	506,375.00	10,435.00	2.10%
CC12400 - Fiscal Services	(3,828,007.00)	(2,233,548.00)	1,594,459.00	(41.65%)
Total Financial Services - General	(4,961,538.00)	(2,950,409.00)	2,011,129.00	68.16%
CC12500 - Taxation	(47,879,938.00)	(53,686,230.00)	(5,806,292.00)	12.13%
Total Financial Services	(52,841,476.00)	(56,636,639.00)	(3,795,163.00)	7.18%

Department Summary

Department Summary: Financial Services

Budget Year: 2025

Division: Financial Services

Stage: CAO Finance Review

Manager: Elma Hamming

Accounting Reference: CC12000

Approved: No

Purpose:

Financial Services oversees 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 overall other financial affairs of the City.

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 information is received, the budget for Council consideration will be adjusted as needed.

Financial services will continue to advance digitization in Workday and other existing financial software through process changes to maximize limited resources of money, time and labour. Technological change requires the organization to be agile in its approach, and Finance is pivoting to meet that change.

Financial reporting is trending, nationally and globally, to include natural asset reporting and ESG (Environment, Social, Governance) reporting. Finance has a key role to play from an audit and governance perspective to work with planning, sustainability and human resource departments to advance ESG goals that include climate, social, inclusivity, and diversity metrics to chart organizational performance and meet deliverables on Council's strategic plan. This reporting plan will be evolving during the coming years.

Highlights of Current Year:

Starting in January 2024, the new Workday (ERP/HRM) software system went LIVE! There has been a steep learning curve across the organization in navigating the new financial system and it has not been without challenges. The Financial services team has been at the forefront of learning and navigating the system to ensure audit compliance and successful reporting outcomes. This process is ongoing as we continue to learn and grow in our knowledge, make improvements, and share what we have learned with the organization.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$498,861
Prior Year Approved Net Budget	\$385,267
Budget Change	\$113,594
Budget Change by %	29.48%

Department Summary

Department Summary: Financial Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Interest on Investments	6,959,289	(65,425)	0	0	0	0.00%
Interest on Overdue Receivables	112,561	(43)	0	0	0	0.00%
Internal Revenues	86,085	87,086	87,086	90,421	3,335	3.83%
Other	98,317	49,239	0	0	0	0.00%
Penalties & Interest On Taxes	464,130	9,037	0	0	0	0.00%
Search Fees	42,657	0	0	0	0	0.00%
Services to Other Governments	456,685	0	425,000	433,500	8,500	2.00%
Transfer From Reserve	92,737	0	0	0	0	0.00%
Total	8,312,461	79,893	512,086	523,921	11,835	2.31%
Expenditures						
Contract Services	598,204	569,716	515,205	642,270	127,065	24.66%
Internal Charges	115,000	0	0	0	0	0.00%
Materials & Supplies	96,816	15,266	24,795	25,655	860	3.47%
Other Supplies	0	(5,000)	0	0	0	0.00%
Professional Fees	60,026	58,458	4,600	4,690	90	1.96%
Purchases	18,451	2,157	0	0	0	0.00%
Rentals & Leases	0	350	0	0	0	0.00%
Salaries, Wages & Benefits	1,796,886	270,449	351,923	349,320	(2,603)	(0.74%)
Transfer To Reserve	91,574	0	0	0	0	0.00%
Utilities, Telephone & Insurance	379,489	805	830	847	17	2.05%
Total	3,156,446	912,202	897,353	1,022,782	125,429	13.98%
Net	(5,156,015)	832,309	385,267	498,861	113,594	29.48%

2024 - 2025 Budget Changes:

CONTRACTED SERVICES

- Includes ERP subscription fees, organizational-wide training and AMS Support.

SALARIES AND WAGES

- Decrease due to position transitions in 2024.

Department Summary

Department Summary: Financial Operations

Budget Year: 2025

Division: Financial Services

Stage: CAO Finance Review

Manager: Rena Crosson

Accounting Reference: CC12100

Approved: No

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

2025 CAO Finance Review Net Budget	\$(3,115,306)
Prior Year Approved Net Budget	\$(3,329,530)
Budget Change	\$214,224
Budget Change by %	6.43%

Outlook for Upcoming Budget:

Investment projections are greatly reduced from 2024, given the three rate cuts that have already occurred with Bank of Canada, and the projected 2 more cuts before the end of the year.

It is expected that rates will continue to decline for investments until they level out in around 2026.

2025 will be the second year for this department, as in 2024 the Financial Services split the budget by department, and in prior years the budgeted and actual costs were included with the Financial Services budget.

2025 will also be the second full year of costs in the Workday system. Tempest remains for the Utility Billing, Property Taxation and Cash Receipting functions.

Work will begin in 2025 to find a replacement for the Cemetery software currently remaining in Vadim.

Starting in 2025 ALFA Aero solutions software will be launched to automate revenue management at the Airport, and Financial operations will share 40% of the costs for this software.

Also on the horizon is to enhance customer service by providing online credit card payment options for more city services such as property tax and utility billings.

Highlights of Current Year:

Investment rates started to decline in June 2024 with the first Bank of Canada interest rate drop from 5 to 4.75 on Jun 5th, followed by a drop to 4.50 on July 24th and a third drop to 4.25 on Sept 4th. It is projected 2 more drops will occur in 2024.

2024 was the first full year in the new Workday ERP system, resulting in significant effort across all team areas.

Software implementations to increase efficiencies and to meet Council's directive in Strategic Plan to implement digitization strategies are underway for Foundant - Grant tracking software, the Purchase Card module in Workday to automate the full transaction cycle, the Hotspot Permit module for online delivery of surface parking, and implementation of ALFA Aero Solutions to automate billing for Airport parking, landing and lease costs which is scheduled for December 2024 to January 2025.

The Accounts Payable team transitioned mid year to the Financial Planning and Reporting team, but due to management changes, they will return to Financial Operations, and expect to remain in this department until mid 2025. 2024 actuals and 2025 budget remain in the Financial Planning and Reporting cost center.

BC Transit transitioned to the UMO platform in the spring, resulting in a requirement to access the online portal for all transit passes. Paper products will cease in October 2024.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Financial Operations

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Administration Fees	0	0	3,500	3,400	(100)	(2.86%)
Interest on Investments	0	4,752,645	4,100,000	3,950,000	(150,000)	(3.66%)
Interest on Overdue Receivables	0	69,739	97,500	101,400	3,900	4.00%
Other	0	2,463	100,000	96,700	(3,300)	(3.30%)
Penalties & Interest On Taxes	0	452,498	438,000	435,700	(2,300)	(0.53%)
Search Fees	0	32,820	58,000	57,200	(800)	(1.38%)
Total	0	5,310,166	4,797,000	4,644,400	(152,600)	(3.18%)
Expenditures						
Contract Services	0	55,346	46,000	58,500	12,500	27.17%
Internal Charges	0	123,717	123,717	119,341	(4,376)	(3.54%)
Materials & Supplies	0	71,124	100,600	104,600	4,000	3.98%
Other	0	0	0	0	0	0.00%
Other Interest & Bank Charges	0	2,497	10,000	15,000	5,000	50.00%
Professional Fees	0	1,695	12,600	12,700	100	0.79%
Purchases	0	1,374	0	0	0	0.00%
Salaries, Wages & Benefits	0	665,213	1,164,138	1,208,503	44,365	3.81%
Transfer To Reserve	0	10,000	10,000	10,000	0	0.00%
Utilities, Telephone & Insurance	0	967	415	450	35	8.43%
Total	0	931,933	1,467,470	1,529,094	61,624	4.20%
Net	0	(4,378,232)	(3,329,530)	(3,115,306)	214,224	6.43%

2024 - 2025 Budget Changes:

INTEREST ON INVESTMENTS

- Significant decrease in Investment income due to the decline in interest rates. The budgeted annual yield for 2024 was an average of 5.85%, whereas the budgeted annual yield for 2025 is an average of 5.27%. The current Bank of Canada rate has dropped three times this year to 4.25% currently, and it is expected to drop 2 more times in 2024. The investment budget is made up of \$2.1M investment income on known investment earnings (on GICs with yields ranging from 7% to 5.34%, and \$2.85M in projected investment income with forecasted investment yields ranging from 4.7% to 4.1%, less a projected allocation to deferred revenue and reserves of \$1.0M. This results in a net investment income budget of \$3.95M.

CONTRACT SERVICES

- The budget reflects the increase in costs for advertising, the armored car security contract, and the printing services contract, as well as it includes new costs for the implementation of Airport software which tracks landings, parking, tie downs and leases to be implemented in 2025.

OTHER INTEREST & BANK CHARGES

- Credit card fees are increased to align with actual, and to project the additional costs incurred from online parking paid by credit card, as well as ability to pay additional payments by credit card in person.

UTILITIES, TELEPHONE & INSURANCE

- The cell phone budget has been increased to reflect the 2024 actual cost of a cell phone for the Manager, Financial Operations, which results in an increase of \$35.

Department Summary

Department Summary: Financial Planning & Reporting

Budget Year: 2025

Manager: Elma Hamming

Division: Financial Services

Accounting Reference: CC12200

Stage: CAO Finance Review

Approved: No

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. This cost center also prepares periodic internal reports for City Council and other managers. Coordination of the City's insurance and claims handling are reported under this cost center.

Budget Summary

2025 CAO Finance Review Net Budget	\$1,167,709
Prior Year Approved Net Budget	\$1,314,792
Budget Change	\$(147,083)
Budget Change by %	(11.19%)

Outlook for Upcoming Budget:

For 2025, continued enhancements will be made to the Workday ERP system in order to take greater advantage of the efficiencies the system. 2025 will also see enhancements to the methodology of the Financial Plan (budget) process in order to enhance public transparency and clarity of reporting.

Highlights of Current Year:

2024 was the first year for this cost center. Previously, it was part of the overall Financial Services cost center. Grant in aid was consolidated to this cost center in 2024 but in 2025 is moved back to a dedicated cost center.

With the implementation of the Workday ERP system, focus was spent on ensuring accounting transactions were accurately recorded in order to create a foundation for robust financial reporting and budgeting going forward. In the 2024 budget, the hiring of a second Accountant was approved. This addition took effect in July and greatly enhanced operational efficiency.

Accounts Payable was planned to move to this cost center mid-year and 2024 actuals and 2025 budget are recorded here; however, due to personnel changes this has been delayed to 2025.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4132	Accounts Payable Clerk I (.50 FTE)	Requested	\$34,300	\$0	\$0	\$34,300	\$34,986
Total Change Request			\$34,300	\$0	\$0	\$34,300	\$34,986

Department Summary

Department Summary: Financial Planning & Reporting

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	42,791	14	44,562	0	(44,562)	(100.00%)
Regional & Other Transfers	4,111	4,234	0	0	0	0.00%
Transfer From Reserve	422,062	0	428,581	0	(428,581)	(100.00%)
Total	468,964	4,248	473,143	0	(473,143)	(100.00%)
Expenditures						
Contract Services	58,916	79,684	70,675	78,365	7,690	10.88%
Materials & Supplies	576,729	245,787	372,630	4,600	(368,030)	(98.77%)
Other Interest & Bank Charges	0	0	230,564	0	(230,564)	(100.00%)
Professional Fees	0	14,256	63,300	68,200	4,900	7.74%
Salaries, Wages & Benefits	0	181,012	665,189	602,621	(62,568)	(9.41%)
Utilities, Telephone & Insurance	42,791	1,054,447	385,577	413,923	28,346	7.35%
Total	678,437	1,575,186	1,787,935	1,167,709	(620,226)	(34.69%)
Net	209,472	1,570,937	1,314,792	1,167,709	(147,083)	(11.19%)

2024 - 2025 Budget Changes:

OTHER

TRANSFER FROM RESERVE

- One-time reserve transfers in 2024 to fund various contributions

CONTRACT SERVICES

- Increase for contracted budget software enhancements

MATERIALS & SUPPLIES

- Decrease due to reallocation of grant in aid beginning in 2025

OTHER INTEREST & BANK CHARGES

- Decrease due to one-time prior year funding correction for a capital project

PROFESSIONAL FEES

- Increase for estimated audit fees

SALARIES, WAGES & BENEFITS

- Decrease mostly due to temporary Accounts Payable position ending in 2024

UTILITIES, TELEPHONE & INSURANCE

- Increase for liability insurance premium and claims costs to align with historical actuals

Department Summary

Department Summary: Grants in Aid

Budget Year: 2025

Division: Financial Services

Stage: CAO Finance Review

Manager: Elma Hamming

Accounting Reference: CC12230

Approved: No

Purpose:

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

In addition, O'Keefe Ranch's insurance cost flow through this department; the lease agreement states that O'Keefe Ranch is responsible for insurance costs and this is shown as an offsetting recovery.

Budget Summary

2025 CAO Finance Review Net Budget	\$225,500
Prior Year Approved Net Budget	0
Budget Change	\$225,500
Budget Change by %	100.00%

Outlook for Upcoming Budget:

2025 budget for grants to organizations include:

Council Discretionary Grants \$100,000

DVA annual clean-up \$56,500

DVA annual civic sounds \$8,000

Canada Day Celebrations \$12,000

Winter Carnival \$10,000

Jean Minguy Youth Academy \$6,000 (moved from RCMP cost center in 2025)

Library Sunday Openings \$23,000 (built into budget for 2025)

O'Keefe Ranch Capital \$10,000

O'Keefe Ranch Insurance \$35,000 to be reimbursed and offset by recoverable income

Total Grants \$260,500 (\$225,500 net of recoverable)

Highlights of Current Year:

2024 Grants budgeted to organizations include:

Council Discretionary Grants \$100,000 (\$52,130 disbursed YTD)

DVA annual clean-up \$56,500

DVA annual civic sounds \$8,000

Canada Day Celebrations \$12,000

Winter Carnival \$10,000 (not yet disbursed)

Jean Minguy Youth Academy \$6,500 (under RCMP cost center in 2024)

Library Sunday Openings \$18,529 (partially disbursed)

O'Keefe Ranch Operating \$150,000 (not including insurance)

Total \$361,529

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Grants in Aid

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
Revenues							
Other	0	0	0	35,000	35,000	100.00%	
Total	0	0	0	35,000	35,000	100.00%	
Expenditures							
Materials & Supplies	0	0	0	225,500	225,500	100.00%	
Utilities, Telephone & Insurance	0	0	0	35,000	35,000	100.00%	
Total	0	0	0	260,500	260,500	100.00%	
Net	0	0	0	225,500	225,500	100.00%	

2024 - 2025 Budget Changes:

Grant in Aid was previously reported under CC12200

Department Summary

Department Summary: Procurement Services

Budget Year: 2025

Manager: Romona Marshall

Division: Financial Services

Accounting Reference: CC12300

Stage: CAO Finance Review

Approved: No

Purpose:

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

Budget Summary

2025 CAO Finance Review Net Budget	\$506,375
Prior Year Approved Net Budget	\$495,940
Budget Change	\$10,435
Budget Change by %	2.10%

Outlook for Upcoming Budget:

In 2025 Procurement Services will continue to identify opportunities for efficiencies related to Workday procurement and inventory modules.

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 2025.

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. 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:

The new Workday ERP system for the City was effective January 2024 and procurement was heavily involved in confirming that all the data from the legacy system transferred to the new system and ongoing creation of job aids and training to help staff navigate new requisition process and new purchase documents.

Amongst numerous City Projects bid competitively and delivered successfully the Lakeview Pool with change building and Splash Pad opened in June and the Active Living Center broke ground and foundations have been poured in August. Additional project highlights include the award of grant funded Building Safer Communities projects, delivery of two electric trucks and ongoing sewer and water projects.

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 2024, staff participated in training by: the BC Provincial Government – Procurement Community of Practice, The Procurement School - Public Sector Procurement School, Master Municipal Construction Association (MMCD), the Southern Interior Construction Association (SICA) training, the City of Vernon Leadership Program as well as Workday.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Procurement Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	155,387	78,103	160,257	78,154	(82,103)	(51.23%)
Other	25,208	33,899	20,500	15,500	(5,000)	(24.39%)
Transfer From Reserve	0	82,154	44,834	91,210	46,376	103.44%
Total	180,595	194,156	225,591	184,864	(40,727)	(18.05%)
Expenditures						
Contract Services	19,231	54,893	69,014	25,000	(44,014)	(63.78%)
Internal Charges	0	0	3,820	5,000	1,180	30.89%
Materials & Supplies	38,400	33,726	59,549	51,350	(8,199)	(13.77%)
Professional Fees	2,664	7,975	2,420	2,040	(380)	(15.70%)
Purchases	1,108	64	0	1,000	1,000	100.00%
Salaries, Wages & Benefits	518,948	303,234	586,728	606,753	20,025	3.41%
Transfer To Reserve	49,728	0	0	0	0	0.00%
Utilities, Telephone & Insurance	0	53	0	96	96	100.00%
Total	630,078	399,946	721,531	691,239	(30,292)	(4.20%)
Net	449,483	205,790	495,940	506,375	10,435	2.10%

2024 - 2025 Budget Changes:

INTERNAL REVENUES

- Reduction due to change in accounting process for Infrastructure Tax levies funding a buyer position

OTHER REVENUE

- Decrease in sale of scrap metal to better reflect historical actual amounts

TRANSFER FROM RESERVES

- Increase due to change in accounting process for Infrastructure Tax levies funding a buyer position
- Offset by decrease due to one-time carry over of funds from 2023 to 2024

CONTRACT SERVICES

- Decrease due to one-time expenditure in 2024 from 2023 carryover

INTERNAL CHARGES

- Increase in internal fleet charges

MATERIALS & SUPPLIES

- Decrease in general supplies to better reflect historical actual amounts

PROFESSIONAL FEES

- Decrease in fees to better reflect historical actual amounts

PURCHASES

- Increase due to anticipated computer hardware purchases

Department Summary

Department Summary: Fiscal Services

Budget Year: 2025

Manager: Elma Hamming

Division: Financial Services

Accounting Reference: CC12400

Stage: CAO Finance Review

Approved: No

Purpose:

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

Regional District of the North Okanagan (RDNO) recoveries are recorded in this cost center 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 Provincial Casino Gaming grants are recorded in this cost center 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 cost center, which represents a portion of the 18% charge to the Sewer fund for overhead expenditures.

Debt servicing costs are recorded here for the new Active Living Center (ALC).

Tax levies collected and remitted on behalf of other governments flow through this cost center.

Outlook for Upcoming Budget:

Grants in lieu of taxes are expected to increase in 2025.

Casino funding has steadily increased since the pandemic and continues to be a vital funding source for capital projects. The estimated amount for 2025 is expected to begin exceeding pre-pandemic amounts.

Federal Gas Tax funding amounts for the next four years is now known due to a new multi-year agreement between the Federal Government and the City through the Union of BC Municipalities. Increased funding has been built into the new agreement.

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 second borrowing draw is estimated to be \$45 million in 2025. In addition to external borrowing, the City will continue to utilize internal borrowing from reserves to smooth the effect of tax increases over the four-year period.

Highlights of Current Year:

Grants in lieu of taxes and Provincial Casino grant funding continued to trend upwards in 2025.

The City intended to initiate the first borrowing draw for the ALC in the Spring. However, the first draw took place in the Fall for \$31.5 million resulting in less debt servicing costs than budgeted. As a result, less internal borrowing from reserves was required.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
PA#2025-06	Active Living Center Debt Servicing	Approved	\$1,928,390	\$0	\$0	\$1,928,390	\$2,096,723
Total Change Request			\$1,928,390	\$0	\$0	\$1,928,390	\$2,096,723

Department Summary

Department Summary: Fiscal Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Contributions From Developers	231,927	0	0	0	0	0.00%
Federal Transfers	1,902,817	1,045,267	1,902,817	2,090,500	187,683	9.86%
Internal Revenues	1,953,402	1,239,640	1,239,640	1,218,743	(20,897)	(1.69%)
Local Area Services	19,198	169,817	12,350	9,716	(2,634)	(21.33%)
Other	144,686	0	143,200	150,500	7,300	5.10%
Other Fiscal Services	466,550	0	0	0	0	0.00%
Payments in Lieu	2,482,849	2,410,006	2,317,805	2,664,420	346,615	14.95%
Provincial Transfers	11,541,625	940,925	1,950,000	2,006,000	56,000	2.87%
Regional & Other Transfers	130,359	0	0	0	0	0.00%
Services to Other Governments	572,554	136,804	0	0	0	0.00%
Sewer Fees & Charges	9,763,655	7,794,196	0	0	0	0.00%
Tax Payments Collected for Other Governments	39,350,878	41,584,245	40,770,614	42,850,511	2,079,897	5.10%
Transfer From Reserve	1,337,653	0	1,143,126	550,169	(592,957)	(51.87%)
Total	69,898,156	55,320,900	49,479,552	51,540,559	2,061,007	4.17%
Expenditures						
Debt Principal Payments	527,249	104,762	0	600,200	600,200	100.00%
Interest On Long Term Debt	258,586	137,696	748,100	1,684,800	936,700	125.21%
Internal Charges	277,286	0	0	0	0	0.00%
Other Interest & Bank Charges	178,044	13,823	1,000	0	(1,000)	(100.00%)
Tax Payments to Other Governments	39,350,878	38,998,499	40,770,614	42,850,511	2,079,897	5.10%
Transfer To Reserve	24,394,763	229,675	4,131,831	4,171,500	39,669	0.96%
Utilities, Telephone & Insurance	127,741	0	0	0	0	0.00%
Total	65,114,547	39,484,455	45,651,545	49,307,011	3,655,466	8.01%
Net	(4,783,609)	(15,836,445)	(3,828,007)	(2,233,548)	1,594,459	41.65%

Department Summary
2024 - 2025 Budget Changes:

FEDERAL TRANSFERS:

- Increase in Federal Gas Tax funding

LOCAL AREA SERVICES:

- Decrease due to 20-year specified area tax levy interest

OTHER REVENUE:

- Increase for estimated RDNO recoveries

PAYMENTS IN LIEU:

- Increase in Federal and Provincial payment in lieu of taxes to align with historical actuals

PROVINCIAL TRANSFERS:

- Anticipated increase in Provincial gaming grant funding

TAX PAYMENTS COLLECTED FOR OTHER GOVERNMENTS:

- Anticipated increase in tax levies collected on behalf of other governments and agencies

TRANSFERS FROM RESERVES:

- Decrease due to one-time re-allocation of reserves in 2024 and reduced need for ALC debt service funding from reserves in 2025

DEBT PRINCIPAL PAYMENTS

- Increase in principal payments for ALC borrowing

INTEREST ON LONG-TERM DEBT:

- Increase in interest payments for ALC borrowing

TAX PAYMENTS TO OTHER GOVERNMENTS

- Anticipated increase in tax levy remittances for other government and agencies

TRANSFER TO RESERVE

- Increase in transfers to reserves for increased Federal Gas Tax and Provincial gaming grant funding;
- Partially offset by decrease due to one-time reserve re-allocations in 2024

Department Summary

Department Summary: Taxation

Budget Year: 2025

Division: Financial Services

Stage: CAO Finance Review

Manager: Elma Hamming

Accounting Reference: CC12500

Approved: No

Purpose:

Property value taxation (taxation) is levied on the assessed values of all land and improvements within the City of Vernon's boundaries. The Province of British Columbia, through the Community Charter legislation, grants municipalities the right to impose property value taxation along with the corresponding tax rates for each class of taxpayers, which are authorized by Council. Taxation revenue typically accounts for just over half of the total revenues generated by the City on an annual basis. This department includes only taxation levied and collected on property values as per the annual Tax Rates Bylaw. Other tax revenues, such as parcel taxes, local area service taxes, and grants in lieu of taxes are recognized in Fiscal Services - General (CC12400) and in Fiscal Services - Sewer (CC12450).

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

Outlook for Upcoming Budget:

During the Special Meeting on June 6, 2024 Council provided guidance to Administration for the 2025 budget to bring forward:

- an operating expenditure increase of no more than 4.0%
- pre-approved Active Living Centre debt servicing costs of 3.5%
- pre-approved budget items of 1.54% deferred from previous year which includes:
 - Firefighters 0.91%
 - Plans Examiner, 0.09%
 - GIS/Asset Management Analyst 0.14%
 - Transit Expansion 0.19%
 - Infrastructure Maintenance 0.21%
- and in addition, include 2024 budget amendments pre-approved for the 2025 budget
 - Business Analyst 0.21%

The draft budget includes proposed Taxation from 2024 to 2025:

	Amount \$	Amount %
2024 Taxation Total (budgeted)	55,099,311	
2025 Expenditures Increase	5,097,778	9.25%
2025 Taxation (Prior to NMC)	60,197,090	9.25%
2025 NMC Estimate	TBA	TBA*
2025 Taxation Total	TBA	TBA

*NMC (Non-Market Change) Estimate - an estimate update will be provided at the December 2 and 3, 2024 Special Meeting when the Non-Market Change (new inventory/developments) Preview estimate will be available from BC Assessments. The BC Assessment report is a reliable estimate and is a change from previous years' process, where NMC was estimated internally based on annual trending and built into the proposed draft budget before deliberation. NMC increase relates to new taxpayers who did not have taxes levied in 2024, thus while this represents an increase in property taxation revenues, this does not represent an increase attributable to pre-existing taxpayers.

Highlights of Current Year:

Department Summary

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.

	2024 Actual	2024 Budget	Budget to Actual Difference
Class 1 - Residential	37,468,306	37,510,492	46,855
Class 2 - Utility	493,729	472,662	(21,067)
Class 5 - Light Industrial	928,299	871,266	(57,033)
Class 6 - Business	16,015,567	16,045,633	30,066
Class 8 - Rec/Non-profit	212,040	194,590	(17,450)
Other - Farm/Managed Forest	4,669	4,669	0
*TOTAL	55,117,941	55,099,312	(18,629)
*Total includes levies for City and Okanagan Landing Fire	26,602	26,472	(130)

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Taxation

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Property Tax Revenue	51,549,762	55,109,879	55,099,311	61,194,378	6,095,067	11.06%
Total	51,549,762	55,109,879	55,099,311	61,194,378	6,095,067	11.06%
Expenditures						
Transfer To Reserve	6,941,705	7,219,373	7,219,373	7,508,148	288,775	4.00%
Total	6,941,705	7,219,373	7,219,373	7,508,148	288,775	4.00%
Net	(44,608,057)	(47,890,506)	(47,879,938)	(53,686,230)	(5,806,292)	(12.13%)

2024 - 2025 Budget Changes:

PROPERTY TAX REVENUE

- Increase in property taxation revenues in 2025 related to a Council directed expenditure increase of 9.25%
- Increase related to related to new developments (NMC) is not included in the draft proposed budget but will be reported on at budget deliberations in December 2024.

TRANSFERS TO RESERVES

- Increase in taxation allocated to the Infrastructure Reserve for the 2025 Capital Program.

Department Summary

Department Summary: Financial Services Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Elma Hamming

Accounting Reference: PC32000

Approved: No

Purpose:

This cost center is for one-time projects initiated by Financial Services.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects are anticipated for 2025.

Highlights of Current Year:

The ERP implementation project was completed in 2024 (Workday).

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Financial Services Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	2,894,419	0	665,324	0	(665,324)	(100.00%)
Total	2,894,419	0	665,324	0	(665,324)	(100.00%)
Expenditures						
Contract Services	2,260,404	443,209	665,324	0	(665,324)	(100.00%)
Materials & Supplies	40,254	261	0	0	0	0.00%
Professional Fees	6,733	0	0	0	0	0.00%
Purchases	3,365	1,795	0	0	0	0.00%
Rentals & Leases	24,119	9,250	0	0	0	0.00%
Salaries, Wages & Benefits	557,309	194,497	0	0	0	0.00%
Utilities, Telephone & Insurance	2,235	1,181	0	0	0	0.00%
Total	2,894,419	650,192	665,324	0	(665,324)	(100.00%)
Net	0	650,192	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Financial Planning and Reporting Projects

Budget Year: 2025

Manager: Elma Hamming

Division: Projects

Accounting Reference: PC32200

Stage: CAO Finance Review

Approved: No

Purpose:

This cost center is for one-time projects initiated by Financial Planning & Reporting.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects are anticipated for 2025.

Highlights of Current Year:

The only project in 2024 was a City building appraisal contract for insurance purposes.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Financial Planning and Reporting Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	66,000	0	(66,000)	(100.00%)
Total	0	0	66,000	0	(66,000)	(100.00%)
Expenditures						
Professional Fees	0	0	66,000	0	(66,000)	(100.00%)
Total	0	0	66,000	0	(66,000)	(100.00%)
Net	0	0	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

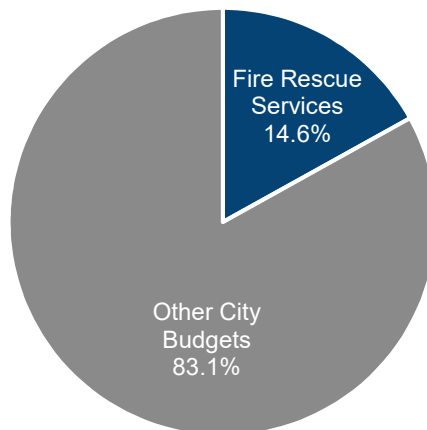
FIRE RESCUE SERVICES

David Lind
Fire Chief
dlind@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$10,359,053
2024 Amended Net Cost	\$9,017,026
Budget Change	\$1,342,027
Change By %	14.88%
2025 FTE	53.7
2024 FTE	53.7
FTE Change	0.0
FTE Change By %	0.00%



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC15100 - Fire Administration	983,092.00	1,276,949.00	293,857.00	29.89%
CC15110 - Emergency Management	423,974.00	523,997.00	100,023.00	23.59%
CC15120 - Fire Fighting	7,106,334.00	8,127,871.00	1,021,537.00	14.38%
CC15130 - Fire Prevention and Life Safety	503,626.00	430,236.00	(73,390.00)	(14.57%)
Total Planning & Community Services	9,017,026.00	10,359,053.00	1,342,027.00	14.88%



Department Summary

Department Summary: Fire Administration

Budget Year: 2025

Division: Fire Rescue Services

Stage: CAO Finance Review

Manager: David Lind

Accounting Reference: CC15100

Approved: No

Purpose:

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

This cost center provides wages for the director and VFRS coordinator position, relief work and for after-hours duty-chief coverage. It also funds 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.

Outlook for Upcoming Budget:

The 2025 budget will:

- Support implementation of the 2025 aspects of the Vernon Fire Rescue Services and Emergency Management Strategic Plan 2025 - 2032;
- Provide for the ongoing development of the fire administrative team through work planning, education and team building; and,
- Support senior leadership and administration for firefighting, fire prevention and life safety, the City of Vernon Emergency Program, Emergency Support Services and FireSmart activities.

Highlights of Current Year:

The 2024 budget enabled:

- Completion of the implementation of the 2018-2025 VFRS Eight (8) Year Strategic Plan;
- Creation of the Vernon Fire Rescue Services and Emergency Management Strategic Plan 2025-2032;
- The on-going development of the fire administrative team through work planning, education and team building; and,
- Provided senior leadership and administration for firefighting, fire prevention and life safety, the City of Vernon Emergency Program, Emergency Support Services and FireSmart activities.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$1,276,949
Prior Year Approved Net Budget	\$983,092
Budget Change	\$293,857
Budget Change by %	29.89%

Department Summary

Department Summary: Fire Administration

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	2,920	855	200	200	0	0.00%
Services to Other Governments	0	3,538	0	0	0	0.00%
Transfer From Reserve	5,622	0	5,117	0	(5,117)	(100.00%)
Total	8,542	4,393	5,317	200	(5,117)	(96.24%)
Expenditures						
Contract Services	8,990	7,675	1,000	1,020	20	2.00%
Internal Charges	3,603	875	8,653	252,029	243,376	2,812.62%
Materials & Supplies	76,269	37,359	73,867	70,111	(3,756)	(5.08%)
Professional Fees	12,471	12,526	5,213	5,317	104	2.00%
Purchases	21,256	6,333	8,000	8,160	160	2.00%
Salaries, Wages & Benefits	793,798	531,786	422,286	457,054	34,768	8.23%
Transfer To Reserve	463,284	467,964	467,964	482,003	14,039	3.00%
Utilities, Telephone & Insurance	4,720	7,996	1,426	1,455	29	2.03%
Total	1,384,392	1,072,513	988,409	1,277,149	288,740	29.21%
Net	1,375,850	1,068,120	983,092	1,276,949	293,857	29.89%

2024 - 2025 Budget Changes:

TRANSFER FROM RESERVE

- Decrease in revenue due to 2023-2024 carry-over for courses and conferences completion.

INTERNAL CHARGES

- Increase due to annual fleet charge being moved from Fire Fighting cost center as Fire Administration is where the fleet reserve contribution is budgeted.
- Increase due to annual fleet charge for electric vehicle moved from Fire Prevention & Life Safety as Fire Administration is where the fleet reserve contribution is budgeted.

MATERIALS AND SUPPLIES

- Decrease due to completion of 2023-2024 carry-over for courses and conferences.

SALARIES, WAGES, & BENEFITS

- Increase due to salary adjustments.

Department Summary

Department Summary: Emergency Management

Budget Year: 2025

Division: Fire Rescue Services

Stage: CAO Finance Review

Manager: David Lind

Accounting Reference: CC15110

Approved: No

Purpose:

Emergency Management provides the City's emergency program in accordance with Provincial legislation to support emergency response coordination and support citizens and the municipality with mitigation, preparedness, response and recovery programming. This cost centers' activities are supplemented by funding of grant projects.

The emergency program employs a full time Manager, Emergency Management, Emergency Program Coordinator, and FireSmart Coordinator; a part-time Emergency Program Secretary; and three casual On-Call Emergency Support Services Response Coordinators, four casual ESS Operations Managers, and two casual Firesmart employees.

The program engages approximately 100 emergency support services (ESS) volunteers and supports five FireSmart Neighbourhoods Champions.

The emergency program engages City employees from every division of the Corporation to prepare for and run an emergency operations center (EOC) during emergencies.

Outlook for Upcoming Budget:

We will continue to enhance our emergency program through initiatives such as training and preparations for emergency operations centre and emergency support services responses; refresh plans and strategies and engage citizens in emergency preparedness and household disaster risk reduction activities.

The Emergency Program will identify and implement engagement processes to support the relationships with Indigenous Governing Bodies to the Emergency Program's response and recovery actions.

We will continue to utilize and expand our early wildfire detection system and focus on community resiliency and risk reduction projects.

Highlights of Current Year:

In 2024, the emergency program focused on supporting City of Vernon to mitigate wildfire risk through interdepartmental and community engagement; prepare for emergencies through on-going engagement and training of EOC members, ESS volunteers and cooperating agencies; maintaining response ready EOC and ESS operations; and, training in recovery planning.

We applied our expertise in emergency management to maintain and exercise emergency management plans and minimize the adverse effects of disasters.

The FireSmart Program focused on providing FireSmart Assessments to residences, as well as City owned properties. The FireSmart team were able to conduct fuels management initiatives throughout the community, making our community more resilient to interface wildfires.

Change Request for 2025:

Budget Summary

2025 CAO Finance Review Net Budget	\$523,997
Prior Year Approved Net Budget	\$423,974
Budget Change	\$100,023
Budget Change by %	23.59%

Department Summary

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4136	Early Wildfire Detection System Annual Subscription	Requested	\$35,000	\$0	\$0	\$35,000	\$35,700
AUTO - 4137	Emergency Program Technician	Requested	\$143,000	\$0	\$85,000	\$143,000	\$145,860
AUTO - 4138	casual "Emergency Management" position	Requested	\$20,000	\$0	\$0	\$20,000	\$20,400
AUTO - 4139	Community Resilience and Risk Reduction Work	Requested	\$60,000	\$0	\$0	\$60,000	\$61,200
Total Change Request			\$258,000	\$0	\$85,000	\$258,000	\$263,160

Department Summary

Department Summary: Emergency Management

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	288,969	40,000	0	0	0	0.00%
Transfer From Reserve	5,610	0	11,707	0	(11,707)	(100.00%)
Total	294,579	40,000	11,707	0	(11,707)	(100.00%)
Expenditures						
Contract Services	38,738	7,334	27,975	27,515	(460)	(1.64%)
Internal Charges	17,064	0	0	0	0	0.00%
Materials & Supplies	37,013	20,089	29,047	22,687	(6,360)	(21.90%)
Other Interest & Bank Charges	0	0	0	0	0	0.00%
Professional Fees	365	556	1,125	1,148	23	2.04%
Purchases	2,651	14,247	12,000	5,080	(6,920)	(57.67%)
Rentals & Leases	64	0	0	0	0	0.00%
Salaries, Wages & Benefits	385,182	182,354	360,011	460,479	100,468	27.91%
Transfer To Reserve	13,496	0	0	0	0	0.00%
Utilities, Telephone & Insurance	4,674	6,167	5,523	7,088	1,565	28.34%
Total	499,246	230,747	435,681	523,997	88,316	20.27%
Net	204,667	190,747	423,974	523,997	100,023	23.59%

2024 - 2025 Budget Changes:

TRANSFER FROM RESERVE

- Decrease in revenue due to 2023-2024 carry-over for staff development being completed.

MATERIALS & SUPPLIES

- Decrease due to 2023-2024 carry-over for staff development being completed.

PURCHASES

- Decreased due to the one-time funding for furniture for the new emergency program office.

SALARIES, WAGES & BENEFITS

- Increased due to FireSmart Coordinator position being moved from the Fire Prevention & Life Safety cost center.

UTILITIES, TELEPHONE & INSURANCE

- Increased due to FireSmart Coordinator expenses being moved from Fire Prevention & Life Safety.

Department Summary

Department Summary: Fire Fighting

Budget Year: 2025

Manager: Alan Hofsink

Division: Fire Rescue Services

Accounting Reference: CC15120

Stage: CAO Finance Review

Approved: No

Purpose:

Fire Fighting represents the direct cost of providing fire and rescue services. The cost center contains the salary for the Deputy Chief of Operations. As well as, career and 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 5,000 calls for service every year, operating from three (3) fire stations.

Budget Summary

2025 CAO Finance Review Net Budget	\$8,127,871
Prior Year Approved Net Budget	\$7,106,334
Budget Change	\$1,021,537
Budget Change by %	14.38%

Outlook for Upcoming Budget:

In 2025, Fire Fighting budget will enable VFRS to:

- Continue to develop and enhance our training program
- Respond safely and efficiently to emergencies
- Provide firefighters with 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 periods.

Highlights of Current Year:

The 2024 Fire Fighting budget enabled VFRS to:

- Successfully onboard and train eight (8) career firefighters
- Celebrate milestones and successes within the Division
- 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, and provide additional career staffing during higher risk periods.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4134	Firefighter Medical Screening Program	Requested	\$36,000	\$0	\$0	\$36,000	\$36,720
PA#2025-02	2023 Additional Firefighters	Approved	\$246,500	\$0	\$0	\$246,500	\$251,430
PA#2025-03	2024 Additional Firefighters	Approved	\$254,400	\$0	\$0	\$254,400	\$259,488
Total Change Request			\$536,900	\$0	\$0	\$536,900	\$547,638

Department Summary

Department Summary: Fire Fighting

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	3,644	3,717	3,717	3,792	75	2.02%
Services to Other Governments	374,752	171,880	131,299	142,025	10,726	8.17%
Transfer From Reserve	336,519	0	289,172	1,200	(287,972)	(99.59%)
Total	714,915	175,597	424,188	147,017	(277,171)	(65.34%)
Expenditures						
Contract Services	293,574	305,224	305,946	310,970	5,024	1.64%
Equipment Charges	1,689	4,742	5,900	6,018	118	2.00%
Internal Charges	243,590	0	227,910	0	(227,910)	(100.00%)
Materials & Supplies	177,344	110,894	146,307	160,097	13,790	9.43%
Professional Fees	5,821	0	13,950	14,229	279	2.00%
Purchases	124,502	100,999	244,826	183,451	(61,375)	(25.07%)
Rentals & Leases	145	0	500	510	10	2.00%
Salaries, Wages & Benefits	5,469,379	3,464,692	6,555,442	7,569,277	1,013,835	15.47%
Transfer To Reserve	558,652	0	0	0	0	0.00%
Utilities, Telephone & Insurance	29,367	13,771	29,741	30,336	595	2.00%
Total	6,904,062	4,000,320	7,530,522	8,274,888	744,366	9.88%
Net	6,189,147	3,824,723	7,106,334	8,127,871	1,021,537	14.38%

2024 - 2025 Budget Changes:

SERVICES TO OTHER GOVERNMENTS

- Increase due to increase in fee for service contracts.

TRANSFER FROM RESERVE

- Decrease due to 2024 reserve funding for new firefighter positions.

INTERNAL CHARGES

- Decrease due to annual fleet charge being moved to Fire Administration cost center as this is where the fleet reserve contribution is budgeted.

MATERIALS & SUPPLIES

- Increase due to 2023 and 2024 new recruits uniforms and clothing being budgeted to labour.

PURCHASES

- Decrease due to 2023 carry-over projects in 2024 (PPE and Uniforms and Clothing).

SALARIES, WAGES, AND BENEFITS

- Increase due to the step changes and contractual obligations for the IAFF employees.
- Increase due to the lieutenants being reassigned to captains as per the collective agreement.
- Increase due to six months of funding for the four new career firefighters hired in June 2024 and taxation impact of the 4 firefighters hired in 2023. The first 12 months of the 2023 firefighters salary was funded through the year-end unexpended funds. They were hired mid-year 2023 with the last of the tax impact being in 2025.

Department Summary

Department Summary: Fire Prevention and Life Safety

Budget Year: 2025

Manager: Brian Parsons

Division: Fire Rescue Services

Accounting Reference: CC15130

Stage: CAO Finance Review

Approved: No

Purpose:

Fire Prevention & Life Safety 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.

Budget Summary

2025 CAO Finance Review Net Budget	\$430,236
Prior Year Approved Net Budget	\$503,626
Budget Change	\$(73,390)
Budget Change by %	(14.57%)

Outlook for Upcoming Budget:

The 2025 Fire Prevention & Life Safety budget will enable VFRS to:

- Enhance inspection procedures and processes by ensuring Officers have NFPA1033 certifications
- Review, expand, and rewrite the Fire Services Bylaws, focusing on education and enforcement
- Address hazardous commodity storage within the city
- Review the new Fire Safety Act and address existing areas of concern
- Develop and deliver a smoke/CO detector program
- Advocate for fire safety during the community planning and development process
- Review, revise and enforce (if necessary) fire safety during major construction and demolition
- Assist with maintaining the chief officer after hours on-call rotation
- Oversee the Fire Services Occupational Health and Safety Program and represent Fire Services interests with the City's -Joint Occupational Health & Safety Committee

Highlights of Current Year:

The 2024 Fire Prevention & Life Safety budget enabled 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

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4135	Fire Prevention and Life Safety position	Requested	\$178,500	\$0	\$0	\$178,500	\$182,070
Total Change Request			\$178,500	\$0	\$0	\$178,500	\$182,070

Department Summary

Department Summary: Fire Prevention and Life Safety

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	2,050	2,500	2,500	0	0.00%
Services to Other Governments	0	228	300	300	0	0.00%
Total	0	2,278	2,800	2,800	0	0.00%
Expenditures						
Contract Services	0	400	7,825	7,450	(375)	(4.79%)
Internal Charges	0	0	3,750	765	(2,985)	(79.60%)
Materials & Supplies	0	1,020	7,500	12,600	5,100	68.00%
Professional Fees	0	434	1,700	1,734	34	2.00%
Salaries, Wages & Benefits	0	22,341	484,225	409,061	(75,164)	(15.52%)
Utilities, Telephone & Insurance	0	359	1,426	1,426	0	0.00%
Total	0	24,555	506,426	433,036	(73,390)	(14.49%)
Net	0	22,277	503,626	430,236	(73,390)	(14.57%)

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Decreased due to reflect actual cost of fire inspection software.

INTERNAL CHARGES

- Decreased due to annual fleet charge for electric vehicle being moved to Fire Administration cost center as that is where the fleet reserve is budgeted.

MATERIALS AND SUPPLIES

- Increased to include training costs for fire prevention officer.

SALARIES, WAGES AND BENEFITS

- Decreased due to FireSmart Coordinator being moved to the Emergency Management cost center.

Department Summary

Department Summary: Fire Administration Projects

Budget Year: 2025

Manager: David Lind

Division: Projects

Accounting Reference: PC35100

Stage: CAO Finance Review

Approved: No

Purpose:

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

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

There are no 2025 projects for Fire Administration.

Highlights of Current Year:

In 2024, VFRS completed the fire services review project, which enabled the 2025-2032 Fire Rescue Services and Emergency Management Strategic Plan.

Budget \$60,000

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Fire Administration Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	174,489	0	0	0	0	0.00%
Services to Other Governments	9,447	0	0	0	0	0.00%
Transfer From Reserve	556,922	0	60,000	0	(60,000)	(100.00%)
Total	740,858	0	60,000	0	(60,000)	(100.00%)
Expenditures						
Contract Services	21,793	60,204	60,000	0	(60,000)	(100.00%)
Materials & Supplies	49,916	977	0	0	0	0.00%
Purchases	389,223	0	0	0	0	0.00%
Salaries, Wages & Benefits	279,521	0	0	0	0	0.00%
Utilities, Telephone & Insurance	406	0	0	0	0	0.00%
Total	740,858	61,181	60,000	0	(60,000)	(100.00%)
Net	0	61,181	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Emergency Management Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: David Lind

Accounting Reference: PC35110

Approved: No

Purpose:

The purpose of Emergency Management Projects is to manage the grants approved for the Emergency Program and FireSmart Program as well as one time-projects as approved.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

There are no 2025 projects for Emergency Management Projects. The Emergency Program will continue to pursue grant opportunities as available.

Highlights of Current Year:

In 2024, Emergency Management worked on the following projects:

- 2023 UBCM FireSmart Project
Budget \$69,707
- Emergency Services Drone
Budget \$50,000
- 2024 UBCM ESS Equipment and Training Program
Budget \$30,000
- 2024 UBCM EOC Equipment & Training
Budget \$30,000
- 2024 Indigenous Engagement Requirements Funding Program
Budget \$40,000

Subtotal \$219,707

2024 Budget Amendment

- 2024 CRI FireSmart Community
Budget \$200,000

Total \$419,707

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Emergency Management Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	0	134,648	169,707	0	(169,707)	(100.00%)
Transfer From Reserve	0	0	50,000	0	(50,000)	(100.00%)
Total	0	134,648	219,707	0	(219,707)	(100.00%)
Expenditures						
Contract Services	0	141,822	169,707	0	(169,707)	(100.00%)
Materials & Supplies	0	26,710	0	0	0	0.00%
Professional Fees	0	2,588	0	0	0	0.00%
Purchases	0	66,204	50,000	0	(50,000)	(100.00%)
Salaries, Wages & Benefits	0	7,279	0	0	0	0.00%
Utilities, Telephone & Insurance	0	1,672	0	0	0	0.00%
Total	0	246,275	219,707	0	(219,707)	(100.00%)
Net	0	111,627	0	0	0	0.00%

2024 - 2025 Budget Changes:

There are no budget changes for Emergency Management Projects.

Department Summary

Department Summary: Fire Fighting Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Alan Hofsink

Accounting Reference: PC35120

Approved: No

Purpose:

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

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Fire Operations Projects for 2025:

- \$60,000 Washer Extractor and Gear Dryer Purchase for Station 2
- \$75,000 UTV Wildland and Rescue Purchase
- \$80,000 Light Duty Vehicle Purchase
- \$40,000 Gas Detection Equipment Replacement

Total \$255,000

Highlights of Current Year:

In 2024, VFRS completed the following projects:

- Fire Engine Purchase
Budget \$1,700,000
- Thermal Imaging Camera replacement
Budgeted \$35,000
- Slide-in, wildland firefighting skid (Squad 701)
Budget \$30,000
- Positive pressure fans
Budget \$25,000
- Automated external defibrillator (AED)
Budget \$15,000
- Electric Vehicle Suppression Equipment
Budget \$80,000

Total \$1,885,000

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Fire Fighting Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	0	0	80,000	0	(80,000)	(100.00%)
Transfer From Reserve	0	0	1,805,000	255,000	(1,550,000)	(85.87%)
Total	0	0	1,885,000	255,000	(1,630,000)	(86.47%)
Expenditures						
Materials & Supplies	0	17,332	0	0	0	0.00%
Purchases	0	1,622,362	1,885,000	255,000	(1,630,000)	(86.47%)
Salaries, Wages & Benefits	0	81,328	0	0	0	0.00%
Total	0	1,721,022	1,885,000	255,000	(1,630,000)	(86.47%)
Net	0	1,721,022	0	0	0	0.00%

2024 - 2025 Budget Changes:

There are no budget changes for Fire Operations Projects.

Department Summary

Department Summary: Fire Prevention Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Brian Parsons

Accounting Reference: PC35130

Approved: No

Purpose:

Fire Prevention & Life Safety Projects captures replacement projects and purchases required to sustain the fire prevention program.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

There are no 2025 projects for Fire Prevention & Life Safety.

Highlights of Current Year:

In 2024, Fire Prevention & Life Safety purchased an electric vehicle which is used to carry out fire prevention tasks such as public education, inspections, training events and other duties as required for the program.

Budget \$69,000

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Fire Prevention Projects

Changes to Cost Centre:

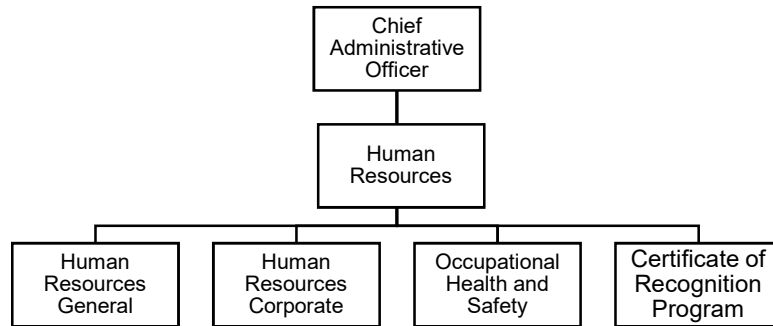
Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Provincial Transfers	0	0	23,000	0	(23,000)	(100.00%)
Transfer From Reserve	0	0	46,000	0	(46,000)	(100.00%)
Total	0	0	69,000	0	(69,000)	(100.00%)
Expenditures						
Materials & Supplies	0	681	0	0	0	0.00%
Purchases	0	52,030	69,000	0	(69,000)	(100.00%)
Salaries, Wages & Benefits	0	151	0	0	0	0.00%
Total	0	52,861	69,000	0	(69,000)	(100.00%)
Net	0	52,861	0	0	0	0.00%

2024 - 2025 Budget Changes:

There are no noted budget changes for Fire Prevention & Life Safety Projects.

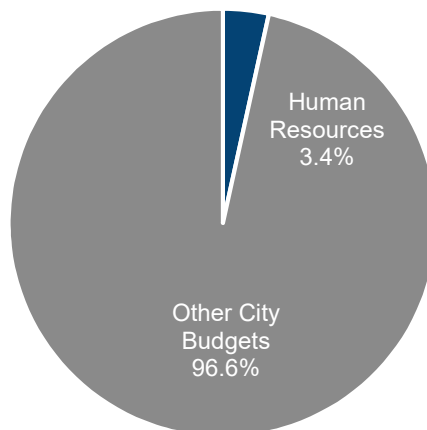
HUMAN RESOURCES

Lara Yost-Johnstone
 Acting Director
 lyostjohnstone@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$2,107,304
2024 Amended Net Cost	\$2,000,355
Budget Change	\$106,949
Change By %	5.35%
2025 FTE	11.5
2024 FTE	11.5
FTE Change	0.0
FTE Change By %	0.00%



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	INCREASE	INCREASE
			\$	%
CC13000 - Human Resources	1,616,336.00	1,699,560.00	83,224.00	5.15%
CC13100 - Occupational Health & Safety	384,019.00	407,744.00	23,725.00	6.18%
Total Human Resources	2,000,355.00	2,107,304.00	106,949.00	5.35%



Department Summary

Department Summary: Human Resources

Budget Year: 2025

Division: Human Resources

Stage: CAO Finance Review

Manager: Lara Yost-Johnstone

Accounting Reference: CC13000

Approved: No

Purpose:

The City of Vernon Human Resources (HR) Division supports our organization and City employees across all business units in various areas, including Compensation & Benefits, Talent Acquisition & Retention, Occupational Health & Safety, Learning & Development, Labour Relations, and Employee Care. The HR Division contributes to the City's strategic plan by focusing on internal systems and processes that support effective and efficient service delivery by shaping and integrating human resource objectives throughout the organization, enabling the City to achieve its service and business goals. These objectives include the recruitment and retention of top talent, a progressive focus on health and safety in the workplace, continued development and delivery of our learning and development framework, and the responsible delivery of compensation and benefits to City employees.

Outlook for Upcoming Budget:

HR will continue to support the organization by 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), progressive health and safety strategies, while ensuring diversity, equity, and inclusivity.

Highlights of Current Year:

In 2024 the HR Division has embraced the new Human Resource Information System, Workday. The implementation of this system will allow for:

- A better experience for candidates during their application process;
- Significant improvements to the hiring managers experience in the timely review of applications and ability to instantly short-list applicants;
- Improved and more streamlined onboarding process for new employees;
- Providing all employees online access to our learning and development programs ensuring consistency in training; and
- In time this system will provide improvements to tracking and increased metrics to assist the HR Division with projections and future planning.

The Talent Acquisition & Retention Team have created a new comprehensive Culture Guide to provide to new employees which will educate them on the City's culture while outlining various resources available to them. They have also increased their outreach by actively participating in eight (8) career fairs, surpassing previous year's efforts. This increased outreach strengthens the City's presence as an employer and improves engagement within our community.

The HR Division's Learning & Development program continues to expand with the inclusion of an emotional intelligence program, EQi 2.0, which all members of the City's Senior Management Team have participated in. Learning & Development has continued to be a key focus to support City employees with the continuation of the Mentorship Program, Public Speaking Program, and our Recognition Program including the Staff Appreciation Breakfast and Awards event.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$1,699,560
Prior Year Approved Net Budget	\$1,616,336
Budget Change	\$83,224
Budget Change by %	5.15%

Department Summary

Department Summary: Human Resources

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
General Fees & Charges	3	0	0	0	0	0.00%
Other	40	0	0	0	0	0.00%
Transfer From Reserve	320,492	0	17,640	0	(17,640)	(100.00%)
Total	320,535	0	17,640	0	(17,640)	(100.00%)
Expenditures						
Contract Services	34,978	26,284	32,086	35,000	2,914	9.08%
Materials & Supplies	229,576	74,173	235,678	238,450	2,772	1.18%
Professional Fees	61,269	92,203	134,440	120,000	(14,440)	(10.74%)
Purchases	3,244	249	544	1,500	956	175.74%
Rentals & Leases	496	0	0	0	0	0.00%
Salaries, Wages & Benefits	1,354,389	609,913	1,228,228	1,300,610	72,382	5.89%
Transfer To Reserve	23,632	0	0	0	0	0.00%
Utilities, Telephone & Insurance	3,390	2,913	3,000	4,000	1,000	33.33%
Total	1,710,975	805,734	1,633,976	1,699,560	65,584	4.01%
Net	1,390,439	805,734	1,616,336	1,699,560	83,224	5.15%

2024 - 2025 Budget Changes:

TRANSFER FROM RESERVE

- Decrease due to one-time expenditure in 2024 from 2023 carryover

CONTRACT SERVICES

- Expenses reallocated from CC13100 Occupational Health & Safety

PROFESSIONAL FEES

- Adjusted to reflect historical actual amounts

SALARIES, WAGES & BENEFITS

- Increase in cost of living, length of service increase and position reclassifications

UTILITIES, TELEPHONE & INSURANCE

- Adjusted to reflect historical actual amounts

Department Summary

Department Summary: Occupational Health & Safety

Budget Year: 2025

Manager: Ty Leroux

Division: Human Resources

Accounting Reference: CC13100

Stage: CAO Finance Review

Approved: No

Purpose:

The City is committed to providing a safe and healthy workplace through a robust health and safety system that protects employees' physical and psychological well-being. Led by the Occupational Health & Safety Department, the safety management system complies with legislative requirements and promotes continuous learning. Open communication and senior management support foster a positive safety culture, encouraging employees to report injuries and hazards without fear of retribution. Regular inspections, risk assessments, and safety training ensure a proactive approach to risk management and a balanced focus on accountability and prevention.

Through participation in the Certificate of Recognition (COR) program, the City demonstrates its commitment to exceeding legal safety requirements, earning financial incentives through reduced WorkSafeBC premiums. In 2023, the City successfully completed its COR audit with a score of 90%, and as per Council policy, all COR incentives are reinvested into enhancing safety initiatives across the organization.

Outlook for Upcoming Budget:

In 2025, the Occupational Health and Safety (OHS) department will prioritize transparency and strong safety governance, with a focus on outsourcing complex program requirements that demand specialized expertise and significant time. This approach aims to ensure regulatory compliance, optimize departmental capacity, and develop comprehensive safe work plans for high-hazard, critical tasks. Additionally, new occupational first aid regulations introduced this year will require increased resources to meet the updated standards effectively.

Highlights of Current Year:

Key accomplishments for the Occupational Health and Safety (OHS) department in 2024 include:

- Conducting a legal review and gap analysis of all OHS program documentation.
- Completing a current state review, including a culture assessment, along with a gap analysis.
- Finalizing and implementing a city-wide confined space program.
- Developing and rolling out a comprehensive asbestos management program across the city.
- Collaborating with consultants to create an extensive heat stress management plan.
- Engaging in a strategic planning process set to be introduced to the organization in the fall.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4133	Secretary 1	Requested	\$47,000	\$0	\$0	\$47,000	\$47,940
Total Change Request			\$47,000	\$0	\$0	\$47,000	\$47,940

Department Summary

Department Summary: Occupational Health & Safety

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Regional & Other Transfers	95,772	101,824	65,000	105,000	40,000	61.54%
Transfer From Reserve	161,797	0	241,760	0	(241,760)	(100.00%)
Total	257,569	101,824	306,760	105,000	(201,760)	(65.77%)
Expenditures						
Contract Services	28,966	8,007	292,925	114,000	(178,925)	(61.08%)
Internal Charges	0	69	0	0	0	0.00%
Materials & Supplies	36,466	40,849	77,578	60,350	(17,228)	(22.21%)
Professional Fees	16,487	33,422	12,682	18,000	5,318	41.93%
Purchases	226	2,693	0	0	0	0.00%
Salaries, Wages & Benefits	334,860	163,502	305,834	318,594	12,760	4.17%
Transfer To Reserve	241,760	0	0	0	0	0.00%
Utilities, Telephone & Insurance	637	761	1,760	1,800	40	2.27%
Total	659,402	249,303	690,779	512,744	(178,035)	(25.77%)
Net	401,834	147,478	384,019	407,744	23,725	6.18%

2024 - 2025 Budget Changes:

REGIONAL & OTHER TRANSFERS

- Increased funding anticipated from Worksafe BC for the Certificate of Recognition program

TRANSFER FROM RESERVE

- Decrease related to a carry-over of unused C.O.R. funds from 2023 to 2024 and for specific one-time purchases in 2024

CONTRACT SERVICES

- Expenses reallocated to CC13000 Human Resources and Professional Fees

MATERIALS & SUPPLIES

- Decreased to reflect historical actual amounts

PROFESSIONAL FEES

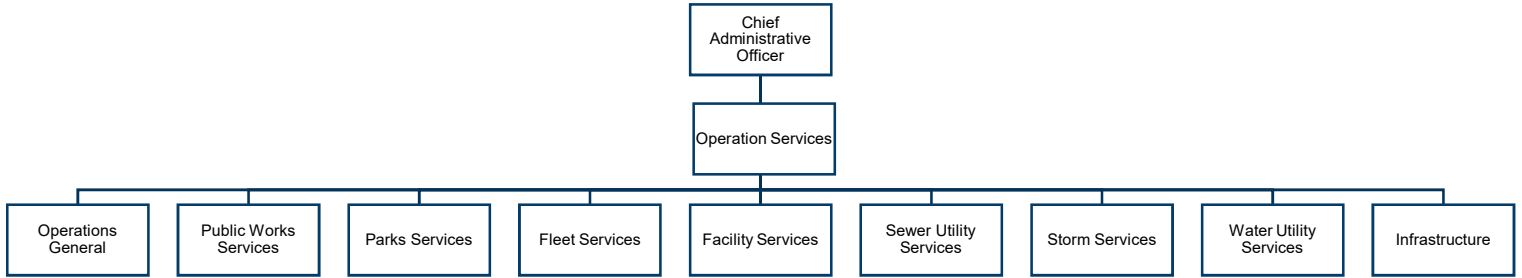
- Reallocated from Contract Services

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

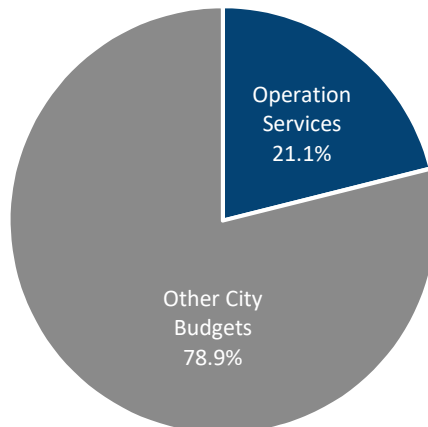
OPERATION SERVICES

James Rice
 Director
 jrice@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$12,909,076
2024 Amended Net Cost	\$12,510,091
Budget Change	\$398,985
Change By %	3.19%
2025 FTE	121.8
2024 FTE	121.8
FTE Change	0.0
FTE Change By %	0.00%

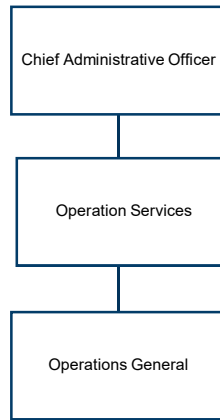


DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
Operations - Common				
CC16000 - Operations Services	(712,578.00)	(759,575.00)	(46,997.00)	(6.60%)
Total Operations - Common	(712,578.00)	(759,575.00)	(46,997.00)	6.60%
Infrastructure				
CC16200 - Infrastructure	715,797.00	731,600.00	15,803.00	2.21%
Total Infrastructure	715,797.00	731,600.00	15,803.00	2.21%
Public Works				
CC16300 - Public Works	6,203,027.00	6,451,052.00	248,025.00	4.00%
CC16100 - Airport Operations	151,471.00	155,247.00	3,776.00	2.49%
CC16600 - Solid Waste & Recycling	0.00	0.00	0.00	0.00%
Total Public Works	6,354,498.00	6,606,299.00	251,801.00	3.96%
Parks				
CC17300 - Parks	4,132,952.00	4,335,659.00	202,707.00	4.90%
CC16400 - Cemetery	73,489.00	(22,540.00)	(96,029.00)	(130.67%)
CC16700 - Surface Parking Lots	(190,291.00)	(203,254.00)	(12,963.00)	6.81%
Total Parks	4,016,150.00	4,109,865.00	93,715.00	2.33%
Fleet				
CC16800 - Fleet Services	1,369,990.00	1,517,874.00	147,884.00	10.79%
CC16850 - Fleet Vehicles	(304,735.00)	(353,447.00)	(48,712.00)	15.99%
CC16900 - Fleet Equipment	(1,065,255.00)	(1,164,427.00)	(99,172.00)	9.31%
Total Fleet	0.00	0.00	0.00	0.00%
Storm				
CC17200 - Storm System	379,049.00	391,910.00	12,861.00	3.39%
Total Storm	379,049.00	391,910.00	12,861.00	3.39%
Water				
CC17400 - Water Department	0.00	0.00	0.00	0.00%
Total Water	0.00	0.00	0.00	0.00%

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
Building Services				
CC18000 - Building Services	1,757,175.00	1,828,977.00	71,802.00	4.09%
Total Building Services	1,757,175.00	1,828,977.00	71,802.00	0.00%
Total Operations Services	12,510,091.00	12,909,076.00	398,985.00	3.19%

OPERATION SERVICES OPERATIONS GENERAL



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$(759,575)
2024 Amended Net Cost	\$(712,578)
Budget Change	\$(46,997)
Change By %	(6.60) %
2025 Authorized Positions	4.5
2024 Authorized Positions	4.5
FTE Change	0.0
FTE Change By %	0.00%

Department Summary

Department Summary: Operations Services

Budget Year: 2025

Division: Operations Services

Stage: CAO Finance Review

Manager: Teena Christiansen

Accounting Reference: CC16000

Approved: No

Purpose:

The Operations Services Division manages, directs and coordinates the activities of the Roads, Drainage, Airport, Parks and Public Spaces, Utilities (including Sanitary, Storm & Water), Fleet, Building Services, Vernon Water Reclamation Centre, Spray Irrigation and Infrastructure departments.

Budget Summary

2025 CAO Finance Review Net Budget	\$(759,575)
Prior Year Approved Net Budget	\$(712,578)
Budget Change	\$(46,997)
Budget Change by %	(6.60%)

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 2025. 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, and inflationary pressure. Staff are continuing to leverage available technology to improve processes.

Highlights of Current Year:

In 2024, Operations Services provided support for the following projects:

- Enhanced facility cleaning funded from the COVID Restart Grant, this is the final year for this program
- Continued automated garbage collection, organics diversion and collection service delivery
- Support of Infrastructure Program and project delivery
- Operation of the Septage Receiving Facility and High Strength Anaerobic Digester Facility

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Operations Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	1,073,251	1,071,361	1,071,361	1,136,539	65,178	6.08%
Other	3,000	0	0	0	0	0.00%
Services to Other Governments	346,403	0	306,000	334,235	28,235	9.23%
Total	1,422,654	1,071,361	1,377,361	1,470,774	93,413	6.78%
Expenditures						
Contract Services	27,870	25,092	31,451	32,478	1,027	3.27%
Internal Charges	13,879	0	13,531	14,613	1,082	8.00%
Materials & Supplies	15,565	4,151	7,900	8,212	312	3.95%
Other Interest & Bank Charges	2,791	0	0	0	0	0.00%
Professional Fees	3,906	671	541	562	21	3.88%
Salaries, Wages & Benefits	603,888	364,678	609,195	654,334	45,139	7.41%
Transfer To Reserve	33,658	0	0	0	0	0.00%
Utilities, Telephone & Insurance	444	375	2,165	1,000	(1,165)	(53.81%)
Total	702,002	394,967	664,783	711,199	46,416	6.98%
Net	(720,653)	(676,394)	(712,578)	(759,575)	(46,997)	(6.60%)

2024 - 2025 Budget Changes:

INTERNAL REVENUES

- Common Service Allocation cost recovery from the Sewer fund, Solid Waste & Recycling, and Fleet shown as Internal Revenue, increase in 2024 due to increase 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

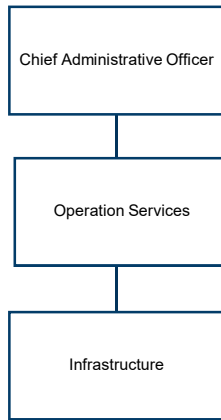
SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time and benefits costs
- The increase in salaries are due to a recent clerk banding adjustment aimed to reflect the current positions within Operations Administration

UTILITIES, TELEPHONE & INSURANCE

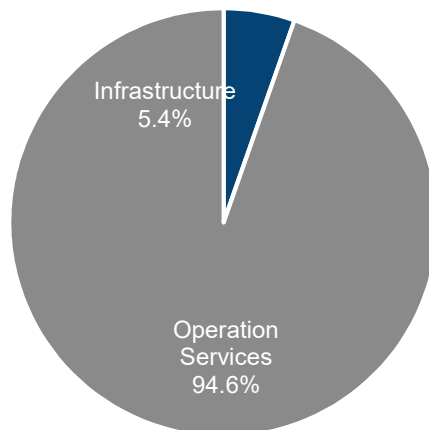
- Decreased to reflect actuals

OPERATION SERVICES INFRASTRUCTURE



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$731,600
2024 Amended Net Cost	\$715,797
Budget Change	\$15,803
Change By %	2.21%
2025 Authorized Positions	13.0
2024 Authorized Positions	13.0
FTE Change	0.0
FTE Change By %	0.00%



Department Summary

Department Summary: Infrastructure

Budget Year: 2025

Manager: Mark Dowhaniuk

Division: Operations Services

Accounting Reference: CC16200

Stage: CAO Finance Review

Approved: No

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

2025 CAO Finance Review Net Budget	\$731,600
Prior Year Approved Net Budget	\$715,797
Budget Change	\$15,803
Budget Change by %	2.21%

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:

Highlights of Current Year

The Infrastructure Department continued to deliver successful infrastructure projects and further develop the City's Asset Management Plan as well as progress the items identified in the Storm Water Quality and Control Gap Analysis.

Road, drainage, utilities, facility and parks projects completed in 2024 include:

- Completion of 32nd Avenue reconstruction from 20th Street to 15th Street;
- Completion of the 32nd Avenue and 38th Street;
- Completion of the 43rd Street Vernon Creek Crossing;
- Further extension of sanitary sewer service to Longacre Road;
- Completion of Phase 1 Polson Park Vernon Creek Naturalization; and
- Completion of the Becker Park Bike Park Phase 2.

Advancements in the City's Asset Management Plan and Infrastructure Systems include:

- Updates to the Transportation Asset Management Plan;
- Updates to the Organizational Asset Management Plan;
- The creation and adoption of Stormwater Drainage Bylaw 5995; and
- An updated pavement condition assessment, creek crossing inspections, and continued implementation of the pipe video inspection system and implementation of a digital work order process through the City's maintenance management system CityWorks.

Key grants that was secured during the 2024 calendar year:

- Investing in Canada Infrastructure Program Green Stream – Adaptation, Resilience & Disaster Mitigation (ARDM) 43rd Street Vernon Creek Crossing - \$2,431,329;
- CEPF Disaster Risk Reduction - Climate Adaptation – Polson Park Vernon Creek Naturalization Phase 1 - \$2,529,931.25; and
- Destination Development Fund from the Ministry of Tourism, Arts, Culture and Sport - Becker Bike Park Phase 2 - \$500,000.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4129	Senior Project Manager	Requested	\$116,000	\$0	\$116,000	\$116,000	\$118,320
PA#2025-07	GIS/Asset Management Analyst	Approved	\$109,678	\$0	\$0	\$109,678	\$111,872
PA#2025-08	Maintenance Expenditures	Approved	\$116,800	\$0	\$0	\$116,800	\$119,136
Total Change Request			\$342,478	\$0	\$116,000	\$342,478	\$349,328

Department Summary

Department Summary: Infrastructure

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	691,990	244,349	841,092	325,602	(515,490)	(61.29%)
Services to Other Governments	110,434	0	91,000	105,000	14,000	15.38%
Transfer From Reserve	238,203	480,743	109,000	673,298	564,298	517.70%
Total	1,040,627	725,092	1,041,092	1,103,900	62,808	6.03%
Expenditures						
Contract Services	61,029	84,507	56,367	62,500	6,133	10.88%
Internal Charges	55	0	0	0	0	0.00%
Materials & Supplies	44,294	26,027	32,841	32,300	(541)	(1.65%)
Professional Fees	11,566	155,667	7,100	12,000	4,900	69.01%
Purchases	12,679	12,575	8,800	8,800	0	0.00%
Salaries, Wages & Benefits	1,496,983	841,417	1,645,086	1,713,900	68,814	4.18%
Utilities, Telephone & Insurance	4,846	4,007	6,695	6,000	(695)	(10.38%)
Total	1,631,452	1,124,200	1,756,889	1,835,500	78,611	4.47%
Net	590,825	399,108	715,797	731,600	15,803	2.21%

2024 - 2025 Budget Changes:

INTERNAL REVENUES

- Decrease due to funding from the capital infrastructure levy now being recorded as a transfer from reserve. For 2025, the internal revenue represents funding from the Sewer Fund for various positions.

SERVICES TO OTHER GOVERNMENTS

- Increased – charges to RDNO (Greater Vernon Water) for engineering services based on 2023 Actuals.

TRANSFERS FROM RESERVES

- Increase due to funding from the capital infrastructure levy previously being recorded as internal revenue. This funding was also increased in 2025 as a result of a temporary position now becoming permanent.

CONTRACT SERVICES

- Increase due to increases in mapping software.

PROFESSIONAL FEES

- Increase due to Infrastructure Department covering corporate memberships for MMCD, EGBC, and CNAM that were previously funded by CID division.

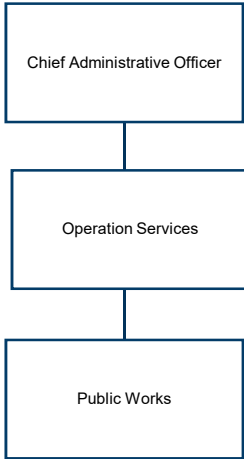
MATERIALS AND SUPPLIES

- Decrease due to less furniture needs after the completion of the move of Infrastructure Department to Operations.

SALARIES, WAGES & BENEFITS

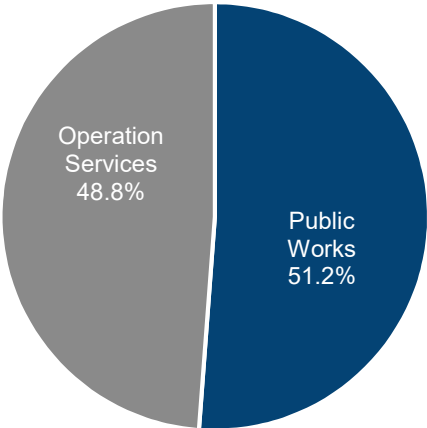
- Increase for cost of living, service time, benefit costs, job reclassifications and negotiated increases.

OPERATION SERVICES PUBLIC WORKS



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$6,606,299
2024 Amended Net Cost	\$6,354,498
Budget Change	\$251,801
Change By %	3.96%
2025 Authorized Positions	19.9
2024 Authorized Positions	19.9
FTE Change	0.0
FTE Change By %	0.00%



Department Summary

Department Summary: Public Works

Budget Year: 2025

Division: Public Works

Stage: CAO Finance Review

Manager: Ian Adkins

Accounting Reference: CC16300

Approved: No

Purpose:

The Manager of Roads, Drainage, and Airport is responsible for overseeing the operation and maintenance of roads, including pavement, sidewalks, streetlights, traffic signals, traffic signs, garbage collection, weed control, snow and ice control, ditching, and drainage. The Manager also handles the construction of various in-house capital works projects related to roads, sidewalks, and the Airport.

Budget Summary

2025 CAO Finance Review Net Budget	\$6,451,052
Prior Year Approved Net Budget	\$6,203,027
Budget Change	\$248,025
Budget Change by %	4.00%

Outlook for Upcoming Budget:

Public Works will continue its commitment to serving Vernon residents by prioritizing transportation and overland drainage system networks. In collaboration with the Infrastructure department, Public Works will continue to develop and implement a cost-effective road rehabilitation strategy for the City. Additional support will be provided to the Transportation department through targeted upgrades and maintenance initiatives.

Highlights of Current Year:

Key Highlights for 2024:

Transportation Asset Renewal & Maintenance

- Pavement rehabilitation on 30 Avenue (Downtown) between 29 Street and 33 Street, and west of Alexis Park Drive.
- Rehabilitation of approximately 1 Km of road on Eastside road, Between Smith and Kokanee Road.
- Extension of the collaborative microsurface project with neighboring municipalities, extending the life of approximately 1.5 km of roadway in the Bluejay subdivision.
- Collaboration with the Infrastructure department for road reconstruction to support sewer project expansions in the Okanagan Landing area.
- Continued upgrades to downtown benches and garbage cans.
- Completed the annual sidewalk inspections, repairs, and improvements.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Public Works

Changes to Worksite:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Worksites - Indirect Cost						
Revenues						
Other	438,723	1,260	0	0	0	0.00%
Services to Other Governments	0	9,136	0	0	0	0.00%
Total	438,723	10,396	0	0	0	0.00%
Expenditures						
Contract Services	11,044	431,069	342	342	0	0.00%
Equipment Charges	0	1,627	0	0	0	0.00%
Internal Charges	45,679	84,535	26,675	28,506	1,831	6.86%
Materials & Supplies	38,902	115,948	13,572	13,574	2	0.01%
Professional Fees	710	2,826	515	550	35	6.80%
Purchases	0	1,626	0	0	0	0.00%
Rentals & Leases	0	94	0	0	0	0.00%
Salaries, Wages & Benefits	384,909	404,974	377,659	398,609	20,950	5.55%
Utilities, Telephone & Insurance	6,514	7,655	11,906	11,906	0	0.00%
Total	487,759	1,050,353	430,669	453,487	22,818	5.30%
Worksites - Indirect Cost Total	49,036	1,039,957	430,669	453,487	22,818	5.30%
Downtown						
Expenditures						
Contract Services	2,185	699	5,610	5,610	0	0.00%
Internal Charges	9,146	0	7,981	8,619	638	7.99%
Materials & Supplies	15,546	7,559	15,860	15,860	0	0.00%
Purchases	0	96	0	0	0	0.00%
Salaries, Wages & Benefits	41,885	9,364	30,198	31,405	1,207	4.00%
Utilities, Telephone & Insurance	3,053	1,509	7,650	8,000	350	4.58%
Total	71,814	19,228	67,299	69,494	2,195	3.26%
Downtown Total	71,814	19,228	67,299	69,494	2,195	3.26%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Hesperia Landfill						
Revenues						
General Fees & Charges	72,700	17,600	191,136	196,981	5,845	3.06%
Sale Of Goods	8,471	5,642	15,000	20,000	5,000	33.33%
Transfer From Reserve	143,482	0	0	0	0	0.00%
Total	224,653	23,242	206,136	216,981	10,845	5.26%
Expenditures						
Contract Services	92,207	24,662	45,000	51,800	6,800	15.11%
Equipment Charges	0	158	0	0	0	0.00%
Internal Charges	47,015	0	40,000	43,200	3,200	8.00%
Materials & Supplies	17,044	1,561	0	0	0	0.00%
Professional Fees	4,725	1,987	0	0	0	0.00%
Rentals & Leases	0	94	0	0	0	0.00%
Salaries, Wages & Benefits	43,662	18,872	21,136	21,981	845	4.00%
Transfer To Reserve	20,000	0	100,000	100,000	0	0.00%
Total	224,653	47,334	206,136	216,981	10,845	5.26%
Hesperia Landfill Total	0	24,092	0	0	0	0.00%
Paved Streets						
Revenues						
Contributions From Developers	1,608,803	0	0	0	0	0.00%
Other	2,500	0	0	0	0	0.00%
Other Fiscal Services	8,021	0	0	0	0	0.00%
Transfer From Reserve	24,368	0	0	0	0	0.00%
Total	1,643,691	0	0	0	0	0.00%
Expenditures						
Contract Services	1,854,868	1,337,444	2,034,248	2,097,410	63,162	3.10%
Equipment Charges	0	9,350	0	0	0	0.00%
Internal Charges	624,218	0	695,529	748,160	52,631	7.57%
Materials & Supplies	527,503	127,405	414,324	418,975	4,651	1.12%
Other Interest & Bank Charges	660,559	0	0	0	0	0.00%
Professional Fees	10,759	6,469	0	0	0	0.00%
Purchases	8,161	3,203	22,440	22,500	60	0.27%
Rentals & Leases	4,400	6,541	15,300	15,759	459	3.00%
Salaries, Wages & Benefits	737,806	324,729	924,093	961,057	36,964	4.00%
Transfer To Reserve	409,323	0	0	0	0	0.00%
Total	4,837,597	1,815,141	4,105,934	4,263,861	157,927	3.85%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Paved Streets Total	3,193,906	1,815,141	4,105,934	4,263,861	157,927	3.85%
Sidewalks & Multi-Use Pathways						
Revenues						
Other	729	0	0	0	0	0.00%
Total	729	0	0	0	0	0.00%
Expenditures						
Contract Services	66,892	30,426	106,781	106,781	0	0.00%
Equipment Charges	0	78	0	0	0	0.00%
Internal Charges	47,855	0	87,358	94,347	6,989	8.00%
Materials & Supplies	5,781	289	21,358	21,358	0	0.00%
Rentals & Leases	0	1,646	0	0	0	0.00%
Salaries, Wages & Benefits	99,707	28,692	127,673	132,780	5,107	4.00%
Total	220,236	61,131	343,170	355,266	12,096	3.52%
Sidewalks & Multi-Use Pathways Total	219,506	61,131	343,170	355,266	12,096	3.52%
Signalized Intersections						
Revenues						
Services to Other Governments	8,844	0	9,375	9,656	281	3.00%
Total	8,844	0	9,375	9,656	281	3.00%
Expenditures						
Contract Services	1,369	3,910	5,000	5,000	0	0.00%
Equipment Charges	0	5,259	0	0	0	0.00%
Internal Charges	40,620	0	52,008	55,953	3,945	7.59%
Materials & Supplies	74,409	19,811	63,817	63,817	0	0.00%
Purchases	0	3,915	0	0	0	0.00%
Salaries, Wages & Benefits	114,737	44,233	115,478	120,097	4,619	4.00%
Utilities, Telephone & Insurance	31,567	21,281	57,696	61,000	3,304	5.73%
Total	262,701	98,409	293,999	305,867	11,868	4.04%
Signalized Intersections Total	253,857	98,409	284,624	296,211	11,587	4.07%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Streetlights						
Revenues						
Contributions From Developers	611,890	0	0	0	0	0.00%
Other	0	758	0	0	0	0.00%
Total	611,890	758	0	0	0	0.00%
Expenditures						
Contract Services	465	748	2,500	2,500	0	0.00%
Equipment Charges	0	18,590	0	0	0	0.00%
Internal Charges	24,234	0	20,481	22,120	1,639	8.00%
Materials & Supplies	78,367	19,429	51,000	51,000	0	0.00%
Salaries, Wages & Benefits	74,385	19,829	57,783	60,094	2,311	4.00%
Utilities, Telephone & Insurance	504,376	350,515	585,000	615,000	30,000	5.13%
Total	681,826	409,112	716,764	750,714	33,950	4.74%
Streetlights Total	69,936	408,354	716,764	750,714	33,950	4.74%
Traffic Signage						
Expenditures						
Internal Charges	14,909	0	20,900	22,572	1,672	8.00%
Materials & Supplies	64,668	31,584	58,304	58,304	0	0.00%
Salaries, Wages & Benefits	83,075	28,113	84,532	87,913	3,381	4.00%
Total	162,652	59,697	163,736	168,789	5,053	3.09%
Traffic Signage Total	162,652	59,697	163,736	168,789	5,053	3.09%
Unpaved Streets						
Expenditures						
Contract Services	10,262	10,549	40,800	40,800	0	0.00%
Internal Charges	17,784	0	17,270	18,652	1,382	8.00%
Materials & Supplies	18,325	19,730	7,344	7,344	0	0.00%
Salaries, Wages & Benefits	24,546	13,836	25,417	26,434	1,017	4.00%
Total	70,917	44,115	90,831	93,230	2,399	2.64%
Unpaved Streets Total	70,917	44,115	90,831	93,230	2,399	2.64%
Net	4,091,625	3,570,124	6,203,027	6,451,052	248,025	4.00%

Department Summary

Department Summary: Airport Operations

Budget Year: 2025

Division: Public Works

Stage: CAO Finance Review

Manager: Ian Adkins

Accounting Reference: CC16100

Approved: No

Purpose:

The Vernon Regional Airport (VRA) acts as a hub for local businesses and the aviation community. The City provides labor, equipment, and resources for Airport operations, including runway maintenance, snow clearing, vegetation and wildlife management, land and lease negotiations, electrical lighting system and safety beacon maintenance, and fueling services. Additionally, the City ensures that VRA management complies with all Transport Canada regulations, following a Safety Management System framework.

Budget Summary

2025 CAO Finance Review Net Budget	\$155,247
Prior Year Approved Net Budget	\$151,471
Budget Change	\$3,776
Budget Change by %	2.49%

Outlook for Upcoming Budget:

The Vernon Regional Airport (VRA) remains dedicated to providing reliable services to both locals and visitors, supporting various segments of the aviation industry, such as charter flights, medical evacuations, search and rescue missions, flight school training, and scenic skydiving experiences. In line with the Airport's Master Plan, the detailed design of Taxiway Charlie is nearly complete. This project will extend access to lease lands available for hangar development and enhance safety by allowing aircrafts to clear the runway on the south side without needing to backtrack its full length. Construction is anticipated to begin in 2025. Additionally, automated aircraft data monitoring and invoicing will be implemented in 2025, fulfilling another key item from the Airport Master Plan.

Highlights of Current Year:

The helicopter parking pads, constructed in 2023, have greatly enhanced safety and have become a valuable resource for refueling rotary wing aircrafts. The airport continued its support for BC Wildfire by providing staging and refueling services for helicopters involved in regional firefighting efforts. Additionally, new LED runway and taxiway lighting approved by Council, has been purchased, with installation expected in the fall of 2024. The study and detailed design of water service upgrades are currently underway to ensure compliance with the Regional District of North Okanagan water servicing bylaws.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Airport Operations

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	6,100	825	11,119	11,119	0	0.00%
Parking	13,607	11,178	11,673	13,000	1,327	11.37%
Rentals	257,042	254,805	246,928	248,000	1,072	0.43%
Sale Of Goods	1,400,882	1,091,700	930,851	941,000	10,149	1.09%
Total	1,677,631	1,358,508	1,200,571	1,213,119	12,548	1.05%
Expenditures						
Contract Services	66,753	43,158	59,075	58,000	(1,075)	(1.82%)
Cost Of Goods Sold	1,154,638	1,090,616	654,500	654,500	0	0.00%
Equipment Charges	0	4,027	0	0	0	0.00%
Internal Charges	69,293	46,512	68,165	71,787	3,622	5.31%
Materials & Supplies	43,588	13,563	35,650	35,450	(200)	(0.56%)
Other Interest & Bank Charges	43,765	40,175	30,000	30,000	0	0.00%
Other Supplies	5,727	5,176	1,350	1,400	50	3.70%
Professional Fees	8,234	3,025	9,900	9,900	0	0.00%
Purchases	0	0	0	3,000	3,000	100.00%
Rentals & Leases	86,295	100,000	100,000	100,000	0	0.00%
Salaries, Wages & Benefits	318,066	158,424	332,500	346,879	14,379	4.32%
Utilities, Telephone & Insurance	61,672	31,919	60,902	57,450	(3,452)	(5.67%)
Total	1,858,028	1,536,596	1,352,042	1,368,366	16,324	1.21%
Net	180,397	178,088	151,471	155,247	3,776	2.49%

2024 - 2025 Budget Changes:

PARKING

- Anticipated increase in landing and overnight parking fee

SALE OF GOODS

- Anticipated increase in fuel sales.

INTERNAL CHARGES

- Increase to internal fleet charge

PURCHASES

- Increase for new aircraft movement collection and billing software.

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Decrease to reflect anticipated reduction in electricity costs due to new LED airfield lighting.

2024 - 2025 Budget Changes:

WORKSITES – INDIRECT COSTS

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

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

DOWNTOWN

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

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

UTILITIES, TELEPHONE & INSURANCE

- Increase in gas, electricity, and insurance rates

HESPERIA LANDFILL

GENERAL FEES AND CHARGES

- Increase in estimated tipping fees at the City owned and operated Hesperia Landfill

SALE OF GOODS

- Estimated increase in asphalt sales

CONTRACT SERVICES

- Estimated increase in consulting and annual reporting

PAVED STREETS

CONTRACT SERVICES

- Increase in costs for asphalt, line paint, concrete and other contracted services

INTERNAL CHARGES

- Increase in fleet charges

RENTALS & LEASES

- Increase in CN lease rates

SALARIES, WAGES & BENEFITS

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

SIDEWALKS & MULTI-USE PATHWAYS

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

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

2024 - 2025 Budget Changes:

SIGNALIZED INTERSECTIONS

SERVICE TO OTHER GOVERNMENTS

- Increase in service contracts with Coldstream for the Kal Lake Road traffic signal

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

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

UTILITIES, TELEPHONE & INSURANCE

- Increase in electricity rate

STREETIGHTS

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

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

UTILITIES, TELEPHONE & INSURANCE

- Increase in electricity rate

TRAFFIC SIGNAGE

INTERNAL CHARGES

- Increase in fleet charges

UNPAVED STREETS

INTERNAL CHARGES

- Increase in fleet charges

SALARIES, WAGES & BENEFITS

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

Department Summary

Department Summary: Airport Operations

Budget Year: 2025

Division: Public Works

Stage: CAO Finance Review

Manager: Ian Adkins

Accounting Reference: CC16100

Approved: No

Purpose:

The Vernon Regional Airport (VRA) acts as a hub for local businesses and the aviation community. The City provides labor, equipment, and resources for Airport operations, including runway maintenance, snow clearing, vegetation and wildlife management, land and lease negotiations, electrical lighting system and safety beacon maintenance, and fueling services. Additionally, the City ensures that VRA management complies with all Transport Canada regulations, following a Safety Management System framework.

Budget Summary

2025 CAO Finance Review Net Budget	\$155,247
Prior Year Approved Net Budget	\$151,471
Budget Change	\$3,776
Budget Change by %	2.49%

Outlook for Upcoming Budget:

The Vernon Regional Airport (VRA) remains dedicated to providing reliable services to both locals and visitors, supporting various segments of the aviation industry, such as charter flights, medical evacuations, search and rescue missions, flight school training, and scenic skydiving experiences. In line with the Airport's Master Plan, the detailed design of Taxiway Charlie is nearly complete. This project will extend access to lease lands available for hangar development and enhance safety by allowing aircrafts to clear the runway on the south side without needing to backtrack its full length. Construction is anticipated to begin in 2025. Additionally, automated aircraft data monitoring and invoicing will be implemented in 2025, fulfilling another key item from the Airport Master Plan.

Highlights of Current Year:

The helicopter parking pads, constructed in 2023, have greatly enhanced safety and have become a valuable resource for refueling rotary wing aircrafts. The airport continued its support for BC Wildfire by providing staging and refueling services for helicopters involved in regional firefighting efforts. Additionally, new LED runway and taxiway lighting approved by Council, has been purchased, with installation expected in the fall of 2024. The study and detailed design of water service upgrades are currently underway to ensure compliance with the Regional District of North Okanagan water servicing bylaws.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Airport Operations

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	6,100	825	11,119	11,119	0	0.00%
Parking	13,607	11,178	11,673	13,000	1,327	11.37%
Rentals	257,042	254,805	246,928	248,000	1,072	0.43%
Sale Of Goods	1,400,882	1,091,700	930,851	941,000	10,149	1.09%
Total	1,677,631	1,358,508	1,200,571	1,213,119	12,548	1.05%
Expenditures						
Contract Services	66,753	43,158	59,075	58,000	(1,075)	(1.82%)
Cost Of Goods Sold	1,154,638	1,090,616	654,500	654,500	0	0.00%
Equipment Charges	0	4,027	0	0	0	0.00%
Internal Charges	69,293	46,512	68,165	71,787	3,622	5.31%
Materials & Supplies	43,588	13,563	35,650	35,450	(200)	(0.56%)
Other Interest & Bank Charges	43,765	40,175	30,000	30,000	0	0.00%
Other Supplies	5,727	5,176	1,350	1,400	50	3.70%
Professional Fees	8,234	3,025	9,900	9,900	0	0.00%
Purchases	0	0	0	3,000	3,000	100.00%
Rentals & Leases	86,295	100,000	100,000	100,000	0	0.00%
Salaries, Wages & Benefits	318,066	158,424	332,500	346,879	14,379	4.32%
Utilities, Telephone & Insurance	61,672	31,919	60,902	57,450	(3,452)	(5.67%)
Total	1,858,028	1,536,596	1,352,042	1,368,366	16,324	1.21%
Net	180,397	178,088	151,471	155,247	3,776	2.49%

2024 - 2025 Budget Changes:

PARKING

- Anticipated increase in landing and overnight parking fee

SALE OF GOODS

- Anticipated increase in fuel sales.

INTERNAL CHARGES

- Increase to internal fleet charge

PURCHASES

- Increase for new aircraft movement collection and billing software.

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Decrease to reflect anticipated reduction in electricity costs due to new LED airfield lighting.

Department Summary

Department Summary: Solid Waste & Recycling

Budget Year: 2025

Manager: Ian Adkins

Division: Public Works

Accounting Reference: CC16600

Stage: CAO Finance Review

Approved: No

Purpose:

The City's Solid Waste Collection program offers weekly collection of residential organic food and yard waste, and bi-weekly collection of garbage across all city areas as well as commercial garbage services across the City. Additionally, a blue bag recycling program is provided for commercial and industrial properties within the municipal boundary, excluding Blue Jay, Foothills, Predator Ridge, Turtle Mountain, and Okanagan Landing past the Yacht Club. Residential recyclables (excluding multi-family units) are collected bi-weekly by Multi Material BC (MMBC). The City also runs a Spring chipping program, Spring and Fall leaf collection program, and a Christmas tree disposal program.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Operations will maintain effective waste collection services with our current collection provider until April 30, 2029. Collaboration will continue with the Communications and Bylaw departments to promote and educate businesses and residents on best practices for all collection programs.

Highlights of Current Year:

Operations has been actively monitoring the programs to identify opportunities for continuous improvement. Based on feedback from customers and contractors, we have enhanced our website to include an online residential cart request form. This form allows residents to request cart replacements and changes, report damages and missing carts, and request carts for newly constructed homes. Additionally, the collection contractor has increased the tagging of carts to educate users on acceptable practices, maintain low contamination levels, and encourage good habits.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4131	Operations Coordinator	Requested	\$115,000	\$0	\$115,000	\$0	\$0
Total Change Request			\$115,000	\$0	\$115,000	\$0	\$0

Department Summary

Department Summary: Solid Waste & Recycling

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
General Fees & Charges	3,369,666	2,615,362	3,347,716	3,103,052	(244,664)	(7.31%)
Total	3,369,666	2,615,362	3,347,716	3,103,052	(244,664)	(7.31%)
Expenditures						
Contract Services	1,958,767	1,514,884	2,199,217	2,249,386	50,169	2.28%
Internal Charges	832,651	142,721	506,062	157,179	(348,883)	(68.94%)
Materials & Supplies	550,621	431,111	630,904	684,433	53,529	8.48%
Salaries, Wages & Benefits	27,627	8,662	11,533	12,054	521	4.52%
Total	3,369,666	2,097,378	3,347,716	3,103,052	(244,664)	(7.31%)
Net	0	(517,984)	0	0	0	0.00%

2024 - 2025 Budget Changes:

General Fees And Charges

- Decrease in Residential Garbage and Organics collection income to due to the completed transfer to Fiscal Services - Sewer (481) for repayment to Sewer reserves for new cart purchases in 2021. Fees and charges will be reviewed after the completion of the budget process and will be adjusted accordingly.

Contract Services

- Increase to adjust for anticipated inflation in collection contract.

Internal Charges

- Decrease 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 now completed.
- Increase for Fleet costs

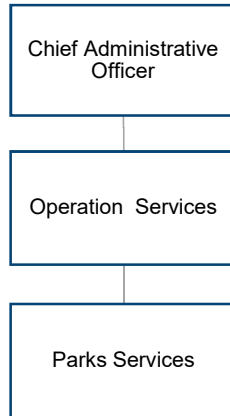
Materials & Supplies

- Increase due to anticipated landfill tipping fees.
- Increase for cart maintenance and parts.

Salaries, Wages & Benefits

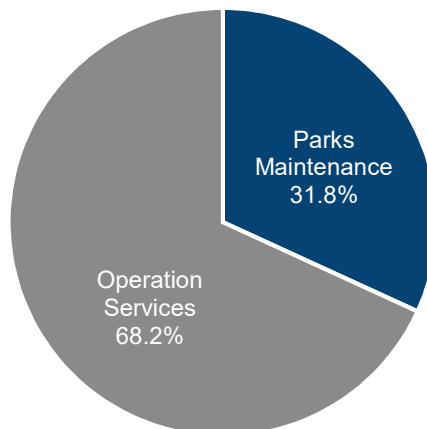
- Increases for cost of living, service time and benefits costs.

OPERATION SERVICES PARKS SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$4,109,865
2024 Amended Net Cost	\$4,016,150
Budget Change	\$93,715
Change By %	2.33%
2025 Authorized Positions	19.1
2024 Authorized Positions	19.1
FTE Change	0.0
FTE Change By %	0.00%



Department Summary

Department Summary: Parks

Budget Year: 2025

Division: Parks

Stage: CAO Finance Review

Manager: Stacey Schultz

Accounting Reference: CC17300

Approved: No

Purpose:

The City of Vernon is responsible for the care, control and funding of local parks, athletic fields, trails, natural green space and boulevards within the city's jurisdiction. This department handles the maintenance for these areas, including, trees, irrigation, waste collection, landscaping, turf care, pest management, snow and ice control, washroom cleaning, sweeping and playground repairs.

Budget Summary

2025 Manager's Requested Net Budget	\$4,335,659
Prior Year Approved Net Budget	\$4,132,952
Budget Change	\$202,707
Budget Change by %	4.90%

Outlook for Upcoming Budget:

Operations will continue maintain current levels of service and support the community by providing continuity to our natural spaces, trails, athletic and community parks. Staff will support each other through collaboration on projects and look for efficiencies to ensure parks areas receive optimum service.

Highlights of Current Year:

City of Vernon parks and green spaces continued to receive a level of service consistent with previous years. Staff worked closely with user groups to support their activities and events. Vernon Pickleball Association hosted a successful event with their Western Canadian Championships and showcased the new clubhouse facility and grounds. Staff experimented with lowering the cut height for our athletic fields and was successful in "inching" closer to user group expectations. In collaboration with the CoEd Slo pitch league, parks staff installed donated storage boxes for their equipment.

Projects completed include: DND playground and irrigation replacement, Pottery Park playground renewal, Alexis Parks irrigation design and the completion of the lake access project adjacent to Kin Beach Park.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4130	2025 Parks Maintenance (3 FTE & Operational costs)	Requested	\$525,000	\$0	\$0	\$525,000	\$535,500
Total Change Request			\$525,000	\$0	\$0	\$525,000	\$535,500

Department Summary

Department Summary: Parks

Changes to Worksite:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Worksites - Indirect Cost						
Revenues						
Administration Fees	0	49,258	0	131,040	131,040	100.00%
Other	0	57,095	0	0	0	0.00%
Parking	0	3,773	0	0	0	0.00%
Total	0	110,126	0	131,040	131,040	100.00%
Expenditures						
Contract Services	0	177,630	0	29,985	29,985	100.00%
Equipment Charges	0	1,849	0	0	0	0.00%
Internal Charges	0	55,745	0	47,531	47,531	100.00%
Materials & Supplies	0	108,363	0	36,702	36,702	100.00%
Other Interest & Bank Charges	0	20	0	0	0	0.00%
Professional Fees	0	364	0	3,235	3,235	100.00%
Purchases	0	6,623	0	4,383	4,383	100.00%
Rentals & Leases	0	22,403	0	0	0	0.00%
Salaries, Wages & Benefits	0	275,378	0	288,233	288,233	100.00%
Utilities, Telephone & Insurance	0	12,068	0	15,574	15,574	100.00%
Total	0	660,444	0	425,643	425,643	100.00%
Worksites - Indirect Cost Total	0	550,318	0	294,603	294,603	100.00%
Alexis Park						
Expenditures						
Contract Services	14,628	1,372	16,182	16,829	647	4.00%
Internal Charges	5,704	0	5,500	5,940	440	8.00%
Materials & Supplies	8,607	572	3,700	3,848	148	4.00%
Purchases	0	493	0	0	0	0.00%
Salaries, Wages & Benefits	14,872	4,575	13,694	14,364	670	4.89%
Utilities, Telephone & Insurance	19,007	15,500	15,295	15,962	667	4.36%
Total	62,819	22,512	54,371	56,943	2,572	4.73%
Alexis Park Total	62,819	22,512	54,371	56,943	2,572	4.73%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Becker Park						
Revenues						
Transfer From Reserve	3,130	0	0	0	0	0.00%
Total	3,130	0	0	0	0	0.00%
Expenditures						
Contract Services	11,291	6,443	25,690	26,717	1,027	4.00%
Internal Charges	17	0	1,424	1,538	114	8.01%
Materials & Supplies	250	4,588	1,717	1,786	69	4.02%
Salaries, Wages & Benefits	116	1,226	5,556	6,826	1,270	22.86%
Utilities, Telephone & Insurance	0	0	2,370	2,465	95	4.01%
Total	11,674	12,257	36,757	39,332	2,575	7.01%
Becker Park Total	8,544	12,257	36,757	39,332	2,575	7.01%
Boulevards						
Revenues						
Other	0	6,095	7,500	7,800	300	4.00%
Transfer From Reserve	13,625	0	0	0	0	0.00%
Total	13,625	6,095	7,500	7,800	300	4.00%
Expenditures						
Contract Services	296,456	257,344	385,520	400,941	15,421	4.00%
Equipment Charges	0	892	0	0	0	0.00%
Internal Charges	35,331	0	31,109	33,598	2,489	8.00%
Materials & Supplies	22,192	23,038	27,200	28,288	1,088	4.00%
Purchases	0	1,147	0	0	0	0.00%
Rentals & Leases	0	1,191	0	0	0	0.00%
Salaries, Wages & Benefits	143,956	59,023	172,040	180,461	8,421	4.89%
Utilities, Telephone & Insurance	59,196	50,583	59,293	61,739	2,446	4.13%
Total	557,132	393,218	675,162	705,027	29,865	4.42%
Boulevards Total	543,507	387,122	667,662	697,227	29,565	4.43%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Civic Memorial Park						
Revenues						
Parking	4,397	5,410	2,000	2,080	80	4.00%
Total	4,397	5,410	2,000	2,080	80	4.00%
Expenditures						
Contract Services	1,320	6,428	56,181	58,428	2,247	4.00%
Equipment Charges	0	49	0	0	0	0.00%
Internal Charges	2,575	0	10,300	11,124	824	8.00%
Materials & Supplies	455	3,456	5,150	5,356	206	4.00%
Rentals & Leases	0	115	0	0	0	0.00%
Salaries, Wages & Benefits	13,988	15,196	51,992	54,537	2,545	4.89%
Utilities, Telephone & Insurance	22,930	16,187	12,808	13,433	625	4.88%
Total	41,268	41,430	136,431	142,878	6,447	4.73%
Civic Memorial Park Total	36,871	36,020	134,431	140,798	6,367	4.74%
Civic Plaza						
Revenues						
Transfer From Reserve	9,628	0	0	0	0	0.00%
Total	9,628	0	0	0	0	0.00%
Expenditures						
Contract Services	8,224	100	3,500	3,640	140	4.00%
Internal Charges	17,180	0	20,350	21,978	1,628	8.00%
Materials & Supplies	20,794	2,379	15,000	15,600	600	4.00%
Salaries, Wages & Benefits	81,184	3,951	89,533	93,915	4,382	4.89%
Utilities, Telephone & Insurance	2,790	0	2,930	3,047	117	3.99%
Total	130,173	6,430	131,313	138,180	6,867	5.23%
Civic Plaza Total	120,545	6,430	131,313	138,180	6,867	5.23%
Deer Park						
Expenditures						
Contract Services	14,915	0	13,157	13,683	526	4.00%
Internal Charges	745	0	5,500	5,940	440	8.00%
Materials & Supplies	16	0	2,718	2,827	109	4.01%
Salaries, Wages & Benefits	1,064	800	11,605	12,173	568	4.89%
Utilities, Telephone & Insurance	1,016	762	1,025	1,066	41	4.00%
Total	17,756	1,562	34,005	35,689	1,684	4.95%
Deer Park Total	17,756	1,562	34,005	35,689	1,684	4.95%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
DND Parks						
Expenditures						
Contract Services	80,334	6,151	83,771	87,121	3,350	4.00%
Equipment Charges	0	306	0	0	0	0.00%
Internal Charges	49,021	11,149	40,563	43,362	2,799	6.90%
Materials & Supplies	40,256	23,100	33,825	35,178	1,353	4.00%
Purchases	0	0	3,825	3,978	153	4.00%
Rentals & Leases	33,550	0	23,973	24,932	959	4.00%
Salaries, Wages & Benefits	63,622	40,443	81,079	85,047	3,968	4.89%
Utilities, Telephone & Insurance	30,628	7,509	18,426	19,415	989	5.37%
Total	297,411	88,657	285,462	299,033	13,571	4.75%
DND Parks Total	297,411	88,657	285,462	299,033	13,571	4.75%
Grahame Park						
Expenditures						
Contract Services	15,085	1,757	15,650	16,276	626	4.00%
Internal Charges	7,345	0	7,173	7,747	574	8.00%
Materials & Supplies	1,518	1,578	3,530	3,671	141	3.99%
Purchases	0	493	1,530	1,591	61	3.99%
Salaries, Wages & Benefits	11,775	10,264	14,385	15,089	704	4.89%
Utilities, Telephone & Insurance	7,634	3,222	8,132	8,458	326	4.01%
Total	43,357	17,314	50,400	52,832	2,432	4.83%
Grahame Park Total	43,357	17,314	50,400	52,832	2,432	4.83%
Heritage Park						
Expenditures						
Contract Services	7,748	0	10,312	10,724	412	4.00%
Internal Charges	3,168	0	3,300	3,564	264	8.00%
Materials & Supplies	1,273	1,118	4,000	4,160	160	4.00%
Salaries, Wages & Benefits	4,384	2,203	5,828	6,113	285	4.89%
Utilities, Telephone & Insurance	4,482	0	8,000	8,320	320	4.00%
Total	21,055	3,321	31,440	32,881	1,441	4.58%
Heritage Park Total	21,055	3,321	31,440	32,881	1,441	4.58%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Hurlburt Park						
Expenditures						
Contract Services	13,785	3,397	22,019	22,900	881	4.00%
Internal Charges	3,053	0	4,028	4,350	322	7.99%
Materials & Supplies	2,167	23	6,094	6,338	244	4.00%
Salaries, Wages & Benefits	9,796	1,646	20,812	21,830	1,018	4.89%
Utilities, Telephone & Insurance	132	102	166	177	11	6.63%
Total	28,933	5,167	53,119	55,595	2,476	4.66%
Hurlburt Park Total	28,933	5,167	53,119	55,595	2,476	4.66%
Kin Beach Park						
Expenditures						
Contract Services	78,244	24,304	79,364	82,539	3,175	4.00%
Internal Charges	16,788	0	26,122	28,212	2,090	8.00%
Materials & Supplies	2,913	6,721	5,799	6,031	232	4.00%
Rentals & Leases	0	219	0	0	0	0.00%
Salaries, Wages & Benefits	25,489	15,049	40,175	42,141	1,966	4.89%
Utilities, Telephone & Insurance	18,775	13,631	14,416	15,055	639	4.43%
Total	142,209	59,924	165,876	173,978	8,102	4.88%
Kin Beach Park Total	142,209	59,924	165,876	173,978	8,102	4.88%
Kin Race Track Park						
Revenues						
Transfer From Reserve	750	0	0	0	0	0.00%
Total	750	0	0	0	0	0.00%
Expenditures						
Contract Services	10,356	2,217	8,930	9,287	357	4.00%
Internal Charges	771	0	2,000	2,160	160	8.00%
Materials & Supplies	67	0	0	0	0	0.00%
Salaries, Wages & Benefits	1,940	2,027	14,326	15,027	701	4.89%
Utilities, Telephone & Insurance	725	1,133	356	379	23	6.46%
Total	13,859	5,377	25,612	26,853	1,241	4.85%
Kin Race Track Park Total	13,109	5,377	25,612	26,853	1,241	4.85%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Lakeshore Park						
Expenditures						
Contract Services	32,783	9,731	33,977	35,336	1,359	4.00%
Internal Charges	5,542	0	9,654	10,426	772	8.00%
Materials & Supplies	940	255	3,060	3,182	122	3.99%
Rentals & Leases	0	564	0	0	0	0.00%
Salaries, Wages & Benefits	10,743	1,972	17,830	18,702	872	4.89%
Utilities, Telephone & Insurance	6,382	3,285	4,000	4,160	160	4.00%
Total	56,390	15,807	68,521	71,806	3,285	4.79%
Lakeshore Park Total	56,390	15,807	68,521	71,806	3,285	4.79%
Lakeview Park						
Expenditures						
Contract Services	22,460	2,304	30,947	32,185	1,238	4.00%
Internal Charges	11,432	0	9,570	10,336	766	8.00%
Materials & Supplies	1,986	3,637	7,900	8,216	316	4.00%
Rentals & Leases	0	182	0	0	0	0.00%
Salaries, Wages & Benefits	22,583	9,343	12,814	13,442	628	4.90%
Utilities, Telephone & Insurance	10,468	12,027	23,792	24,780	988	4.15%
Total	68,930	27,493	85,023	88,959	3,936	4.63%
Lakeview Park Total	68,930	27,493	85,023	88,959	3,936	4.63%
Local Parks - General						
Revenues						
Administration Fees	51,699	21,133	58,000	0	(58,000)	(100.00%)
Other	8,303	0	0	0	0	0.00%
Total	60,003	21,133	58,000	0	(58,000)	(100.00%)
Expenditures						
Contract Services	25,843	900	28,832	0	(28,832)	(100.00%)
Internal Charges	66,938	14,655	27,500	0	(27,500)	(100.00%)
Materials & Supplies	33,846	4,411	35,289	0	(35,289)	(100.00%)
Professional Fees	1,329	1,000	3,111	0	(3,111)	(100.00%)
Purchases	2,244	188	4,214	0	(4,214)	(100.00%)
Salaries, Wages & Benefits	140,236	39,175	170,195	0	(170,195)	(100.00%)
Utilities, Telephone & Insurance	9,997	926	14,883	0	(14,883)	(100.00%)
Total	280,433	61,254	284,024	0	(284,024)	(100.00%)
Local Parks - General Total	220,430	40,121	226,024	0	(226,024)	(100.00%)

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
MacDonald Park						
Expenditures						
Contract Services	17,131	3,872	20,848	21,682	834	4.00%
Equipment Charges	0	102	0	0	0	0.00%
Internal Charges	16,299	0	11,757	12,698	941	8.00%
Materials & Supplies	13,742	4,307	11,487	11,946	459	4.00%
Purchases	0	0	3,060	3,182	122	3.99%
Salaries, Wages & Benefits	21,482	13,217	29,340	30,776	1,436	4.89%
Utilities, Telephone & Insurance	36,108	25,790	30,583	31,806	1,223	4.00%
Total	104,763	47,288	107,075	112,090	5,015	4.68%
MacDonald Park Total	104,763	47,288	107,075	112,090	5,015	4.68%
Marshall Fields Park						
Revenues						
Other	0	3,248	0	0	0	0.00%
Total	0	3,248	0	0	0	0.00%
Expenditures						
Contract Services	68,288	20,776	110,027	114,428	4,401	4.00%
Equipment Charges	0	683	0	0	0	0.00%
Internal Charges	54,439	11,149	48,009	51,404	3,395	7.07%
Materials & Supplies	46,137	34,498	25,309	26,321	1,012	4.00%
Professional Fees	0	446	0	0	0	0.00%
Purchases	0	0	6,885	7,160	275	3.99%
Rentals & Leases	0	1,398	0	0	0	0.00%
Salaries, Wages & Benefits	75,648	48,806	71,049	74,526	3,477	4.89%
Utilities, Telephone & Insurance	6,485	1,910	8,705	9,077	372	4.27%
Total	250,997	119,666	269,984	282,916	12,932	4.79%
Marshall Fields Park Total	250,997	116,419	269,984	282,916	12,932	4.79%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Mission Hill Park						
Expenditures						
Contract Services	8,905	0	14,458	15,036	578	4.00%
Internal Charges	4,789	0	7,417	8,010	593	8.00%
Materials & Supplies	1,982	471	3,307	3,439	132	3.99%
Salaries, Wages & Benefits	7,535	3,392	7,098	7,445	347	4.89%
Utilities, Telephone & Insurance	0	0	21,000	21,840	840	4.00%
Total	23,211	3,863	53,280	55,770	2,490	4.67%
Mission Hill Park Total	23,211	3,863	53,280	55,770	2,490	4.67%
Paddlewheel Park						
Revenues						
General Fees & Charges	0	0	6,898	7,174	276	4.00%
Parking	11,826	18,592	0	0	0	0.00%
Total	11,826	18,592	6,898	7,174	276	4.00%
Expenditures						
Contract Services	44,490	9,619	47,098	48,982	1,884	4.00%
Internal Charges	15,866	0	18,821	20,327	1,506	8.00%
Materials & Supplies	7,702	1,189	3,557	3,699	142	3.99%
Other Supplies	0	0	7,482	7,781	299	4.00%
Purchases	0	240	0	0	0	0.00%
Salaries, Wages & Benefits	24,570	7,867	34,959	36,670	1,711	4.89%
Utilities, Telephone & Insurance	12,246	9,727	11,250	11,706	456	4.05%
Total	104,875	28,641	123,167	129,165	5,998	4.87%
Paddlewheel Park Total	93,049	10,049	116,269	121,991	5,722	4.92%
Park Trails						
Revenues						
Transfer From Reserve	100	0	0	0	0	0.00%
Total	100	0	0	0	0	0.00%
Expenditures						
Contract Services	18,209	21,074	27,350	28,444	1,094	4.00%
Internal Charges	2,110	0	3,080	3,326	246	7.99%
Materials & Supplies	4,861	377	7,617	7,922	305	4.00%
Salaries, Wages & Benefits	9,859	1,214	20,983	22,010	1,027	4.89%
Total	35,038	22,665	59,030	61,702	2,672	4.53%
Park Trails Total	34,938	22,665	59,030	61,702	2,672	4.53%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Polson Park						
Revenues						
Transfer From Reserve	5,795	0	0	0	0	0.00%
Total	5,795	0	0	0	0	0.00%
Expenditures						
Contract Services	173,506	336,285	124,630	129,614	4,984	4.00%
Equipment Charges	0	650	0	0	0	0.00%
Internal Charges	73,947	0	84,986	91,785	6,799	8.00%
Materials & Supplies	60,599	33,955	51,179	53,226	2,047	4.00%
Salaries, Wages & Benefits	191,226	98,411	234,420	245,893	11,473	4.89%
Utilities, Telephone & Insurance	49,970	14,020	56,574	59,282	2,708	4.79%
Total	549,248	483,322	551,789	579,800	28,011	5.08%
Polson Park Total	543,453	483,322	551,789	579,800	28,011	5.08%
Small Parks/Tot Lots						
Revenues						
Transfer From Reserve	6,571	0	0	0	0	0.00%
Total	6,571	0	0	0	0	0.00%
Expenditures						
Contract Services	135,883	43,960	130,250	135,460	5,210	4.00%
Equipment Charges	0	439	0	0	0	0.00%
Internal Charges	125,021	65,001	131,737	139,676	7,939	6.03%
Materials & Supplies	67,208	20,002	62,308	64,800	2,492	4.00%
Purchases	0	3,208	0	0	0	0.00%
Rentals & Leases	0	116	0	0	0	0.00%
Salaries, Wages & Benefits	165,446	75,811	211,776	222,141	10,365	4.89%
Utilities, Telephone & Insurance	38,016	11,858	44,936	46,804	1,868	4.16%
Total	531,574	220,395	581,007	608,881	27,874	4.80%
Small Parks/Tot Lots Total	525,003	220,395	581,007	608,881	27,874	4.80%
Subregional Parks - General						
Revenues						
Administration Fees	52,067	60,040	66,800	0	(66,800)	(100.00%)
Total	52,067	60,040	66,800	0	(66,800)	(100.00%)
Expenditures						
Internal Charges	14,222	0	15,555	0	(15,555)	(100.00%)
Salaries, Wages & Benefits	86,147	9,672	104,589	0	(104,589)	(100.00%)
Total	100,370	9,672	120,144	0	(120,144)	(100.00%)
Subregional Parks - General Total	48,303	(50,369)	53,344	0	(53,344)	(100.00%)

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Trees						
Expenditures						
Contract Services	12,800	0	10,000	10,400	400	4.00%
Internal Charges	71,709	0	84,707	91,484	6,777	8.00%
Materials & Supplies	12,470	219	16,800	17,472	672	4.00%
Salaries, Wages & Benefits	176,349	83,423	179,651	188,444	8,793	4.89%
Utilities, Telephone & Insurance	128	0	0	0	0	0.00%
Total	273,456	83,642	291,158	307,800	16,642	5.72%
Trees Total	273,456	83,642	291,158	307,800	16,642	5.72%
Net	3,579,036	2,216,675	4,132,952	4,335,659	202,707	4.90%

2024 - 2025 Budget Changes:

WORKSITES - INDIRECT COSTS

GENERAL

- This worksite captures all costs and revenues associated with the general operation of parks as a whole. Local Parks and Sub Regional Parks have been reallocated here to reflect actual general parks finances.

ADMINISTRATION FEES

- Increase to align with Fees and Charges Bylaw
- Increase for park rental fees reallocated from Sub Regional Parks and Local Parks

INTERNAL CHARGES

- Increase for Bylaw support reallocated from Sub Regional Parks and Local Parks
- Increase to internal fleet charge

Salaries, Wages & Benefits

- Increase for cost of living, service time and benefits costs
- Increase for salaries reallocated from Sub Regional Parks and Local Parks

ALEXIS PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

2024 - 2025 Budget Changes:

BECKER PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

BOULEVARDS

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

CIVIC MEMORIAL PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

CIVIC PLAZA

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

2024 - 2025 Budget Changes:

DEER PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

DND PARKS

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

GRAHAME PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

HURLBURT PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

2024 - 2025 Budget Changes:

KIN BEACH PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

KIN RACE TRACK PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

LAKESHORE PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

LAKEVIEW PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

2024 - 2025 Budget Changes:

LOCAL PARKS - GENERAL

GENERAL

- Reallocated to Indirect Costs Worksite

MACDONALD PARKS

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

MARSHALL FIELDS PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

MISSION HILL PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

PADDLEWHEEL PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

2024 - 2025 Budget Changes:

PARK TRIALS

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

POLSON PARK

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

SMALL PARKS/TOT LOTS

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Increase to reflect estimated utility increases

SUBREGIONAL PARKS - GENERAL

GENERAL

- Reallocated to Indirect Costs Worksite

TREES

INTERNAL CHARGES

- Increase to internal fleet charge

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

Department Summary

Department Summary: Cemetery

Budget Year: 2025

Division: Parks

Stage: CAO Finance Review

Manager: Stacey Schultz

Accounting Reference: CC16400

Approved: No

Purpose:

The Pleasant Valley Cemetery is the interment facility for the Vernon area. Interment, landscape, and snow clearing services 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.

Budget Summary

2025 CAO Finance Review Net Budget	\$(22,540)
Prior Year Approved Net Budget	\$73,489
Budget Change	\$(96,029)
Budget Change by %	(130.67%)

Outlook for Upcoming Budget:

Staff will continue to institute initiatives from the Cemetery Master Plan. In 2025 staff will focus on the design of a green burial site and a columbarium. Construction of 2024 projects will be completed through the year and will include, irrigation upgrades and entrance enhancements.

Highlights of Current Year:

In alignment with the Council approved Cemetery Master Plan Operations completed various stages of the following projects:

- Cemetery Map & Kiosk

This project includes a water fill station for vases, vase receptacle, sitting area and surrounding garden bed. (80% completion)

- Irrigation Upgrades

Staff and consultants have completed a design for the irrigation upgrades focusing on priority areas and ensuring the character of Pleasant Valley Cemetery is maintained. Construction of the irrigation will be completed in the spring of 2025 and will incorporate upgrades to the cemetery entrance.

- Cemetery Entrance

Design of enhancements to the cemetery entrance are complete with construction scheduled for the Spring of 2025. The design includes expansion to the current boulder retaining wall, installation of a new garden bed, gate enhancements and the addition of a new large signature stone sign.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Cemetery

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Licences & Permits	123,442	77,841	85,850	125,000	39,150	45.60%
Other	183	896	0	0	0	0.00%
Sale Of Goods	327,174	232,961	250,500	325,000	74,500	29.74%
Transfer From Reserve	9,000	0	0	0	0	0.00%
Total	459,799	311,698	336,350	450,000	113,650	33.79%
Expenditures						
Contract Services	291,127	155,552	278,029	289,150	11,121	4.00%
Internal Charges	6,433	0	6,078	6,321	243	4.00%
Materials & Supplies	20,251	3,847	16,523	17,184	661	4.00%
Other	0	886	0	0	0	0.00%
Rentals & Leases	0	1,191	0	0	0	0.00%
Salaries, Wages & Benefits	42,793	4,922	49,716	52,916	3,200	6.44%
Sale Of Goods	0	6,490	0	0	0	0.00%
Transfer To Reserve	106,495	0	0	0	0	0.00%
Utilities, Telephone & Insurance	78,847	52,957	59,493	61,889	2,396	4.03%
Total	545,946	225,845	409,839	427,460	17,621	4.30%
Net	86,147	(85,853)	73,489	(22,540)	(96,029)	(130.67%)

2024 - 2025 Budget Changes:

LICENSES & PERMITS

- Increased to reflect fees and charges increase for 2025 and actuals

SALE OF GOODS

- Increased to reflect fees and charges increase for 2025 and actuals

CONTRACT SERVICES

- Increased to reflect service contract increases

SALARIES, WAGES & BENEFITS

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

UTILITIES, TELEPHONE & INSURANCE

- Increased to align with estimated utility increases

Department Summary

Department Summary: Surface Parking Lots

Budget Year: 2025

Division: Parks

Stage: CAO Finance Review

Manager: Stacey Schultz

Accounting Reference: CC16700

Approved: No

Purpose:

The department includes all city owned pay 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 the partial funding for the Manager of Parks and Public Spaces (20%). Maintenance includes snow clearing, landscaping, line painting, sweeping, patching, grading and overall repairs and minor upgrades. Revenue for this department is generated through daily and monthly parking fees. Bylaw patrols the lots and issues fines for non compliance.

Budget Summary

2025 CAO Finance Review Net Budget	\$(203,254)
Prior Year Approved Net Budget	\$(190,291)
Budget Change	\$(12,963)
Budget Change by %	(6.81%)

Outlook for Upcoming Budget:

Operations will continue to provide services consistent with historical levels including, snow and ice control, line painting, sweeping and asphalt repairs. The city recently negotiated new terms with a service provider for a parking app platform. The parking app will provide customers with a convenient and effective alternative to historic payment methods.

Highlights of Current Year:

Service levels were maintained throughout the year and staff focused on ensuring a smooth transition to spring with a head start on sweeping and dust control. Customers were temporarily displaced from the "Vernon Block" parking lot in order to accommodate sampling for the proposed Cultural Center. By engaging early with the RDNO and users of this facility the disruption to parking was minor and the works were completed in a timely and efficient manner.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Surface Parking Lots

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Fines	25,540	27,435	23,000	26,000	3,000	13.04%
Parking	445,526	384,941	423,237	444,514	21,277	5.03%
Total	471,066	412,376	446,237	470,514	24,277	5.44%
Expenditures						
Contract Services	5,557	11,610	15,800	16,305	505	3.20%
Internal Charges	96,085	92,690	123,399	128,335	4,936	4.00%
Materials & Supplies	29,214	4,475	21,672	22,539	867	4.00%
Other Interest & Bank Charges	9,443	7,345	0	0	0	0.00%
Rentals & Leases	7,084	7,438	13,000	13,520	520	4.00%
Salaries, Wages & Benefits	53,567	4,518	80,325	84,741	4,416	5.50%
Utilities, Telephone & Insurance	1,680	1,296	1,750	1,820	70	4.00%
Total	202,629	129,372	255,946	267,260	11,314	4.42%
Net	(268,437)	(283,004)	(190,291)	(203,254)	(12,963)	(6.81%)

2024 - 2025 Budget Changes:

PARKING

- Increase for new parking app platform
- Increase to match actuals

CONTRACT SERVICES

- The reciprocal of the 2.99% fee is captured in the contractors expense

INTERNAL CHARGES

- Increase for Fleet charges

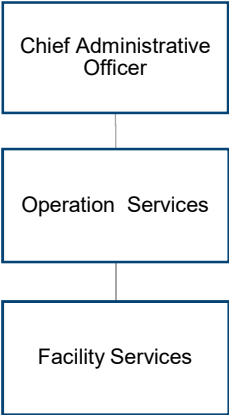
OTHER INTEREST & BANK CHARGES

- Removed with new parking app platform and captured in contract services

SALARIES, WAGES & BENEFITS

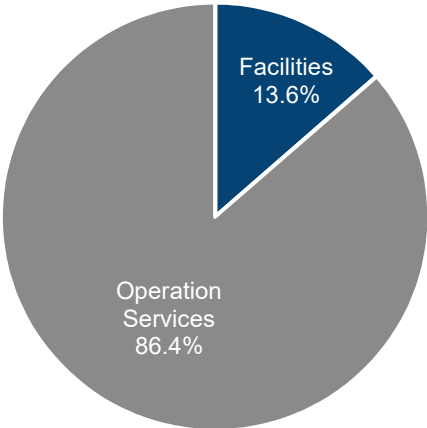
- Increase for cost of living, service time and benefits costs

OPERATION SERVICES FACILITY SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$1,757,175
2024 Amended Net Cost	\$1,636,000
Budget Change	\$71,802
Change By %	4.49%
2025 Authorized Positions	5.5
2024 Authorized Positions	5.5
FTE Change	0.0
FTE Change By %	0.00%



Department Summary

Department Summary: Building Services

Budget Year: 2025

Division: Operations Services

Stage: CAO Finance Review

Manager: Brian Story

Accounting Reference: CC18000

Approved: No

Purpose:

The Building Services department covers maintenance and operation of City facilities including: City Hall, Operations, Community Services Building, Fire Halls 1, 2 & 3, RCMP Detachment, Vernon Water Reclamation Center, Community Safety Office, Parkade, Downtown Washrooms, and the Civic Memorial Park Building, which houses the Emergency Operating Center.

Maintenance staff, supplemented by contractors, service and monitor the operation of the HVAC systems providing heating and cooling of office spaces, perform electrical, lighting and plumbing maintenance and install new network system wiring. The department also provides 'in-house' construction services for renovations and modifications within City owned buildings.

Other services are performed by contractors including janitorial maintenance, pest control, fire alarm system and fire extinguisher inspection, building security and flooring maintenance.

This budget includes general expenses related to the administration of the department as well as Building Services Manager's salary and car allowance.

Outlook for Upcoming Budget:

- Completion of various HVAC projects, including City Hall, RCMP Detachment and Operations.
- Significant repairs and maintenance work on the City Parkade including deck and ramp repair that were identified in a structural assessment that was completed in 2024.
- Completion of Operations coordinators work area renovations.

Highlights of Current Year:

Building Services completed many projects in 2024, highlights include:

VWRC:

- Server room Ductless split replacement
- MCC (Motor Control Centre) room ductless split replacement
- Fermenter area duct style furnace replacement
- Headworks area air handler coil replacement
- Built a new first aid room
- Security upgrades to southern portion of the facility, including replacement of main panel and addition of sensor beams to mitigate vandalism
- Additional panel in northern portion of the facility including sensor beams to mitigate vandalism as well as protecting new HRAD processor

Fire hall #1:

- Server room ductless split install
- Deputy Chiefs ductless split replacement
- Back up circulation pump and sequencer install
- Basement sump pit cleaned out, concrete poured and new sump pump installed

Department Summary

Fire Hall #2

- HVAC RTU (Roof Top Unit) replacement and ducting reconfiguration
- Server closet ventilation added
- Work with COV Utilities team on new water service to back ESS building

Fire Hall #3

- HVAC ducting reconfiguration and thermostat relocation

RCMP Detachment:

- Server room ductless split replacement
- Add exterior door into cells area
- Various security enhancing measures
- Improved 24 hour customer entry door controls
- HVAC DDC (Dynamic Digital Control) replacement

City Hall:

- Additional lighting added to staff parking area to enhance security
- Basement sump pump replaced and new drain lines added
- Hydronic heating system valve and piping repairs
- HVAC DDC (Dynamic Digital Control) replacement
- HR office upgrades

Operations:

- Electric vehicle chargers added
- Security lighting added to COV vehicle parking areas
- Office and lunchroom renovations
- Lighting and overhead door replacement

CSB:

- Replacement of all exterior double doors
- Built a new Directors office
- Built a new General Managers office
- Built a new first aid room
- Built a new storage room
- Added server room ductless split
- Glass partitions added to IS area
- New wire management system built to carry data cabling

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Building Services

Changes to Worksite:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Worksites - Indirect Cost						
Revenues						
Other	12,856	(1,305)	0	0	0	0.00%
Transfer From Reserve	55,831	0	10,000	10,000	0	0.00%
Total	68,687	(1,305)	10,000	10,000	0	0.00%
Expenditures						
Contract Services	5,020	3,452	13,000	13,520	520	4.00%
Equipment Charges	0	379	0	0	0	0.00%
Internal Charges	22,311	15,208	9,030	9,752	722	8.00%
Materials & Supplies	5,866	31,158	4,707	4,853	146	3.10%
Purchases	1,919	5,636	3,121	3,246	125	4.01%
Rentals & Leases	0	276	0	0	0	0.00%
Salaries, Wages & Benefits	272,128	178,351	194,528	200,337	5,809	2.99%
Utilities, Telephone & Insurance	17,439	33,875	19,288	20,059	771	4.00%
Total	324,683	268,334	243,674	251,767	8,093	3.32%
Worksites - Indirect Cost Total	255,996	269,639	233,674	241,767	8,093	3.46%
City Hall Building						
Expenditures						
Contract Services	69,166	39,839	55,147	57,353	2,206	4.00%
Internal Charges	6,779	0	12,173	13,147	974	8.00%
Materials & Supplies	27,407	33,921	22,814	23,726	912	4.00%
Purchases	0	4,724	0	0	0	0.00%
Rentals & Leases	0	129	0	0	0	0.00%
Salaries, Wages & Benefits	82,666	39,563	91,887	95,562	3,675	4.00%
Utilities, Telephone & Insurance	61,487	39,086	63,730	66,280	2,550	4.00%
Total	247,506	157,262	245,751	256,068	10,317	4.20%
City Hall Building Total	247,506	157,262	245,751	256,068	10,317	4.20%
City Hall RCMP Annex						
Expenditures						
Contract Services	3,195	2,697	6,120	6,365	245	4.00%
Internal Charges	77	0	630	680	50	7.94%
Materials & Supplies	157	7,321	1,140	1,186	46	4.04%
Salaries, Wages & Benefits	1,394	1,934	3,924	4,081	157	4.00%
Utilities, Telephone & Insurance	0	106	0	0	0	0.00%
Total	4,823	12,058	11,814	12,312	498	4.22%
City Hall RCMP Annex Total	4,823	12,058	11,814	12,312	498	4.22%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Civic Memorial Park Building - EOC						
Expenditures						
Contract Services	4,670	7,526	7,111	7,395	284	3.99%
Internal Charges	567	0	309	334	25	8.09%
Materials & Supplies	783	2,217	1,432	1,490	58	4.05%
Salaries, Wages & Benefits	4,529	6,198	2,801	2,913	112	4.00%
Utilities, Telephone & Insurance	8,763	7,220	10,038	10,440	402	4.00%
Total	19,313	23,161	21,691	22,572	881	4.06%
Civic Memorial Park Building - EOC Total	19,313	23,161	21,691	22,572	881	4.06%
Community Safety Office						
Expenditures						
Contract Services	6,320	2,628	4,519	4,699	180	3.98%
Internal Charges	212	0	927	1,001	74	7.98%
Materials & Supplies	184	231	541	563	22	4.07%
Salaries, Wages & Benefits	1,691	1,166	3,975	4,134	159	4.00%
Utilities, Telephone & Insurance	3,593	1,109	5,569	5,791	222	3.99%
Total	11,999	5,134	15,531	16,188	657	4.23%
Community Safety Office Total	11,999	5,134	15,531	16,188	657	4.23%
Community Services Building						
Expenditures						
Contract Services	31,927	31,462	34,541	35,922	1,381	4.00%
Internal Charges	4,616	0	3,959	4,276	317	8.01%
Materials & Supplies	9,710	16,474	8,319	8,652	333	4.00%
Purchases	0	226	0	0	0	0.00%
Salaries, Wages & Benefits	40,432	29,176	38,546	40,088	1,542	4.00%
Utilities, Telephone & Insurance	35,226	20,728	45,754	47,584	1,830	4.00%
Total	121,911	98,066	131,119	136,522	5,403	4.12%
Community Services Building Total	121,911	98,066	131,119	136,522	5,403	4.12%
Detachment Building						
Expenditures						
Contract Services	54,606	94,544	62,353	64,847	2,494	4.00%
Internal Charges	7,897	0	9,708	10,485	777	8.00%
Materials & Supplies	23,210	18,601	19,102	19,866	764	4.00%
Purchases	0	48	0	0	0	0.00%
Salaries, Wages & Benefits	73,396	37,160	74,490	77,470	2,980	4.00%
Utilities, Telephone & Insurance	77,747	46,137	86,262	89,713	3,451	4.00%
Total	236,855	196,490	251,915	262,381	10,466	4.15%
Detachment Building Total	236,855	196,490	251,915	262,381	10,466	4.15%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Downtown Washroom						
Expenditures						
Contract Services	77,965	65,472	89,330	92,904	3,574	4.00%
Internal Charges	3,875	0	3,713	4,010	297	8.00%
Materials & Supplies	3,241	1,939	2,706	2,815	109	4.03%
Salaries, Wages & Benefits	18,621	7,546	13,348	13,882	534	4.00%
Utilities, Telephone & Insurance	9,826	5,112	2,712	2,821	109	4.02%
Total	113,529	80,069	111,809	116,432	4,623	4.13%
Downtown Washroom Total	113,529	80,069	111,809	116,432	4,623	4.13%
Fire Hall Station 1						
Expenditures						
Contract Services	9,294	13,895	12,586	13,090	504	4.00%
Equipment Charges	0	11	0	0	0	0.00%
Internal Charges	1,981	0	2,475	2,673	198	8.00%
Materials & Supplies	14,429	7,978	6,346	6,600	254	4.00%
Rentals & Leases	0	1,902	0	0	0	0.00%
Salaries, Wages & Benefits	20,715	15,229	24,669	25,656	987	4.00%
Utilities, Telephone & Insurance	34,531	16,572	35,698	37,125	1,427	4.00%
Total	80,951	55,588	81,774	85,144	3,370	4.12%
Fire Hall Station 1 Total	80,951	55,588	81,774	85,144	3,370	4.12%
Fire Hall Station 2						
Expenditures						
Contract Services	11,942	7,130	15,852	16,487	635	4.01%
Internal Charges	1,512	0	2,476	2,674	198	8.00%
Materials & Supplies	1,935	1,640	2,081	2,164	83	3.99%
Salaries, Wages & Benefits	13,132	4,405	14,773	15,364	591	4.00%
Utilities, Telephone & Insurance	14,574	6,295	17,906	18,622	716	4.00%
Total	43,095	19,470	53,088	55,311	2,223	4.19%
Fire Hall Station 2 Total	43,095	19,470	53,088	55,311	2,223	4.19%
Fire Hall Station 3						
Expenditures						
Contract Services	7,231	5,229	1,637	1,702	65	3.97%
Internal Charges	543	0	619	669	50	8.08%
Materials & Supplies	4,454	4,644	289	301	12	4.15%
Salaries, Wages & Benefits	7,734	3,341	1,968	2,047	79	4.01%
Utilities, Telephone & Insurance	10,474	3,690	9,446	9,824	378	4.00%
Total	30,437	16,903	13,959	14,543	584	4.18%
Fire Hall Station 3 Total	30,437	16,903	13,959	14,543	584	4.18%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Operations Buildings						
Expenditures						
Contract Services	149,781	121,711	102,116	106,200	4,084	4.00%
Internal Charges	12,406	0	15,990	17,269	1,279	8.00%
Materials & Supplies	56,848	19,370	26,463	27,521	1,058	4.00%
Purchases	7,463	569	0	0	0	0.00%
Salaries, Wages & Benefits	141,367	17,165	106,568	110,831	4,263	4.00%
Utilities, Telephone & Insurance	156,903	81,728	153,407	159,542	6,135	4.00%
Total	514,744	238,718	404,544	421,363	16,819	4.16%
Operations Buildings Total	514,744	238,718	404,544	421,363	16,819	4.16%
Parkade Building						
Revenues						
Rentals	16,250	2,667	17,500	17,850	350	2.00%
Total	16,250	2,667	17,500	17,850	350	2.00%
Expenditures						
Contract Services	65,838	54,684	48,374	50,309	1,935	4.00%
Internal Charges	3,541	0	4,949	5,345	396	8.00%
Materials & Supplies	5,853	5,545	6,500	6,760	260	4.00%
Salaries, Wages & Benefits	32,637	12,801	44,595	46,379	1,784	4.00%
Utilities, Telephone & Insurance	41,143	22,556	45,339	47,152	1,813	4.00%
Total	127,077	91,955	149,757	155,945	6,188	4.13%
Parkade Building Total	110,827	89,289	132,257	138,095	5,838	4.41%
VWRC Administration Building						
Expenditures						
Contract Services	27,241	29,266	14,118	14,683	565	4.00%
Equipment Charges	0	267	0	0	0	0.00%
Internal Charges	1,229	0	2,475	2,673	198	8.00%
Materials & Supplies	15,782	26,341	8,192	8,520	328	4.00%
Purchases	0	2,580	0	0	0	0.00%
Rentals & Leases	0	271	0	0	0	0.00%
Salaries, Wages & Benefits	18,865	18,201	23,464	24,403	939	4.00%
Total	63,116	76,926	48,249	50,279	2,030	4.21%
VWRC Administration Building Total	63,116	76,926	48,249	50,279	2,030	4.21%
Net	1,855,103	1,338,773	1,757,175	1,828,977	71,802	4.09%

2024 - 2025 Budget Changes:

WORKSITES - INDIRECT COSTS

INTERNAL CHARGES

- Increase to internal fleet charge

CITY HALL BUILDING

INTERNAL CHARGES

- Increase to internal fleet charge

CITY HALL RCMP ANNEX

INTERNAL CHARGES

- Increase to internal fleet charge

CIVIC MEMORIAL PARK BUILDING - EOC

INTERNAL CHARGES

- Increase to internal fleet charge

COMMUNITY SAFETY OFFICE

INTERNAL CHARGES

- Increase to internal fleet charge

COMMUNITY SERVICES BUILDING

INTERNAL CHARGES

- Increase to internal fleet charge

DETACHMENT BUILDING

INTERNAL CHARGES

- Increase to internal fleet charge

DOWNTOWN WASHROOM

INTERNAL CHARGES

- Increase to internal fleet charge

FIRE HALL STATION 1

INTERNAL CHARGES

- Increase to internal fleet charge

2024 - 2025 Budget Changes:

FIRE HALL STATION 2

INTERNAL CHARGES

- Increase to internal fleet charge

FIRE HALL STATION 3

INTERNAL CHARGES

- Increase to internal fleet charge

OPERATIONS BUILDINGS

INTERNAL CHARGES

- Increase to internal fleet charge

PARKADE BUILDING

INTERNAL CHARGES

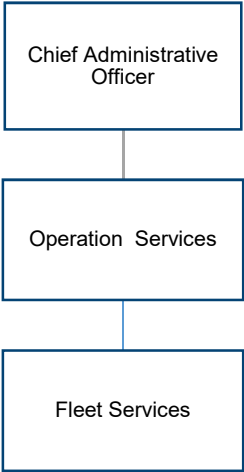
- Increase to internal fleet charge

VWRC ADMINISTRATION BUILDING

INTERNAL CHARGES

- Increase to internal fleet charge

OPERATION SERVICES FLEET SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$0
2024 Amended Net Cost	\$0
Budget Change	n/a
Change By %	n/a
2025 Authorized Positions	6.1
2024 Authorized Positions	6.1
FTE Change	0.0
FTE Change By %	0.00%

Department Summary

Department Summary: Fleet Services

Budget Year: 2025

Division: Fleet

Stage: CAO Finance Review

Manager: Belinda Bowden

Accounting Reference: CC16800

Approved: No

Purpose:

Fleet Services is responsible for the operation and management of the City fleet. This department provides for the purchase, maintenance, repair and disposal of City owned vehicles and equipment. The Fleet consists of 237 units and attachments, with an additional 35 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 Services. This transfer is funded by the Fleet charges in departments that use the City's vehicle fleet. These charges are intended to fund maintenance largely provided by Fleet Services, and an annual reserve contribution for the future replacement of vehicles when they reach the end of their useful lives.

Outlook for Upcoming Budget:

Continue with 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 has successfully ordered/received all scheduled replacements for 2024.

Fleet Services carried over the purchase of two fully electric trucks into 2023, both vehicles arrived in 2024 and are now in service.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$1,515,038
Prior Year Approved Net Budget	\$1,369,990
Budget Change	\$145,048
Budget Change by %	10.59%

Department Summary

Department Summary: Fleet Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	38,194	13,530	0	0	0	0.00%
Services to Other Governments	0	0	1,390	1,418	28	2.01%
Total	38,194	13,530	1,390	1,418	28	2.01%
Expenditures						
Contract Services	0	1,021	3,182	657	(2,525)	(79.35%)
Equipment Charges	62,116	34,681	242,407	62,383	(180,024)	(74.27%)
Internal Charges	166,200	172,519	(121,065)	181,947	303,012	(250.29%)
Materials & Supplies	13,931	23,510	17,723	18,432	709	4.00%
Professional Fees	225	20	560	582	22	3.93%
Purchases	0	4,840	0	0	0	0.00%
Salaries, Wages & Benefits	227,370	197,722	309,821	237,539	(72,282)	(23.33%)
Transfer To Reserve	1,101,579	0	884,796	1,011,690	126,894	14.34%
Utilities, Telephone & Insurance	18,217	137,839	33,956	3,226	(30,730)	(90.50%)
Total	1,589,637	572,152	1,371,380	1,516,456	145,076	10.58%
Net	1,551,443	558,622	1,369,990	1,515,038	145,048	10.59%

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Decrease - funding for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

EQUIPMENT CHARGES

- Decrease - equipment charges for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

INTERNAL CHARGES

- Increase in Common Service Allocation
- Decrease - cost recovery for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

MATERIALS AND SUPPLIES

- Increase due to inflation

SALARIES WAGES AND BENEFITS

- Increase due to benefits, service increases and cost of living adjustments
- Decrease – salaries wages and benefits for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

TRANSFERS TO RESERVES

- Increase in transfer to Vehicle and Equipment Reserve consistent with Vehicle and Equipment Replacement Strategy

UTILITIES, TELEPHONE & INSURANCE

- Increase due to ICBC rates
- Decrease - insurance for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

Department Summary

Department Summary: Fleet Vehicles

Budget Year: 2025

Division: Fleet

Stage: CAO Finance Review

Manager: Belinda Bowden

Accounting Reference: CC16850

Approved: No

Purpose:

This department includes all vehicles and light trucks < 5,000 kg in operating weight including 72 City vehicles 9 Fire Rescue vehicles and 3 Recreation vehicles. Fleet Services provides fleet management for the acquisition and disposal of 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. Replacement of City vehicles is funded from the Vehicle and Equipment Replacement Reserve. Fire Rescue and Recreation vehicle replacements are funded from their respective divisions.

Outlook for Upcoming Budget:

Continue to 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 greenhouse gas reductions through the vehicle replacement strategy. Explore opportunities to utilize alternate fuel sourced vehicles including propane, compressed natural gas (CNG), bi-fuel, electric and electric/hybrid vehicles as options when acquiring new vehicles.

The Fleet Replacement Strategy and the results of subsequent equipment evaluation reports have resulted in extending the useful life to multiple light duty vehicles. The Fleet Department will continue to provide cost effective maintenance and repair services to Recreation Services and Fire Rescue Services to ensure efficient operation and minimize vehicle downtime.

The City units scheduled for replacement in 2025 are:

- Unit 080 – Pickup - Water Division (\$71,000)

Highlights of Current Year:

Fleet services has continued to reduce the Corporation's carbon footprint by adding one additional 100% electric car in Fire Rescue Services. Two fully electric pick-up trucks (Ford Lightnings) ordered in 2023 were also received and placed into service in 2024. Recreation Services added one new electric zamboni and two gas to electric zamboni conversion in 2024 that were also budgeted for in 2023.

Fleet Services completed all Council approved vehicle replacements identified in 2024 including:

- Unit #049 tandem axle dump truck with plow and sander (awaiting delivery)
- Unit #034 1-ton pickup truck
- Unit #539 passenger minivan (replaced with hybrid)

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$(353,447)
Prior Year Approved Net Budget	\$(304,735)
Budget Change	\$(48,712)
Budget Change by %	(15.99%)

Department Summary

Department Summary: Fleet Vehicles

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Expenditures						
Contract Services	0	0	5,200	6,071	871	16.75%
Equipment Charges	304,738	252,777	267,757	347,347	79,590	29.72%
Internal Charges	6	(422,749)	(697,935)	(873,176)	(175,241)	25.11%
Materials & Supplies	0	6,649	0	0	0	0.00%
Salaries, Wages & Benefits	65,437	32,949	73,965	103,757	29,792	40.28%
Utilities, Telephone & Insurance	55,068	4,315	46,278	62,554	16,276	35.17%
Total	425,250	(126,061)	(304,735)	(353,447)	(48,712)	15.99%
Net	425,250	(126,061)	(304,735)	(353,447)	(48,712)	(15.99%)

2024 - 2025 Budget Changes:

EQUIPMENT CHARGES

- Increase - equipment Charges for Recreation and Fire Rescue Services reallocated from Fleet Services

INTERNAL CHARGES

- Budget is (negative) as this is a cost recovery from related departments that have a corresponding Fleet Charge
- Increase - cost recovery for Recreation and Fire Rescue Services reallocated from Fleet Services to Fleet Vehicles and Fleet Equipment cost centers

SALARIES WAGES AND BENEFITS

- Increase due to benefits, service increases and cost of living adjustments
- Increase –for Recreation and Fire Rescue Services reallocated from Fleet Services to Fleet Vehicles and Fleet Equipment cost centers

UTILITES, TELEPHONE & INSURANCE

- Increase due to ICBC rates
- Decrease - insurance for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

Department Summary

Department Summary: Fleet Equipment

Budget Year: 2025

Division: Fleet

Stage: CAO Finance Review

Manager: Belinda Bowden

Accounting Reference: CC16900

Approved: No

Purpose:

Fleet Equipment relates to all machinery, trailers and equipment including heavy duty trucks > 5,000 kg licensed gross vehicle weight including 133 City units, 11 Fire Rescue units and 9 units from Recreation. 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. 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 35 City owned or operated stationary generators conforming to CSA standards. Annual pump testing as per National Fire Protection Association standards, aerial ladder inspections, and nondestructive testing of ladder trucks are also provided by this Department. 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. Fire Rescue and Recreation equipment replacements are funded from their respective divisions.

Outlook for Upcoming Budget:

The Fleet Replacement Strategy and subsequent equipment evaluation have resulted in the postponed replacement of a number 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 2025 funded from the Vehicle and Equipment Replacement Reserve:

- Unit #047 Service Van – Utilities (\$80,000)
 - Unit #119 Street Sweeper - Public Works (\$600,000)
 - Unit # 514 Tractor w/attachments - Parks (\$185,000) (early budget approval provided by Council)
- Total replacement value \$767,000

The Fleet Department will continue to provide cost effective maintenance and repair services to Recreation Services and Fire Rescue Services to ensure efficient operation and minimize equipment downtime.

Highlights of Current Year:

Fleet Services has successfully awarded and/or received all scheduled replacement units for 2024 including:

- Unit #049 tandem axle dump truck with plow and sander (awaiting delivery)
- Two solar message boards (trailers)
- Unit #559 electric ice resurfacer placed into service (budgeted for in 2023)

Fleet Services also placed into service the new Fire Rescue Pumper Truck (Unit #775) - in service effective April 2024 (budgeted in 2023). 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.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$(1,164,427)
Prior Year Approved Net Budget	\$(1,065,255)
Budget Change	\$(99,172)
Budget Change by %	(9.31%)

Department Summary

Department Summary: Fleet Equipment

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	642	0	0	0	0.00%
Total	0	642	0	0	0	0.00%
Expenditures						
Contract Services	4,592	600	10,400	12,805	2,405	23.13%
Equipment Charges	1,068,178	761,926	916,239	1,089,573	173,334	18.92%
Internal Charges	107	(212,757)	(2,422,303)	(2,803,394)	(381,091)	15.73%
Materials & Supplies	201	57,345	0	0	0	0.00%
Salaries, Wages & Benefits	323,670	196,838	341,297	418,160	76,863	22.52%
Utilities, Telephone & Insurance	98,824	5,221	89,112	118,429	29,317	32.90%
Total	1,495,572	809,173	(1,065,255)	(1,164,427)	(99,172)	9.31%
Net	1,495,572	808,531	(1,065,255)	(1,164,427)	(99,172)	(9.31%)

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Increase costs related to repair of specialized equipment

EQUIPMENT CHARGES

- Increase - equipment Charges for Recreation and Fire Rescue Services reallocated from Fleet Services

INTERNAL CHARGES

- Budget is (negative) as this is a cost recovery from related departments that have a corresponding Fleet Charge
- Increase - cost recovery for Recreation and Fire Rescue Services reallocated from Fleet Services to Fleet Vehicles and Fleet Equipment cost centers

SALARIES WAGES AND BENEFITS

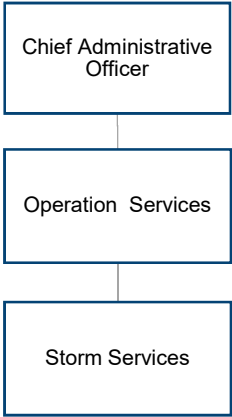
- Increase due to benefits, service increases and cost of living adjustments
- Increase –for Recreation and Fire Rescue Services reallocated from Fleet Services to Fleet Vehicles and Fleet Equipment cost centers

UTILITES, TELEPHONE & INSURANCE

- Increase due to ICBC rates
- Decrease - insurance for Recreation and Fire Rescue Services reallocated to Fleet Vehicles and Fleet Equipment cost centers

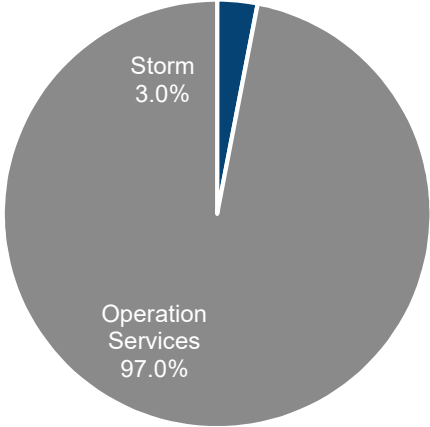
OPERATION SERVICES

STORM SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$391,910
2024 Amended Net Cost	\$379,049
Budget Change	\$12,861
Change By %	3.39%
2025 Authorized Positions	2.9
2024 Authorized Positions	2.9
FTE Change	0.0
FTE Change By %	0.00%



Department Summary

Department Summary: Storm System

Budget Year: 2025

Division: Storm

Stage: CAO Finance Review

Manager: Sean Irwin

Accounting Reference: CC17200

Approved: No

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

2025 CAO Finance Review Net Budget	\$391,910
Prior Year Approved Net Budget	\$379,049
Budget Change	\$12,861
Budget Change by %	3.39%

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
- Ongoing spot repairs that are identified by CCTV inspections
- Complete 25-30 storm manhole repairs, as identified
- Complete the creek channel assessment to support the vegetation management program
- Continue to install storm service connections, as required
- Complete the City-wide storm manhole inspection program
- Continue to support the Capital Works projects associated with the storm water collection system
- Continue annual maintenance of the 3 storm sediment basins located on upper BX Creek

Highlights of Current Year:

- Completed the annual storm main area flushing for 2024
- Completed dredging of the BX pond sediment treatment structures
- Closed over 1800 storm related work orders, including, manhole repairs, CCTV inspections, catch basin repairs, storm treatment structure repair, storm main root cutting
- Installed storm treatment structures at various locations to protect the creek system from contaminants and debris
- Completed storm system upgrades at the Operations yard

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Storm System

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Contributions From Developers	690,319	0	0	0	0	0.00%
General Fees & Charges	81,634	27,417	66,500	80,000	13,500	20.30%
Total	771,953	27,417	66,500	80,000	13,500	20.30%
Expenditures						
Contract Services	72,990	23,805	23,500	37,500	14,000	59.57%
Equipment Charges	0	263	0	0	0	0.00%
Internal Charges	100,160	0	90,000	95,000	5,000	5.56%
Materials & Supplies	53,537	47,068	35,000	30,000	(5,000)	(14.29%)
Other Interest & Bank Charges	14,426	0	0	0	0	0.00%
Professional Fees	0	343	2,500	2,000	(500)	(20.00%)
Purchases	0	21	0	0	0	0.00%
Salaries, Wages & Benefits	245,570	154,944	294,549	307,410	12,861	4.37%
Total	486,683	226,443	445,549	471,910	26,361	5.92%
Net	(285,269)	199,027	379,049	391,910	12,861	3.39%

2024 - 2025 Budget Changes:

GENERAL FEES & CHARGES

- Increased due to storm service install bylaw rate increase

CONTRACT SERVICES

- Increased due to the environmental consultant support for the added annual maintenance of the BX sediment basin

INTERNAL CHARGES

- Increase for fleet charges

MATERIALS AND SUPPLIES

- Materials and supplies reduced due to anticipated costs

PROFESSIONAL FEES

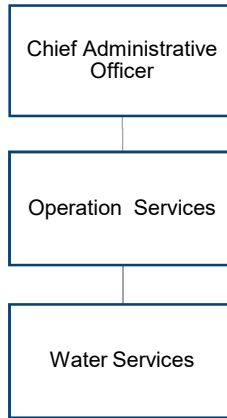
- Reduced to reflect actuals

SALARIES, WAGES & BENEFITS

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

OPERATION SERVICES

WATER SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$0
2024 Amended Net Cost	\$0
Budget Change	\$0
Change By %	0%
2025 Authorized Positions	23.3
2024 Authorized Positions	23.3
FTE Change	0.0
FTE Change By %	0.00%

Department Summary

Department Summary: Water Department

Budget Year: 2025

Division: Water

Stage: CAO Finance Review

Manager: Sean Irwin

Accounting Reference: CC17400

Approved: No

Purpose:

The City of Vernon, 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.

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 mainline valves to increase the efficiency of shutdowns in older areas within the city
- Continue leak detection program to proactively track and repair leaks throughout the water distribution system
- Assist GVW with district metering to identify areas with higher rates of water leakage
- Continue to train and utilize Cityworks mobile to track and trend work to determine areas for improvement operationally
- Replace 5-10 failed water main line valves to aid in shutdowns for main failures
- Maintain existing infrastructure to existing service levels and target deficiencies
- Continue to support the RDNO's Capital Works program and identifying projects that can be completed in house

Highlights of Current Year:

- Continued to utilize shoring to reduce costs of excavations
- City crews continued to install all water services
- Over thirty-seven (37) water main breaks repaired to date (Typically 35-45 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.
- Maintained operator certification
- Supported the Balsam Court pump station upgrades
- Completed pump upgrades to North BX 2 pump station
- Completed upgrades to Stepping Stones pump station to increase its lifespan, and dependability
- Completed water main replacement to 33rd Street between 41st Avenue and 43rd Avenue
- Completed upgrades to Ricket's station adding remote functionality to the pressure control valve
- Completed water main replacement on 34th Street (41 Avenue to dead end)
- Installed 4 fire hydrants in support of Areas B & C hydrant install program
- Reviewed the unidirectional water main flushing program to identify efficiencies and improve the overall effectiveness of the program
- Rebuilt and serviced 4 large butterfly valves within the distribution system to improve operational ability to shut down large sections of the system during emergency failures
- Completed pump motor upgrades to South BX 1 Pump Station
- All water distribution operators attended an extensive two-day PRV (pressure reducing valve), maintenance training program

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Department Summary

Department Summary: Water Department

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	4,036,161	0	3,559,776	3,803,021	243,245	6.83%
Water Revenue	19,355,048	15,091,903	0	0	0	0.00%
Total	23,391,209	15,091,903	3,559,776	3,803,021	243,245	6.83%
Expenditures						
Contract Services	19,791,452	9,114,673	203,030	208,000	4,970	2.45%
Equipment Charges	0	50,510	0	0	0	0.00%
Internal Charges	496,493	153,848	467,500	495,000	27,500	5.88%
Materials & Supplies	1,019,992	604,817	594,350	605,750	11,400	1.92%
Professional Fees	5,481	3,455	3,500	5,500	2,000	57.14%
Purchases	27,404	17,637	31,000	34,500	3,500	11.29%
Rentals & Leases	0	91	0	0	0	0.00%
Salaries, Wages & Benefits	2,045,872	1,070,946	2,246,799	2,440,097	193,298	8.60%
Utilities, Telephone & Insurance	10,118	20,209	13,597	14,174	577	4.24%
Total	23,396,811	11,036,186	3,559,776	3,803,021	243,245	6.83%
Net	5,603	(4,055,718)	0	0	0	0.00%

2024 - 2025 Budget Changes:

REVENUES

- Increase in revenues from RDNO to recover actual costs associated with operating and maintaining RDNO's water system

CONTRACT SERVICES

- Increase due to higher costs for asphalt, concrete, hired equipment, and contracted services

INTERNAL CHARGES

- Increase due to fleet rate increase

MATERIALS & SUPPLIES

- Increased due to anticipated expenditures in 2025

PROFESSIONAL FEES

- Increased due to higher cost of membership dues and consolidation of license, permits, and fees from previous budgeting

PURCHASES

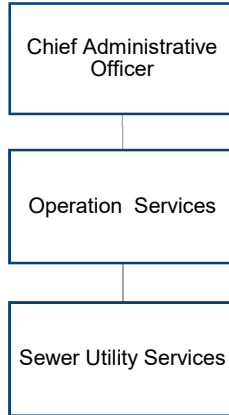
- Increase due to higher costs for tools, and equipment purchases

SALARIES, WAGES & BENEFITS

- Increases for a correction in pay banding, cost of living, service time and benefits costs

OPERATION SERVICES

SEWER UTILITY SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2025 Approved Net Cost	\$0
2024 Amended Net Cost	\$0
Budget Change	\$0
Change By %	0%
2025 Authorized Positions	23.4
2024 Authorized Positions	23.4
FTE Change	0.0
FTE Change By %	0.00%

Department Summary

Department Summary: Sewer Fiscal Services

Budget Year: 2025

Division: Financial Services

Stage: CAO Finance Review

Manager: Elma Hamming

Accounting Reference: CC12450

Approved: No

Purpose:

Fiscal Services - Sewer includes 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 cost center.

Budget Summary

2025 CAO Finance Review Net Budget	\$(7,693,527)
Prior Year Approved Net Budget	\$(7,389,547)
Budget Change	\$(303,980)
Budget Change by %	(4.11%)

Outlook for Upcoming Budget:

Council approved a sewer rate increase of 3.0% for 2025.

Taxation from sewer local service areas are expected to decrease due to one bylaw term ending in 2024.

No new sewer debt is anticipated.

Highlights of Current Year:

2024 sewer rates were increased by 5.5%.

Taxation from sewer local service areas reduced slightly in 2024 due to a bylaw term coming to an end in 2023.

No new sewer debt was incurred in 2024, however, the Municipal Finance Authority of BC refinanced one of the existing debt bylaws at a higher rate of interest which increased debt servicing costs in 2024.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Sewer Fiscal Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Contributions From Developers	0	0	231,927	245,714	13,787	5.94%
Internal Revenues	0	0	355,240	0	(355,240)	(100.00%)
Local Area Services	0	0	23,093	17,160	(5,933)	(25.69%)
Regional & Other Transfers	0	0	109,800	130,000	20,200	18.40%
Services to Other Governments	0	537,612	500,000	619,000	119,000	23.80%
Sewer Fees & Charges	0	0	9,999,502	10,610,700	611,198	6.11%
Transfer From Reserve	0	0	79,267	62,377	(16,890)	(21.31%)
Total	0	537,612	11,298,829	11,684,951	386,122	3.42%
Expenditures						
Debt Principal Payments	0	438,892	527,249	543,654	16,405	3.11%
Interest On Long Term Debt	0	100,946	245,842	275,392	29,550	12.02%
Internal Charges	0	284,822	319,822	364,692	44,870	14.03%
Transfer To Reserve	0	0	2,677,241	2,661,586	(15,655)	(0.58%)
Utilities, Telephone & Insurance	0	0	139,128	146,100	6,972	5.01%
Total	0	824,660	3,909,282	3,991,424	82,142	2.10%
Net	0	287,048	(7,389,547)	(7,693,527)	(303,980)	(4.11%)

2024 - 2025 Budget Changes:

CONTRIBUTION FROM DEVELOPERS:

- Increase in funding used from Sewer DCC's for sewer debt servicing due to increased interest

INTERNAL REVENUE:

- Decrease due to pay off of internal loan for the purchase of residential garbage carts from sewer reserves

LOCAL AREA SERVICES:

- Decrease due to 20-year sewer specified area tax levy interest

REGIONAL & OTHER TRANSFERS:

- Increase in grant funding from Okanagan Basin Water Board for sewer line installations in Okanagan Landing

SERVICES TO OTHER GOVERNMENTS:

- Anticipated increase in fees associated with the sewer treatment agreement with the District of Coldstream

SEWER FEES & CHARGES:

- 5.5% increase in 2024 from 2023 actual revenue; 3.0% approved for 2025 & 2026

TRANSFER FROM RESERVE:

- Reduced amount required each year for local service area taxation levies for principal component

INTEREST ON LONG TERM DEBT:

- Increase due to Municipal Finance Authority refinancing sewer debt at a higher rate of interest

INTERNAL CHARGES:

- Increase due to GIS/Asset Management Analyst position funding of 30% from sewer revenue

TRANSFER TO RESERVES:

- This amount represents the anticipated surplus to be generated by sewer operations with an increase in 2025

Department Summary

Department Summary: Water Reclamation Centre

Budget Year: 2025

Manager: Serge Kozin

Division: Sewer

Accounting Reference: CC17100

Stage: CAO Finance Review

Approved: No

Purpose:

The Vernon Water Reclamation Center (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. The facility also operates a High Rate Anaerobic Digester (HRAD) to pre treat high strength waste to improve the treatment process and ensure the most efficient use of the main plant. This budget also includes City of Vernon's share of the operating costs of the Regional Compost Facility.

Budget Summary

2025 CAO Finance Review Net Budget	\$3,729,321
Prior Year Approved Net Budget	\$4,398,163
Budget Change	\$(668,842)
Budget Change by %	(15.21%)

Outlook for Upcoming Budget:

Continue to replace infrastructure as identified in the Vernon Water Reclamation Centre and Spray Irrigation Asset Management Plan. Continue to work with the BC Ministry of Environment and Climate Change in regards to updating the Liquid Waste Management Plan and Operational Certificate.

Highlights of Current Year:

- High Rate Anaerobic Digester is fully operational and achieving a 93% reduction of Chemical Oxygen Demand.
- Major electrical replacements and upgrades.
- Infrastructure renewal of assets as outlined in the Asset Management Plan.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Water Reclamation Centre

Changes to Worksite:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Worksites - Indirect Cost						
Revenues						
Internal Revenues	22,298	22,298	22,298	0	(22,298)	(100.00%)
Other	177,914	750	0	0	0	0.00%
Sewer Fees & Charges	1,686,352	696,250	1,461,280	0	(1,461,280)	(100.00%)
Transfer From Reserve	0	0	323,143	0	(323,143)	(100.00%)
Total	1,886,564	719,298	1,806,721	0	(1,806,721)	(100.00%)
Expenditures						
Contract Services	821,024	667,809	1,267,009	370,555	(896,454)	(70.75%)
Equipment Charges	4,047	14,474	5,000	5,100	100	2.00%
Internal Charges	1,079,268	1,059,049	1,103,436	1,075,156	(28,280)	(2.56%)
Materials & Supplies	706,839	484,100	1,093,760	649,508	(444,252)	(40.62%)
Other Supplies	5,040	0	0	0	0	0.00%
Professional Fees	891	1,832	26,400	26,928	528	2.00%
Purchases	2,499	52,062	2,900	1,938	(962)	(33.17%)
Rentals & Leases	21,620	23,134	22,000	0	(22,000)	(100.00%)
Salaries, Wages & Benefits	1,776,927	892,485	1,597,534	1,232,417	(365,117)	(22.86%)
Transfer To Reserve	13,920	14,338	14,338	14,625	287	2.00%
Utilities, Telephone & Insurance	929,045	633,290	1,072,507	442,365	(630,142)	(58.75%)
Total	5,361,121	3,842,572	6,204,884	3,818,592	(2,386,292)	(38.46%)
Worksites - Indirect Cost Total	3,474,557	3,123,273	4,398,163	3,818,592	(579,571)	(13.18%)
Compost Facility						
Expenditures						
Contract Services	0	0	0	693,396	693,396	100.00%
Total	0	0	0	693,396	693,396	100.00%
Compost Facility Total	0	0	0	693,396	693,396	100.00%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
HRAD							
Revenues							
Sewer Fees & Charges	0	0	0	631,400	631,400	100.00%	
Total	0	0	0	631,400	631,400	100.00%	
Expenditures							
Materials & Supplies	0	0	0	380,253	380,253	100.00%	
Salaries, Wages & Benefits	0	0	0	62,500	62,500	100.00%	
Utilities, Telephone & Insurance	0	0	0	105,980	105,980	100.00%	
Total	0	0	0	548,733	548,733	100.00%	
HRAD Total	0	0	0	(82,667)	(82,667)	(100.00%)	
Septage Facility							
Revenues							
Sewer Fees & Charges	0	0	0	800,000	800,000	100.00%	
Total	0	0	0	800,000	800,000	100.00%	
Expenditures							
Salaries, Wages & Benefits	0	0	0	75,000	75,000	100.00%	
Utilities, Telephone & Insurance	0	0	0	25,000	25,000	100.00%	
Total	0	0	0	100,000	100,000	100.00%	
Septage Facility Total	0	0	0	(700,000)	(700,000)	(100.00%)	
Net	3,474,557	3,123,273	4,398,163	3,729,321	(668,842)	(15.21%)	

2024 - 2025 Budget Changes:

WORKSITES - INDIRECT COSTS

GENERAL

- Captures operating costs and revenues for the main plant as well as general operating costs for wastewater treatment. In 2025, additional worksites, Compost Facility, HRAD and Septage Facility were added to provide greater function. Additionally, the Spray Irrigation program was captured as its own cost center as per previous years.

SEWER FEES & CHARGES

- Decreased to reflect the reallocation to HRAD, Septage Facility and Spray Irrigation. Overall, sewer fees & charges increased to reflect actuals.

OTHER

- Funding for the 2023 maintenance and repair of the Commonage spray irrigation leak

TRANSFER FROM RESERVE

- Decreased to reflect removal of 2023 carry over for compost facility projects

2024 - 2025 Budget Changes:

WORKSITES - INDIRECT COSTS

CONTRACT SERVICES

- Decreased to reflect actuals, 2023 carry over project cost removal and reallocation to other worksites

INTERNAL CHARGES

- Increase for Fleet charges
- Increase in Common Services allocation

MATERIALS & SUPPLIES

- Decreased to reflect the reallocation to other worksites and cost center
- Overall increase to reflect chemical cost increases

SALARIES, WAGES & BENEFITS

- Decreased to reflect the reallocation to other worksites and cost center
- Overall increase in cost of living and length of service increase

UTILITIES, TELEPHONE & ISURANCE

- Decreased to reflect the reallocation to other worksites and cost center
- Overall decreased to reflect actuals

COMPOST FACILITY

CONTRACT SERVICES

- Increased to reflect the reallocation from other worksites
- Operating costs paid to City of Kelowna for facility operations

HRAD

SEWER FEES & CHARGES

- Increased to reflect the reallocation from other worksites
- High Strength Waste fees and charges

EXPENDITURES

- Increased to reflect the reallocation from other worksites

SEPTAGE FACILITY

SEWER FEES & CHARGES

- Increased to reflect the reallocation from other worksites
- Increased to reflect actuals from septage receiving facility

EXPENDITURES

- Increased to reflect the reallocation from other worksites

Department Summary

Department Summary: Spray Irrigation

Budget Year: 2025

Division: Sewer

Stage: CAO Finance Review

Manager: Serge Kozin

Accounting Reference: CC17150

Approved: No

Purpose:

As directed by the BC Ministry of Environment and Climate Change Strategy's Operating Certificate, reclaimed water continues to be predominately utilized for the beneficial use in a land based spray irrigation program. 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

2025 CAO Finance Review Net Budget	\$1,050,598
Prior Year Approved Net Budget	0
Budget Change	\$1,050,598
Budget Change by %	100.00%

Outlook for Upcoming Budget:

Continue to replace infrastructure as identified in the Vernon Water Reclamation Centre and Spray Irrigation Asset Management Plan, while continuing to provide a beneficial highly treated effluent product to area customers.

Highlights of Current Year:

- Replaced a section of above ground irrigation aluminum line with high density polyethylene on a trial basis.
- Replacement of irrigation supply line on Commonage Road.
- Infrastructure renewal of assets as outlined in the Asset Management Plan.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Spray Irrigation

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Internal Revenues	0	0	0	23,190	23,190	100.00%
Sewer Fees & Charges	0	0	0	242,660	242,660	100.00%
Total	0	0	0	265,850	265,850	100.00%
Expenditures						
Contract Services	0	0	0	42,873	42,873	100.00%
Internal Charges	0	0	0	261,967	261,967	100.00%
Materials & Supplies	0	0	0	109,540	109,540	100.00%
Purchases	0	0	0	1,020	1,020	100.00%
Rentals & Leases	0	0	0	22,880	22,880	100.00%
Salaries, Wages & Benefits	0	0	0	363,629	363,629	100.00%
Utilities, Telephone & Insurance	0	0	0	514,539	514,539	100.00%
Total	0	0	0	1,316,448	1,316,448	100.00%
Net	0	0	0	1,050,598	1,050,598	100.00%

2024 - 2025 Budget Changes:

SPRAY IRRIGATION

- Spray Irrigation was previously budgeted under VWRC in 2024. It has been separated to its own cost center for accuracies and efficiencies.

Department Summary

Department Summary: Sewer Operations

Budget Year: 2025

Division: Sewer

Stage: CAO Finance Review

Manager: Sean Irwin

Accounting Reference: CC17000

Approved: No

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, lift stations, odour control, manholes, and residential & commercial services throughout the city. The department also assists with construction of capital works projects associated with the sanitary collection system.

In addition to the above, the department is involved with infrastructure asset management investigation for short-term and future capital programs.

Budget Summary

2025 CAO Finance Review Net Budget	\$2,863,329
Prior Year Approved Net Budget	\$2,943,135
Budget Change	\$(79,806)
Budget Change by %	(2.71%)

Outlook for Upcoming Budget:

- 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
- Rebuild older pumps to maintain their efficiency and extend their lifespan
- Continue to monitor hydrogen sulfide readings in the Okanagan Landing sewer network to determine effectiveness of chemical dosing and carbon scrubber units relating to odour control
- Sourced alternative carbon units for install at various locations throughout the sanitary collection system
- Continue to replace SCADA (Supervisory Control and Data Acquisition) equipment that has reached the end of its lifespan
- Maintain existing infrastructure to existing service levels and target deficiencies
- Continue to train operators in order to meet certification requirements
- Maintain training and development opportunities

Highlights of Current Year:

- Completed the annual sanitary main flushing maintenance program
- Completed the annual lift station inspection program
- Continued operator certification for Operators in Wastewater Collections
- Continued safety training
- Continue to train new staff in the use of Cityworks
- Added 2 new tablets for Cityworks operation
- Closed over 1200 sanitary related work orders, which includes, sanitary manhole repairs, inspection chamber installs, air valve maintenance, lift station repairs or upgrades, and lift station maintenance
- Utilized trenchless technology to complete 6 sanitary main line spot repairs
- Completed re-builds of two large lift station pumps within the collection system to extend their lifespans
- Reviewed the weekly lift station operational checks to reduce redundant visits to each station

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Sewer Operations

Changes to Worksite:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Worksites - Indirect Cost						
Revenues						
Contributions From Developers	526,279	0	0	0	0	0.00%
Other	2,281	0	0	0	0	0.00%
Sewer Fees & Charges	144,612	66,929	101,000	109,000	8,000	7.92%
Total	673,172	66,929	101,000	109,000	8,000	7.92%
Expenditures						
Contract Services	171,580	185,736	88,678	98,800	10,122	11.41%
Equipment Charges	24	15,754	0	0	0	0.00%
Internal Charges	1,176,095	947,224	1,113,652	886,981	(226,671)	(20.35%)
Materials & Supplies	248,251	189,380	107,900	118,900	11,000	10.19%
Other Interest & Bank Charges	221	35	0	0	0	0.00%
Professional Fees	2,029	1,647	7,000	2,750	(4,250)	(60.71%)
Purchases	13,050	12,219	22,500	24,500	2,000	8.89%
Salaries, Wages & Benefits	546,381	491,569	687,072	747,728	60,656	8.83%
Transfer To Reserve	4,950	0	0	0	0	0.00%
Utilities, Telephone & Insurance	9,172	10,868	7,480	9,725	2,245	30.01%
Total	2,171,752	1,854,431	2,034,282	1,889,384	(144,898)	(7.12%)
Worksites - Indirect Cost Total	1,498,580	1,787,502	1,933,282	1,780,384	(152,898)	(7.91%)
Lift Stations						
Expenditures						
Contract Services	111,301	18,161	70,000	80,000	10,000	14.29%
Equipment Charges	815	5,127	6,300	4,500	(1,800)	(28.57%)
Internal Charges	251,780	139,430	234,030	269,195	35,165	15.03%
Materials & Supplies	162,737	31,789	160,200	170,500	10,300	6.43%
Purchases	3,473	5,589	3,000	3,750	750	25.00%
Salaries, Wages & Benefits	375,824	110,158	471,323	490,000	18,677	3.96%
Utilities, Telephone & Insurance	59,369	44,802	65,000	65,000	0	0.00%
Total	965,299	355,057	1,009,853	1,082,945	73,092	7.24%
Lift Stations Total	965,299	355,057	1,009,853	1,082,945	73,092	7.24%
Net	2,463,879	2,142,559	2,943,135	2,863,329	(79,806)	(2.71%)

Department Summary

2024 - 2025 Budget Changes:

WORKSITES - INDIRECT COSTS

SEWER FEES & CHARGES

- Increased due to bylaw rate increase and anticipated connection fees for residential, and commercial development in 2025
- Increased sani-dump revenue due to anticipated actuals

CONTRACT SERVICES

- Increased due to anticipated expenditures in 2025

INTERNAL CHARGES

- Reduced due to reduction in Common Services Allocation

MATERIALS & SUPPLIES

- Increased due to higher costs associated with sanitary service installations, and mainline repair materials and supplies

PROFESSIONAL FEES

- Decrease to reflect anticipated actuals

PURCHASES

- Increase due to higher tools and equipment costs

SALARIES, WAGES & BENEFITS

- Increases for cost of living, service time, benefits costs, and staff pay banding corrections

UTILITIES, TELEPHONE & INSURANCE

- Increase due to actuals and utility rate increases

LIFT STATIONS

CONTRACT SERVICES

- Increased due to anticipated expenditures in 2025

EQUIPMENT CHARGES

- Reduced to reflect actual maintenance software costs

INTERNAL CHARGES

- Increase due to an increase in Common Services Allocation and fleet costs

MATERIALS & SUPPLIES

- Increased due to higher costs associated with lift station maintenance and repair costs

SALARIES, WAGES & BENEFITS

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

Department Summary

Department Summary: Airport Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Ian Adkins

Accounting Reference: PC36100

Approved: No

Purpose:

This Airport Projects Cost Center handles one-time projects and purchases carried out by Airport Department.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects have been identified for Public Works in 2025.

Highlights of Current Year:

The only project in 2024 was the Airport Runway - Taxiway LED Upgrade.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Airport Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	100,000	0	(100,000)	(100.00%)
Total	0	0	100,000	0	(100,000)	(100.00%)
Expenditures						
Contract Services	0	0	100,000	0	(100,000)	(100.00%)
Materials & Supplies	0	63,287	0	0	0	0.00%
Total	0	63,287	100,000	0	(100,000)	(100.00%)
Net	0	63,287	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Parks Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Stacey Schultz

Accounting Reference: PC36700

Approved: No

Purpose:

This budget accommodates those projects approved by Council outside of the normal operating budget process. Depending on department capacity and project complexity, identified Infrastructure projects may be transferred to this budget for internal management, construction and completion.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

- Phase two of the geese harvest program
- Installation of RDNO initiative water meter program

Highlights of Current Year:

2024 projects include:

- Cemetery Maple Ave and Entrance \$450,000
- Cemetery Irrigation \$541,578
- Cemetery Kiosk \$23,902
- Geese Cull \$27,179
- Parks Infrastructure Renewal \$39,537
- Canadian Lakeview Estates Park \$ 158,114

Total 2024 Budget = \$1,240,310

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Parks Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	10,000	0	0	0	0	0.00%
Regional & Other Transfers	19,732	0	67,989	0	(67,989)	(100.00%)
Transfer From Reserve	225,779	0	1,172,321	0	(1,172,321)	(100.00%)
Total	255,511	0	1,240,310	0	(1,240,310)	(100.00%)
Expenditures						
Contract Services	73,231	54,039	1,240,310	0	(1,240,310)	(100.00%)
Equipment Charges	0	103	0	0	0	0.00%
Internal Charges	6,212	0	0	0	0	0.00%
Materials & Supplies	51,063	32,563	0	0	0	0.00%
Other	0	1,455	0	0	0	0.00%
Professional Fees	114,187	7,084	0	0	0	0.00%
Purchases	395	0	0	0	0	0.00%
Rentals & Leases	0	748	0	0	0	0.00%
Salaries, Wages & Benefits	10,423	6,906	0	0	0	0.00%
Total	255,511	102,899	1,240,310	0	(1,240,310)	(100.00%)
Net	0	102,899	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Fleet Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Belinda Bowden

Accounting Reference: PC36800

Approved: No

Purpose:

Fleet Projects 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

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Fleet Units to be replaced in 2025 include:

- Unit #047 (Service Van) - \$80,000
- Unit #080 (Pick-up) - \$71,000
- Unit #119 (Street Sweeper) - \$600,000

Total 2025 Budget = \$751,000

Highlights of Current Year:

2024 projects include:

- Unit #034 replacement of one ton pick-up truck - \$ 115,000
- Unit #539 replacement of passenger minivan (replaced with hybrid) - \$ 73,000
- Unit #049 replacement of tandem axle dump truck with plow and sander (awaiting delivery) - \$ 600,000
- Unit #060 replacement of tandem axle dump truck - \$ 425,276
- Unit #332 & #333 purchase of two electric pick-ups - \$ 160,000
- Unit #054 replacement of single axle dump truck - \$ 483,300
- Unit #118 replacement of Asphalt patching/recycling trailer - \$ 38,905
- Unit #023 replacement of three-quarter ton pick-up - \$ 123,800
- Unit #514 replacement of Parks tractor unit - \$ 185,000
- Unit #057 replacement of tandem axle dump truck - \$ 508,350
- Slip-in Flushing/ Anti-icing Unit - \$ 150,000

Total 2024 Budget = \$2,111,631

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Fleet Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	57,506	0	0	0	0	0.00%
Provincial Transfers	14,089	0	0	0	0	0.00%
Transfer From Reserve	1,100,096	0	2,862,631	751,000	(2,111,631)	(73.77%)
Total	1,171,691	0	2,862,631	751,000	(2,111,631)	(73.77%)
Expenditures						
Equipment Charges	9,413	0	0	0	0	0.00%
Internal Charges	250	0	0	0	0	0.00%
Materials & Supplies	53	0	0	0	0	0.00%
Purchases	1,140,926	376,127	2,862,631	751,000	(2,111,631)	(73.77%)
Salaries, Wages & Benefits	21,049	0	0	0	0	0.00%
Total	1,171,691	376,127	2,862,631	751,000	(2,111,631)	(73.77%)
Net	0	376,127	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Water Reclamation Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Serge Kozin

Accounting Reference: PC37100

Approved: No

Purpose:

This cost centre captures project that are outside of the operating budgets. The upcoming year captures project for the Regional Compost Facility

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Regional Compost Facility capital projects for 2025:

- Leachate recirculation design \$175,000
- VVRC grounds improvements \$30,000

Total 2025 Budget = \$205,000

Highlights of Current Year:

2024 projects include:

- Anaerobic Treatment Facility \$300,000
- Spray Irrigation Line Repair \$1,865,000
- Mackay Reservoir Improvements \$175,000
- Pump Station Transformer Replacement \$400,000
- Spray Irrigation Asset Renewal \$631,960
- VVRC Asset Renewal \$820,293

Total 2024 Budget = \$4,192,253

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Water Reclamation Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	(177,914)	0	0	0	0.00%
Transfer From Reserve	2,016,199	0	4,192,253	205,000	(3,987,253)	(95.11%)
Total	2,016,199	(177,914)	4,192,253	205,000	(3,987,253)	(95.11%)
Expenditures						
Contract Services	859,116	2,013,718	4,192,253	205,000	(3,987,253)	(95.11%)
Internal Charges	4,544	0	0	0	0	0.00%
Materials & Supplies	835,886	239,528	0	0	0	0.00%
Professional Fees	51,402	41,996	0	0	0	0.00%
Purchases	257,127	621,456	0	0	0	0.00%
Salaries, Wages & Benefits	8,124	1,263	0	0	0	0.00%
Total	2,016,199	2,917,962	4,192,253	205,000	(3,987,253)	(95.11%)
Net	0	3,095,875	0	0	0	0.00%

2024 - 2025 Budget Changes:

CONTRACTS FOR SERVICE line shows total budget for projects, actuals are expended in the related expense lines (eg. CONTRACTS FOR SERVICE, GOODS, MATERIALS & SUPPLIES, etc.)

Department Summary

Department Summary: Storm Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Sean Irwin

Accounting Reference: PC37200

Approved: No

Purpose:

Storm Projects Cost Center handles one-time projects and purchases carried out by Storm Department.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects have been identified for Storm in 2025.

Highlights of Current Year:

- Completed the installation of 2 oil and grit separators to improve the health of the creek system
- Completed 60 meters of storm main renewal on 27th Street from 38th Avenue to 39th Avenue
- Completed the new access to the BX sediment pond
- Completed the full creek system vegetation assessment as part of the vegetation management program
- Completed the upgrades to the Foothills trail drainage structure to handle heavier rain events

Total 2024 Budget = \$

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Storm Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	752,000	0	(752,000)	(100.00%)
Total	0	0	752,000	0	(752,000)	(100.00%)
Expenditures						
Contract Services	0	35,438	752,000	0	(752,000)	(100.00%)
Equipment Charges	0	168	0	0	0	0.00%
Materials & Supplies	0	23,003	0	0	0	0.00%
Rentals & Leases	0	664	0	0	0	0.00%
Salaries, Wages & Benefits	0	44,005	0	0	0	0.00%
Total	0	103,278	752,000	0	(752,000)	(100.00%)
Net	0	103,278	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Facilities Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Brian Story

Accounting Reference: PC38000

Approved: No

Purpose:

The Projects - Facilities department covers the one time projects undertaken by Building Services.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects have been identified for 2025.

Highlights of Current Year:

2024 projects include:

- Facilities Additional Cleaning
- DVA Downtown Mural Maintenance

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Facilities Projects

Changes to Cost Centre:

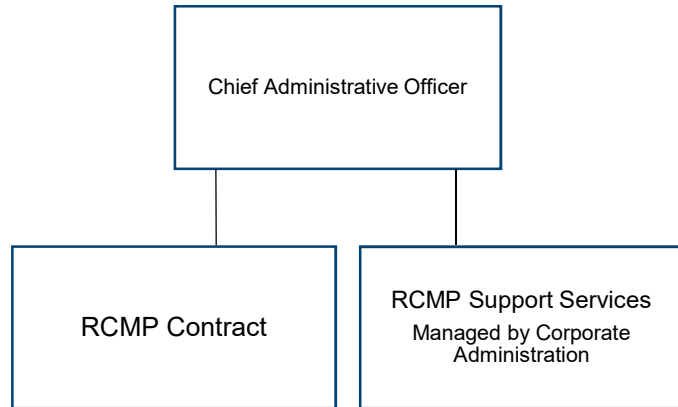
Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	166,526	0	150,242	0	(150,242)	(100.00%)
Total	166,526	0	150,242	0	(150,242)	(100.00%)
Expenditures						
Contract Services	166,526	43,419	92,163	0	(92,163)	(100.00%)
Internal Charges	0	0	9,530	0	(9,530)	(100.00%)
Materials & Supplies	0	11,948	1,000	0	(1,000)	(100.00%)
Salaries, Wages & Benefits	0	0	47,549	0	(47,549)	(100.00%)
Total	166,526	55,367	150,242	0	(150,242)	(100.00%)
Net	0	55,367	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

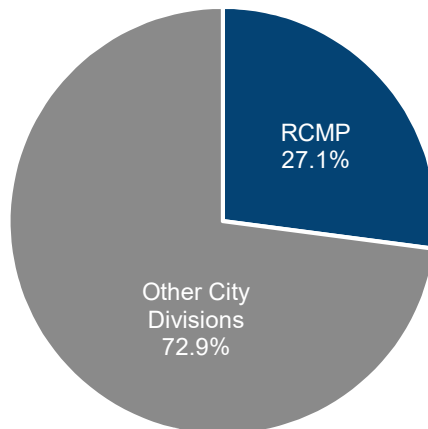
RCMP CONTRACT

Blake MacLeod
 Superintendent
 blakemacleod@rcmp-grc.gc.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$16,560,806
2024 Amended Net Cost	\$15,289,637
Budget Change	\$1,271,169
Change By %	8.31%
2025 FTE	35.2
2024 FTE	35.2
FTE Change	0.0
FTE Change By %	0.00%



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC15000 - RCMP Contract	12,721,085.00	13,703,952.00	982,867.00	7.73%
CC15010 - RCMP Support Services	2,247,627.00	2,452,743.00	205,116.00	9.13%
CC15020 - RCMP Detention Centre	320,925.00	404,111.00	83,186.00	25.92%
Total RCMP Contract and Support Services	15,289,637.00	16,560,806.00	1,271,169.00	8.31%



Department Summary

Department Summary: RCMP Contract

Budget Year: 2025

Manager: Blake Macleod

Division: RCMP Contract & Support
Services

Accounting Reference: CC15000

Stage: CAO Finance Review

Approved: No

Purpose:

Vernon North Okanagan RCMP (VNOD) is a regional detachment providing policing services to the City of Vernon and the areas of Armstrong, Coldstream, Enderby, Falkland, Lumby, Spallumcheen, as well as Splots' in First Nations and Okanagan First Nations Lands. The office currently has 60 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

2025 CAO Finance Review Net Budget	\$13,703,952
Prior Year Approved Net Budget	\$12,721,085
Budget Change	\$982,867
Budget Change by %	7.73%

Outlook for Upcoming Budget:

The National Police Federation (NPF) which represents the RCMP members up to the Inspector rank, entered into a new contract which was backdated to 2023/24 and 2024/25. The second collective bargaining agreement was ratified at a 4% salary increase per year for the next two years. With a one-time allowance of \$2,500, and the second increase commencing April 1, 2024 to March 31, 2025.

In the Fall of 2023, as per the previous years' contract content, MICRT was created by adding two City of Vernon positions. Currently the MICRT unit is made up of two Constables, along with three nurse practitioners; one of these positions is slated to become a Corporal position in the future.

The current 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 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 when accepted.

In the spring and fall of 2024, 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. Numerous criminal offences have resulted from this initiative.

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, including several recruiting sessions and meeting with seniors, as well as the Jean Minguy Memorial RCMP Youth Academy.

Change Request for 2025:

Department Summary

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4157	2 General Duty Constables	Requested	\$489,016	\$0	\$0	\$489,016	\$498,796
AUTO - 4158	RCMP Drug Unit - 1 Constable & 1 Corporal	Requested	\$489,016	\$0	\$0	\$489,016	\$498,796
AUTO - 4159	RCMP - Special Victims Unit - 1 Constable	Requested	\$244,508	\$0	\$0	\$244,508	\$249,398
Total Change Request			\$1,222,540	\$0	\$0	\$1,222,540	\$1,246,990

Department Summary

Department Summary: RCMP Contract

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	6,343	0	0	0	0.00%
Provincial Transfers	452,000	494,000	494,890	477,500	(17,390)	(3.51%)
Transfer From Reserve	0	0	463,232	489,016	25,784	5.57%
Total	452,000	500,343	958,122	966,516	8,394	0.88%
Expenditures						
Contract Services	11,882,419	8,065,471	13,679,207	14,670,468	991,261	7.25%
Materials & Supplies	0	842	0	0	0	0.00%
Total	11,882,419	8,066,313	13,679,207	14,670,468	991,261	7.25%
Net	11,430,419	7,565,970	12,721,085	13,703,952	982,867	7.73%

2024 - 2025 Budget Changes:

TRANSFERS FROM RESERVE

- Reserve funding for additional 2 officers began 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
- The additional 2 officers were approved beginning in 2024 at an estimated cost of \$463,232
- The estimated cost for the two officers for 2025 is \$489,016 (per officer \$244,508 - 90% City of Vernon share annualized to budget year)

Department Summary

Department Summary: RCMP Support Services

Budget Year: 2025

Division: RCMP Contract & Support Services

Stage: CAO Finance Review

Manager: Geoff Gaucher

Accounting Reference: CC15010

Approved: No

Purpose:

The RCMP Support Services Department provides administrative, clerical and operational support to the RCMP members of the Vernon and Coldstream components 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

2025 CAO Finance Review Net Budget	\$2,452,743
Prior Year Approved Net Budget	\$2,247,627
Budget Change	\$205,116
Budget Change by %	9.13%

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 2025:

No change requests at this time.

Department Summary

Department Summary: RCMP Support Services

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	15,817	15,555	17,500	17,850	350	2.00%
Rentals	82,886	36,756	66,300	67,626	1,326	2.00%
Search Fees	57,566	49,618	68,000	69,360	1,360	2.00%
Services to Other Governments	76,524	76,439	77,816	79,372	1,556	2.00%
Transfer From Reserve	34,475	0	269,589	159,300	(110,289)	(40.91%)
Total	267,269	178,368	499,205	393,508	(105,697)	(21.17%)
Expenditures						
Contract Services	57,549	25,246	32,897	33,555	658	2.00%
Internal Charges	4,332	0	0	0	0	0.00%
Materials & Supplies	11,904	12,412	13,900	7,425	(6,475)	(46.58%)
Professional Fees	142	421	115	120	5	4.35%
Purchases	20,062	6,736	5,000	5,000	0	0.00%
Salaries, Wages & Benefits	2,081,886	1,248,541	2,691,870	2,796,976	105,106	3.90%
Utilities, Telephone & Insurance	2,766	1,551	3,050	3,175	125	4.10%
Total	2,178,641	1,294,907	2,746,832	2,846,251	99,419	3.62%
Net	1,911,373	1,116,539	2,247,627	2,452,743	205,116	9.13%

2024 - 2025 Budget Changes:

TRANSFERS FROM RESERVES

- Funding for a one-time project (12 months Crime Analyst, .5 FTE Court Liaison Officer, .5 FTE Exhibit Custodian) staffing started in September 2024

SALARIES, WAGES & BENEFITS

- Increase in cost of living, length of service increase

Department Summary

Department Summary: RCMP Detention Centre

Budget Year: 2025

Division: RCMP Contract & Support Services

Stage: CAO Finance Review

Manager: Geoff Gaucher

Accounting Reference: CC15020

Approved: No

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/North Okanagan RCMP, the court system via provincial sheriff's 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

2025 CAO Finance Review Net Budget	\$404,111
Prior Year Approved Net Budget	\$320,925
Budget Change	\$83,186
Budget Change by %	25.92%

Outlook for Upcoming Budget:

Administration is projecting that the Detention Centre will have 1,000 to 1,200 prisoners in 2025 and will process approximately 750 to 950 criminal fingerprints and 650 to 750 civilian fingerprints

Highlights of Current Year:

The Detention Centre had 989 prisoners held in 2023. As of August 31, 2024, the total prisoner count is 659.

Detention Centre cost recovery from the District of Coldstream's Lease Agreement is based on a percentage of the 2023 operating costs. 2024 billing is \$12,338.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: RCMP Detention Centre

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Federal Transfers	120,394	91,703	217,548	165,000	(52,548)	(24.15%)
Search Fees	17,300	16,050	19,484	19,874	390	2.00%
Services to Other Governments	9,495	12,338	12,750	13,005	255	2.00%
Total	147,189	120,092	249,782	197,879	(51,903)	(20.78%)
Expenditures						
Materials & Supplies	25,010	13,045	25,550	26,160	610	2.39%
Professional Fees	0	40	0	0	0	0.00%
Purchases	0	529	500	250	(250)	(50.00%)
Salaries, Wages & Benefits	504,469	291,984	544,657	575,580	30,923	5.68%
Total	529,479	305,598	570,707	601,990	31,283	5.48%
Net	382,290	185,506	320,925	404,111	83,186	25.92%

2024 - 2025 Budget Changes:

FEDERAL TRANSFERS

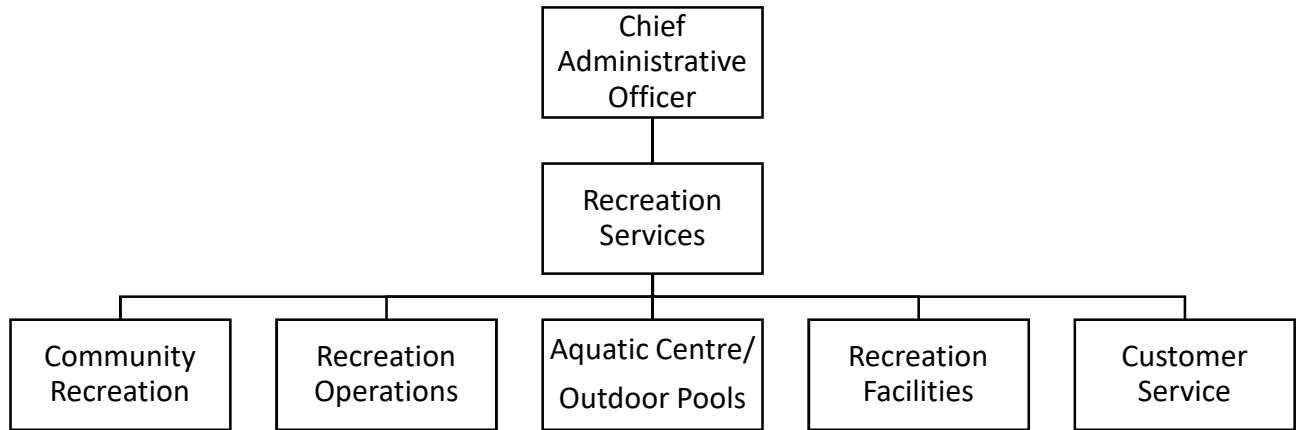
- Decreased revenue expectation due to lower prisoner volumes held.

SALARIES, WAGES & BENEFITS

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

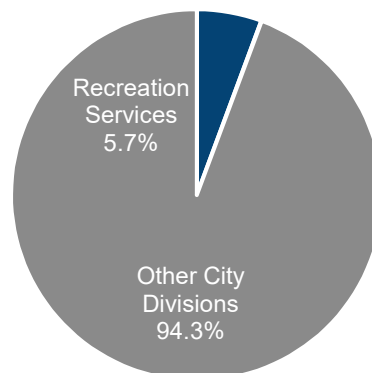
RECREATION SERVICES

Jason Blood
 Director
 jblood@vernon.ca



DIVISIONAL BUDGET SUMMARY

2025 Approved Net Cost	\$3,459,088
2024 Amended Net Cost	\$3,471,011
Budget Change	\$(11,923)
Change By %	(0.34)%
2025 FTE	60
2024 FTE	60
FTE Change	0
FTE Change By %	0.00 %



DIVISION BUDGET: COMPARISON TO PREVIOUS YEAR

Cost Center Display Name	2024 BUDGET	2025 BUDGET	\$ INCREASE	% INCREASE
CC17500 - Recreation	272,369.00	242,662.00	(29,707.00)	(10.91%)
CC17600 - Recreation Operations	1,346,775.00	2,141,632.00	794,857.00	59.02%
CC17700 - Recreation Customer Service	582,544.00	858,145.00	275,601.00	47.31%
CC17800 - Community Recreation	155,543.00	107,788.00	(47,755.00)	(30.70%)
CC17900 - Aquatic Centre	1,000,446.00	73,528.00	(926,918.00)	(92.65%)
CC17910 - Lakeview Wading Pool	0.00	13,206.00	13,206.00	100.00%
CC17920 - Lavington Pool	0.00	22,127.00	22,127.00	100.00%
CC18100 - Recreation Facilities	113,334.00	0.00	(113,334.00)	(100.00%)
Total Recreation Services	3,471,011.00	3,459,088.00	(11,923.00)	(0.34%)



Department Summary

Department Summary: Recreation

Budget Year: 2025

Division: Recreation

Stage: CAO Finance Review

Manager: Jason Blood

Accounting Reference: CC17500

Approved: No

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 operate both the Lavington Outdoor Pool and 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

2025 CAO Finance Review Net Budget	\$242,662
Prior Year Approved Net Budget	\$272,369
Budget Change	\$(29,707)
Budget Change by %	(10.91%)

Outlook for Upcoming Budget:

The City of Vernon Recreation Services function moved to a two-tier system for residents and non-residents in 2024. As a result, this budget has been prepared based a combination of historical trends, as well as, the impacts of the two-tier system in 2024. Implementing a two-tiered and access system assists Recreation Services in maintaining historic levels of operation while dealing with inflation and the continued rise of participation, especially compared to pre-pandemic participation numbers. The Recreation budget includes the fee for service arrangements currently in place with Coldstream, and Areas B&C. No other jurisdictions have come forward to participate in the VRP program.

Highlights of Current Year:

2024 was the first year operating under a fee for service arrangement with Coldstream, and Areas B&C. Recreation Services has provided services at or above historic levels and reinvested in our recreation facilities. Updating of the Fees and Charges Bylaw has allowed for an increased level of transparency of our prices and processes, as well as, allowing for achieving a level of cost certainty for our users. In addition, Facility User Agreements were either renewed or reached with tenants at Kal Tire Place, including: The Vernon Vipers, Blades of Lori, The Training House, Rink Hockey Academy. Additionally, Recreation Services successfully entered into a new agreement for food and beverage services at Kal Tire Place. These partnerships secure these additional services to the public, and provide a revenue certainty to the department. 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 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4155	Recreation Reorganization	Requested	\$100,000	\$0	\$0	\$100,000	\$102,000
Total Change Request			\$100,000	\$0	\$0	\$100,000	\$102,000

Department Summary

Department Summary: Recreation

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Payments in Lieu	24,000	0	24,000	24,480	480	2.00%
Services to Other Governments	1,280,644	1,456,949	1,468,385	1,497,753	29,368	2.00%
Transfer From Reserve	126,702	0	21,842	22,279	437	2.00%
Total	1,431,346	1,456,949	1,514,227	1,544,512	30,285	2.00%
Expenditures						
Contract Services	28,069	110,125	27,110	27,652	542	2.00%
Internal Charges	178,670	171,827	179,987	178,407	(1,580)	(0.88%)
Materials & Supplies	10,261	18,134	14,008	21,635	7,627	54.45%
Professional Fees	8,363	21,016	12,521	12,843	322	2.57%
Purchases	22,102	13,079	25,857	26,500	643	2.49%
Salaries, Wages & Benefits	406,549	144,617	407,201	363,607	(43,594)	(10.71%)
Transfer To Reserve	910,100	1,061,255	1,061,255	1,096,700	35,445	3.34%
Utilities, Telephone & Insurance	55,666	7,176	58,657	59,830	1,173	2.00%
Total	1,619,781	1,547,228	1,786,596	1,787,174	578	0.03%
Net	188,435	90,279	272,369	242,662	(29,707)	(10.91%)

2024 - 2025 Budget Changes:

MATERIALS & SUPPLIES

- Increase to operational expenditures as a result of increased usage and inflationary increases on products.

SALARIES, WAGES & BENEFITS

- Decrease due to a reallocation of a portion of a position to CC17600 - Recreation Operations.

Department Summary

Department Summary: Recreation Operations

Budget Year: 2025

Division: Recreation Centre

Stage: CAO Finance Review

Manager: Dustin Pridham

Accounting Reference: CC17600

Approved: No

Purpose:

The Recreation Operations department oversees the daily management and maintenance of key recreation facilities including Kal Tire place, Priest Valley Arena & Gymnasium, Vernon Recreation Centre, Aquatic Centre, Lakeview Pool, Lakers Clubhouse, Halina Centre, and the Boxing Club. The department also maintains, staffs and operates the Curling Rink floor area during the spring and summer months.

The department is committed to ensuring these facilities operate efficiently and effectively providing safe and high-quality recreational environments for the community.

Budget Summary

2025 CAO Finance Review Net Budget	\$2,141,632
Prior Year Approved Net Budget	\$1,346,775
Budget Change	\$794,857
Budget Change by %	59.02%

Outlook for Upcoming Budget:

Recreation Operations will make further facility enhancement to Kal Tire Place to improve operational efficiencies and customer experience.

Recreation Operations will host more courses in Vernon, BC, to continue growing staff credentials to efficiently and effectively operate recreational facilities and increase capacity leading into the opening of the Active Living Centre in 2026.

Streamlining under the new accounting tool by incorporating operational expenses from multiple facility locations to the appropriate costing center. This makes it a challenge to compare previous year totals. Administration consolidated the following:

- Centennial Rink worksite into Priest Valley Arena & Gymnasium
- Halina Centre worksite into Recreation Centre Facility
- Kal Tire Place North into Kal Tire Place
- Transferred operating expenses from Aquatic Centre, Recreation Centre Parking Lots & Grounds, Arena Parking Lots, Recreation Centre Complex Childcare Facility, Lakers Childcare Facility, Lakeview Wading Pool, and Lakers Clubhouse into Recreation Operations.

Highlights of Current Year:

Recreation Operations hosted several training courses in Vernon, BC, with the support of Recreation Facilities Association of British Columbia (RFABC) which includes Refrigeration Safety Awareness, Ice Facility Operator, Refrigeration Operator, Building Service Worker, Pool Operator Level 1 & 2. The courses were hosted to train staff and build up the necessary credentials to fill key roles and safely operate recreational facilities. The City of Vernon was successful in the BC Employer Training Grant to fund staff to attend and complete the Pool Operator Level 1 & 2.

Recreation Operations improved Kal Tire Place netting system to facilitate the ease of conversions and reduce operational cost.

Recreation Operations received the new electric Zamboni 552AC in preparation for the upcoming 2024/2025 season and we continue to monitor performance and impact with three electric ice resurfacers.

Introduce new Recreation Maintenance Worker to improve preventative maintenance and build capacity within Recreation Operations

Department Summary

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4149	Coordinator, Facility Maintenance	Requested	\$107,998	\$0	\$0	\$107,998	\$110,157
AUTO - 4150	Supervisor, Custodial Maintenance	Requested	\$112,738	\$0	\$0	\$112,738	\$114,992
AUTO - 4151	Increase Facility Operator Coverage - enhanced cleaning	Requested	\$19,421	\$0	\$0	\$19,241	\$19,809
AUTO - 4152	3 Facility Operators and convert existing position to Operator 3	Requested	\$329,917	\$0	\$0	\$329,917	\$336,515
AUTO - 4153	Increase Building Service worker coverage	Requested	\$14,366	\$0	\$0	\$14,366	\$14,653
Total Change Request			\$584,440	\$0	\$0	\$584,260	\$596,126

Department Summary

Department Summary: Recreation Operations

Changes to Worksite:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Worksites - Indirect Cost						
Revenues						
Admissions & Tickets	0	0	6,000	4,500	(1,500)	(25.00%)
Internal Revenues	9,091	14,845	0	0	0	0.00%
Marketing Revenue	0	(65,603)	0	0	0	0.00%
Other	0	2,621	0	0	0	0.00%
Rentals	89,973	626,389	111,925	0	(111,925)	(100.00%)
Sale Of Goods	0	700	0	0	0	0.00%
Total	99,064	578,952	117,925	4,500	(113,425)	(96.18%)
Expenditures						
Contract Services	39,479	8,326	0	27,000	27,000	100.00%
Equipment Charges	0	407	0	0	0	0.00%
Internal Charges	60,155	0	50,000	66,754	16,754	33.51%
Materials & Supplies	35,570	21,403	16,945	22,534	5,589	32.98%
Professional Fees	121	236	780	1,700	920	117.95%
Purchases	4,476	605	3,300	5,500	2,200	66.67%
Rentals & Leases	0	1,016	0	0	0	0.00%
Salaries, Wages & Benefits	591,593	261,990	536,984	380,204	(156,780)	(29.20%)
Transfer To Reserve	0	12,000	0	0	0	0.00%
Utilities, Telephone & Insurance	109,726	47,602	30,352	20,831	(9,521)	(31.37%)
Total	841,120	353,584	638,361	524,523	(113,838)	(17.83%)
Worksites - Indirect Cost Total	742,056	(225,368)	520,436	520,023	(413)	(0.08%)
Aquatic Centre						
Expenditures						
Contract Services	0	21,377	0	58,900	58,900	100.00%
Materials & Supplies	0	2,946	0	63,000	63,000	100.00%
Salaries, Wages & Benefits	0	98,634	0	135,884	135,884	100.00%
Total	0	122,958	0	257,784	257,784	100.00%
Aquatic Centre Total	0	122,958	0	257,784	257,784	100.00%
Arena Parking Lots & Grounds						
Expenditures						
Contract Services	0	3,749	0	51,381	51,381	100.00%
Total	0	3,749	0	51,381	51,381	100.00%
Arena Parking Lots & Grounds Total	0	3,749	0	51,381	51,381	100.00%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Centennial Rink						
Revenues						
Rentals	3,030	1,349	3,885	3,546	(339)	(8.73%)
Total	3,030	1,349	3,885	3,546	(339)	(8.73%)
Expenditures						
Contract Services	0	1,403	1,030	0	(1,030)	(100.00%)
Materials & Supplies	0	240	1,121	0	(1,121)	(100.00%)
Salaries, Wages & Benefits	19,127	506	29,218	30,971	1,753	6.00%
Utilities, Telephone & Insurance	24,352	9,528	24,068	0	(24,068)	(100.00%)
Total	43,479	11,677	55,437	30,971	(24,466)	(44.13%)
Centennial Rink Total	40,448	10,328	51,552	27,425	(24,127)	(46.80%)
Curling Rink						
Revenues						
Other	91,054	33,728	94,562	88,865	(5,697)	(6.02%)
Rentals	12,190	16,800	13,125	21,933	8,808	67.11%
Total	103,245	50,528	107,687	110,798	3,111	2.89%
Expenditures						
Contract Services	5,128	1,619	13,093	13,890	797	6.09%
Internal Charges	180	0	0	0	0	0.00%
Materials & Supplies	0	654	0	0	0	0.00%
Rentals & Leases	5,850	5,850	5,850	6,084	234	4.00%
Salaries, Wages & Benefits	179	448	0	0	0	0.00%
Transfer To Reserve	12,000	0	12,000	12,000	0	0.00%
Utilities, Telephone & Insurance	44,704	9,893	52,987	54,801	1,814	3.42%
Total	68,040	18,464	83,930	86,775	2,845	3.39%
Curling Rink Total	(35,205)	(32,064)	(23,757)	(24,023)	(266)	(1.12%)
Halina 50+ Activity Centre						
Revenues						
Rentals	0	0	900	900	0	0.00%
Total	0	0	900	900	0	0.00%
Expenditures						
Contract Services	13,868	0	5,676	0	(5,676)	(100.00%)
Materials & Supplies	6,885	0	7,379	0	(7,379)	(100.00%)
Salaries, Wages & Benefits	40,504	0	48,054	0	(48,054)	(100.00%)
Utilities, Telephone & Insurance	40,992	0	43,556	0	(43,556)	(100.00%)
Total	102,248	0	104,665	0	(104,665)	(100.00%)
Halina 50+ Activity Centre Total	102,248	0	103,765	(900)	(104,665)	(100.87%)

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Kal Tire Place						
Revenues						
Internal Revenues	0	0	12,360	12,607	247	2.00%
Marketing Revenue	107,561	103,474	118,999	68,999	(50,000)	(42.02%)
Other	5,917	698	7,500	2,500	(5,000)	(66.67%)
Parking	0	0	0	22,500	22,500	100.00%
Payments in Lieu	17,400	0	17,400	17,400	0	0.00%
Rentals	990,443	457,902	947,902	1,234,265	286,363	30.21%
Sale Of Goods	1,545	110	0	0	0	0.00%
Total	1,122,867	562,184	1,104,161	1,358,271	254,110	23.01%
Expenditures						
Contract Services	220,988	142,574	145,391	136,275	(9,116)	(6.27%)
Equipment Charges	0	147	0	0	0	0.00%
Internal Charges	2,521	0	0	0	0	0.00%
Materials & Supplies	43,677	50,743	61,990	64,998	3,008	4.85%
Rentals & Leases	0	122	0	0	0	0.00%
Salaries, Wages & Benefits	599,439	293,171	435,407	572,304	136,897	31.44%
Transfer To Reserve	6,237	0	0	0	0	0.00%
Utilities, Telephone & Insurance	576,067	328,401	635,179	674,045	38,866	6.12%
Total	1,448,929	815,159	1,277,967	1,447,622	169,655	13.28%
Kal Tire Place Total	326,062	252,975	173,806	89,351	(84,455)	(48.59%)
Lakers Child Care Facility						
Expenditures						
Contract Services	0	320	0	3,570	3,570	100.00%
Utilities, Telephone & Insurance	0	0	0	4,337	4,337	100.00%
Total	0	320	0	7,907	7,907	100.00%
Lakers Child Care Facility Total	0	320	0	7,907	7,907	100.00%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Lakers Clubhouse						
Revenues						
Other	0	0	0	4,678	4,678	100.00%
Rentals	0	0	0	17,500	17,500	100.00%
Total	0	0	0	22,178	22,178	100.00%
Expenditures						
Contract Services	0	7,908	0	21,916	21,916	100.00%
Materials & Supplies	0	254	0	1,225	1,225	100.00%
Salaries, Wages & Benefits	0	288	0	0	0	0.00%
Utilities, Telephone & Insurance	0	0	0	19,106	19,106	100.00%
Total	0	8,449	0	42,247	42,247	100.00%
Lakers Clubhouse Total	0	8,449	0	20,069	20,069	100.00%
Lakeview Wading Pool						
Expenditures						
Contract Services	0	846	0	4,078	4,078	100.00%
Materials & Supplies	0	0	0	7,000	7,000	100.00%
Salaries, Wages & Benefits	0	3,857	0	0	0	0.00%
Utilities, Telephone & Insurance	0	0	0	7,897	7,897	100.00%
Total	0	4,703	0	18,975	18,975	100.00%
Lakeview Wading Pool Total	0	4,703	0	18,975	18,975	100.00%
Priest Valley Arena & Gym						
Revenues						
Internal Revenues	34,018	5,292	36,110	28,130	(7,980)	(22.10%)
Rentals	293,799	117,554	284,291	317,014	32,723	11.51%
Transfer From Reserve	275	0	20,000	0	(20,000)	(100.00%)
Total	328,093	122,846	340,401	345,144	4,743	1.39%
Expenditures						
Contract Services	83,483	55,773	58,667	62,581	3,914	6.67%
Materials & Supplies	18,951	16,170	18,823	25,324	6,501	34.54%
Rentals & Leases	0	30	0	0	0	0.00%
Salaries, Wages & Benefits	247,109	113,086	304,306	266,487	(37,819)	(12.43%)
Utilities, Telephone & Insurance	168,328	66,782	168,556	359,577	191,021	113.33%
Total	517,871	251,841	550,352	713,969	163,617	29.73%
Priest Valley Arena & Gym Total	189,778	128,994	209,951	368,825	158,874	75.67%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Recreation Centre Facility						
Revenues						
Internal Revenues	0	0	13,084	11,606	(1,478)	(11.30%)
Rentals	0	50,812	132,977	108,629	(24,348)	(18.31%)
Total	0	50,812	146,061	120,235	(25,826)	(17.68%)
Expenditures						
Contract Services	0	32,306	37,440	64,412	26,972	72.04%
Internal Charges	0	0	100	0	(100)	(100.00%)
Materials & Supplies	0	9,510	20,516	53,604	33,088	161.28%
Purchases	0	0	2,500	0	(2,500)	(100.00%)
Salaries, Wages & Benefits	0	130,232	283,728	515,712	231,984	81.76%
Utilities, Telephone & Insurance	0	62,527	112,799	289,025	176,226	156.23%
Total	0	234,574	457,083	922,753	465,670	101.88%
Recreation Centre Facility Total	0	183,763	311,022	802,518	491,496	158.03%
Recreation Centre Grounds						
Revenues						
Internal Revenues	0	39,129	0	42,312	42,312	100.00%
Total	0	39,129	0	42,312	42,312	100.00%
Expenditures						
Contract Services	0	199	0	0	0	0.00%
Salaries, Wages & Benefits	0	117	0	0	0	0.00%
Total	0	317	0	0	0	0.00%
Recreation Centre Grounds Total	0	(38,812)	0	(42,312)	(42,312)	(100.00%)
Recreation Centre Parking Lots						
Expenditures						
Contract Services	0	0	0	32,464	32,464	100.00%
Total	0	0	0	32,464	32,464	100.00%
Recreation Centre Parking Lots Total	0	0	0	32,464	32,464	100.00%
Recreation Complex Child Care Facility						
Expenditures						
Contract Services	0	10,085	0	5,202	5,202	100.00%
Utilities, Telephone & Insurance	0	0	0	5,784	5,784	100.00%
Total	0	10,085	0	10,986	10,986	100.00%
Recreation Complex Child Care Facility Total	0	10,085	0	10,986	10,986	100.00%

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Winter Carnival Building						
Expenditures						
Contract Services	0	209	0	0	0	0.00%
Utilities, Telephone & Insurance	0	0	0	1,159	1,159	100.00%
Total	0	209	0	1,159	1,159	100.00%
Winter Carnival Building Total	0	209	0	1,159	1,159	100.00%
Net	1,365,388	430,290	1,346,775	2,141,632	794,857	59.02%

2024 - 2025 Budget Changes:

WORKSITES - INDIRECT COSTS

ADMISSION & TICKETS REVENUE

- The number of ticket events has decreased for 2025

RENTALS

- Adjusted to reflect actuals

CONTRACT SERVICES

- Increase to contract services for facility improvements

INTERNAL CHARGES

- Increase to internal fleet charge

MATERIALS & SUPPLIES

- Reallocated from multiple Recreation Services worksites
- Increase in material & supplies cost to reflect actuals

PROFESSIONAL FEES

- Reallocated Professional Fees from multiple Recreation Operations worksites
- Increase to Professional Fees for Technical Safety BC certificate renewal fees

PURCHASES

- Reallocated Purchases from multiple Recreation Operations worksites
- Overall decrease in purchase to reflect prior actuals

SALARIES, WAGES & BENEFITS

- Reallocated salaries and wages of Facility Booking Clerks and Manager, Customer Services
- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Reallocated to worksites

2024 - 2025 Budget Changes:

AQUATICS CENTRE

CONTRACT SERVICES

- Reallocated from CC17900 – Aquatics to CC17600 – Recreation Operations
- Increase in contract services cost to reflect actuals

MATERIALS & SUPPLIES

- Reallocated from CC17900 – Aquatics to CC17600 – Recreation Operations
- Increase in materials & supplies cost to reflect actuals

SALARIES, WAGES & BENEFITS

- Reallocated from CC17900 – Aquatics to CC17600 – Recreation Operations
- Increase in cost of living and length of service increase

ARENA PARKING LOTS & GROUNDS

CONTRACT SERVICES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations
- Increase in contract services cost to reflect actuals

CENTENNIAL RINK

RENTALS

- Decreased to reflect actuals

CONTRACT SERVICES

- Reallocated to Priest Valley Arena worksite

MATERIALS & SUPPLIES

- Reallocated to Priest Valley Arena worksite

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Reallocated to Priest Valley Arena worksite

CURLING RINK

OTHER

- Decreased to reflect actuals

RENTALS

- Increased to reflect actuals

CONTRACT SERVICES

- Increase in the cost of parking lot maintenance including snow removal

2024 - 2025 Budget Changes:

HALINA 50+ ACTIVITY CENTRE

CONTRACT SERVICES

- Reallocated to Recreation Centre Facility worksite

MATERIALS & SUPPLIES

- Reallocated to Recreation Centre Facility worksite

SALARIES, WAGES & BENEFITS

- Reallocated to Recreation Centre Facility worksite

UTILITIES, TELEPHONE & INSURANCE

- Reallocated to Recreation Centre Facility worksite

KAL TIRE PLACE

MARKETING REVENUE

- There is no longer any revenue transferred to the City for advertising through the Vernon Vipers contract

OTHER

- Decreased to reflect actuals

PARKING

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

RENTALS

- Increased to reflect actuals

CONTRACT SERVICES

- Decrease to reflect actual costs

MATERIALS & SUPPLIES

- Increase to reflect actual costs

SALARIES, WAGES & BENEFITS

- Increase in cost of living and length of service increase
- Consolidated Kal Tire Place North worksite to Kal Tire Place worksite as it is the same facility

UTILITIES, TELEPHONE & INSURANCE

- Increase in Hydro and Water due to rate increase and consumption

2024 - 2025 Budget Changes:

LAKERS CHILD CARE FACILITY

CONTRACT SERVICES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

UTILITIES, TELEPHONE & INSURANCE

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

LAKERS CLUBHOUSE

OTHER

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

RENTALS

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

CONTRACT SERVICES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations
- Increase in contract services cost to reflect actuals

MATERIALS & SUPPLIES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations
- Increase in materials & supplies cost to reflect actuals

UTILITIES, TELEPHONE & INSURANCE

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations
- Increase in materials & supplies to reflect actuals

LAKEVIEW WADING POOL

CONTRACT SERVICES

- Reallocated from CC17900 – Aquatics to CC17600 – Recreation Operations

MATERIALS & SUPPLIES

- Reallocated from CC17900 – Aquatics to CC17600 – Recreation Operations

UTILITIES, TELEPHONE & INSURANCE

- Reallocated from CC17900 – Aquatics to CC17600 – Recreation Operations

2024 - 2025 Budget Changes:

PRIEST VALLEY ARENA & GYM

INTERNAL REVENUE

- Internal program rentals have all been moved to this cost center

RENTALS

- Increased to reflect actuals

CONTRACT SERVICES

- Increase in contract services cost to reflect actuals
- Reallocated cost from Centennial Outdoor Rink worksite

MATERIALS & SUPPLIES

- Increase in materials & supplies cost to reflect actuals
- Reallocate from Centennial Outdoor Rink worksite

SALARIES, WAGES & BENEFITS

- Removal of one-time budget allocation for 2023 Lacrosse Provincials
- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Reallocate hydro costs from Recreation Centre Facility, Aquatic Centre, Centennial Outdoor Rink, Recreation Centre Parking Lot, Recreation Centre Grounds, and Halina Centre

RECREATION CENTRE FACILITY

INTERNAL REVENUE

- Internal program rentals have all been moved to this cost center

RENTALS

- Decreased to reflect actuals

CONTRACT SERVICES

- Reallocated costs from Recreation Centre Grounds and Recreation Centre Parking Lots worksite to Recreation Centre Facility
- Increase in contract services cost to reflect actuals

INTERNAL CHARGES

- Consolidated internal charges cost from CC18100 – Recreation Facilities under worksite Recreation Centre Grounds and Recreation Centre Parking Lots to CC17600 – Recreation Operations under Recreation Centre Facility as correct costing centre and worksite

2024 - 2025 Budget Changes:

RECREATION CENTRE FACILITY

MATERIALS & SUPPLIES

- Increase in materials & supplies cost to reflect actuals
- Reallocate from Halina Centre worksite

SALARIES, WAGES & BENEFITS

- Reallocate salaries, wages, & benefits from Halina Centre, Recreation Centre Grounds, and Recreation Centre Parking Lot
- Increase in cost of living and length of service increase

UTILITIES, TELEPHONE & INSURANCE

- Reallocate natural gas, water & sewer from Aquatic Centre, Priest Valley Arena, and Halina Centre
- Increase in water & sewer cost due to rate increase and usage

RECREATION CENTRE GROUNDS

CONTRACT SERVICES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

RECREATION CENTRE PARKING LOTS

CONTRACT SERVICES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

RECREATION COMPLEX CHILD CARE FACILITY

CONTRACT SERVICES

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

UTILITIES, TELEPHONE & INSURANCE

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

WINTER CARNIVAL BUILDING

UTILITIES, TELEPHONE & INSURANCE

- Reallocated from CC18100 – Recreation Facilities to CC17600 – Recreation Operations

Department Summary

Department Summary: Recreation Customer Service

Budget Year: 2025

Manager: Leah Walker

Division: Recreation Centre

Accounting Reference: CC17700

Stage: CAO Finance Review

Approved: No

Purpose:

Recreation Customer Service is the registration and administration offices located at the Vernon Recreation Centre and Kal Tire Place. 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, Priest valley Arena, and Kal Tire Place, handle public inquiries, both in person, through email, and on the phone. Facility Booking Clerks deal with all facility bookings, including parks bookings and supply clerical support to other staff as needed. The office at the Recreation Centre is open over 5,000 hours spread over 364 days per year. The office at Kal Tire Place is currently open Monday to Friday, 8:30-4:30pm

Budget Summary

2025 CAO Finance Review Net Budget	\$858,145
Prior Year Approved Net Budget	\$582,544
Budget Change	\$275,601
Budget Change by %	47.31%

Outlook for Upcoming Budget:

Recreation Customer Service is looking forward to the completion of the implementation of the Fee Assessment for Parks and Recreation fees. This will ensure costs are being levied appropriately and give Council the opportunity to decide on subsidy rates.

2025 will start to see the planning and execution for customer service activation at the Active Living Centre.

Highlights of Current Year:

2024 saw the Event Coordinator join the Customer Service team. This position was part of the 2018 Council endorsed recreation Master Plan and needed in the Community. The event hosting in the community is growing and having a point person in the City is important for events hosted at City parks and facilities.

The two tier system was started on January 1 of 2024. Recreation Customer Service was responsible for the implementation of this program. Working with residents and those in the fee for service areas, the clerks processed over 5,500 household Vernon Resident Passes this year. This involved in-person address verification for all of these pass holders. This was an enormous task that had an extremely successful rollout.

Major events hosted at City of Vernon Parks and Recreation facilities this year included: Vernon Winter Carnival Events, Creative Chaos, The Okanagan Military Tattoo, the 2024 Esso Cup (Women's U18 National Hockey Championships), Comicon, Sun Valley Cruise In, Western Canadian Pickleball Championships, Mixed Martial Arts event, Boxing event, Reptile Show, Shop-a-rama, Provincial Cross Country Championships, Provincial Lacrosse Championships, Provincial Baseball Championships, and Provincial Hockey Championships.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4144	0.6 FTE Recreation Facility Booking Clerk	Requested	\$48,195	\$0	\$0	\$48,195	\$49,159
AUTO - 4146	Recreation Event Hosting Grant	Requested	\$30,000	\$0	\$0	\$30,000	\$30,000
Total Change Request			\$78,195	\$0	\$0	\$78,195	\$79,159

Department Summary

Department Summary: Recreation Customer Service

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Administration Fees	10,981	24,766	32,200	25,000	(7,200)	(22.36%)
General Fees & Charges	27	14	50	50	0	0.00%
Marketing Revenue	600	150	3,600	3,500	(100)	(2.78%)
Other	10,155	1,079	7,500	7,500	0	0.00%
Rentals	22,985	4,501	0	0	0	0.00%
Sale Of Goods	343,401	134,183	128,410	114,000	(14,410)	(11.22%)
Transfer From Reserve	25,000	0	25,000	25,000	0	0.00%
Total	413,149	164,692	196,760	175,050	(21,710)	(11.03%)
Expenditures						
Contract Services	1,900	9,038	1,200	38,260	37,060	3,088.33%
Cost Of Goods Sold	118,521	15,999	0	0	0	0.00%
Materials & Supplies	54,411	32,522	33,410	51,100	17,690	52.95%
Other Interest & Bank Charges	63,105	49,132	43,227	60,000	16,773	38.80%
Purchases	196	453	1,500	1,500	0	0.00%
Salaries, Wages & Benefits	632,454	391,059	657,914	838,735	180,821	27.48%
Transfer To Reserve	0	30,000	30,000	30,600	600	2.00%
Utilities, Telephone & Insurance	7,825	4,242	12,053	13,000	947	7.86%
Total	878,412	532,444	779,304	1,033,195	253,891	32.58%
Net	465,263	367,752	582,544	858,145	275,601	47.31%

2024 - 2025 Budget Changes:

ADMINISTRATION FEES

- Adjust to reflect actuals

SALE OF GOODS AND SERVICES

- Adjusted to reflect actuals for the direct worksite. Other costs have been relocated to the correct worksite

CONTRACT SERVICES

- Cost of security guards for events, reallocated from CC17600

MATERIALS & SUPPLIES

- Adjusted to reflect actuals as well as increasing number of staff means more supplies required

OTHER INTEREST & BANK CHARGES

- Adjusted to reflect actuals. This is the cost of Moneris fees. The cost of online payment is more than in person and an increasing number of customers are registering and paying online

SALARIES, WAGES & BENEFITS

- Increase due to cost center consolidation of Salaries

UTILITIES, TELEPHONE & INSURANCE

- Cost increase as indicated by IS

Department Summary

Department Summary: Community Recreation

Budget Year: 2025

Division: Recreation Centre

Stage: CAO Finance Review

Manager: Shayne Wright

Accounting Reference: CC17800

Approved: No

Purpose:

The Community Recreation Department is responsible for the planning and delivery of recreation and active living opportunities to the community. Through the Community Recreation department over 1,000 programs and active living opportunities are provided per year, ensuring that social and active living opportunities are available for preschoolers, youth, teens, adults, seniors, and people of all income levels and people with disabilities.

The Community Recreation Department is also responsible for the general advertising and marketing of services and programs through radio, social media, web, print and the recreation departments Active Living Guide which is published two times per year: Fall/Winter, Spring/Summer.

Outlook for Upcoming Budget:

Increased staff training and development of new skilled staff, as the program and services delivery team increases its capacity leading in to the opening of the Active Living Centre in 2026.

Highlights of Current Year:

Continue looking for new ways to engage our community in being active and continue to offer activities and programs promoting healthy lifestyles and active living. The Community Recreation team continues to develop relationships with SD22, Interior Health, Pacific Sport Okanagan, the Boys and Girls Club and many local service clubs to ensure cost effective deliver of programs and activities. In 2024 the new Recreation Technician position was added to the Community Recreation Department team. This position provides direct support for efficient quality deliver of programs and services while freeing up the Recreation Programmers, who used to do the additional program support, to focus on creating new and or enhanced recreation opportunities.

Change Request for 2025:

No change requests at this time.

Budget Summary

2025 CAO Finance Review Net Budget	\$107,788
Prior Year Approved Net Budget	\$155,543
Budget Change	\$(47,755)
Budget Change by %	(30.70%)

Department Summary

Department Summary: Community Recreation

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Admissions & Tickets	661,412	510,983	657,138	703,367	46,229	7.03%
Internal Revenues	8,725	0	15,750	7,000	(8,750)	(55.56%)
Marketing Revenue	4,512	5,135	11,557	11,789	232	2.01%
Provincial Transfers	13,864	11,932	17,680	18,034	354	2.00%
Regional & Other Transfers	24,327	22,964	13,000	17,482	4,482	34.48%
Rentals	8,938	3,336	27,178	15,240	(11,938)	(43.93%)
Sale Of Goods	838	638	500	500	0	0.00%
Total	722,616	554,987	742,803	773,412	30,609	4.12%
Expenditures						
Contract Services	60,144	40,442	62,862	61,051	(1,811)	(2.88%)
Internal Charges	27,282	5,660	15,262	15,004	(258)	(1.69%)
Materials & Supplies	28,508	13,332	26,069	25,294	(775)	(2.97%)
Professional Fees	0	300	0	0	0	0.00%
Purchases	1,184	4,722	3,250	3,203	(47)	(1.45%)
Rentals & Leases	1,716	1,957	2,800	2,856	56	2.00%
Salaries, Wages & Benefits	644,541	368,590	783,903	768,312	(15,591)	(1.99%)
Utilities, Telephone & Insurance	2,378	3,233	4,200	5,480	1,280	30.48%
Total	765,754	438,235	898,346	881,200	(17,146)	(1.91%)
Net	43,138	(116,752)	155,543	107,788	(47,755)	(30.70%)

2024 - 2025 Budget Changes:

ADMISSIONS & TICKETS

- Increase attendance at adult sports programs and drop-ins

INTERNAL REVENUES

- Decreased due to change in accounting process in internal transfers for Visitor Guide

REGIONAL OTHER TRANSFERS

- Increase Subsidy for Supported Child Care Work provided by NONA

RENTALS

- Decrease as some staffed rentals moved to Admissions as programs.

SALARIES, WAGES & BENEFITS

- Decrease to reflect the use of Rec Tech staff as the additional support for some programs, multipurpose use of staff, saving staff time.

UTILITIES, INSURANCE & UTILITIES

- Increase in liability insurance for leagues and the addition of staff Cell phone for Rec Tech

Department Summary

Department Summary: Aquatic Centre

Budget Year: 2025

Division: Recreation Centre

Stage: CAO Finance Review

Manager: Gary Lefebvre

Accounting Reference: CC17900

Approved: No

Purpose:

The Aquatics Department provides both scheduled and spontaneous programs at the Vernon Aquatic Centre. The lifeguards and instructors offer aquatic recreational opportunities that are safe, inclusive and enhance individual and community wellbeing. The programs are geared toward participants of all ages that want to learn to swim, swim for fitness, swim for therapy or swim for fun. The Vernon Aquatic Centre is very popular and has an estimated attendance of more than 230,000 user visits each year.

Budget Summary

2025 CAO Finance Review Net Budget	\$73,528
Prior Year Approved Net Budget	\$1,000,446
Budget Change	\$(926,918)
Budget Change by %	(92.65%)

Outlook for Upcoming Budget:

Recreation Services has reorganized a number of accounts for operational efficiency which has created a very different look for the Aquatics Cost Center. All of the expenses related to ongoing facility maintenance and utilities have been moved to the Recreation Operations Cost Center.

With the continuation of a two tiered pricing model, combined with the Aquatic Centre's continued popularity, it is expected that the Aquatic Centre will continue to see increases in Admissions, Pass Sale and Program revenues.

The Aquatic Centre will be implementing a free "locker" initiative. This will result in a decrease in Sale of Goods revenue by \$13,000 but will be offset by the increases in admissions revenue. This initiative will improve service by not requiring pass holders to carry a quarter, improve safety by not requiring lifeguards to collect the currency and reduce thefts by removing the financial barrier to locker use.

Highlights of Current Year:

The Vernon Aquatic Centre received a provincial grant to host a BC Family Day free swim. The Aquatic Centre had 357 swimmers in attendance for the event.

The Vernon Aquatic Centre was recognized by the BC & Yukon Branch of the Lifesaving Society for having the "Highest Participation in First Aid Programs" in a population of 20,000 – 50,000.

The Vernon Aquatic Centre was host to the Swim BC Divisional Championships. This was the first time that the Vernon Aquatic Centre was able to host a provincial level competition by live streaming the races in the Auditorium for spectators in attendance.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4145	Affordable Lifeguard Training Courses	Requested	\$48,500	\$0	\$0	\$48,500	\$49,470
Total Change Request			\$48,500	\$0	\$0	\$48,500	\$49,470

Department Summary

Department Summary: Aquatic Centre

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Admissions & Tickets	1,154,186	956,976	1,053,797	1,203,936	150,139	14.25%
Internal Revenues	24,965	20,772	21,995	27,308	5,313	24.16%
Other	6,264	10,350	0	0	0	0.00%
Provincial Transfers	1,500	1,000	1,500	0	(1,500)	(100.00%)
Rentals	63,863	72,987	62,230	68,869	6,639	10.67%
Sale Of Goods	14,045	9,634	12,717	0	(12,717)	(100.00%)
Total	1,264,823	1,071,718	1,152,239	1,300,113	147,874	12.83%
Expenditures						
Contract Services	81,501	70,491	64,671	10,640	(54,031)	(83.55%)
Internal Charges	8,000	4,000	9,125	3,026	(6,099)	(66.84%)
Materials & Supplies	169,713	116,769	111,331	61,687	(49,644)	(44.59%)
Professional Fees	0	1,500	0	0	0	0.00%
Purchases	14,669	18,191	6,731	13,030	6,299	93.58%
Rentals & Leases	0	300	0	0	0	0.00%
Salaries, Wages & Benefits	1,390,489	810,046	1,669,469	1,283,422	(386,047)	(23.12%)
Utilities, Telephone & Insurance	267,678	240,756	291,358	1,836	(289,522)	(99.37%)
Total	1,932,049	1,262,052	2,152,685	1,373,641	(779,044)	(36.19%)
Net	667,226	190,334	1,000,446	73,528	(926,918)	(92.65%)

Department Summary

2024 - 2025 Budget Changes:

ADMISSIONS & TICKETS

- Increased due to impact of two tiered pricing and continued popularity of programs.

INTERNAL REVENUES

- Increased due to impact of two tiered pricing and continued popularity of programs.

PROVINCIAL TRANSFERS

- Removed to eliminate dependency on grant revenue

RENTALS

- Increased to reflect fee increases and return of Department of Defense rental contract.

SALE OF GOODS

- Decreased due to "free" locker initiative, eliminating the need for pass holders to carry quarters to use the lockers.

CONTRACTS FOR SERVICES

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre.

INTERNAL CHARGES

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre.

MATERIALS & SUPPLIES

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre.

PURCHASES

- Increased due to Training Equipment Replacement costs and addition of Public Access Defibrillator replacement costs.

SALARIES, WAGES & BENEFITS

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre.

UTILITIES, TELEPHONE & INSURANCE

- Decreased due to a transfer of expenses to the Recreation Facilities Cost Centre.

Department Summary

Department Summary: Lakeview Wading Pool

Budget Year: 2025

Manager: Gary Lefebvre

Division: Recreation Centre

Accounting Reference: CC17910

Stage: CAO Finance Review

Approved: No

Purpose:

The Aquatics Department provides both scheduled and spontaneous programs at the Lakeview "Peanut Pool". The lifeguards and instructors offer aquatic recreational opportunities that are safe, inclusive and enhance individual and community wellbeing. The facility offers free public swimming as well as affordable learn to swim programs for small children. The facility is very popular and has an estimated attendance of 15,000 user visits each year.

Budget Summary

2025 CAO Finance Review Net Budget	\$13,206
Prior Year Approved Net Budget	0
Budget Change	\$13,206
Budget Change by %	100.00%

Outlook for Upcoming Budget:

Recreation Services has reorganized a number of accounts for operational efficiency which has created a very different look for all of the Aquatics Cost Centers. All of the expenses related to ongoing facility maintenance and utilities have been moved to the Recreation Operations Cost Center.

Highlights of Current Year:

The Lakeview Wading Pool was officially opened to public on June 28, 2024. The new facility was a huge success with the community with approximately 15,500 visitors this summer.

A grand opening event was held on July 11th, 2024 with a media event in the morning and community activities in the afternoon. The event was well attended and was a fun community celebration to showcase the new revitalized Peanut Pool.

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4147	Summer Operating Hours at Lakeview Wading Pool	Requested	\$18,800	\$0	\$0	\$18,800	\$19,176
AUTO - 4148	Spring Operating Hours at Lakeview Pool	Requested	\$61,500	\$0	\$0	\$61,500	\$62,730
Total Change Request			\$80,300	\$0	\$0	\$80,300	\$81,906

Department Summary

Department Summary: Lakeview Wading Pool

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
Revenues							
Admissions & Tickets	0	0	0	10,424	10,424	100.00%	
Total	0	0	0	10,424	10,424	100.00%	
Expenditures							
Materials & Supplies	0	0	0	5,190	5,190	100.00%	
Purchases	0	0	0	2,000	2,000	100.00%	
Salaries, Wages & Benefits	0	0	0	14,892	14,892	100.00%	
Utilities, Telephone & Insurance	0	0	0	1,548	1,548	100.00%	
Total	0	0	0	23,630	23,630	100.00%	
Net	0	0	0	13,206	13,206	100.00%	

2024 - 2025 Budget Changes:

CONTRACTS SERVICES

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre.

INTERNAL CHARGES

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre.

MATERIALS & SUPPLIES

- Decreased due to a transfer of expenses to the Recreation Operations Cost Centre

PURCHASES

- Increased due Public Access Defibrillator replacement costs

SALARIES, WAGES & BENEFITS

- Increase in cost of living

UTILITIES, TELEPHONE & INSURANCE

- Decreased due to a transfer of expenses to the Recreation Facilities Cost Centre.

Department Summary

Department Summary: Lavington Pool

Budget Year: 2025

Division: Recreation Centre

Stage: CAO Finance Review

Manager: Gary Lefebvre

Accounting Reference: CC17920

Approved: No

Purpose:

The Aquatics Department provides both scheduled and spontaneous programs at the Lavington Wading Pool. The lifeguards and instructors offer aquatic recreational opportunities that are safe, inclusive and enhance individual and community wellbeing. The facility offers free public swimming as well as affordable learn to swim programs for small children. The facility is very popular and has an estimated attendance of 15,000 user visits each year.

Budget Summary

2025 CAO Finance Review Net Budget	\$22,127
Prior Year Approved Net Budget	0
Budget Change	\$22,127
Budget Change by %	100.00%

Outlook for Upcoming Budget:

Recreation Services has reorganized a number of accounts for operational efficiency which has created a very different look for the Aquatics Cost Centers. All of the expenses related to ongoing facility maintenance and utilities have been moved to the Recreation Operations Cost Center.

Highlights of Current Year:

The Lavington Wading Pool was well used by the community with 5500 drop-in swimmers and 150 swim lesson participants this season.

Recreation Services partnered with the North Okanagan Optimist Club to host a water fight as part of a Pop-Up Park and Play event on July 6, 2024.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Lavington Pool

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Admissions & Tickets	0	0	0	10,914	10,914	100.00%
Total	0	0	0	10,914	10,914	100.00%
Expenditures						
Contract Services	0	0	0	1,561	1,561	100.00%
Materials & Supplies	0	0	0	8,190	8,190	100.00%
Purchases	0	0	0	2,000	2,000	100.00%
Salaries, Wages & Benefits	0	0	0	14,890	14,890	100.00%
Utilities, Telephone & Insurance	0	0	0	6,400	6,400	100.00%
Total	0	0	0	33,041	33,041	100.00%
Net	0	0	0	22,127	22,127	100.00%

2024 - 2025 Budget Changes:

MATERIALS & SUPPLIES

- Increased due to sun smart uniform improvements, replacement of aging pool supplies and supervisor mileage expenses.

PURCHASES

- Increased due AED replacement costs

Department Summary

Department Summary: Recreation Facilities

Budget Year: 2025

Division: Recreation Centre

Stage: CAO Finance Review

Manager: Stan Mitchell

Accounting Reference: CC18100

Approved: No

Purpose:

No data at this time.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	\$113,334
Budget Change	\$(113,334)
Budget Change by %	(100.00%)

Outlook for Upcoming Budget:

No data at this time.

Highlights of Current Year:

No data at this time.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Recreation Facilities

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Administration Fees	554	627	312	0	(312)	(100.00%)
Internal Revenues	40,961	0	42,250	0	(42,250)	(100.00%)
Other	41,491	4,293	17,123	0	(17,123)	(100.00%)
Rentals	40,841	36,840	38,925	0	(38,925)	(100.00%)
Transfer From Reserve	6,006	0	0	0	0	0.00%
Total	129,854	41,760	98,610	0	(98,610)	(100.00%)
Expenditures						
Contract Services	143,813	101,627	146,937	0	(146,937)	(100.00%)
Internal Charges	2,988	0	5,983	0	(5,983)	(100.00%)
Materials & Supplies	8,977	1,996	4,972	0	(4,972)	(100.00%)
Salaries, Wages & Benefits	17,865	76,837	23,187	0	(23,187)	(100.00%)
Utilities, Telephone & Insurance	60,577	9,262	30,865	0	(30,865)	(100.00%)
Total	234,220	189,723	211,944	0	(211,944)	(100.00%)
Net	104,367	147,963	113,334	0	(113,334)	(100.00%)

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Recreation Services Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Jason Blood

Accounting Reference: PC37500

Approved: No

Purpose:

This cost center is for one-time projects initiated by Recreation Services Projects.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects are anticipated for 2025.

Highlights of Current Year:

2024 projects include:

- \$ 55,704 Recreation Future Project Planning
- \$ 278,000 Repair/Replace Concession Equipment

Total 2024 Budget = \$333,704

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Recreation Services Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	333,704	0	(333,704)	(100.00%)
Total	0	0	333,704	0	(333,704)	(100.00%)
Expenditures						
Contract Services	0	122,131	333,704	0	(333,704)	(100.00%)
Materials & Supplies	0	945	0	0	0	0.00%
Salaries, Wages & Benefits	0	450	0	0	0	0.00%
Total	0	123,526	333,704	0	(333,704)	(100.00%)
Net	0	123,526	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Recreation Operations Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Dustin Pridham

Accounting Reference: PC37600

Approved: No

Purpose:

This cost center is for one-time projects initiated by Recreation Operations Projects.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

2025 projects include:

- \$ 80,500 Replacement of 1989 Nissan Forklift

Highlights of Current Year:

2024 projects include:

- \$ 260,000 Recreation - Replace Zamboni
- \$ 60,000 Kal Tire Pl Air-Cooled Liquid Chiller Repair
- \$ 130,000 Kal Tire Pl Sound System

Total 2024 Budget = \$450,000

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Recreation Operations Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	450,000	80,500	(369,500)	(82.11%)
Total	0	0	450,000	80,500	(369,500)	(82.11%)
Expenditures						
Contract Services	0	39,673	450,000	0	(450,000)	(100.00%)
Professional Fees	0	300	0	0	0	0.00%
Transfer To Reserve	0	0	0	80,500	80,500	100.00%
Total	0	39,973	450,000	80,500	(369,500)	(82.11%)
Net	0	39,973	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Recreation Customer Service Projects

Budget Year: 2025

Manager: Leah Walker

Division: Projects

Accounting Reference: PC37700

Stage: CAO Finance Review

Approved: No

Purpose:

This cost center is for one-time projects initiated by Recreation Customer Service Projects.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2025 FTE	0.0
2024 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

No projects are anticipated for 2025.

Highlights of Current Year:

2024 projects include:

- \$ 40,000 Parks & Recreation Fee Assessment

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Recreation Customer Service Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	40,000	0	(40,000)	(100.00%)
Total	0	0	40,000	0	(40,000)	(100.00%)
Expenditures						
Contract Services	0	0	40,000	0	(40,000)	(100.00%)
Professional Fees	0	50,222	0	0	0	0.00%
Total	0	50,222	40,000	0	(40,000)	(100.00%)
Net	0	50,222	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Community Recreation Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Shayne Wright

Accounting Reference: PC37800

Approved: No

Purpose:

No data at this time.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No data at this time.

Highlights of Current Year:

No data at this time.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Community Recreation Projects

Changes to Cost Centre:

No data at this time.

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Recreation Aquatics Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Gary Lefebvre

Accounting Reference: PC37900

Approved: No

Purpose:

Recreation Aquatics Projects Cost Center handles one-time projects and purchases carried out by Recreation Aquatics department.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

No projects have been identified for Recreation Aquatics in 2025.

Highlights of Current Year:

2024 projects include:

- \$ 55,000 Aquatics Feasibility Study

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Recreation Aquatics Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	55,000	0	(55,000)	(100.00%)
Total	0	0	55,000	0	(55,000)	(100.00%)
Expenditures						
Contract Services	0	0	55,000	0	(55,000)	(100.00%)
Professional Fees	0	31,696	0	0	0	0.00%
Total	0	31,696	55,000	0	(55,000)	(100.00%)
Net	0	31,696	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Recreation Facilities Projects

Budget Year: 2025

Manager: Stan Mitchell

Division: Projects

Accounting Reference: PC38100

Stage: CAO Finance Review

Approved: No

Purpose:

This area is to oversee and identify Recreation Facility Projects. Manage building alarm systems and maintain and update an asset management list.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

To continue doing replacement of end of life equipment and facility pieces.

2025 projects include:

- \$ 45,000 Kal Tire Place Front Office Renovations
- \$ 15,000 Kal Tire Place South Alarm Upgrades
- \$ 20,000 Lakeview Concrete Sealing
- \$ 10,000 Lakeview Tot Slide Install
- \$ 40,000 Lakeview Accessibility Improvements
- \$ 250,000 Rec Facilities Duct Cleaning
- \$ 12,000 Recreation Electrical Panel - Thermographic Scans
- \$ 35,000 Future Consulting
- \$ 175,000 Recreation Lighting
- \$ 400,000 Recreation Roofing Projects

Total 2025 Budget = \$1,002,000

Highlights of Current Year:

2024 projects include:

- \$ 180,000 PV Arena Facia Replacement
- \$ 175,500 Kal Tire PI Flat Roof
- \$ 20,000 Priest Valley Boxing Alcove
- \$ 83,700 PV Gym Roof Replacement
- \$ 670,963 Lakeview Wading Pool
- \$ 13,679 Zamboni Electric Conversion
- \$ 213,750 PV Arena Flat Roof

Total 2024 Budget = \$1,875,611

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4154	Video Screening	Requested	\$350,000	\$0	\$0	\$350,000	\$0
Total Change Request			\$350,000	\$0	\$0	\$350,000	\$0

Department Summary

Department Summary: Recreation Facilities Projects

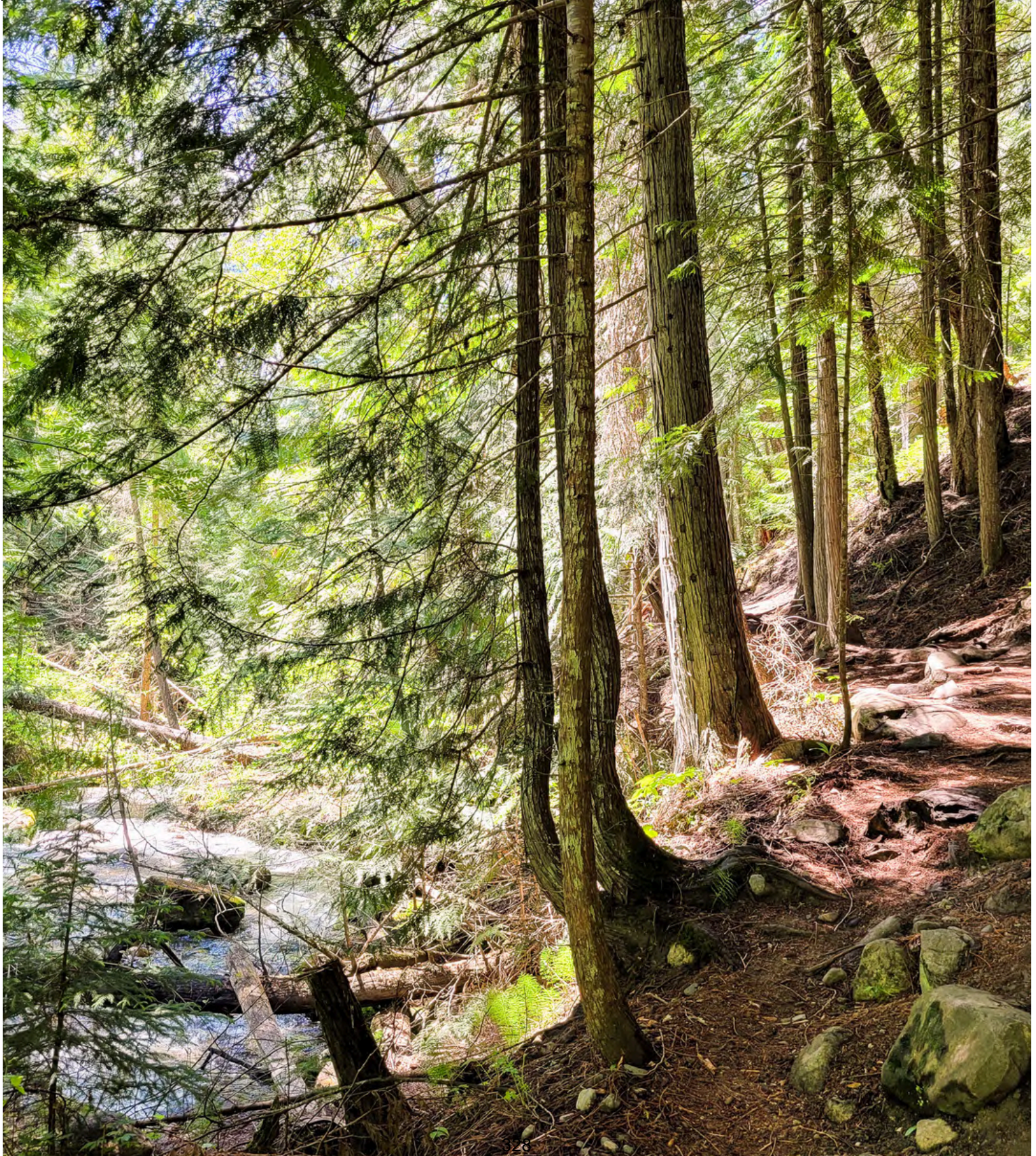
Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	10,000	0	0	0	0	0.00%
Other Fiscal Services	1,572,591	0	0	0	0	0.00%
Provincial Transfers	1,319,323	9,213	534,417	0	(534,417)	(100.00%)
Transfer From Reserve	2,939,287	0	1,341,194	1,002,000	(339,194)	(25.29%)
Total	5,841,200	9,213	1,875,611	1,002,000	(873,611)	(46.58%)
Expenditures						
Contract Services	3,441,036	999,720	1,875,611	1,002,000	(873,611)	(46.58%)
Equipment Charges	0	229	0	0	0	0.00%
Internal Charges	3,395	0	0	0	0	0.00%
Materials & Supplies	495,040	283,077	0	0	0	0.00%
Professional Fees	183,364	17,277	0	0	0	0.00%
Purchases	40,262	23,661	0	0	0	0.00%
Rentals & Leases	0	6,556	0	0	0	0.00%
Salaries, Wages & Benefits	8,106	0	0	0	0	0.00%
Transfer To Reserve	95,727	0	0	0	0	0.00%
Utilities, Telephone & Insurance	3,820	1,888	0	0	0	0.00%
Total	4,270,750	1,332,407	1,875,611	1,002,000	(873,611)	(46.58%)
Net	(1,570,450)	1,323,194	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

CHANGE REQUESTS



CHANGE REQUEST DECISION MATRIX SUMMARY											Taxation impact			User fee impact	Levy Impact	Minimal impact		
Memo #	CR #	CC5 DEPT	REQUEST	Funding	STRATEGIC OBJECTIVE	Focus	Change Request Driver	Reason	Denial Impact	Tax %	Total Tax and decreased general revenues	Taxation	General Reduced Revenues	Solid Waste/Recycling Fees (reduced revenues)	Reserve-Infrastructure Levy	Existing Budget	New Revenues	TOTAL REQUEST
1	4129	Infrastructure	Senior Project Manager	Reserve-Infrastructure/Levy	Environmental Leadership	Asset Management	Growth	Advance 2023 council priorities	Project delays, operational setbacks	0.00%	-				116,000			116,000
2	4130	Parks	Parks Maintenance	Taxation	Environmental Leadership / Recreation & Parks	Asset Management / Parks	Growth	Advance 2023 council priorities	Project delays, operational setbacks	0.95%	525,000	525,000						525,000
3	4131	Solid Waste & Recycling	Operations Coordinator	Utility Fees	Environmental Leadership	Asset Management	Growth	Convert Temp to permanent	Compromise longterm success of program	0.00%	-			115,000				115,000
4	4132	Accounts Payable Clerk I (.50 FTE)	Financial Planning & Reporting	Taxation	Governance	Sound internal processes	Growth	Convert Temp to permanent	Timely supplier payments	0.06%	34,300	34,300						34,300
5	4133	Occupational Health & Safety	Secretary 1	Taxation	Governance	Sound internal processes	Safety	Convert from COR funding to Taxation	Preserve OHS progress and mitigate risk	0.09%	47,000	47,000						47,000
6-1	4134	Fire Fighting	Firefighter Medical Screening Program	Taxation	Environmental Leadership	Building Resilience and Wildfire Mgmt	Regulatory /Safety	Better outcomes for life safety	Higher risk for firefighters/strategy	0.07%	36,000	36,000						36,000
6-2	4135	Fire Prevention and Life Safety	Fire Prevention & Life Safety position	Taxation	Environmental Leadership	Building Resilience and Wildfire Mgmt	Regulatory /Safety	Meet regulatory safety standards and Fire Safey Act requirements	Non compliance legislative requirments / increased life saftey risk	0.32%	178,500	178,500						178,500
6-3	4136	Emergency Management	Early Wildfire Detection System Annual Subscription	Taxation	Environmental Leadership	Building Resilience and Wildfire Mgmt	Safety	Continue with proven grant funded sytem for 24/7 early warning tool to community	Contract obligation / discontinue service	0.06%	35,000	35,000						35,000
6-4	4137	Emergency Management	Emergency Program Technician/strategy	Taxation/Operational Budget	Environmental Leadership	Building Resilience and Wildfire Mgmt	Regulatory /Safety	Regulatory, Organizational efficiency	Higher risk to community	0.11%	58,000	58,000			85,000			143,000
6-5	4138	Emergency Management	Casual Emergency Mgmt	Taxation	Environmental Leadership	Building Resilience and Wildfire Mgmt	Safety	Organizational efficiency, maintain volunteer engagement	Loss of volunteers, staff shortages	0.04%	20,000	20,000						20,000
6-6	4139	Emergency Management	Community Resilience and Risk Reduction Work	Taxation	Environmental Leadership	Building Resilience and Wildfire Mgmt	Safety	Fill gaps between grants	Project delays	0.11%	60,000	60,000						60,000
7	4140	Public Transit	P/T Admin Assistant (.50 FTE)	BC Transit Admin Revenue	Environmental Leadership	Transportation	Growth	Support to expedite projects	Project delays	0.09%	48,337		48,337					48,337

CHANGE REQUEST DECISION MATRIX SUMMARY											Taxation impact			User fee impact	Levy Impact	Minimal impact		TOTAL REQUEST
Memo #	CR #	CC5 DEPT	REQUEST	Funding	STRATEGIC OBJECTIVE	Focus	Change Request Driver	Reason	Denial Impact	Tax %	Total Tax and decreased general revenues	Taxation	General Reduced Revenues	Solid Waste/Recycling Fees (reduced revenues)	Reserve-Infrastructure Levy	Existing Budget	New Revenues	TOTAL REQUEST
8	4141	Transportation	Transportation Planner	Op budget revenue and cost reduction \$82K (72%) Infrastructure Levy \$31K (28%)	Environmental Leadership	Transportation	Growth	Support to increase efficiencies, accuracy & expedite projects	Project delays	0.15%	82,073		82,073		31,224			136,755
9	4142	Current Planning	Planner (.50 to create 1 FTE)	Taxation	Livability	Proactive Planning	Growth	Accelerate application process, support for Econ Dev	Customer service delays, no support for Econ Dev	0.08%	44,235	44,235						44,235
10	4143	Building & Licensing	Coordinator Licensing and Admin	New Short Term Rental Licensing Revenues	Livability	Proactive Planning	Regulatory	Address STR compliance and other admin	Unable to enforce STR and collect fee revenues	0.00%	-						108,000	108,000
11	4144	Recreation Customer service	Recreation Facility Booking Clerk (.60 FTE)	Taxation	Recreation	Recreation	Growth	Increased bookings, ALC	Customer service delays	0.09%	48,195	48,195						48,195
12	4145	Aquatic Center	Affordable Lifeguard Training Courses	Taxation	Recreation	Recreation	Growth	Remove cost barrier to address lifeguard shortage	Lack of trained lifeguards could impact service levels	0.09%	48,500	48,500						48,500
13	4146	Recreation Customer service	Recreation Event Hosting Grant	Taxation	Recreation	Recreation	Growth	Advance 2023 council priorities	Promotion of event hosting/affordable recreation	0.05%	30,000	30,000						30,000
14	4147	Lakeview Wading Pool	Lifeguard/Instructor +.40FTE)	Taxation	Recreation	Recreation	Growth	Increase hours of service	Customer service	0.03%	18,800	18,800						18,800
15	4148	Lakeview Wading Pool	Lifeguard/Instructor +.65FTE, .12FTE Aquatic leaders, \$23000K operational)	Taxation	Recreation	Recreation	Growth	Increase hours of service	Customer service	0.11%	61,500	61,500						61,500
16-1	4149	Recreation Operations	6.62 FTE multiple - Coordinator, Facility Maintenance	Taxation	Recreation	Recreation	Growth	Advance Rec masterplan	ALC service delivery	0.20%	107,998	107,998						107,998

CHANGE REQUEST DECISION MATRIX SUMMARY											Taxation impact			User fee impact	Levy Impact	Minimal impact		
Memo #	CR #	CC5 DEPT	REQUEST	Funding	STRATEGIC OBJECTIVE	Focus	Change Request Driver	Reason	Denial Impact	Tax %	Total Tax and decreased general revenues	Taxation	General Reduced Revenues	Solid Waste/Recycling Fees (reduced revenues)	Reserve-Infrastructure Levy	Existing Budget	New Revenues	TOTAL REQUEST
16-2	4150	Recreation Operations	6.62 FTE multiple - Supervisor, Custodial Maintenance	Taxation	Recreation	Recreation	Growth	Advance Rec masterplan	ALC service delivery	0.20%	112,738	112,738						112,738
16-3	4151	Recreation Operations	6.62 FTE multiple - increase Operator coverage, enhanced cleaning	Taxation	Recreation	Recreation	Growth	Advance Rec masterplan	ALC service delivery	0.04%	19,421	19,421						19,421
16-4	4152	Recreation Operations	6.62 FTE multiple - 3 Facility Operators and convert existing position to Operator 3	Taxation	Recreation	Recreation	Growth	Advance Rec masterplan	ALC service delivery	0.60%	329,917	329,917						329,917
16-5	4153	Recreation Operations	6.62 FTE multiple - Increase Building Service worker coverage	Taxation	Recreation	Recreation	Growth	Advance Rec masterplan	ALC service delivery	0.03%	14,366	14,366						14,366
17	4154	Recreation Facilities Projects	Video Screening	Taxation	Recreation	Recreation	Discretionary	BCHL etc live replays	Customer service	0.64%	350,000	350,000						350,000
18	4155	Recreation	Recreation Reorganization	Taxation	Recreation	Recreation	Growth	Reorganization due to ALC	Customer service	0.18%	100,000	100,000						100,000
19	4156	Information Services	Cyber Security Detection and Response	Taxation	Governance	Sound internal processes	Growth	Minimize security risk	Increased cyber risk	0.15%	80,000	80,000						80,000
20-1	4157	RCMP Contract	2 General Duty Constables	Taxation	Livability	Community Safety	Safety	Community Safety	Community Safety	0.89%	489,016	489,016						489,016
20-2	4158	RCMP Contract	RCMP Drug Unit	Taxation	Livability	Community Safety	Safety	Community Safety	Community Safety	0.89%	489,016	489,016						489,016
20-3	4159	RCMP Contract	Special Victims Unit	Taxation	Livability	Community Safety	Safety	Community Safety	Community Safety	0.44%	244,508	244,508						244,508
									TOTAL	6.74%	3,712,420	3,582,010	130,410	115,000	147,224	85,000	108,000	4,191,102

PRE-APPROVED CHANGE REQUESTS						
Budget Year	Change Request Type	Change Request Number	Change Request Name	Description	Justification	Amount
2025	Funded by Taxation	PA#2025-01	Business Analyst Position	Addition of F/T permanent Business Analyst position	Council approved the additional FTE in 2024 for post-Workday implementation support	\$ 116,800
2025	Funded by Taxation	PA#2025-02	2023 Additional Firefighters	4 New firefighters were approved to start mid-2023 with reserve funding for the first 12 months and taxation thereafter. The final tax impact is for 5.5 months in 2025	Approved in 2023	246,500
2025	Funded by Taxation	PA#2025-03	2024 Additional Firefighters	4 additional firefighters were approved in 2024 to start mid-year and were to be tax funded from the start. The final tax effect will be 6 months of funding for 2025	Approved in 2024	254,400
2025	Funded by Taxation	PA#2025-04	Plans Examiner Position	In 2024, approval was granted to convert the temporary Plans Examiner position to permanent. For 2025, there is a tax impact of 6 months	Approved in 2024.	49,300
2025	Funded by Non-Tax Sources	PA#2025-05	2024 Transit Expansion - 2025 8-month Impact	In 2024 Council approved an expansion to the conventional transit system by adding a new Route 10; also approved was expanded service on weekends and holidays for both the conventional and custom systems. The changes were estimated to begin in Sep 2024. There is an 8-month impact for 2025 but is funded from the Transit Expansion Reserve for 2025. Conventional: \$87,100; Custom: \$19,300	Approved in 2024	106,400
2025	Funded by Taxation	PA#2025-06	Active Living Center Debt Servicing	In 2023, Council approved a debt servicing strategy for the new ALC whereby, a consistent 3.5% tax increase would be levied to fund increasing debt servicing and utilizing internal reserve borrowing for any remainder amounts required each year. After all MFA funds are borrowed, further tax increases would be necessary to pay back the internal borrowing to the reserves. This SLA is for the tax impact for 2025.	Approved in 2023.	1,928,390
	Funded by Taxation	PA#2025-07	GIS/Asset Management Analyst	In 2024, Council approved conversion from Temporary to Permanent of a GIS/Asset Management Analyst starting 2025	Approved in 2024	109,678
	Funded by Taxation	PA#2025-08	Maintenance Expenditures	In 2024 Council approved Maintenance Expenditures for new infrastructure and amenities	Approved in 2024	116,800
TOTAL PRE-APPROVED CHANGE REQUESTS						\$ 2,928,268

Change Request Information

Change Request: PA#2025-01 - Business Analyst Position

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Addition of F/T permanent Business Analyst position

Justification: Council approved the additional FTE in 2024 for post-Workday implementation support

Cost Center Level 5 Responsibility: Information Services

Initial Cost: \$116,800.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	116,800.00	119,100.00	121,500.00	123,900.00	126,400.00

Change Request Information

Change Request: PA#2025-02 - 2023 Additional Firefighters

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: 4 New firefighters were approved to start mid-2023 with reserve funding for the first 12 months and taxation thereafter. The final tax impact is for 5.5 months in 2025

Justification: Approved in 2023

Cost Center Level 5 Responsibility: Fire Fighting

Initial Cost: \$246,500.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	246,500.00	251,430.00	256,459.00	261,588.00	266,820.00

Change Request Information

Change Request: PA#2025-03 - 2024 Additional Firefighters

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: 4 additional firefighters were approved in 2024 to start mid-year and were to be tax funded from the start. The final tax effect will be 6 months of funding for 2025

Justification: Approved in 2024

Cost Center Level 5 Responsibility: Fire Fighting

Initial Cost: \$254,400.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	254,400.00	259,488.00	264,678.00	269,971.00	275,371.00

Change Request Information

Change Request: PA#2025-04 - Plans Examiner Position

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: In 2024, approval was granted to convert the temporary Plans Examiner position to permanent. For 2025, there is a tax impact of 6 months

Justification: Approved in 2024.

Cost Center Level 5 Responsibility: Building & Licensing

Initial Cost: \$49,300.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	49,300.00	50,286.00	51,292.00	52,318.00	53,364.00

Change Request Information

Change Request: PA#2025-05 - 2024 Transit Expansion - 2025 8-month Impact

Budget Year: 2025

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Approved

Description: In 2024 Council approved an expansion to the conventional transit system by adding a new Route 10; also approved was expanded service on weekends and holidays for both the conventional and custom systems. The changes were estimated to begin in Sep 2024. There is an 8-month impact for 2025 but is funded from the Transit Expansion Reserve for 2025. Conventional: \$87,100; Custom: \$19,300

Justification: Approved in 2024

Cost Center Level 5 Responsibility: Public Transit

Initial Cost: \$106,400.00

Annual Incremental Operation Cost: \$106,400.00

Non-Tax Funding \$106,400.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	0.00	108,500.00	110,700.00	112,900.00	115,200.00

Change Request Information

Change Request: PA#2025-06 - Active Living Center Debt Servicing

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: In 2023, Council approved a debt servicing strategy for the new ALC whereby, a consistent 3.5% tax increase would be levied to fund increasing debt servicing and utilizing internal reserve borrowing for any remainder amounts required each year. After all MFA funds are borrowed, further tax increases would be necessary to pay back the internal borrowing to the reserves. This SLA is for the tax impact for 2025.

Justification: Approved in 2023.

Cost Center Level 5 Responsibility: Fiscal Services

Initial Cost: \$1,928,390.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding: \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	1,928,390.00	2,096,723.00	2,289,192.00	2,507,821.00	1,093,340.00

Change Request Information

Change Request: AUTO - 4129 - Senior Project Manager

Budget Year: 2025

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council direct Administration to bring forward a staffing request for the addition of a Senior Project Manager in the Infrastructure Department a cost not to exceed \$116,000, to be funded from the Infrastructure Reserve commencing January 1, 2025, for Council's consideration during the 2025 Budget deliberations.

Cost Center Level 5 Responsibility: Infrastructure

Initial Cost: \$116,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$116,000.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	116,000.00	118,320.00	120,686.00	123,100.00	125,562.00

Change Request Information

Change Request: AUTO - 4130 - 2025 Parks Maintenance (3 FTE & Operational costs)

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that the proposed Parks Maintenance Service Request increase for three parks positions at an estimated cost of \$300,000 (3 * \$100,000 = \$300,000), an increase to the parks contracts budget of \$150,000 and a \$75,000 increase to the supplies & materials budget, for a total cost of \$525,000 funded by taxation be brought forward to the 2025 budget deliberations following the presentation of the City's Organizational Asset Management Plan.

Cost Center Level 5 Responsibility: Parks

Initial Cost: \$525,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	525,000.00	535,500.00	546,210.00	557,134.00	568,277.00

Change Request Information

Change Request: AUTO - 4131 - Operations Coordinator

Budget Year: 2025

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council authorize the expenditure of up to \$115,000 per year for the addition of one full time Operations Coordinator position, to be funded from current Refuse Collection and Recycling fees, with the position commencing January 1, 2025. (\$115,000 reduced revenues)

Cost Center Level 5 Responsibility: Solid Waste & Recycling

Initial Cost: \$115,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$115,000.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 4132 - Accounts Payable Clerk I (.50 FTE)

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that a Staffing Request for the proposed additional hours for the Accounts Payable Clerk I position at a cost of \$34,300 funded by taxation be brought forward to the 2025 budget deliberations.

Cost Center Level 5 Responsibility: Financial Planning & Reporting

Initial Cost: \$34,300.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	34,300.00	34,986.00	35,685.00	36,399.00	37,127.00

Change Request Information

Change Request: AUTO - 4133 - Secretary 1

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that a request for a 0.67 FTE Secretary I – OHS in the amount of \$47,000 funded from taxation be brought forward to the 2025 budget deliberations.

Cost Center Level 5 Responsibility: Occupational Health & Safety

Initial Cost: \$47,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	47,000.00	47,940.00	48,898.00	49,876.00	50,874.00

Change Request Information

Change Request: AUTO - 4134 - Firefighter Medical Screening Program

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council approve a new "Firefighter Medical Screening Program" at the approximate cost of \$36,000, from taxation be considered during 2025 budget deliberations;

Cost Center Level 5 Responsibility: Fire Fighting

Initial Cost: \$36,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	36,000.00	36,720.00	37,454.00	38,203.00	38,967.00

Change Request Information

Change Request: AUTO - 4135 - Fire Prevention and Life Safety position

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council approve a new "Fire Prevention and Life Safety" position at the approximate loaded cost of \$178,500 funded through taxation;

Cost Center Level 5 Responsibility: Fire Prevention and Life Safety

Initial Cost: \$178,500.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	178,500.00	182,070.00	185,711.00	189,426.00	193,214.00

Change Request Information

Change Request: AUTO - 4136 - Early Wildfire Detection System Annual Subscription

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council approve the "Early Wildfire Detection System Annual Subscription" at a cost of \$35,000, funded through taxation, with an annual increase of 5 percent;

Cost Center Level 5 Responsibility: Emergency Management

Initial Cost: \$35,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	35,000.00	35,700.00	36,414.00	37,142.00	37,885.00

Change Request Information

Change Request: AUTO - 4137 - Emergency Program Technician

Budget Year: 2025

Change Request Type: Partially Funded by
Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council approve a new "Emergency Program Technician" position at the approximate loaded cost of \$143,000; \$85,000 funded through existing operational budget and \$58,000 funded through taxation;

Cost Center Level 5 Responsibility: Emergency Management

Initial Cost: \$143,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$85,000.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	143,000.00	145,860.00	148,777.00	151,753.00	154,788.00

Change Request Information

Change Request: AUTO - 4138 - casual "Emergency Management" position

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council approve a new casual "Emergency Management" position at the approximate cost of \$20,000 funded through taxation;

Cost Center Level 5 Responsibility: Emergency Management

Initial Cost: \$20,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	20,000.00	20,400.00	20,808.00	21,224.00	21,649.00

Change Request Information

Change Request: AUTO - 4139 - Community Resilience and Risk Reduction Work

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER that Council approve ongoing "Community Resilience and Risk Reduction Work" at a cost of \$60,000 funded through taxation.

Cost Center Level 5 Responsibility: Emergency Management

Initial Cost: \$60,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	60,000.00	61,200.00	62,424.00	63,672.00	64,946.00

Change Request Information

Change Request: AUTO - 4140 - P/T Admin Assistant (.50 FTE)

Budget Year: 2025

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council receive for information the memorandum titled "Administrative Assistant – Transportation Staffing Request" dated August 26, 2024 in the amount of \$48,337 for a 0.5 position funded from the BC Transit administration allocation. (\$48,337 reduced revenues)

Cost Center Level 5 Responsibility: Public Transit

Initial Cost: \$48,337.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$48,337.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 4141 - Transportation Planner

Budget Year: 2025

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council receive for information the memorandum titled "Transportation Planner Staffing Request" dated August 26, 2024 for \$136,755 for a position funded from the Infrastructure Levy and existing Transportation Operating Budget. (Revenue reduction \$82,073 72% and Levy \$31,224 (28%))

Cost Center Level 5 Responsibility: Transportation

Initial Cost: \$136,755.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$136,755.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 4142 - .50 Planner II to create 1 FTE

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER that the request for the Planner II position, in the amount of \$44,235, be 100% funded by the Current Planning Department, which will facilitate the return of .5 position to Economic Development & Partnerships.

Cost Center Level 5 Responsibility: Current Planning

Initial Cost: \$44,235.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	44,235.00	45,119.00	46,022.00	46,942.00	47,881.00

Change Request Information

Change Request: AUTO - 4143 - Coordinator Licensing and Administration

Budget Year: 2025

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council support the establishment of a permanent full-time Coordinator, Licensing & Administration position at an annual cost of \$108,000 to be funded by Short Term Rental Licensing revenue. (Revenues to be increased by same amount)

Cost Center Level 5 Responsibility: Building & Licensing

Initial Cost: \$108,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$108,000.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 4144 - 0.6 FTE Recreation Facility Booking Clerk

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council, approve the Staffing Request in the amount of \$48,195 to provide an additional 0.6 FTE Recreation Facility Booking Clerk to work at Kal Tire Place, as outlined in the memorandum titled "Staffing Request – Part Time Facility Booking Clerk Kal Tire Place," dated August 19, 2024 respectfully submitted by the Manager, Customer Service – Recreation.

Cost Center Level 5 Responsibility: Recreation Customer Service

Initial Cost: \$48,195.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	48,195.00	49,159.00	50,142.00	51,145.00	52,168.00

Change Request Information

Change Request: AUTO - 4145 - Affordable Lifeguard Training Courses

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that a Service Level Adjustment for the proposed budget impact of \$48,500 for lifeguard training be brought forward to the 2025 budget deliberations.

This would reduce the total cost of certification down to \$400. By reducing course costs Recreation Service would decrease projected Lifesaving revenues by 75% or \$48,500 which would impact the net budget for Aquatics.

Cost Center Level 5 Responsibility: Aquatic Centre

Initial Cost: \$48,500.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	48,500.00	49,470.00	50,459.00	51,469.00	52,498.00

Change Request Information

Change Request: AUTO - 4146 - Recreation Event Hosting Grant

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council, approve the service request in the amount of \$30,000 to provide a grant to event organizers to assist with the cost of City of Vernon facilities for their event, as outlined in the memorandum titled "Service Request – Recreation Event Hosting Grant," dated August 19, 2024 respectfully submitted by the Manager, Customer Service – Recreation;

AND FURTHER THAT Council direct administration to develop a grant process specific to event hosting within City of Vernon facilities.

Cost Center Level 5 Responsibility: Recreation Customer Service

Initial Cost: \$30,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00

Change Request Information

Change Request: AUTO - 4147 - Summer Operating Hours at Lakeview Wading Pool

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council approve the service level increase of 0.4 FTE for Lifeguard/Instructors at the Lakeview Peanut Pool.

Cost Center Level 5 Responsibility: Lakeview Wading Pool

Initial Cost: \$18,800.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	18,800.00	19,176.00	19,560.00	19,951.00	20,350.00

Change Request Information

Change Request: AUTO - 4148 - Spring Operating Hours at Lakeview Pool

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND FURTHER, that Council Approve a Service Level increase of 0.65 FTE for Lifeguard/Instructors at the Lakeview Peanut Pool

AND FURTHER, that Council approve the Service Level increase of 0.12 FTE for Aquatic Leaders at the Lakeview Peanut Pool.

AND FURTHER, that Council approve the service level increase of \$23,000 in operating expenses for chemical, utilities and supplies for the Lakeview Peanut Pool.

Cost Center Level 5 Responsibility: Lakeview Wading Pool

Initial Cost: \$61,500.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	61,500.00	62,730.00	63,985.00	65,264.00	66,570.00

Change Request Information

Change Request: AUTO - 4149 - Coordinator, Facility Maintenance

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND Further that Council authorizes Administration to increase Recreation Operations budget by \$584,440 for an additional 6.62 FTE for multiple new and existing positions.

Cost Center Level 5 Responsibility: Recreation Operations

Initial Cost: \$107,998.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	107,998.00	110,157.00	112,361.00	114,608.00	116,900.00

Change Request Information

Change Request: AUTO - 4150 - Supervisor, Custodial Maintenance

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND Further that Council authorizes Administration to increase Recreation Operations budget by \$584,440 for an additional 6.62 FTE for multiple new and existing positions.

Cost Center Level 5 Responsibility: Recreation Operations

Initial Cost: \$112,738.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	112,738.00	114,992.00	117,292.00	119,638.00	122,031.00

Change Request Information

Change Request: AUTO - 4151 - Increase Facility Operator Coverage - enhanced cleaning

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND Further that Council authorizes Administration to increase Recreation Operations budget by \$584,440 for an additional 6.62 FTE for multiple new and existing positions.

Cost Center Level 5 Responsibility: Recreation Operations

Initial Cost: \$19,421.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	19,241.00	19,809.00	20,205.00	20,609.00	21,021.00

Change Request Information

Change Request: AUTO - 4152 - 3 Facility Operators and convert existing position to Operator 3

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND Further that Council authorizes Administration to increase Recreation Operations budget by \$584,440 for an additional 6.62 FTE for multiple new and existing positions.

Cost Center Level 5 Responsibility: Recreation Operations

Initial Cost: \$329,917.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	329,917.00	336,515.00	343,245.00	350,110.00	357,112.00

Change Request Information

Change Request: AUTO - 4153 - Increase Building Service worker coverage

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: AND Further that Council authorizes Administration to increase Recreation Operations budget by \$584,440 for an additional 6.62 FTE for multiple new and existing positions.

Cost Center Level 5 Responsibility: Recreation Operations

Initial Cost: \$14,366.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	14,366.00	14,653.00	14,946.00	15,245.00	15,550.00

Change Request Information

Change Request: AUTO - 4154 - Video Screening

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council approves up to \$350,000 for the purchase and install of video enhancements at Kal Tire South, advancing to the 2025 Budget Deliberations as outlined in the memorandum titled "Recreation Services Video Enhancement" dated September 4 2024.

Cost Center Level 5 Responsibility: Recreation Facilities Projects

Initial Cost: \$350,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	350,000.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 4155 - Recreation Reorganization

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council, approve the Service Request in the amount of up to \$100,000 to begin in the 2025 budget year to fund net new positions identified within the Recreation Organization Structure Review, as outlined in the memorandum titled "Service Request – Recreation Reorganization, dated August 26, 2024 respectfully submitted by the Director – Recreation Services;

Cost Center Level 5 Responsibility: Recreation

Initial Cost: \$100,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	100,000.00	102,000.00	104,040.00	106,120.00	108,243.00

Change Request Information

Change Request: AUTO - 4156 - Cyber Security Detection and Response

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: THAT Council receive for information the memorandum titled "SERVICE REQUEST: MANAGED CYBER SECURITY DETECTION AND RESPONSE SOLUTION" dated September 1, 2024, and respectfully submitted by Manger, Information Services.

AND FURTHER, that Council support a service request for a Managed Detection and Response Solution at a yearly cost of \$80,000 to be brought forward to 2025 budget deliberations.

Cost Center Level 5 Responsibility: Information Services

Initial Cost: \$80,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding: \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00

Change Request Information

Change Request: AUTO - 4157 - 2 General Duty Constables

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: Vernon/ North Okanagan RCMP " City of Vernon Increase to Establishment request" report (\$244,508+244508)

Cost Center Level 5 Responsibility: RCMP Contract

Initial Cost: \$489,016.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	489,016.00	498,796.00	508,772.00	518,947.00	529,326.00

Change Request Information

Change Request: AUTO - 4158 - RCMP Drug Unit - 1 Constable & 1 Corporal

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: Vernon/ North Okanagan RCMP " City of Vernon Increase to Establishment request" report (\$244508+ \$244508)

Cost Center Level 5 Responsibility: RCMP Contract

Initial Cost: \$489,016.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	489,016.00	498,796.00	508,772.00	518,947.00	529,326.00

Change Request Information

Change Request: AUTO - 4159 - RCMP - Special Victims Unit - 1 Constable

Budget Year: 2025

Change Request Type: Funded by Taxation

Change Request Stage: Requested

Description: That Council receive for information the memorandum titled "2025 Budget Considerations" dated October 9th, 2024, respectfully submitted by the Chief Administrative Officer and the Director, Financial Services

Justification: Vernon/ North Okanagan RCMP " City of Vernon Increase to Establishment request" report (\$244508)

Cost Center Level 5 Responsibility: RCMP Contract

Initial Cost: \$244,508.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2025	2025	2027	2028	2029
	244,508.00	249,398.00	254,386.00	259,473.00	264,663.00

CAPITAL



2025 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.

2025 INFRASTRUCTURE PROGRAM OVERVIEW

The projects contained in the 2025 Infrastructure 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 2025 Infrastructure 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 27 capital projects planned for 2025 with a total value of over \$28 million. Highlights include:

- Infrastructure improvements at Pleasant Valley Road and 39th Avenue intersection including a new roundabout as well as sanitary and storm main replacement;
- A new Roundabout at Phoenix Drive and Silverstar Road intersection;
- Phase 2 of the Vernon Creek Naturalization at Polson Park;
- Sanitary Sewer replacement from Cummins Lift Station to Okanagan Land Road;
- Construction of a new airport taxiway apron;
- Replacement of playground equipment and court resurfacing at several parks; 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.

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 in the Operations and Maintenance (O&M) column of the Infrastructure Program Funding Sheet.

2025 Project List & Funding Sources

Project #	Title	Cost	Funding Source					
			Infrastructure Levy & Reserve	Sewer Reserves	Casino	Gas Tax	Provincial Growing Communities	DCC's
2025-01	Building Facility Renewal	\$ 1,200,000	\$ 1,200,000					
2025-02	Priority Drainage Improvement	260,000	150,000		51,000			59,000
2025-03	Polson Park Vernon Creek Naturalization - Phase 2	5,160,000			2,580,000	2,580,000		
2025-04	Storm Maintenance At Various Locations	450,000	450,000					
2025-05	Environmental Effectiveness Monitoring And Maintenance	500,000			500,000			
2024-8	Pleasant Valley Road And 39 Avenue Roundabout	4,830,000	1,550,000	325,000			1,107,950	1,847,050
2025-06	Phoenix Drive Silver Star Road Roundabout	1,900,000	19,000					1,881,000
2025-07	27Th Avenue Rail Crossing	1,750,000		635,000		1,115,000		
2025-08	Rock Slope Stabilization	520,000	520,000					
2025-09	Land Acquisition	200,000	50,000	50,000				100,000
2025-10	Capital Design	1,866,000	726,000	441,000				699,000
2025-11	Pipe Video Inspection	50,000	25,000	25,000				
2025-12	Parks Infrastructure Renewal	1,000,000	1,000,000					
2025-13	Foothills Trail Whitecourt Place To Foothills Place	140,000	140,000					
2025-14	Forcemain Replacement - Cummins Lift Station To Okanagan Landing Road	1,200,000		1,200,000				
2025-15	Priority Sanitary Replacement	900,000		900,000				
2025-16	Sanitary Flow Monitoring And Modelling	100,000		50,000				50,000
2025-17	Sanitary Trunk Main Inspection	80,000		80,000				
2025-18	Okanagan Landing Sanitary Sewer Municipal Fee	600,000	100,000	500,000				
2025-19	Spray Irrigation Infrastructue Replacement And Renewal	600,000		600,000				
2025-20	Vwrc Annual Asset Replacement And Renewal	600,000		600,000				
2025-21	Vwrc Flood Mitigation	1,000,000		1,000,000				
2025-22	Vernon Airport Taxiway Echo And Apron 3	1,400,000					1,400,000	
2025-23	Airport Water Main Improvements Metering And Backflow Prevention	500,000			500,000			
2025-24	Transportation Asset Renewal And Maintenance	700,000	700,000					
2025-25	Transportation Safety Improvements - Various Locations	550,000	270,000			280,000		
2025-26	Transit And Active Transportation Improvements	550,000				550,000		
		\$ 28,606,000	\$ 6,900,000	\$ 6,406,000	\$ 3,631,000	\$ 4,525,000	\$ 2,507,950	\$ 4,636,050

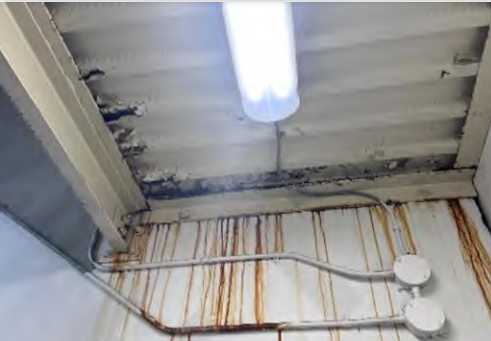
BUILDING FACILITY RENEWAL



PROJECT #2025-01



Operations Roof



Parkade Repairs



City Hall Climate Controls

Total Capital Costs:

\$ 1,200,000

Facility	Component	Approximate Cost
Operations Building	Roof replacement	\$750,000
City Hall Buildings	Heating and piping replacement	\$50,000
Parkade	Repairs to the entrance ramp and staircase	\$250,000
Operations Building	Internal renovation to improve and create new office space	\$100,000
Various Facilities	Preventative maintenance, including priority renewal of emergent and emergency building components, renovations and improvements	\$50,000

Project prioritization is based on the Building Facility Renewal Asset Management Plan and more specific condition assessments for the Parkade and HVAC systems. Additional HVAC projects including replacement of controls at the RCMP at additional City facilities with carry over funding.

PRIORITY DRAINAGE IMPROVEMENT



PROJECT #2025-02



Total Capital Costs: \$ 260,000

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 2025 priority drainage improvements will focus primarily on completing the drainage improvements planned for Smith Rd area and the foothills neighborhood but also emerging high priority drainage issues that may be encountered. The project budget is partially funded (28%) by Development Cost Charges Storm project ST6 for overland flow improvements.

POLSON PARK VERNON CREEK NATURALIZATION PHASE 2

PROJECT #2025-03



Total Capital Costs: \$ 5,160,000

Operation and Maintenance Estimated Yearly Costs: \$ 10,000

Project Summary

Phase 2 of the Polson Park Vernon Creek Naturalization project is planned for construction in 2025 and will continue from where Phase 1 ends, at the outlet of the existing duck ponds. Phase 2 will continue south with the removal of the concrete channel and the two existing duck ponds towards the existing maintenance bridge crossing. The project includes 1 new vehicle access bridge and 1 new pedestrian bridge, new gravel pathways on both sides of Vernon Creek, natural riparian vegetation and a re-established floodplain to convey larger flooding event flows. By removing the concrete channel and concrete duck ponds, ground water will be able to naturally migrate towards Vernon creek, improving water quality while decreasing the high-water table around the park. By restoring Vernon Creek through Polson Park to mimic a more natural state, the creek will be able to flood into a floodplain instead of the surrounding park. This will allow the City to reinvest in Polson Park with the new amenities protected from future flood events. The newly constructed creek will meander along its current straightened alignment, incorporating riffles, pools, spawning habitat and creek channel complexity that currently does not exist in this stretch of the creek. The City has submitted a grant application to Community Emergency Preparedness Fund for the Disaster Risk Reduction-Climate Adaptation funding stream in the hopes of offsetting the costs of the project to reduce the overall costs on the City.

STORM MAINTENANCE AND ASSET RENEWAL

PROJECT #2025-04



BX Sediment Pond – Hydrometric Station



Washed out culvert/pathway - Foothills



Sediment Cleanout at 20th Street Culvert

Total Capital Costs: \$450,000
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.

ENVIRONMENTAL EFFECTIVENESS MONITORING AND MAINTENANCE



PROJECT #2025-05



Total Capital Costs: \$ 500,000
Operation and Maintenance Estimated Yearly Costs: N/A

Project Summary

In accordance with the City's Fisheries Act Authorization and to meet the City's permitting requirements, ongoing monitoring and maintenance is required until riparian vegetation is self-sustaining for the BX Sediment Pond, Polson Park Naturalization and 43rd Street Crossing. The ongoing maintenance and monitoring includes ongoing water quality testing, reporting to senior governments, riparian plant monitoring, maintenance of fencing, irrigation and replanting when necessary.

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.

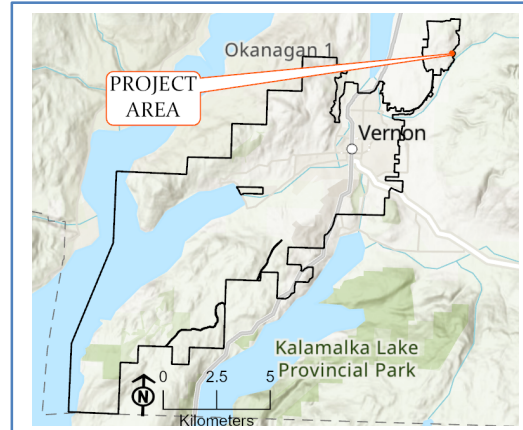
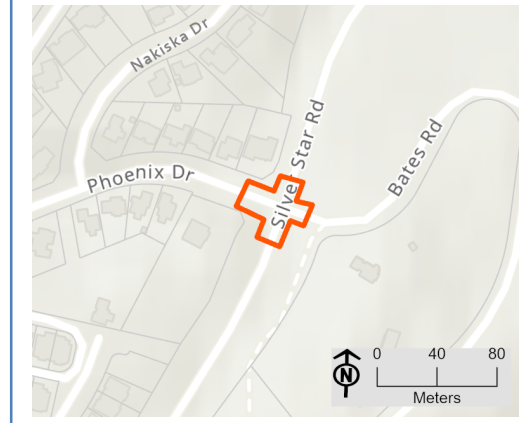
The Regional District of North Okanagan (RDNO) Greater Vernon Water (GVW), is also engaged with the same services for design and construction of the water system in the project area. The consultant will be working for both owners concurrently on the project.

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.

PHOENIX DRIVE SILVER STAR ROAD ROUNDBABOUT

PROJECT #2025-06



Total Capital Costs: \$ 1,900,000
Operation and Maintenance Estimated Yearly Costs: \$ 4,500

Project Summary

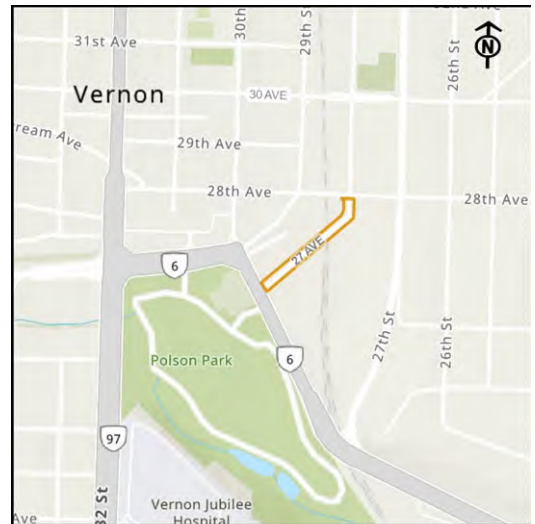
The general project scope includes the roundabout intersection design and construction, road reconstruction, new curb, gutter sidewalk, street lighting (including pedestrian crossing flashers) and associated drainage.

Construction of the roundabout will safely accommodate future pedestrian activity as the Upper Foothills and adjacent development build-out and will control the increased Silver Star Road traffic.

This is a growth related project that is part of the Transportation Development Cost Charge (DCC) program and funded partially by Transportation DCCs.

27TH AVENUE RAIL CROSSING UPGRADE

PROJECT #2025-07



Total Capital Costs: \$ 1,750,000

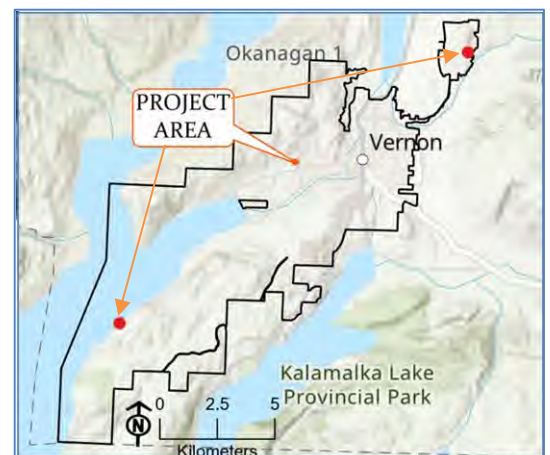
Operation and Maintenance Estimated Yearly Costs: \$ 1,000

Project Summary

The project is required in order to comply with federal railway grade crossing regulations. The work includes the rehabilitation of the rail crossing surface, approximately 230 m of road, and 200 m of sanitary sewer replacement along 27th Avenue from Highway 6 to 28th Avenue. The project also includes new curb and sidewalk, as identified in the Master Transportation Plan.

ROCK SLOPE STABILIZATION

PROJECT #2025-08



Total Capital Costs:

\$ 520,000

Operation and Maintenance Estimated Yearly Costs:

N/A

Project Summary

Tetra Tech conducted inspections on rock slopes for the City in 2008, 2018 and 2023, and slope remediation programs were carried out at in 2010/2011, 2017, 2020 and 2022.

Crosby Road rock slope is the number one priority. To reduce the risk of rock fall from this location installation of drape mesh system was used in 2022 as a mitigation option. The 2025 project would install rock anchors at identified locations and drape mesh on the remainder of the slope.

Apex Drive and 9600 Eastside Road are the next two highest priority sites and have been included for remediation with vegetation removal, rock scaling and rock anchors.

LAND ACQUISITION

PROJECT #2025-09



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 2025 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 #2025-10



Total Costs: **\$ 1,883,000**

Project Summary

Design of 2026 capital projects in 2025 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 2026 being designed in 2025 being include:

- 43rd Avenue, Alexis Park Drive, and Old Kamloops Road Improvements
- Priority Structural Flood Mitigation Projects at Vernon Creek and Okanagan Landing Road and Lakeshore Road
- Flood Mitigation Projects at Vernon Water Reclamation Center
- Parks Infrastructure Renewal

PIPE VIDEO INSPECTION

PROJECT #2025-11



Pipe Inspection Crawler



Roots



Total Capital Costs: \$ 50,000

Project Summary

This annual project funds the program for annual inspection of storm and sanitary sewer mains in conjunction with the closed circuit television (CCTV) video inspection system.

The City has 462 kilometres of sanitary and storm sewer pipes, much of which consists of older material reaching the end of its estimated service life. An assessment of pipe condition is necessary to prioritize infrastructure replacement projects with the budgets available, as well as improve upon preventative maintenance strategies such as root cutting or main flushing programs.

PARKS RENEWAL

PROJECT #2025-12



Sawicki Park



Macdonald Park



19 Ave tot Lot



Armoury Park

Total Capital Costs:

\$ 1,000,000

Operation and Maintenance Estimated Yearly Costs:

N/A

Project Summary

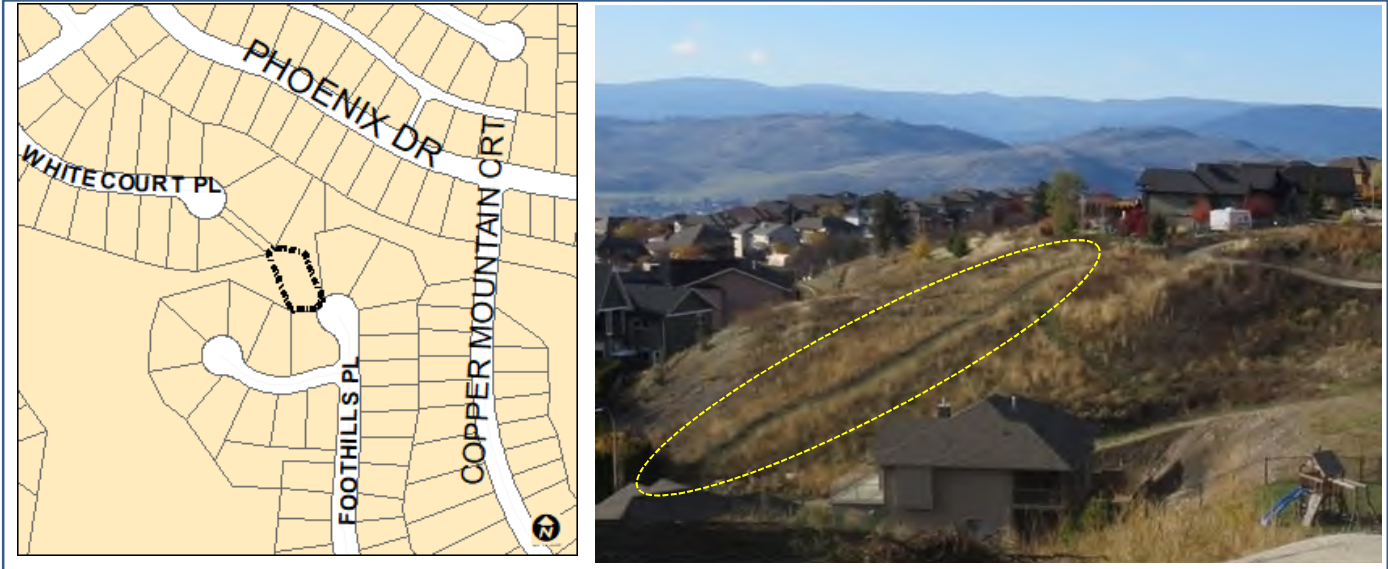
The park asset replacement projects identified from the Parks Asset Management Plan for 2025 are shown in the table below. Additional asset replacement in alignment with the Parks Asset Plan and emerging priorities will utilize any unexpended funding within this project.

Park	Component	Total Cost
Sawicki Park 996 Middleton Way	Replacement of play structure and surfacing	\$375,000
19 Avenue tot Lot (1904 19 Avenue)	Replacement of play structure and surfacing	\$375,000
Armoury Park 2901 18 Ave	Replacement of sand surfacing to wood fiber surfacing	\$50,000
MacDonald Park 4200 27 St	Court Surfacing Coating	\$60,000
Various Parks	Various park amenity replacements and repairs	\$140,000
	Total	\$1,000,000



Trail Connection – Whitecourt Place to Foothills Place

PROJECT #2025-13



Total Capital Costs: \$ 140,000
Operation and Maintenance Estimated Yearly Costs: N/A

Project Summary

This project consists of establishing a more accessible trail from Whitecourt Place to Foothills Place. It will connect to the network of trails the City of Vernon has completed in 2016/17/18 within the area.

CUMMINS FORCEMAIN REPLACEMENT



PROJECT #2025-14



Total Capital Costs: \$ 1,200,000
Operation and Maintenance Estimated Yearly Costs: N/A

Project Summary

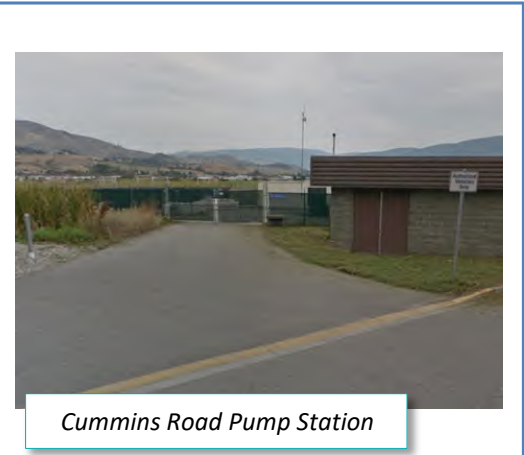
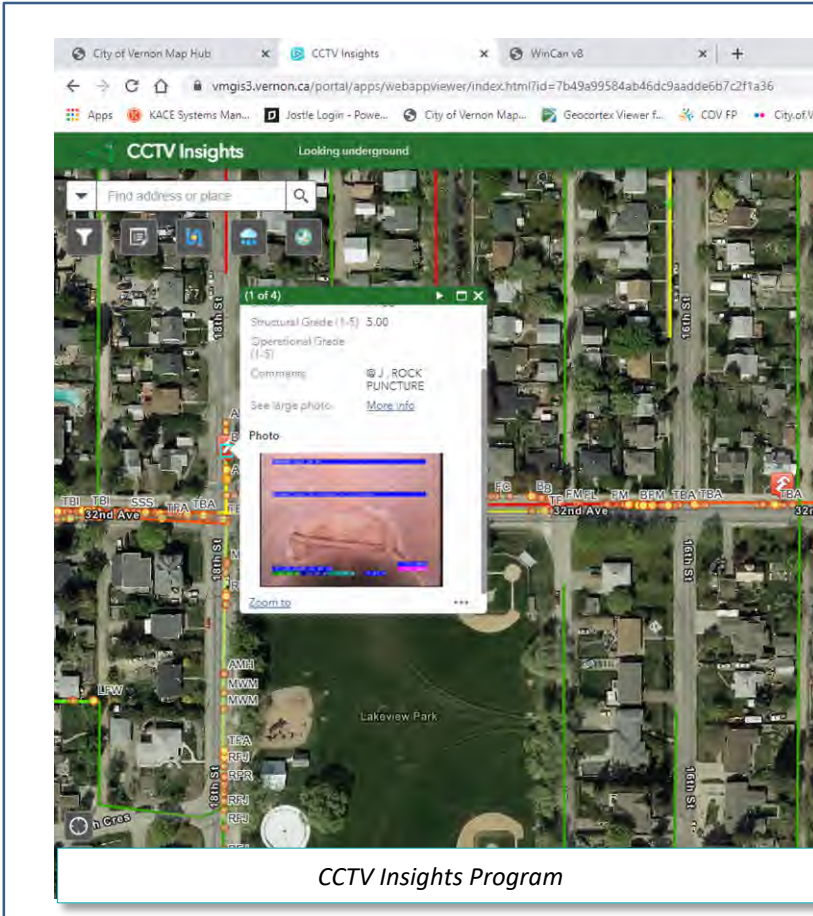
The existing sanitary sewer force main in Marshall Field area is planned for replacement in 2025 due to multiple failures in this section of pipe. The project will improve operation and reliability of the sanitary collection system. The project includes replacement of approximately 700 lineal meters of sewer force main from Cummins Road sewer pump station to Okanagan Landing Road.

Funding is from sanitary sewer collection reserves.

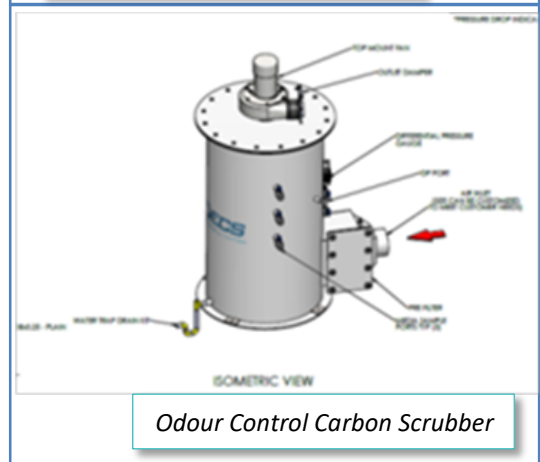
PRIORITY SANITARY REPLACEMENT



PROJECT #2025-15



Cummins Road Pump Station



Odour Control Carbon Scrubber

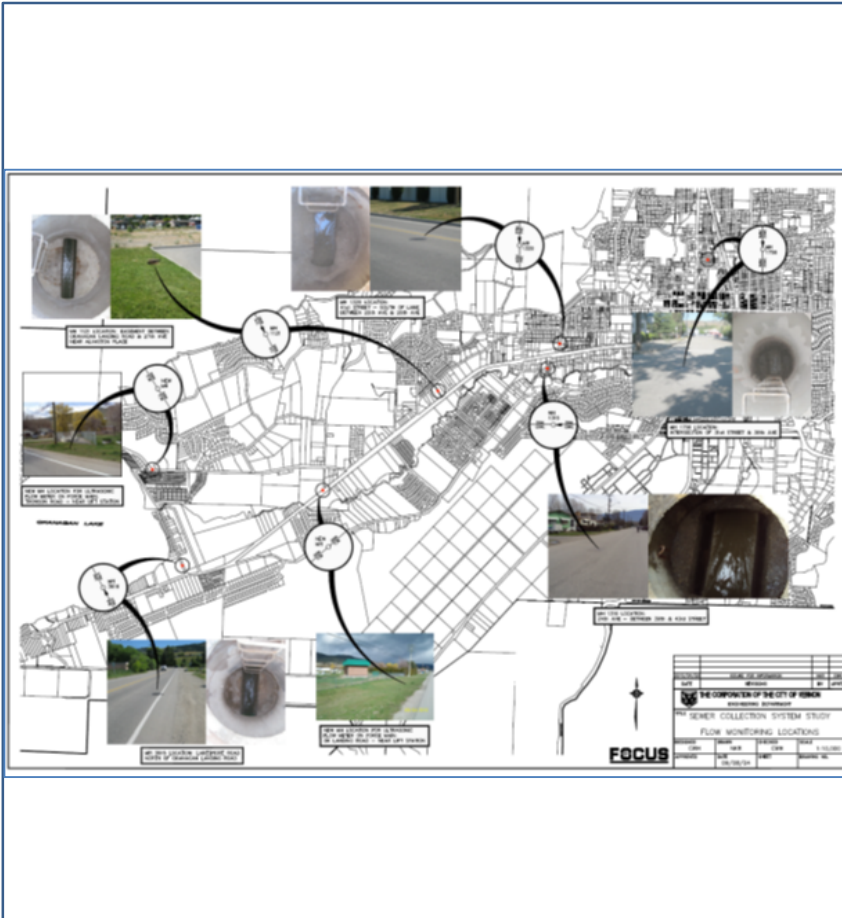
Total Capital Costs: \$ 900,000
Operation and Maintenance Estimated Yearly Costs: N/A

Project Summary

Ongoing program to support priority sanitary replacement and 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. Priority sanitary replacement infrastructure repairs required to maintain and improve operation of the sanitary collection system. Planned areas of sanitary sewer replacement include 34th Street and 16th Avenue and replacement of emergency generators and controls at several sewer lift stations. Additional work planned for 2025 includes renewal and potential expansion of the odor control devices in the City. Funding is from sanitary sewer collection reserves.

SANITARY FLOW MONITORING & MODELLING

PROJECT #2025-16



Total Capital Costs: \$ 100,000
Operation and Maintenance Estimated Yearly Costs: N/A

Project Summary

Ongoing program to support flow monitoring and the improvement of the sanitary servicing model. This will help to prioritize infrastructure renewal, improvements and support development.

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 #2025-17



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 Polson Park to the VWRC will be the focus for 2025. 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 #2025-18



Total Capital Costs:	\$ 600,000
Operation and Maintenance Estimated Yearly Costs:	\$ 500

Project Summary

Sanitary sewer collector pipe would be extended to a portion of the remaining un-serviced areas in the Okanagan Landing using horizontal directional drilling. The capital funds requested would allow installation of approximately 200 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 \$100,000 of road related costs for the proposed 2025 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 few years, the City has installed several kilometers of sewer in the Okanagan Landing area using horizontal directional drilling, making it possible for an additional 360 properties to access city sewer service.

SPRAY IRRIGATION INFRASTRUCTURE REPLACEMENT AND RENEWAL

PROJECT #2025-19



Total Capital Costs: \$ 600,000
Operation and Maintenance Estimated Yearly Costs: \$ NA

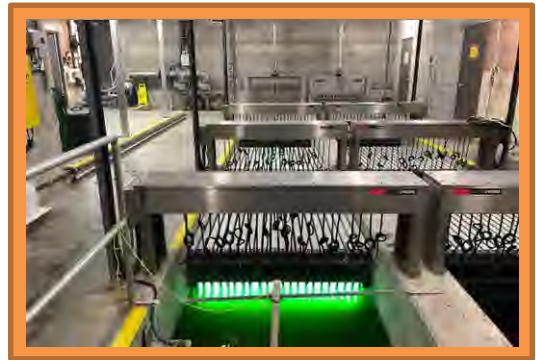
Project Summary

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.

Project	Cost
Hose Reel Replacement	\$250,000
Pump Station Renewal	\$350,000

VWRC ASSET RENEWAL

PROJECT #2024-20



Total Capital Costs:

\$ 600,000

Operation and Maintenance Estimated Yearly Costs:

N/A

Project Summary

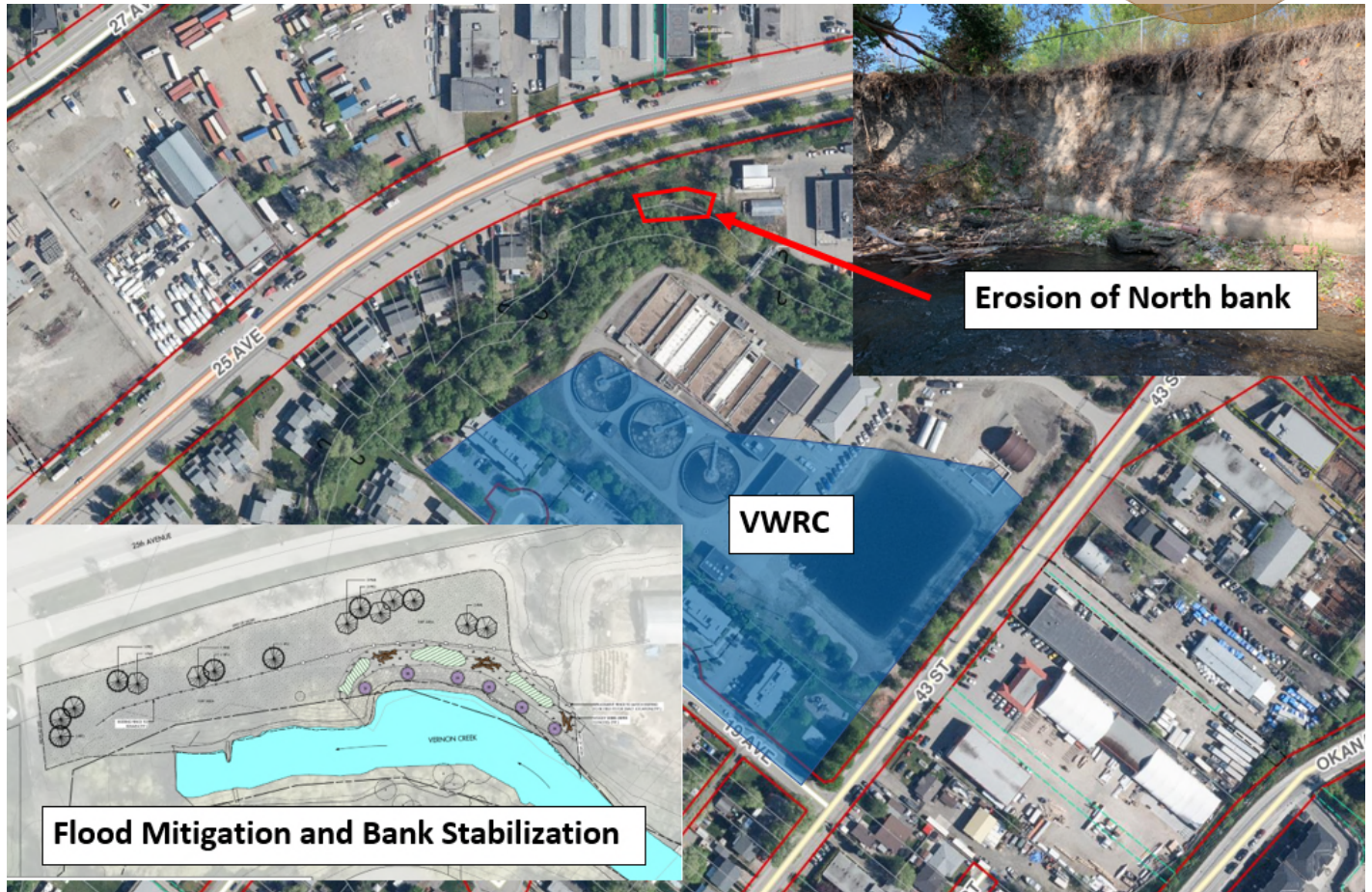
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The specific facility renewal projects planned for 2025 include:

Project	Cost
Suction Line Replacement	\$200,000
Clarifier Cover and Filter Conversion Report/Design	\$100,000
Priority Equipment Replacement	\$150,000
UV Treatment System Replacement	\$150,000

VWRC Flood Mitigation

PROJECT #2025-21



Total Capital Costs:

\$ 1,000,000

Operation and Maintenance Estimated Yearly Costs:

N/A

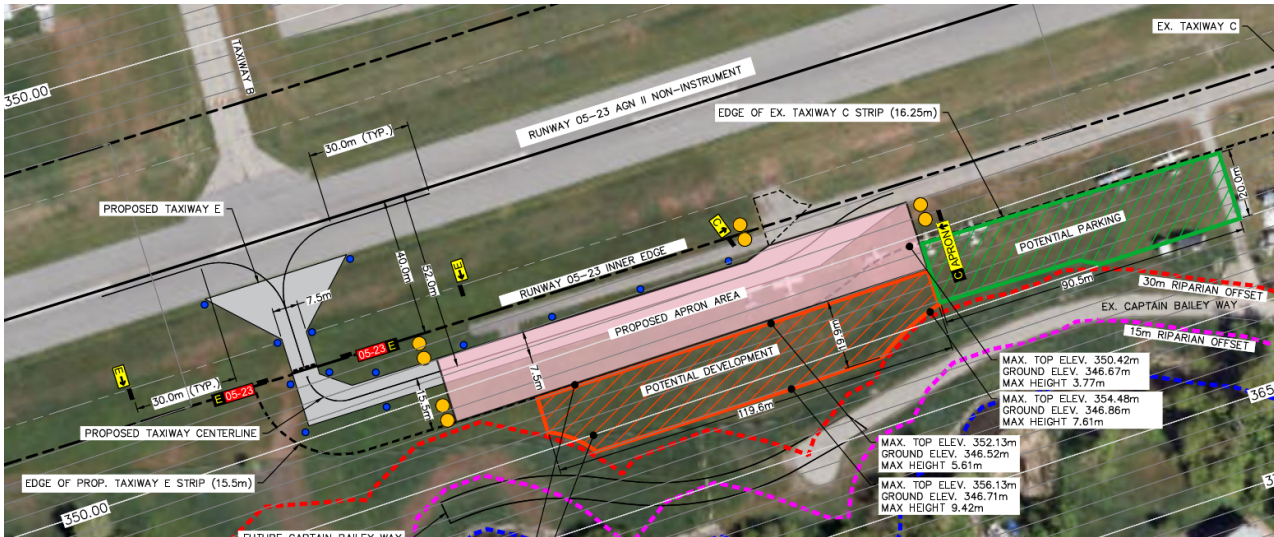
Project Summary

Following the VWRC Flood Hazard Assessment completed in 2023, several flood mitigation projects are recommended over the next several years starting with the stabilization of the north bank shown on the image above next to the VWRC. The Flood Hazard Assessment also identified utility crossings that are exposed during the design flood event. These crossing upgrades and some electrical component modifications will be brought forward as projects in future years.

The bank has been destabilizing for a number of years exposing an abandoned storm main. The project includes a small floodplain for larger flows, native plants and rip rap to stabilize the bank. The bank armoring project was originally included in the 2020 Capital Plan as project 2020-18 with \$300,000 allocated to complete the project. However, following permit applications and input from regulatory authorities, the design and scope had to be altered to meet the Fisheries Act. The City is proposing a new project for the completion of ongoing flood mitigation projects needed at the VWRC. This will be the first of several projects identified as part of the VWRC Flood Hazard Assessment. The 2020-18 project funding would go back to Sanitary Reserves.

AIRPORT TAXIWAY CHARLIE

PROJECT #2025-22



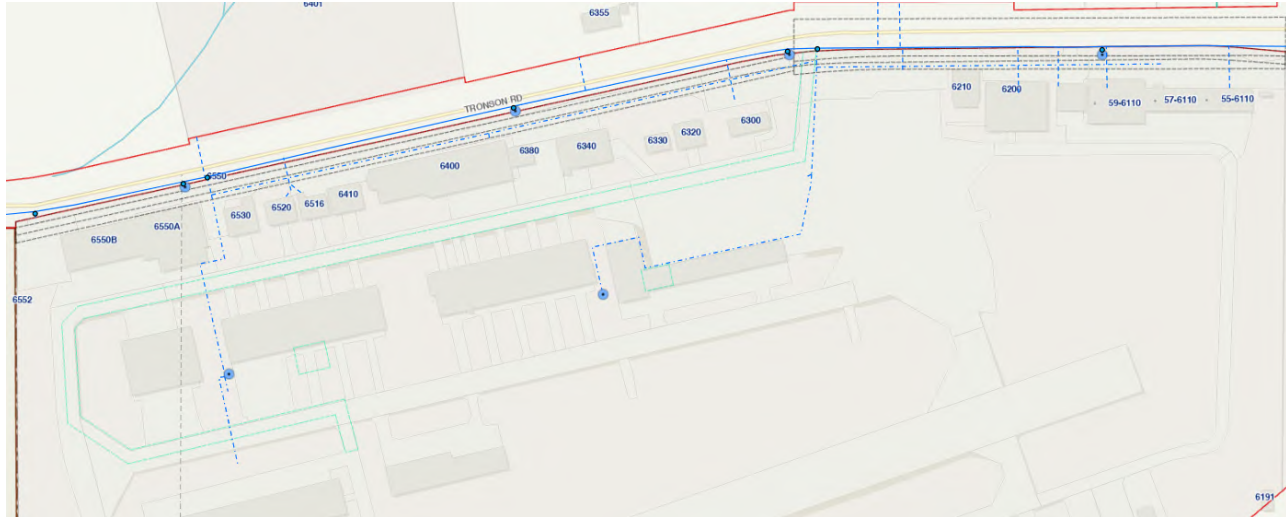
Total Capital Costs: \$ 1,400,000
Operation and Maintenance Estimated Yearly Costs: \$5,000

Project Summary

This project was approved in 2024 under the growing communities fund. In further consultation with Transport Canada the existing Taxiway Charlie can remain in its location under the existing exemption. The extension of the taxiway would facilitate the development of lands along Captain Bailey Way (CBW) allowing for additional hanger space at the Vernon Airport. This project is identified in the Airport Master Plan.

AIRPORT WATER MAIN IMPROVEMENTS - METERING AND BLACKFLOW PROTECTION

PROJECT #2025-23



Total Capital Costs: \$ 500,000
Operation and Maintenance Estimated Yearly Costs: \$5,000

Project Summary

Improvements to the watermain that support buildings and fire protection on the north side of the Vernon Airport to obtain compliance with RDNO bylaws regarding metering and backflow protection.

TRANSPORTATION ASSET RENEWAL AND MAINTENANCE

PROJECT #2025-24



Total Capital Costs: \$ 700,000
Operation and Maintenance Estimated Yearly Costs: N/A

Project Summary

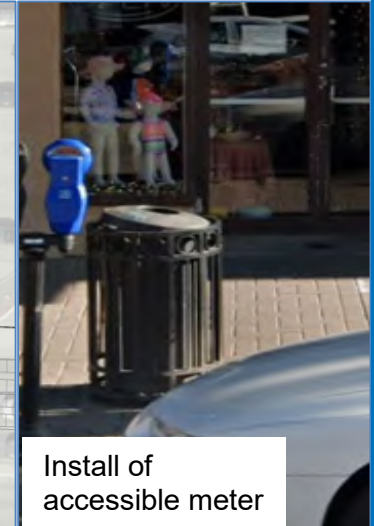
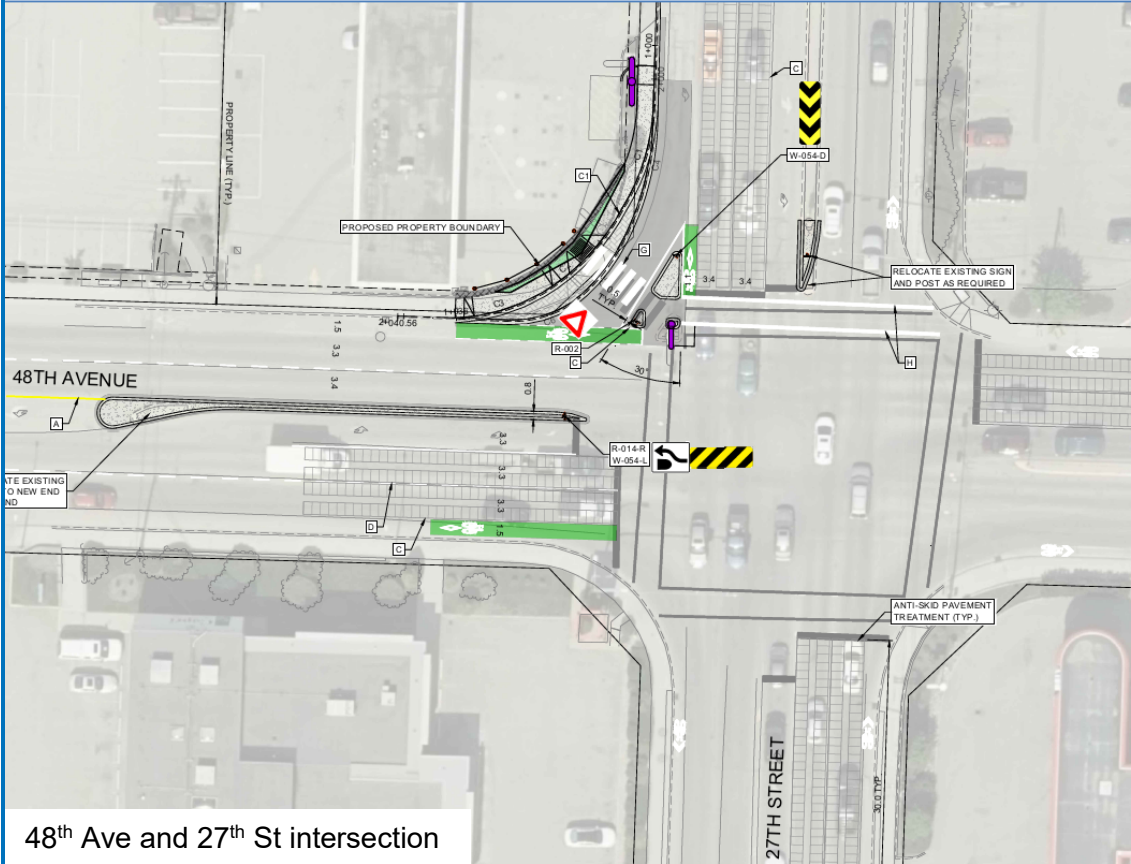
Funding to further support the transportation asset renewal, maintenance and replacement to prolong the life of roads and associated assets is part of the City's preventative maintenance strategy.

This additional \$900,000 will support the overlay and road maintenance operational budget items. The planned projects for 2025 will include:

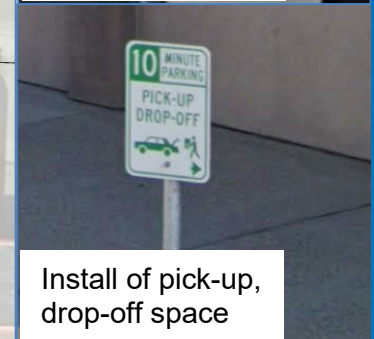
- Micro-surfacing program in cooperation with Okanagan municipalities;
- Additional funding for overlay program;
- Additional funding for road maintenance program; and
- Asset replacement for traffic signal systems.

TRANSPORTATION SAFETY & IMPROVEMENTS

PROJECT #2025-25



Install of accessible meter



Install of pick-up, drop-off space

48th Ave and 27th St intersection

Total Capital Costs: \$ 550,000
Operation and Maintenance Estimated Yearly Costs: \$ 55,000

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 improvements as issues arise and catching up on outstanding requests.
- Approximately \$450,000 of this budget is allocated towards implementing safety improvements at the 48th Avenue and 27th Street 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 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 #2025-26



Example of pavement markings and bollards in a multi-use path



Location ready for transit shelter at VSS



Example location for crosswalk improvements on 27th St at Seaton



Total Capital Costs: \$ 550,000
Operation and Maintenance Estimated Yearly Costs: \$ 50,000

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. Administration will apply for the annual transit shelter grants to maximize the number of stops that can be improved.
- Active transportation improvements will include several program areas including installing new bike racks, designing and installing new wayfinding sign standards, and improving pavement markings for multi-use paths where there are interactions with vehicles. The program also includes improvements to 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.

2026 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 1,000,000		\$ 1,000,000
Priority Drainage Improvement	260,000		260,000
Storm Maintenance At Various Locations	500,000		500,000
Environmental Effectiveness Monitoring And Maintenance	500,000		500,000
Kalamalka Lake Road - 14Th Ave To Hwy 6 & Mup To Easthill	5,642,000	235,000	5,877,000
Alexis Park Drive 40Th Ave To 43Rd Ave	6,647,000	884,000	7,531,000
Land Acquisition	150,000	50,000	200,000
Capital Design	1,313,000	430,000	1,743,000
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,000,000		1,000,000
Cemetery Work Yards Improvements	66,000		66,000
Cemetery Green Burial Site	70,000		70,000
Priority Sanitary Replacement		700,000	700,000
Sanitary Flow Monitoring And Modelling		50,000	50,000
Sanitary Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	100,000	500,000	600,000
Spray Irrigation Infrastructrue Replacement And Renewal		800,000	800,000
Vwrc Annual Asset Replacement And Renewal		800,000	800,000
Vwrc Flood Mitigation		1,000,000	1,000,000
Road Maintenance And Asset Replacement - Various Locations	700,000		700,000
Transportation Safety Improvements - Various Locations	550,000		550,000
Transit And Active Transportation Improvements	550,000		550,000
	\$ 19,070,500	\$ 5,551,500	\$ 24,622,000

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 7,672,500		\$ 7,672,500
Federal Gas Tax	1,907,000		1,907,000
Casino Funds	51,000		51,000
Grants	2,800,000		2,800,000
DCCs	6,640,000	50,000	6,690,000
Sewer Reserves		5,501,500	5,501,500
	\$ 19,070,500	\$ 5,551,500	\$ 24,622,000

2027 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 1,500,000		\$ 1,500,000
Priority Drainage Improvement	695,000		695,000
Storm Maintenance At Various Locations	500,000		500,000
Priority Structural Flood Mitigation	3,875,000		3,875,000
Environmental Effectiveness Monitoring And Maintenance	500,000		500,000
20Th Street From Pv To 43 Avenue	3,936,000	960,000	4,896,000
29Th Street From 31St Avenue To 32Nd Avenue	1,200,000	50,000	1,250,000
Land Acquisition	150,000	50,000	200,000
Capital Design	1,169,768	414,376	1,584,144
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,000,000		1,000,000
Polson Park Phase 1	2,000,000		2,000,000
Priority Sanitary Replacement		700,000	700,000
Sanitary Flow Monitoring And Modelling		50,000	50,000
Sanitary Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	100,000	500,000	600,000
Spray Irrigation Infrastructrue Replacement And Renewal		800,000	800,000
Vwrc Annual Asset Replacement And Renewal		800,000	800,000
Vwrc Flood Mitigation		1,000,000	1,000,000
Vernon Airport Operations Hanger	500,000		500,000
Road Maintenance And Asset Replacement - Various Locations	700,000		700,000
Transportation Safety Improvements - Various Locations	550,000		550,000
Vernon Airport Taxiway Echo And Apron 3	550,000		550,000
Lake Access Site - Priority Locations	500,000		500,000
Okanagan Landing Bench Road	500,000		500,000
	\$ 19,948,268	\$ 5,426,876	\$ 25,375,144

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 11,037,420.00		\$ 11,037,420.00
Grants	4,500,000		4,500,000
DCCs	4,410,848	58,000	4,468,848
Sewer Reserves		5,368,876	5,368,876
	\$ 19,948,268	\$ 5,426,876	\$ 25,375,144

2028 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 1,500,000		\$ 1,500,000
Priority Drainage Improvement	695,000		695,000
Storm Maintenance At Various Locations	506,000		506,000
Environmental Effectiveness Monitoring And Maintenance	500,000		500,000
32Nd Ave - 31St St To 33Rd St	2,218,000	423,000	2,641,000
Lakeshore Road - Okanagan Landing Road To Vernon Creek - Phase 1	3,200,000	158,000	3,358,000
Land Acquisition	350,000	50,000	400,000
Capital Design	1,493,600	404,200	1,897,800
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,000,000		1,000,000
Polson Park Phase 2	2,000,000		2,000,000
Priority Sanitary Replacement		800,000	800,000
Sanitary Flow Monitoring And Modelling		100,000	100,000
Sanitary Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	100,000	500,000	600,000
Spray Irrigation Infrastructrue Replacement And Renewal		800,000	800,000
Vwrc Annual Asset Replacement And Renewal		800,000	800,000
Vwrc Flood Mitigation		1,000,000	1,000,000
Road Maintenance And Asset Replacement - Various Locations	700,000		700,000
Transportation Safety Improvements - Various Locations	500,000		500,000
Transit And Active Transportation Improvements	800,000		800,000
Lake Access Site - Priority Locations	500,000		500,000
	\$ 16,085,100	\$ 5,137,700	\$ 21,222,800

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 10,022,500		\$ 10,022,500.00
Casino Funds	1,550,000		1,550,000
Grants	2,300,000		2,300,000
DCCs	2,212,600	58,000	2,270,600
Sewer Reserves		5,079,700	5,079,700
	\$ 16,085,100	\$ 5,137,700	\$ 21,222,800

2029 Project List & Summary Funding Sources

Title	Projected Cost		
	General	Sewer	Total
Building Facility Renewal	\$ 1,800,000		\$ 1,800,000
Priority Drainage Improvement	695,000		695,000
Priority Structural Flood Mitigation	3,500,000		3,500,000
Storm Maintenance At Various Locations	506,000		506,000
Environmental Effectiveness Monitoring And Maintenance	500,000		500,000
35Th Ave - 30Th St To 34Th St	3,125,000	530,000	3,655,000
Land Acquisition	200,000	50,000	250,000
Capital Design	1,404,000	328,000	1,732,000
Pipe Video Inspection	22,500	22,500	45,000
Parks Infrastructure Renewal	1,000,000		1,000,000
Polson Park Phase 3	2,000,000		2,000,000
Priority Sanitary Replacement		800,000	800,000
Sanitary Flow Monitoring And Modelling		100,000	100,000
Sanitary Trunk Main Inspection		80,000	80,000
Okanagan Landing Sanitary Sewer Municipal Fee	100,000	500,000	600,000
Spray Irrigation Infrastructrue Replacement And Renewal		800,000	800,000
Vwrc Annual Asset Replacement And Renewal		800,000	800,000
Vwrc Flood Mitigation		1,000,000	1,000,000
Road Maintenance And Asset Replacement - Various Locations	800,000		800,000
Transportation Safety Improvements - Various Locations	600,000		600,000
Transit And Active Transportation Improvements	600,000		600,000
Lake Access Site - Priority Locations	500,000		500,000
	\$ 17,352,500	\$ 5,010,500	\$ 22,363,000

Source	Projected Funding		
	General	Sewer	Total
Capital Levy / Capital Reserves	\$ 10,535,500		\$ 10,535,500
Casino Funds	550,000		550,000
Grants	4,000,000		4,000,000
DCCs	2,267,000	58,000	2,325,000
Sewer Reserves		4,952,500	4,952,500
	\$ 17,352,500	\$ 5,010,500	\$ 22,363,000

PROJECTS



Project Summary

Division	Project Name	Cost Center	Project Cost	Funding Source
Administration Corporate	Active Living Centre	PC30100 - ALC Project	\$ 45,000,000.00	Long-term Borrowing
Administration Corporate	Scheduled PC/Laptop Upgrades	PC31100 - Information Services Projects	150,000.00	IT Equipment Reserve
Administration Corporate	Multi-Year Software	PC31100 - Information Services Projects	80,000.00	IT Equipment Reserve
Administration Corporate	Cyber Security Testing	PC31100 - Information Services Projects	70,000.00	IT Equipment Reserve
Administration Corporate	Enterprise Application Upgrades	PC31100 - Information Services Projects	50,000.00	IT Equipment Reserve
Administration Corporate	Infrastructure Equipment Upgrades	PC31100 - Information Services Projects	40,000.00	IT Equipment Reserve
Administration Corporate	Network Hardware Replacements	PC31100 - Information Services Projects	29,000.00	IT Equipment Reserve
Administration Corporate	Cellular device replacements	PC31100 - Information Services Projects	8,000.00	IT Equipment Reserve
Administration Corporate	3902 29th ST - Demo and Site Prep	PC31300 - Real Estate Projects	75,000.00	Civic Buildings
Fire Rescue Services	Washer Extractor and Gear Dryer Purchase for Station 2	PC35120 - Fire Fighting Projects	60,000.00	Fire Equipment Reserve
Fire Rescue Services	UTV Wildland and Rescue Purchase	PC35120 - Fire Fighting Projects	75,000.00	Fire Apparatus Reserve
Fire Rescue Services	Light Duty Vehicle Purchase	PC35120 - Fire Fighting Projects	80,000.00	Fire Apparatus Reserve
Fire Rescue Services	Gas Detection Equipment Replacement	PC35120 - Fire Fighting Projects	40,000.00	Amminia Chloride Reserve
Operation Services	Unit #047 (Service Van)	PC36800 - Fleet Projects	80,000.00	Vehicles & Equipment Reserve
Operation Services	Unit #080 (Pick-up)	PC36800 - Fleet Projects	71,000	Vehicles & Equipment Reserve
Operation Services	Unit #119 (Street Sweeper)	PC36800 - Fleet Projects	600,000	Vehicles & Equipment Reserve
Operation Services	Leachate recirculation design	PC37100 - Water Reclamation Projects	175,000	Sewer Reserves
Operation Services	VWRC grounds improvements	PC37100 - Water Reclamation Projects	30,000	Sewer Reserves
Recreation Services	Replacement of 1989 Nissan Forklift	PC37600 - Recreation Operations Projects	80,500	Rec Vehicles & Equipment Reserve
Recreation Services	Kal Tire Place Front Office Renovations	PC38100 - Recreation Facilities Projects	45,000	Rec Facility Major Maintenance Reserve
Recreation Services	Kal Tire Place South Alarm Upgrades	PC38100 - Recreation Facilities Projects	15,000	Rec Facility Major Maintenance Reserve
Recreation Services	Lakeview Concrete Sealing	PC38100 - Recreation Facilities Projects	20,000	Rec Facility Major Maintenance Reserve
Recreation Services	Lakeview Tot Slide Install	PC38100 - Recreation Facilities Projects	10,000	Rec Facility Major Maintenance Reserve
Recreation Services	Lakeview Accessibility Improvements	PC38100 - Recreation Facilities Projects	40,000	Rec Facility Major Maintenance Reserve
Recreation Services	Rec Facilities Duct Cleaning	PC38100 - Recreation Facilities Projects	250,000	Rec Facility Major Maintenance Reserve
Recreation Services	Recreation Electrical Panel - Theromographic Scans	PC38100 - Recreation Facilities Projects	12,000	Rec Facility Major Maintenance Reserve

Project Summary

Division	Project Name	Cost Center	Project Cost	Funding Source
Recreation Services	Future Consulting	PC38100 - Recreation Facilities Projects	35,000	Rec Facility Major Maintenance Reserve
Recreation Services	Recreation Lighting	PC38100 - Recreation Facilities Projects	175,000	Rec Facility Major Maintenance Reserve
Recreation Services	Recreation Roofing Projects	PC38100 - Recreation Facilities Projects	400,000	Rec Facility Major Maintenance Reserve
Total Projects			\$ 47,795,500	

Department Summary

Department Summary: ALC Project

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Chris Sheel

Accounting Reference: PC30100

Approved: No

Purpose:

The Active Living Centre Project is a multiyear project with a total budget of 136 million dollars funded \$121 million from borrowing and \$15 million from other sources, and a completion date of September 2026. Cash flows for each year of ALC project are mapped in advance and coordinated with the City Finance Dept to optimize the borrowing and investment strategy. The ALC project reports quarterly to Council and provides project status updates. As of September 2024, the project is on time and on budget.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Cash flow estimates are for a total spend of \$ 45 million in 2025.

Highlights of Current Year:

ALC Validation Report with Total Project Cost of \$136 million received and approved by Council in May 2024 with a groundbreaking ceremony and media release to announce to public. Building Permit issued for construction with first major concrete pour occurred in August 2024. First quarterly report to Council issued in August 2024 reported project on time and on budget.

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: ALC Project

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other Fiscal Services	0	0	40,427,409	45,000,000	4,572,591	11.31%
Total	0	0	40,427,409	45,000,000	4,572,591	11.31%
Expenditures						
Contract Services	1,169,679	11,718,197	40,427,409	44,615,050	4,187,641	10.36%
Cost Of Goods Sold	0	1,394	0	0	0	0.00%
Materials & Supplies	52,192	16,845	0	0	0	0.00%
Professional Fees	114,780	210,049	0	0	0	0.00%
Purchases	30,463	16,050	0	0	0	0.00%
Rentals & Leases	0	2,570	0	0	0	0.00%
Salaries, Wages & Benefits	204,635	180,722	0	384,950	384,950	100.00%
Utilities, Telephone & Insurance	841	897,444	0	0	0	0.00%
Total	1,572,591	13,043,272	40,427,409	45,000,000	4,572,591	11.31%
Net	1,572,591	13,043,272	0	0	0	0.00%

2024 - 2025 Budget Changes:

OTHER FISCAL SERVICES

- Long- term borrowing for the construction of the Active Living Centre

CONTRACT SERVICES

- Multi-year project and budget is adjusted accordingly, comparatives are not relevant

Department Summary

Department Summary: Information Services Projects

Budget Year: 2025

Manager: Kris Satchell

Division: Projects

Accounting Reference: PC31100

Stage: CAO Finance Review

Approved: No

Purpose:

Projects - Information Services (PC31100) 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 (CC11100). This annual contribution helps smooth out replacement costs for things like computers, servers and other infrastructure that is not replaced annually.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	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.

2025 projects include:

- \$ 150,000 Scheduled PC/Laptop Upgrades
- \$ 80,000 Multi-Year Software
- \$ 70,000 Cyber Security Testing
- \$ 50,000 Enterprise Application Upgrades
- \$ 40,000 Infrastructure Equipment Upgrades
- \$ 29,000 Network Hardware Replacements
- \$ 8,000 Cellular device replacements

Total 2025 Budget = \$427,000

Highlights of Current Year:

2024 projects include:

- \$ 230,000 Vmware/Terminal Server Replacements
- \$ 66,800 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
- \$ 66,250 Multi-Year Software
- \$ 8,000 Cellular device replacements
- \$ 21,600 Phone System Replacements
- \$ 15,658 Council Chambers Sound System
- \$ 28,101 Cyber Security Review
- \$ 15,000 Printing Hardware Replacements

Total 2024 Budget = \$620,409

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Information Services Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	342,709	0	620,409	427,000	(193,409)	(31.17%)
Total	342,709	0	620,409	427,000	(193,409)	(31.17%)
Expenditures						
Contract Services	92,117	64,815	511,751	427,000	(84,751)	(16.56%)
Materials & Supplies	0	204	0	0	0	0.00%
Purchases	234,935	152,449	108,658	0	(108,658)	(100.00%)
Transfer To Reserve	15,658	0	0	0	0	0.00%
Total	342,709	217,468	620,409	427,000	(193,409)	(31.17%)
Net	0	217,468	0	0	0	0.00%

2024 - 2025 Budget Changes:

CONTRACT SERVICES

- Classification change from 2024 to 2025 - Purchases now combine under Contract Services
- Overall decrease due to different mix of projects

Department Summary

Department Summary: Real Estate Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Brett Bandy

Accounting Reference: PC31300

Approved: No

Purpose:

Projects - Real Estate includes one-time projects for the department.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Demolish the improvements on 3902 29th Street and complete site prep for future development.

Highlights of Current Year:

Some 2024 projects include:

- \$ 807,683 Land Acquisition
- \$ 470,000 Property Purchase 3902 29 ST
- \$ 6,404 Snowberry Rd/ Okanagan Ave Land Swap
- \$ 10,000 Vernon Block Closure & Lot consolidation

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Real Estate Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Regional & Other Transfers	0	0	127,083	0	(127,083)	(100.00%)
Transfer From Reserve	0	0	2,567,004	75,000	(2,492,004)	(97.08%)
Total	0	0	2,694,087	75,000	(2,619,087)	(97.22%)
Expenditures						
Contract Services	0	35,953	807,683	75,000	(732,683)	(90.71%)
Professional Fees	0	64,817	5,000	0	(5,000)	(100.00%)
Purchases	0	1,648,284	1,881,404	0	(1,881,404)	(100.00%)
Total	0	1,749,055	2,694,087	75,000	(2,619,087)	(97.22%)
Net	0	1,749,055	0	0	0	0.00%

2024 - 2025 Budget Changes:

No updates at this time.

Department Summary

Department Summary: Fire Fighting Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Alan Hofsink

Accounting Reference: PC35120

Approved: No

Purpose:

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

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Fire Operations Projects for 2025:

- \$60,000 Washer Extractor and Gear Dryer Purchase for Station 2
- \$75,000 UTV Wildland and Rescue Purchase
- \$80,000 Light Duty Vehicle Purchase
- \$40,000 Gas Detection Equipment Replacement

Total \$255,000

Highlights of Current Year:

In 2024, VFRS completed the following projects:

- Fire Engine Purchase
Budget \$1,700,000
- Thermal Imaging Camera replacement
Budgeted \$35,000
- Slide-in, wildland firefighting skid (Squad 701)
Budget \$30,000
- Positive pressure fans
Budget \$25,000
- Automated external defibrillator (AED)
Budget \$15,000
- Electric Vehicle Suppression Equipment
Budget \$80,000

Total \$1,885,000

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Fire Fighting Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change		
					\$	%	
Revenues							
Provincial Transfers	0	0	80,000	0	(80,000)	(100.00%)	
Transfer From Reserve	0	0	1,805,000	255,000	(1,550,000)	(85.87%)	
Total	0	0	1,885,000	255,000	(1,630,000)	(86.47%)	
Expenditures							
Materials & Supplies	0	17,332	0	0	0	0.00%	
Purchases	0	1,622,362	1,885,000	255,000	(1,630,000)	(86.47%)	
Salaries, Wages & Benefits	0	81,328	0	0	0	0.00%	
Total	0	1,721,022	1,885,000	255,000	(1,630,000)	(86.47%)	
Net	0	1,721,022	0	0	0	0.00%	

2024 - 2025 Budget Changes:

There are no budget changes for Fire Operations Projects.

Department Summary

Department Summary: Fleet Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Belinda Bowden

Accounting Reference: PC36800

Approved: No

Purpose:

Fleet Projects 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

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Fleet Units to be replaced in 2025 include:

- Unit #047 (Service Van) - \$80,000
- Unit #080 (Pick-up) - \$71,000
- Unit #119 (Street Sweeper) - \$600,000

Total 2025 Budget = \$751,000

Highlights of Current Year:

2024 projects include:

- Unit #034 replacement of one ton pick-up truck - \$ 115,000
- Unit #539 replacement of passenger minivan (replaced with hybrid) - \$ 73,000
- Unit #049 replacement of tandem axle dump truck with plow and sander (awaiting delivery) - \$ 600,000
- Unit #060 replacement of tandem axle dump truck - \$ 425,276
- Unit #332 & #333 purchase of two electric pick-ups - \$ 160,000
- Unit #054 replacement of single axle dump truck - \$ 483,300
- Unit #118 replacement of Asphalt patching/recycling trailer - \$ 38,905
- Unit #023 replacement of three-quarter ton pick-up - \$ 123,800
- Unit #514 replacement of Parks tractor unit - \$ 185,000
- Unit #057 replacement of tandem axle dump truck - \$ 508,350
- Slip-in Flushing/ Anti-icing Unit - \$ 150,000

Total 2024 Budget = \$2,111,631

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Fleet Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	57,506	0	0	0	0	0.00%
Provincial Transfers	14,089	0	0	0	0	0.00%
Transfer From Reserve	1,100,096	0	2,862,631	751,000	(2,111,631)	(73.77%)
Total	1,171,691	0	2,862,631	751,000	(2,111,631)	(73.77%)
Expenditures						
Equipment Charges	9,413	0	0	0	0	0.00%
Internal Charges	250	0	0	0	0	0.00%
Materials & Supplies	53	0	0	0	0	0.00%
Purchases	1,140,926	376,127	2,862,631	751,000	(2,111,631)	(73.77%)
Salaries, Wages & Benefits	21,049	0	0	0	0	0.00%
Total	1,171,691	376,127	2,862,631	751,000	(2,111,631)	(73.77%)
Net	0	376,127	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Water Reclamation Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Serge Kozin

Accounting Reference: PC37100

Approved: No

Purpose:

This cost centre captures project that are outside of the operating budgets. The upcoming year captures project for the Regional Compost Facility

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

Regional Compost Facility capital projects for 2025:

- Leachate recirculation design \$175,000
- VVRC grounds improvements \$30,000

Total 2025 Budget = \$205,000

Highlights of Current Year:

2024 projects include:

- Anaerobic Treatment Facility \$300,000
- Spray Irrigation Line Repair \$1,865,000
- Mackay Reservoir Improvements \$175,000
- Pump Station Transformer Replacement \$400,000
- Spray Irrigation Asset Renewal \$631,960
- VVRC Asset Renewal \$820,293

Total 2024 Budget = \$4,192,253

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Water Reclamation Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	0	(177,914)	0	0	0	0.00%
Transfer From Reserve	2,016,199	0	4,192,253	205,000	(3,987,253)	(95.11%)
Total	2,016,199	(177,914)	4,192,253	205,000	(3,987,253)	(95.11%)
Expenditures						
Contract Services	859,116	2,013,718	4,192,253	205,000	(3,987,253)	(95.11%)
Internal Charges	4,544	0	0	0	0	0.00%
Materials & Supplies	835,886	239,528	0	0	0	0.00%
Professional Fees	51,402	41,996	0	0	0	0.00%
Purchases	257,127	621,456	0	0	0	0.00%
Salaries, Wages & Benefits	8,124	1,263	0	0	0	0.00%
Total	2,016,199	2,917,962	4,192,253	205,000	(3,987,253)	(95.11%)
Net	0	3,095,875	0	0	0	0.00%

2024 - 2025 Budget Changes:

CONTRACTS FOR SERVICE line shows total budget for projects, actuals are expended in the related expense lines (eg. CONTRACTS FOR SERVICE, GOODS, MATERIALS & SUPPLIES, etc.)

Department Summary

Department Summary: Recreation Operations Projects

Budget Year: 2025

Division: Projects

Stage: CAO Finance Review

Manager: Dustin Pridham

Accounting Reference: PC37600

Approved: No

Purpose:

This cost center is for one-time projects initiated by Recreation Operations Projects.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

2025 projects include:

- \$ 80,500 Replacement of 1989 Nissan Forklift

Highlights of Current Year:

2024 projects include:

- \$ 260,000 Recreation - Replace Zamboni
- \$ 60,000 Kal Tire Pl Air-Cooled Liquid Chiller Repair
- \$ 130,000 Kal Tire Pl Sound System

Total 2024 Budget = \$450,000

Change Request for 2025:

No change requests at this time.

Department Summary

Department Summary: Recreation Operations Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Transfer From Reserve	0	0	450,000	80,500	(369,500)	(82.11%)
Total	0	0	450,000	80,500	(369,500)	(82.11%)
Expenditures						
Contract Services	0	39,673	450,000	0	(450,000)	(100.00%)
Professional Fees	0	300	0	0	0	0.00%
Transfer To Reserve	0	0	0	80,500	80,500	100.00%
Total	0	39,973	450,000	80,500	(369,500)	(82.11%)
Net	0	39,973	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

Department Summary

Department Summary: Recreation Facilities Projects

Budget Year: 2025

Manager: Stan Mitchell

Division: Projects

Accounting Reference: PC38100

Stage: CAO Finance Review

Approved: No

Purpose:

This area is to oversee and identify Recreation Facility Projects. Manage building alarm systems and maintain and update an asset management list.

Budget Summary

2025 CAO Finance Review Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%

Outlook for Upcoming Budget:

To continue doing replacement of end of life equipment and facility pieces.

2025 projects include:

- \$ 45,000 Kal Tire Place Front Office Renovations
- \$ 15,000 Kal Tire Place South Alarm Upgrades
- \$ 20,000 Lakeview Concrete Sealing
- \$ 10,000 Lakeview Tot Slide Install
- \$ 40,000 Lakeview Accessibility Improvements
- \$ 250,000 Rec Facilities Duct Cleaning
- \$ 12,000 Recreation Electrical Panel - Thermographic Scans
- \$ 35,000 Future Consulting
- \$ 175,000 Recreation Lighting
- \$ 400,000 Recreation Roofing Projects

Total 2025 Budget = \$1,002,000

Highlights of Current Year:

2024 projects include:

- \$ 180,000 PV Arena Facia Replacement
- \$ 175,500 Kal Tire PI Flat Roof
- \$ 20,000 Priest Valley Boxing Alcove
- \$ 83,700 PV Gym Roof Replacement
- \$ 670,963 Lakeview Wading Pool
- \$ 13,679 Zamboni Electric Conversion
- \$ 213,750 PV Arena Flat Roof

Total 2024 Budget = \$1,875,611

Change Request for 2025:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2025	Net Tax Rqmt for 2026
AUTO - 4154	Video Screening	Requested	\$350,000	\$0	\$0	\$350,000	\$0
Total Change Request			\$350,000	\$0	\$0	\$350,000	\$0

Department Summary

Department Summary: Recreation Facilities Projects

Changes to Cost Centre:

Ledger Account	2023 Actuals	2024 Actuals	2024 Budget	2025 Budget	2024-2025 Budget Change	
					\$	%
Revenues						
Other	10,000	0	0	0	0	0.00%
Other Fiscal Services	1,572,591	0	0	0	0	0.00%
Provincial Transfers	1,319,323	9,213	534,417	0	(534,417)	(100.00%)
Transfer From Reserve	2,939,287	0	1,341,194	1,002,000	(339,194)	(25.29%)
Total	5,841,200	9,213	1,875,611	1,002,000	(873,611)	(46.58%)
Expenditures						
Contract Services	3,441,036	999,720	1,875,611	1,002,000	(873,611)	(46.58%)
Equipment Charges	0	229	0	0	0	0.00%
Internal Charges	3,395	0	0	0	0	0.00%
Materials & Supplies	495,040	283,077	0	0	0	0.00%
Professional Fees	183,364	17,277	0	0	0	0.00%
Purchases	40,262	23,661	0	0	0	0.00%
Rentals & Leases	0	6,556	0	0	0	0.00%
Salaries, Wages & Benefits	8,106	0	0	0	0	0.00%
Transfer To Reserve	95,727	0	0	0	0	0.00%
Utilities, Telephone & Insurance	3,820	1,888	0	0	0	0.00%
Total	4,270,750	1,332,407	1,875,611	1,002,000	(873,611)	(46.58%)
Net	(1,570,450)	1,323,194	0	0	0	0.00%

2024 - 2025 Budget Changes:

No data at this time.

GLOSSARY



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.

FINANCIAL PLAN 2025-2029 DRAFT

