



**REGIONAL DISTRICT OF CENTRAL OKANAGAN
REGULAR BOARD MEETING
AGENDA**

Monday, December 7, 2020

7:00 p.m.

Woodhaven Board Room
1450 K.L.O. Road, Kelowna, BC

Pages

1. CALL TO ORDER

Chair Given acknowledged that this meeting is being held on the traditional territory of the syilx/Okanagan peoples.

Roll Call

2. ADDITION OF LATE ITEMS

3. ADOPTION OF THE AGENDA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1. Regional Board Meeting Minutes - November 23, 2020

5 - 10

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board meeting minutes of November 23, 2020 be adopted.

4.2. Public Hearing Minutes - November 23, 2020

11 - 13

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Public Hearing minutes of November 23, 2020 be received.

5. DELEGATION

5.1. Anna Warwick-Sears - OBWB Executive Director 14 - 16

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the November 30, 2020 letter from the Okanagan Basin Water Board regarding Okanagan Flooding and the Review of the Okanagan Lake Regulation System be received.

6. CORRESPONDENCE

6.1. Letter - City of West Kelowna - Brent Road Service Area 17 - 18

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the letter from the City of West Kelowna regarding the Brent Road Service area be received.

7. FINANCIAL SERVICES

7.1. Pre-Approval of Q1 Projects For Carryovers from 2020 and Urgent new 2021 Requests 19 - 32

(All Directors - Weighted Vote - Simple Majority - LGA 210)

Recommended Motion:

THAT the Regional Board approve the Projects listed in the November 30th Q1 2021 Project Spending Report under Category 2 for commitment/expenditure in Q1 2021, ahead of the 2021 Financial Plan approval;

AND THAT the Regional Board approves the Projects listed under Categories 4 and 5 for commitment/expenditure, ahead of the 2021 Financial Plan approval in Q1 2021, subject to budget amendment approvals;

AND FURTHER THAT the Regional Board receives for information the report on projects listed in Categories 1 and 3.

7.2. RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1470 33 - 77

1st, 2nd and 3rd Readings and Adoption

(All Directors - Weighted Vote - 2/3 Majority - LGA 210 & 214)

Recommended Motion:

THAT Regional District of Central Okanagan 2020 – 2024 Financial Plan Amendment Bylaw No. 1470, 2020 be given first, second and third readings and adopted.

Recommended Motion:

THAT the Regional Board approves the use of \$20,000 of Gas Tax – Community Works Funds to complete the proposed Central Okanagan East Projects as reflected in the RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1470, 2020.

8. ENGINEERING SERVICES

- 8.1. RDCO Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020 78 - 85**

1st, 2nd and 3rd Readings and Adoption

(All Directors - Unweighted Corporate Vote - 2/3 Majority - LGA 208 & 214)

Recommended Motion:

THAT the Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020 be given first, second and third readings and adopted.

9. NEW BUSINESS

- 9.1. Green Vehicle and Equipment Policy 86 - 92**

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board approve the RDCO Green Vehicle and Equipment Policy.

- 9.2. Community Resiliency Investment Program - FireSmart Community Funding Grant 93 - 94**

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board supports submitting a \$49,242.60 grant application under the Union of BC Municipalities – Community Resiliency Investment Program for Volunteer & Composite Fire Departments FireSmart planning.

- 9.3. Approval to Attend 2021 Conferences-Seminars 95 - 97**

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2021 Electoral Area Directors' Forum, LGLA Leadership Forum, SILGA, FCM and UBCM conferences should they wish to attend, including registration and travel expenses as per Board policy.

9.4. 2021 Board Committee Appointments

98 - 101

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the 2021 Committee appointments be approved.

10. DIRECTOR ITEMS

11. ADJOURN IN CAMERA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT Pursuant to Section 90 (1)(e)(k) of the Community Charter the Regional Board adjourn and convene to a closed to the public meeting - 'In Camera' session to discuss:

- the disposition of land
- negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages

and that, in the view of the Regional Board, could reasonably be expected to harm the interests of the Regional District if they were held in public.

Minutes of the *REGIONAL BOARD MEETING* of the Regional District of Central Okanagan held at the Regional District offices, 1450 KLO Road, Kelowna, B.C. on Monday, November 23, 2020

Directors:

J. Baker (District of Lake Country)
M. Bartyik (Central Okanagan East Electoral Area)
C. Basran (City of Kelowna)
W. Carson (Central Okanagan West Electoral Area)
M. DeHart (City of Kelowna)
C. Fortin (District of Peachland) *(attended electronically)*
G. Given (City of Kelowna)
C. Hodge (City of Kelowna) *(attended electronically)*
S. Johnston (City of West Kelowna) *(attended electronically)*
G. Milsom (City of West Kelowna) *(attended electronically)*
B. Sieben (City of Kelowna)
L. Stack (City of Kelowna) *(via electronic attendance)*
L. Wooldridge (City of Kelowna) *(attended electronically)*
J. Coble (Westbank First Nation) *(attended electronically)*

Staff:

B. Reardon, Chief Administrative Officer
T. Cashin, Director of Community Services
D. Dudzik, Senior Planner
J. Foster, Director of Communications & Information Services
D. Komaike, Director of Engineering Services
M. Kopp, Director of Parks Services *(attended electronically)*
M. Rilkoff, Director of Financial Services *(attended electronically)*
M. Drouin, Manager-Corporate Services (recording secretary)

1. CALL TO ORDER

Chair Given called the meeting to order at 7:12 p.m.

The meeting is being held on the traditional territory of the syilx/Okanagan Peoples.

Roll call was taken as some board members were in attendance electronically due to physically distancing for COVID-19 pandemic.

2. ADDITION OF LATE ITEMS

There were no late items for the agenda.

3. ADOPTION OF THE AGENDA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

#179/20 BAKER/DEHART

THAT the agenda be adopted.

CARRIED Unanimously

4. ADOPTION OF MINUTES

- 4.1 Statutory Inaugural Board Meeting - November 12, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#180/20 BAKER/SIEBEN

THAT the Regional Board's Statutory Inaugural meeting minutes of November 12, 2020 be adopted.

CARRIED Unanimously

- 4.2 Regional Board Meeting Minutes - November 12, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#181/20 BAKER/DEHART

THAT the Regional Board meeting minutes of November 12, 2020 be adopted.

CARRIED Unanimously

5. DELEGATION

- 5.1 Regional Transportation Plan - Final Update, Rafael Villarreal, Manager-Integrated Transportation Department, City of Kelowna
Mariah VanZerr Project Manager; Cameron Noonan, Transportation Planner, and Stephen Power, Lead Consultant, Regional Transportation Plan, HDR (presenting virtually)

Regional Transportation staff provided an update on the activities and the regional transportation plan work areas including the results of the 2018 Okanagan Travel Survey, the 2020 draft regional transportation plan engagement process, the final Transportation Plan and its supporting plans: Regional Bicycling and Trails Master Plan and the Regional Disruptive Mobility Strategy.

Question and answer session followed.

#182/20 **BAKER/SIEBEN**

THAT the Regional Board receives for information, the final version of the Regional Transportation Plan and its supporting plans: the Regional Bicycling and Trails Master Plan and the Regional Disruptive Mobility Strategy.

CARRIED Unanimously

6. CORRESPONDENCE

- 6.1. Okanagan Basin Water Board Meeting Highlights - November 6, 2020
(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

#183/20 **BAKER/BARTYIK**

THAT the Okanagan Basin Water Board meeting highlights of November 6, 2020 be received for information.

CARRIED Unanimously

7. CORPORATE SERVICES

- 7.1. Sterile Insect Release Program - Request for Resolution - Apportioning Annual Value Tax, Melissa Tesche, SIR General Manager *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Melissa Tesche provided an update on the apportioning annual value tax decision and governance by the SIR Board and next steps. The four regional districts are being asked to approve a resolution of support.

Question and answer session followed.

#184/20 **SIEBEN/BAKER**

THAT the Regional Board supports apportioning the annual value tax burden of the SIR Program among participating Regional Districts using a hybrid formula that determines each Regional District's annual value tax requisition on:

- the Regional District's proportion of the previous year's converted assessment base (land and improvements) for the Program's service area as a whole, weighted at 75%
- the Regional District's proportion of the previous year's total taxable acreage for the Program's service area as a whole, weighted at 25%

AND THAT the Regional Board supports phasing-in the new apportionment approach over a four-year period;

AND FURTHER THAT the Regional Board supports a request from the four participating Regional Districts to the Ministry of Municipal Affairs and Housing for an Order in Council to implement the new apportionment approach and phase in provision.

CARRIED Unanimously

8. COMMUNITY SERVICES

Director Bartyik declared a conflict of interest due to being a neighbour to the property and left the meeting at 8:15 p.m.

- 8.1. Development Variance Permit VP 20-05 - N. Dray (owner), to vary Joe Rich Rural Land Use Bylaw No. 1195 by allowing a reduction to the side setback to allow an accessory structure Located at 1876 Huckleberry Road. (VP-20-05) Central Okanagan East Electoral Area Central Okanagan East Electoral Area (*Custom Vote - Electoral Areas and Kelowna Fringe Area - Simple Majority*)

Staff report outlined the variance permit request. Staff reviewed the application.

One letter of support and one letter of opposition was received.

- M. Nicholls in support
- J. Trevor opposed – no objection to the building but does not want it to be used for livestock as it has a negative impact on the enjoyment of their home.

There were no agency concerns with the permit.

Chair Given asked if there was anyone in the gallery who deemed their property affected by the variance.

- The applicant (N. Dray) addressed the Board. Understood incorrectly that there was no need for a permit when the barn was built. Willing to bring it into compliance.
- There were no further comments.

#185/20 CARSON/DEHART

THAT the Regional Board approve Development Variance Permit Application VP-20-05 for N. Dray (owner), located at 1876 Huckleberry Road to vary Section 2, Part 5.7.6 of Joe Rich Rural Land Use Bylaw No. 1195 by allowing a reduction of the minimum side yard setback from 6.0 m (19.7 ft.) to 1.58 m (5.18 ft.) to permit an existing accessory building based on the Surveyor's Certificate dated June 28, 2019, by AllTerra Land Surveying Ltd.

CARRIED Unanimously

Director Bartyik returned to the meeting at 8:25 p.m.

- 8.2. Development Variance Permit VP-19-08 - Sunset Two Properties Ltd (owner) c/o G. Bird (agent) to vary Zoning Bylaw No. 871 by allowing an increase in the maximum height of one constructed retaining wall. Located within the Sunset Ranch development adjacent to Pine Valley Drive. (VP-19-08) Central Okanagan East Electoral Area (*Custom Vote - Electoral Areas and Kelowna Fringe Area - Simple Majority*)

Staff report outlined the variance permit request. Staff reviewed the application.

To date no letters of support or opposition were received.

Chair Given asked if there was anyone in the gallery who deemed their property affected by the variance.

- There were no comments

#186/20 BARTYIK/CARSON

THAT Development Variance Permit Application VP-19-08, located on Pine Valley Drive and on Common Property Strata Plan KAS3573 for Sunset Two Properties Ltd., to vary Part 3, Subsection 3.10.5 of Zoning Bylaw No. 871 be approved based on the drawings prepared by Tetra Tech dated July 31, 2019 to bring the existing retaining wall into conformity by:

- Allowing an increase of the maximum retaining wall height from 2.5 m (8.2 ft.) to 4.9 m (16.07 ft.).

CARRIED Unanimously

Director Bartyik declared a conflict of interest due to being a neighbour to the property and left the meeting.

- 8.3. Joe Rich Rural Land Use Bylaw No. 1195 – **2nd and 3rd Readings and Adoption**, (*Custom Vote - Electoral Areas and Kelowna Fringe Area - Simple Majority*)

#187/20 CARSON/SIEBEN

THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 for N. Dray (owner) located at 1876 Huckleberry Road be given second and third readings;

AND FURTHER THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 be adopted.

CARRIED Unanimously

Director Bartyik returned to the meeting at 8:33 p.m.

9. FINANCIAL SERVICES

- 9.1. Major Items and Changes to 2021 Budget from the 5-year Financial Plan (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated November 16, 2020 provided a preview of proposed new items for addition to the 2021-2025 Financial Plan.

Staff reviewed considerations in development of the Plan: aiming for little to no increase to the average homeowner; increases must be justified; impact of COVID-19; balance and build reserves for sustainable infrastructure replacement and asset management. Operating and capital item changes of note were highlighted.

Question and answer period followed.

#188/20 BAKER/HODGE

THAT the Board receive the 2021-2025 Financial Plan Preliminary Items Report for information.

CARRIED Unanimously

10. NEW BUSINESS

There was no new business.

11. DIRECTOR ITEMS

- Okanagan Regional Library – Director Carson noted that the Board has decided on a .75% increase for 2021 recognizing the challenges faced with the pandemic. Board Chair Karla Kozakevich leaves the Board, as per legislation has served a maximum of 8-year term on the Board. The Board will elect a Chair at the next meeting. A 2% increase for the CUPE contract was approved.

12. ADJOURN

There being no further business the meeting was adjourned at 8:50 p.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

Brian Reardon (Chief Administrative Officer)

Minutes of the PUBLIC HEARING of the Regional District of Central Okanagan held in the Regional District's Woodhaven Boardroom, 1450 KLO Road on Monday, November 23, 2020

Directors: J. Baker (District of Lake Country)
C. Basran (City of Kelowna)
W. Carson (Central Okanagan West Electoral Area)
M. DeHart (City of Kelowna)
C. Fortin (District of Peachland) (*via electronic attendance*)
G. Given (City of Kelowna)
C. Hodge (City of Kelowna) (*via electronic attendance*)
S. Johnston (City of West Kelowna) (*via electronic attendance*)
G. Milsom (City of West Kelowna) (*via electronic attendance*)
B. Sieben (City of Kelowna)
L. Stack (City of Kelowna) (*via electronic attendance*)
L. Wooldridge (City of Kelowna) (*attended electronically*)
J. Coble (Westbank First Nation) (*via electronic attendance*)

Absent: M. Bartyik (Central Okanagan East)

Staff: B. Reardon, Chief Administrative Officer
T. Cashin, Director of Community Services
D. Komaik, Director of Engineering Services
D. Dudzik, Senior Planner
M. Drouin, Manager Corporate Services (recording secretary)

Chair Given brought the Public Hearing to order at 7:00 p.m. and acknowledged that this Public Hearing is being held on the traditional territory of the Syilx/Okanagan Peoples.

Roll call was taken as some board members were in attendance electronically due to physically distancing for COVID-19 pandemic. Director Bartyik excused himself due to a conflict of interest as his property borders his property.

This Special Meeting is being held for the purpose of considering amendments to Joe Rich Rural Land Use Bylaw No. 1195

The Public Hearing was advertised (pursuant to the *Local Government Act*) in the Kelowna Capital News on Thursday, November 12 and November 19, 2020.

The role of the Regional Board is to hear representation from those persons who wish to provide comments regarding the proposed bylaws. Everyone who wishes to speak shall be given the opportunity to be heard. No one will be, or should feel, discouraged or prevented from making his or her views known. However, it is important that all who speak at this meeting restrict their remarks to matters contained in the bylaws and it is my responsibility as Chairperson of this meeting to ensure that all remarks are so restricted.

Members of the Regional Board may, if they so wish ask questions of you following your presentation. However, the main function of the Regional Board members this evening is to listen to the views of the public. It is not the function of the Regional Board at this public hearing to debate the merits of the proposed bylaws with individual citizens.

No decision will be made at the Hearing, but the entire proceedings will be considered by the Regional Board at a subsequent meeting.

Submissions regarding the proposed bylaws may be received prior to or at this Hearing. No further information or representations can be considered by the Regional Board after the Public Hearing is terminated.

The Chair introduced the following bylaw:

1. APPLICANT: N. Dray

Joe Rich Rural Land Use Bylaw No. 1195-23
(RDCO File: RLUB-20-01)
Received First Reading: October 26, 2020
(Central Okanagan East Electoral Area)

To amend the Joe Rich Rural Land Use Bylaw No. 1195 land use designation from Sh-2 Small Holdings 2 to SH-2s Small Holdings 2 (Secondary Suite) on Lot A, Sec. 14, Twp 27, ODYD, Plan EPP35478

Staff:

Staff report dated November 23, 2020 outlined the application. Staff presented the amendment to the bylaw.

The property is currently developed with one single family dwelling (with an existing secondary suite) and accessory buildings (barn and out buildings).

In 2019, Inspections Services issued a building permit to the current owner for an addition to connect an existing accessory building that contains a suite to the original house, which was constructed prior to the purchase by the current owner in 2017. A building permit was issued in 2014 to the previous owner of the property for the construction of an accessory building (detached garage with loft). The current owner was under the impression that the accessory building with the associated suite was legal, however was required to be attached to the primary residence. As such, the owner submitted a building permit application for an addition to include three bedrooms, a bathroom, additional living area, and a new onsite wastewater system which was approved and subsequently constructed. Upon final inspection, the addition was noted as complete and acceptable for occupancy, however a bylaw amendment application would be required to permit the secondary suite within the single detached house.

The owner is proposing to legalize an existing secondary suite. Should the bylaw amendment be approved, a building permit would be required.

The Rural Land Use Bylaw amendment and all requirements of a Building Permit must be met prior to final occupancy approval being granted by the Regional District. Based on the proposal and supporting technical documentation adequate on-site parking is achievable for the residence and secondary suite and servicing requirements for water and wastewater have been addressed.

With recent changes to the secondary suite regulations, there is no longer a limit to total floor area or percentage distribution of the secondary suite to the principal building. Secondary suite requirements will be dealt with through the building permit process to ensure compliance with the BC Building Code. Inspections Services staff will ensure that on-site sewage servicing requirements are addressed in conjunction with the Building Permit process.

Director Basran arrived at 7:10 p.m.

Agency comments were highlighted. Adequate servicing with water and wastewater have been met.

Two letters of opposition have been received:

- J. Turner – concerned about the limited amount of water availability
- C. & C. Schafer – opposed to a secondary suite at this location

Two letters of support have been received:

- M. Nichols
- J. Trevor

Board:

There were no questions by the Board.

Public:

There were no comments from the public.

There were no further comments and the Public Hearing for this application was terminated at 7:12 p.m. and the Public Hearing closed.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

B. Reardon (Director of Corporate Services)

MEMORANDUM

To: Chair and Board Directors, Regional District of Central Okanagan
From: Anna Warwick Sears, Executive Director, Okanagan Basin Water Board
Date: November 30, 2020
Subject: Okanagan Flooding and the review of the Okanagan Lake Regulation System

At the October 8, 2020 Governance and Services Meeting of the RDCO, the Board requested information on a possible review of Okanagan Lake level management, to reduce flood risk to Okanagan communities while still continuing to protect Okanagan fisheries and minimize the risk of water shortages. The Board wished to join the Okanagan Basin Water Board (OBWB) in writing letters to the B.C. Government, to request this review; and for the OBWB to develop a communication plan.

As a first practical step, we are evaluating the gaps in our knowledge. In November, the OBWB partnered with staff from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to undertake a gap analysis for what studies must be completed before any changes are made to the management of the Okanagan Lake Regulation System (OLRS). This gap analysis should be completed by March 31, 2021.

For next steps, we are specifically asking the Government of B.C. to undertake and/or fund the necessary studies identified by the gap analysis, and move forward with a review of the OLRS and its operating plan – with a goal to completing the review within the next five years.

Communication Plan

- This memo provides information related to the review and potential update of the Okanagan Lake Regulation System (OLRS) which includes the Okanagan Lake Dam, and control structures throughout the system; as well as the OLRS operating plan.
- The information in this memo will be shared with all Okanagan local governments, and the Okanagan Nation Alliance, inviting communities to prepare their own letters, and forward them to the OBWB to be sent as a package to the Minister of Forests, Lands, Natural Resource Operations and Rural Development.
- Local jurisdictions are strongly encouraged to include information that is specific to their community, such as the recovery costs from previous flooding, damage to public spaces, community values about the lakeshore, agriculture, fisheries etc.
- The letters should be addressed to Minister Katrine Conroy (Forests, Lands, Natural Resource Operations and Rural Development). I recommend cc'ing the Minister of Public Safety; the Minister of Environment and Climate Change Strategy; the Minister

of State for Lands and Natural Resource Operations; the Minister of Agriculture, Food and Fisheries; the Minister of Indigenous Relations and Reconciliation; the Parliamentary Secretary for Emergency Preparedness; and the Parliamentary Secretary for Fisheries and Aquaculture; as well as all Okanagan MLAs and the Okanagan Nation Alliance.

- As we continue to work on this file into the coming year, the OBWB may recommend further communications to the province from Okanagan communities.

Information Related to the Review of the Okanagan Lake Regulation System

The following information is provided here as background, to inform letters from Okanagan communities to the B.C. government.

- **We are asking the Government of B.C. to, in the next five years, comprehensively review and update the Okanagan Lake Regulation System (OLRS) and its operating plan to prevent damaging floods of increasing severity, while protecting Okanagan fisheries and minimizing the risk of water shortages.**
- The B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) manages the level of Okanagan Lake by operating the Okanagan Dam in Penticton, and other control structures that make up the OLRS.
- The OLRS operating plan was created in the mid-1970s and has only had minor modifications since that time. Under the current OLRS operating plan, the provincial dam operator has limited ability to manage water levels during spring freshet – and this is becoming more difficult as a result of climate change.
- Recent modelling shows that climate change is already significantly affecting the timing of inflows to the Okanagan Lake system, and causing high year-to-year variability. In recent years, we have had increased early-season snowmelt, exacerbated by heavy spring rains, followed by prolonged dry periods. These trends will continue to worsen into mid-century and beyond.
- The lakeshores of the mainstem Okanagan lakes and the Okanagan River channel have experienced flooding and high water events in three of the past four years, with particularly destructive and costly floods in 2017 and 2018.
- In 2020, the three Okanagan regional districts, and the OBWB published flood maps for the Okanagan mainstem lakes and river channel. The technical report for this effort found that as a result of climate change, floods will “exceed the capacity of existing infrastructure if operational rules are not adjusted...” **A primary recommendation of the report is that, to avoid high flood risk, the current operating rules should be comprehensively reviewed and amended within the next five years.**
- The Okanagan Nation must be a central partner in this review. The Okanagan Valley is their unceded traditional territory, and the Okanagan Nation is the leading force behind the restoration of Okanagan salmon populations. All species of Okanagan salmon will

be affected by changes in OLRS management, and any proposed changes to the OLRS and its operating plan must consider risks to salmon populations.

- The Okanagan is also at increased risk of drought from climate change, leading to potential shortages of water for agricultural irrigation and municipal water supplies. Any proposed changes to the OLRS and its operating plan must consider drought risks as well as flood risks.
- **The technical studies required for the review should be initiated as soon as possible, given that they will take time, and each year that goes by increases the risk that the Okanagan will experience another significant flood.**
- The full review and update of the OLRS and its operating plan should include extensive engagement and consultation with local communities, affected sectors and stakeholders; as well as the Okanagan Nation, and relevant provincial and federal ministries.
- The review and update of the OLRS is a provincial responsibility; however, there are many opportunities for partnerships and collaboration moving forward.

Further Assistance

The OBWB is happy to assist RDCO and any Okanagan communities with their communications to the Minister, and to answer any further questions. Please contact me directly at: Anna.Warwick.Sears@OBWB.ca



Office of the Chief Administrative Officer

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778)797.2210 Fax (778)797.1001

November 26, 2020

Brian Reardon, CAO
Regional District of Central Okanagan
1450 KLO Road
Kelowna, BC V1W 2K8

Dear Mr. Reardon,

Re: Brent Road Service Area Withdrawal

The Regional District of Central Okanagan has requested the City of West Kelowna to consider allowing the exiting of (all) or a portion of the Central Okanagan Electoral Area West out of the two services areas that contribute to the City's services; namely Johnson Bentley Pool and Mount Boucherie Recreation Complex/Westside Senior Citizens Activity Centre. A clarification by the Electoral Area Director to Mayor Milsom asked specifically if the 49 properties in the Brent Road area could be considered for withdrawal.

These service areas were established many years ago as part of the Regional District and were the primary funding mechanism to build, expand and operate the facilities of Johnson Bentley Aquatic Center, Mount Boucherie Recreation Complex and the Senior Citizens Activity Center. In 2007, when West Kelowna incorporated these two service areas were transferred over to the municipality for management.

The City does not support the removal of these properties from the service areas for the following reasons:

- 1) The areas in question were included in the original bylaw establishment and voted to be part of the service and decisions were made to build, expand and operate facilities based upon participation. The City inherited a debt for expansion in one of the service areas which still has 5 years left to pay.
- 2) Recreation services provide a regional benefit and make services affordable for residents and visitors alike. Removing participants from providing a regional benefit without their contributions in other recreation services to support other regional benefits ie: Summerland Services or Okanagan Similkameen Regional District does no one any service. A comment raised by Council was "We all participate in funding schools even though they may not use them".

- 3) The logic to remove these properties “We don’t use the service” could create precedence for our other non municipal participants (which are in the thousands) in those same service areas.

Should the Electoral Area Director wish to have this reconsidered, a formal service review process should be initiated.

Sincerely,



Paul Gipps
Chief Administrative Officer

cc: Mayor and Council
Regional District of Central Okanagan Chair



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: December 2, 2020

SUBJECT: Board Approval for Q1 2021 Project Spending

Voting Entitlement: *All Directors – Weighted Corporate Vote – Simple Majority – LGA 210.2*

Purpose: To seek Board approval to issue RFPs/Tenders and make project expenditure commitments in Q1 2021 ahead of the 2021 budget approval process, and also to provide information on project budget carryover from 2020.

Executive Summary:

In January 2014, the Board directed the following via Board Resolution #19/14:

“THAT staff be directed to review further the draft Q1 purchasing commitments and expenditure policy to include consideration by the Board in the last quarter of the year, for the projects identified for early expenditure during the first quarter of the following year.”

In accordance with this, and under a process similar to last year, staff is now making this request for project expenditure in Q1 2021 for the projects detailed.

RECOMMENDATION:

THAT the Regional Board approve the Projects listed in the November 30th Q1 2021 Project Spending Report under Category 2 for commitment/expenditure in Q1 2021, ahead of the 2021 Financial Plan approval;

AND THAT the Regional Board approves the Projects listed under Categories 4 and 5 for commitment/expenditure, ahead of the 2021 Financial Plan approval in Q1 2021, subject to budget amendment approvals;

AND FURTHER THAT the Regional Board receives for information the report on projects listed in Categories 1 and 3.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "M. Rilkoff".

Marilyn Rilkoff
Director of Financial Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Prepared by: Andy Brennan, Purchasing Consultant – The Interior Purchasing Office Inc.

Implications of Recommendation:

Strategic Plan: Supports Sustainability and Growth Management

Policy: Board Resolution #19/14

Legal/Statutory Authority: Regional District of Central Okanagan 2020 – 2024 Financial Plan Bylaw 1449 and Amendments.

Background:

In January 2014, staff requested the Board approve some expenditures on projects to occur in the first quarter of 2014 (before 2014 budget approval in late March). These projects were already in the 5-year Financial Plan approved by the Board. In providing that approval, it was agreed by the Board, that this request would be made each year in the fall, for expenditure in Q1 of the following year, via Board Resolution #19/14:

“THAT staff be directed to review further the draft Q1 purchasing commitments and expenditure policy to include consideration by the Board in the last quarter of the year, for the projects identified for early expenditure during the first quarter of the following year.”

In accordance with this direction staff has categorized carryover projects into 5 categories outlined in the table below:

Category	Year Project Was Budgeted	Project Status:	Approval Sought from the Board:
1	2020	Purchase already committed in 2020. Goods and services to be received, and payment made, in 2021.	None – for information only – 2020 commitment must be carried forward and re-budgeted for 2021. Appendix A.
2	2020	Purchase not yet committed. Seeking carryover of budget to 2021 with commitment in Q1.	Approval to carry over budget and make purchase commitments in Q1 2021. Projects listed below.
3	2020	Purchase not yet committed. Will seek carry over and re-approval of budget in 2021 with commitment in Q2-Q4.	None -- for information only. Will be reviewed via 2021 budget process along with any new priorities. Appendix B.
4	Budget Amendment Required. (Project is in the 5 Year Plan)	Not started. Benefit in commencing in Q1 (before 2021 budget approval), if budget amendment is approved.	Approval to make these purchase commitments in Q1 2021 and budget amendment is required. Projects listed below.
5	Budget Amendment Required. (Project is unforeseen and not in the 5 Year Plan)	Not started. Benefit in commencing in Q1 (before 2021 budget approval), if budget amendment is approved.	Approval to make these purchase commitments in Q1 2021 and budget amendment is required. Projects listed below.

This process is similar to past years. It should be noted that although category 3 relates to expenditure after Q1 2021, it has been included as an information item to provide the board with greater transparency on the projects which are being carried over from 2020.

Expenditures / Commitments for Board Approval:

In accordance with the categories above, the following detail on projects under each category is provided for the Board's review and approval (where requested):

Category 1

Year Budget Approved For:	2020
Status:	Purchase already committed in 2020, but goods and services to be received, and payment made, in 2021.
Approval Sought:	None - for information only -- 2020 commitment must be carried forward and re-budgeted for 2021.

See APPENDIX A for the list of 29 projects totalling \$2,308,470.

* Budget carried into 2021 will not exceed the approved 2020 budget amount. Figure shown is the remaining budget amount as at November 30, 2020.

Category 2

Year Budget Approved For:	2020
Status:	Purchase not yet committed. Seeking carryover of budget to 2021 with commitment in Q1.
Approval Sought:	Approval to carryover budget and make purchase commitments in Q1 2021.

** Budget to be used in Q1 2021 will not exceed the approved 2020 budget amount. Figure shown is the remaining budget amount as at November 30, 2020.

Project Name:	Cost Centre:	2020 Budget	Budget to carryover to Q1 2021**	Reason for Carryover to Q1 2021:
PARK SERVICES:				
Regional Parks - Mission Creek Greenway – Phase 2 Major Boardwalk Maintenance	142	\$76,125	\$76,125	Project is related to streambank protection repairs that are listed in Category 5. Those streambank protection repair works need to be completed first before replacement of boardwalks, as the same alignment is shared for moving equipment and materials.
Regional Parks - Robert Lake Bird Viewing Platform	142	\$40,600	\$40,600	Project continues to be impacted by high water in Robert Lake, park area is under water. Project cannot start until water levels recede, or an alternate is found. Funding is \$20,000 from COLT, \$20,600 from RDCO.

Regional Parks - Kopje Security Contractor Residence – Demo and Reclaim for Park Use	142	\$152,250	\$152,250	Detailed design is complete in Q4, RFP to be issued early January Q1, works to commence once weather permits.
Regional Parks - Black Mountain / sntsk'il'ntən Regional Park - ICIP 3 YEAR GRANT PROJECT (YEAR 1)	142	\$325,000	\$325,000	Archaeology permitting in process, detailed design in process. RFP #1 to be issued early January Q1, works to commence once weather permits. Year 1 of 3 Year Federal/Provincial \$975k Infrastructure Grant. Year 2 funding identified in 2021-2025 5 Year Financial Plan.
Learn to Camp in Regional Parks	142	\$20,300	\$20,300	COVID-19 Delays to Implementation to 2021.
Westside Parks - Community Trail to Traders	143	\$30,450	\$30,450	Detailed design is complete in Q4, Request for Quote to be issued early January Q1, works to commence once weather permits.
ENGINEERING SERVICES (ENGINEERING, WATER, SEWER, SOLID WASTE, FIRE):				
WWTP - Blowers	401	\$1,000,000	\$300,000	The \$1M requested in 2020 was contingent on a grant request that was not successful. New grant application has been made for the \$300k work necessary in 2021. The \$300k project is to replace/repair blowers, as per a 2020 feasibility study. This project is critical, and must progress regardless of grant success.
Falcon Ridge - Intake Automation and Improvements	303	\$15,000	\$15,000	Project delayed due to ongoing performance issues. Includes VFD, automation, and critical spares.
Regional Rescue - UBCM EOC Grant	030	\$20,943	\$20,943	Grant funding was approved in 2020 and is subject to a one year timeline. Anticipated completion of project is Q1 2021.
UBCM ESS Grant	030	\$8,315	\$2,000	ESS Computer Equipment Purchase Project. Anticipated project completion in 2021.
Hazmat Truck & Trailer	030	\$250,000	\$113,260	Ongoing Hazmat Truck and Trailer renewal project. Anticipated project for truck purchase (\$113k of budget amount) to be completed in 2021. Requesting approval for the truck purchase portion of the project to be committed in Q1.
Ellison Fire - SCBA/Compressor	021	\$139,327	\$139,327	RFP for the supply of the equipment will be issued in December 2020. Commitment will occur in Q1 2021.
NWSR Fire - SCBA Replacement	023	\$31,280	\$31,280	RFP for the supply of the equipment will be issued in December 2020. Commitment will occur in Q1 2021.

Wilson's Landing Fire - SCBA Replacement	024	\$31,280	\$31,280	RFP for the supply of the equipment will be issued in December 2020. Commitment will occur in Q1 2021.
Fleet Service Truck Box	199	\$59,836	\$16,528	Service Truck Box. Project started in 2020, completion anticipated in Q1 2021. Committed funding for truck purchase has been noted in category 1.
COMMUNITY SERVICES (INSPECTIONS, PLANNING, POLICE):				
Regional Planning - Regional Housing Strategy	110	\$60,000	\$60,000	Carry forward. Project to commence in Q1 2021.
Regional Planning - Five Year Review	110	\$25,000	\$25,000	Carry forward. Project to commence in Q1 2021 if the Regional Board directs staff to commence the review.
EA Planning - Rose Valley Dam Inundation Study	111	\$7,500	\$7,500	Carry forward tax requisition for committed project. Project to commence in Q1 2021.
Regional Planning - Regional Housing Strategy	110	\$60,000	\$60,000	Carry forward. Project to commence in Q1 2021.
Regional Planning - Regional Citizen Survey	110	\$25,000	\$25,000	Carry forward. Project to commence in Q1 2021.
Regional Floodplain Management Plan	110	\$150,000	\$150,000	Carry forward: RFP will be issued for project in January 2021
COMMUNICATIONS & INFORMATION SERVICES:				
EA Orthophotos	007	\$82,400	\$82,400	In Financial Plan year 2021. Project to commence in Q1 2021.

CATEGORY 2: TOTAL OF 22 CARRYOVERS	\$1,724,243
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Category 3

Year Budget Approved For: 2020

Status: Purchase not yet committed. Will seek carryover and re-approval of budget in 2021 with commitment in Q2-Q4.

Approval Sought: **None- for information only.** Will be reviewed via 2021 budget process along with any new priorities.

See APPENDIX B for the list of 14 projects totalling \$2,236,007.

Category 4

Year Budget Approved For: Budget amendment required. Project is in the 5-Year Financial Plan.

Status: Not started. Benefit in commencing in Q1 (before 2021 budget approval), if budget amendment is approved.

Approval Sought: **Approval to make these purchase commitments in Q1 2021 and amend budget. Projects listed below.**

Project Name:	Cost Centre:	Original 2020 or 2021 Budget	New 2021 Funds (Requested via Budget Amendment)	Total 2021 Budget (With Proposed Budget Amendment)	Reason for Commencing Q1 2021:
ENGINEERING SERVICES (ENGINEERING, WATER, SEWER, SOLID WASTE, FIRE):					
Septage Facility - Centrifuge Repair	091	\$30,000	\$20,000	\$50,000	Work undertaken in 2020, invoice expected in early 2021 for upgrades. Originally budgeted \$30k in 2021, however, work was required earlier and were more expensive than originally anticipated.
WWTP HVAC – Amendment	401	\$122,960* *carry forward addressed under Category 1 of this report	\$40,000	\$162,960	Complications during installation of HVAC units extended construction schedule into Q1 2021. Additional funds of \$40,000 are requested in addition to carry forward mentioned in Category 1.
Falcon Ridge Service Area Expansion – Amendment	303	2020 = \$15,900 2021 = \$178,000	\$31,100	\$225,000	Total value: \$225,000. To support design and construction procurement in Q1-2021, progressing to construction in early Q2-2021. Supports new services and service obligations relating to access agreements.
Trepanier Water - Pressure Tanks – Amendment	306	\$750	\$3,750	\$4,500	Carry forward (\$750) and new request (\$3,750) to replace failed pressure tanks. Total value: \$4,500

SWM: Waste and Recycling Carts	094	\$370,000 budgeted for 2020 (already spent) \$400,000 budgeted for 2021 in 5-Year Plan.	\$0 (budget amendment is to issue a purchase commitment for 2021 funds in December 2020, and then make payment upon delivery in Q1 2021)	\$400,000	Increased demand for curbside waste cart upgrades has depleted inventory levels. Approval is sought to commit to purchase the 2021 planned amount early in December 2020 through an approved budget amendment, so that cart inventory can be received in early January. By committing to a whole year's supply of carts, shipping has been negotiated for free in the purchase price.
East Trunk Lift station and collection system	470	\$462,000	\$23,000	\$485,000	Additional funding required to complete investigative engineering to validate design assumptions, gather design data, and initiate detailed design.
PARKS SERVICES:					
Joe Rich Community Hall – Electronic Entrance Sign	123	\$22,500	\$10,000	\$32,500	Project contract has been awarded subject to budget approval. Project costs are higher than budgeted amount. Request for additional funds of \$10,000 and carry forward of approved funds of \$22,500 for a total 2021 Project Value of \$32,500.
Ellison Community Hall – Replacement Entrance Sign	121	\$22,500	\$10,000	\$32,500	Project contract has been awarded subject to budget approval. Project costs are higher than budgeted amount. Request for additional funds of \$10,000 and carry forward of approved funds of \$22,500 for a total 2021 Project Value of \$32,500.

COMMUNICATIONS & INFORMATION SERVICES:					
Information Systems – Laptops for COVID	006	\$55,000	\$30,000 (budget amendment for 2020 for contingency – likely to be received in Q1 of 2021)	\$75,000 (\$20,000 budget amendment for 2021 for additional \$50,000 over both years.)	With Pandemic increasing, if the need for staff to work from home increases, more laptops will be required. Plan is to use COVID Restart Grant funding.

CATEGORY 4: TOTAL OF 9 CARRYOVERS ASSUMING AMENDED BUDGETS INCLUDED	\$1,442,460
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Category 5

Year Budget Approved For:	Budget amendment required. Project is unforeseen and not in the 5-year Financial Plan.
Status:	Not started. Benefit in commencing in Q1 (before 2021 budget approval), if budget amendment is approved.
Approval Sought:	Approval to make these purchase commitments in Q1 2021 and amend budget. Projects listed below.

Project Name:	Cost Centre:	Project Budget:	Reason to commence in Q1 2021
Killiney and Westshores Water - Community water treatment study and preliminary design	301 / 307	\$51,500 (301) \$51,500 (307)	Preliminary design required to finalize comprehensive and coordinated treatment approach for Westshore and Killiney Beach Treatment systems. Starting in Q1 provides time to complete design and study in time for 2022 construction.
Falcon Ridge Well Pump	303	\$10,000	Spare well pump to support continuity of service. (critical spare) Existing spare was used in Q4 2020.
Regional Parks - Mission Creek Greenway – EMERGENCY WORKS, Cedars Bridge Streambank Erosion Repairs	142	\$253,750	Spring freshet in 2020 eroded a significant section of streambank upstream of the Cedars bridge on the Mission Creek Greenway and threatens the integrity of the bridge. The damage is not eligible for EMBC emergency funding or DFA recovery funding. Given the concerns, staff would like to proceed with repairs early in Q1, prior to 2021 freshet to protect the bridge asset.
Joe Rich Community Hall – Electronic Information Sign at Goudie Road	123	\$40,000	Project was requested and is funded by the Joe Rich Ratepayers and Tenants Society. Project included in procurement process to select other signs. No funding coming from RDCO.

CATEGORY 5: TOTAL OF 5 CARRYOVERS ASSUMING AMENDED BUDGETS INCLUDED

\$406,750

Alternative Recommendation:

All projects listed under Categories 2, 4, and 5 above could be delayed to be re-approved as part of the 2021 Budget Process, as no purchase commitment has been made.

APPENDIX A

Category 1

Year Budget Approved For:	2020
Status:	Purchase already committed in 2020, but goods and services to be received, and payment made, in 2021.
Approval Sought:	None - for information only – 2020 commitment must be carried forward and re-budgeted for 2021.

Project Name:	Cost Centre:	2020 Budget	Budget Carried into 2021:	Reason for Continuation into 2021:
PARK SERVICES:				
Regional Parks - Mission Creek Greenway Phase 3 Landslide Repairs	142	\$250,000	\$245,617	Geotechnical assessment and detailed design completed in October. RFP process completed, contractor selected, and works to commence as soon as weather permits, with completion to meet seasonal reopening of parks.
Regional Parks - Mission Creek – East End Park Development	142	\$507,500	\$490,398	Detailed design (landscape, civil) completed in October. RFP process completed and contractor selected. Works to commence as soon as weather permits.
Vehicles – Parks Dump Truck	142	\$90,878	\$90,878	Dump truck purchased has been committed in 2020, delivery of vehicle in Q1 2021.
ENGINEERING SERVICES (ENGINEERING, WATER, SEWER, SOLID WASTE, FIRE):				
WLFD Fire Training Draeger System	024	\$42,000	\$42,000	Purchase commitment made in Q4 2020, delivery of equipment to occur in Q1 2021. Fire Training aids/controls and Training. Partly funded via EMBC grant and Operating
WWTP - Dump Truck	401	\$130,000	\$130,000	Project extension due to changing operational needs. 2020 RFP was cancelled – A new RFP has been issued and closes on Nov 27, 2020. Commitment to be made before Dec 31, 2020. Delivery to occur Q1 2021.

Westshore Water - Design Westshore Northernview PRV	307	\$25,000	\$25,000	PO issued and project design work underway in 2020, but design work may not be invoiced in 2020, work to continue to 2021.
Preliminary Design - East Trunk Lift station and collection system	470	\$38,000	\$15,000	Design and investigative engineering underway. Requesting to carry forward remainder of funds to 2021
WWTP - Headworks – Clarifier Repairs	401	\$60,000	\$33,000	Repair of Clarifier #2. Work deferred to align with other site works. Work in progress, some parts ordered.
WWTP - HVAC UV Building	401	\$122,960	\$71,000	Complications during installation of HVAC units extended construction schedule into Q1 2021. Additional funds are requested in addition to carry forward (+\$40k) which are covered under Category 4.
WWTP - TWAS Vault Expansion	401	\$1,900,000	\$500,000	Project continues into 2021, and is expected to be completed in Q2 2021. Carry forward includes approximately \$300k in work to be completed, and \$200k in contingency.
All Water Systems - SCADA Project	301 303 305 306 307 310	\$7000 (301) \$3500 (303) \$7000 (305) \$1500 (306) \$7000 (307) \$4500 (310)	\$4000 (301) \$2500 (303) \$5000 (305) \$1000 (306) \$5000 (307) \$2000 (310)	Ongoing SCADA improvement project, using in-house resources to reduce expenses has increased time to complete while staff prioritize where possible.
Killiney Water - Udell PRV	301	\$232,421	\$50,000	Project ongoing, some work required in Q1 2021.
Regional Rescue - Hazmat Truck & Trailer	030	\$250,000	\$136,739	Ongoing Hazmat Truck and Trailer renewal project. Amount committed (\$136k) is for trailer portion of the project. Remainder amount is carried over for Truck purchase as listed in Category 2.
All Fire Departments Replacement Turn-out Gear	021 022 023 024	\$10,308 \$10,308 \$10,308 \$10,308	\$10,308 \$10,308 \$10,308 \$10,308	Equipment orders proceeding and expected in Q1. Standing Contract with delivery in 2021.

Compound Fencing at WLFD	024	\$13,920	\$13,920	Project proceeding but is weather dependant. Q1 2021.
Fleet Service Truck	199	\$59,836	\$59,836	The truck was ordered in 2020. The final payment will be made in 2021.
WWTP - Delta V Project	401	\$115,000	\$115,000	Project delayed due to sole-sourcing approval required. Only one certified installer in our service area. Subject to board approval to sole source, the purchase commitment will occur in Q4 2020, with completion and payment in Q1 2021.
SWM - Waste Composition Study	094	\$68,250	\$68,250	Consulting Services for Waste Composition Study 2020-2021. Contract executed in October 2020, payments to be made 2021.
CORPORATE SERVICES:				
Administration Vehicle	002	\$38,000	\$38,000	Committed in Q4 2020, delivery and payment in Q1 2021
COMMUNICATIONS & INFORMATION SERVICES:				
Website replacement	001	\$72,100 (\$36,050 Capital; \$36,050 Operating)	\$72,100 (\$36,050 Capital; \$36,050 Operating)	Pre-Qualification process completed in October 2020 and 2 nd State RFP process issued in November 2020. Contract will be awarded in December 2020. First payments will be made in Q1 2021. **Should be noted there is a matching \$36,050 allocated for this project in 2021 as well.
Network Switch and WIFI Access Points – Info Systems and Dog Control	006 046	\$51,000 \$1,104	\$51,000	RFP issued November 2020. Purchase commitment to be made in December, with delivery and payment to occur in Q1 2021

CATEGORY 1: TOTAL OF 29 CARRYOVER PROJECTS	\$2,308,470
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APPENDIX B

Category 3

Year Budget Approved For:	2020
Status:	Purchase not yet committed. Will seek carryover and re-approval of budget in 2021 with commitment in Q2-Q4 .
Approval Sought:	None- for information only. Will be reviewed via 2021 budget process along with any new priorities.

Project Name:	Cost Centre:	Budget Carried Forward to 2021:	Reason for carryover to 2021
PARK SERVICES:			
Regional Parks - Goats Peak Habitat Restoration Project	142	\$117,003	Identifying a project for expense of these funds in a manner that is beneficial to the park and ecosystems. Projects with partnerships have been affected by COVID-19.
Regional Parks - Land Acquisition	142	\$1,088,910	Land acquisition negotiations still on-going. Board has previously approved staff direction.
Westside Parks - Star Park Trail	143	\$31,200	Project was underfunded, costs are higher than expected, CF 2020 amount and re-budget additional amounts.
Eastside Parks - Post Fire Trail Repairs – Philpott Trail	144	\$21,610	Project delayed due to forest debris pile burning, repairs to commence in early 2021.
ENGINEERING SERVICES (ENGINEERING, WATER, SEWER, SOLID WASTE, FIRE):			
LAND - East Trunk Lift station and collection system	470	\$500,000	Work continues to identify suitable and cost effective location. Total budget request increased to \$800,000
WWTP - Risk Assessment	401	\$10,000	Carry forward \$10,000. Project Total value: \$50,000. For Fire and Security Risk Assessment and associated work
RDCO Lift Stations & Collectors Systems - Improvements	470	\$8,500	Funds portion of Casa Loma Power Factor filters, total 2021 request is \$34,250.
Sunset Ranch Water - Facility Improvements	305	\$15,000	In addition to \$15k budgeted. Total for 2021: \$30,450. Includes treatment technology upgrades, technology pilots, process improvements to support high quality drinking water.

Westshore Water - Leak Detection Low Meters	307	\$31,230	Leak Detection Flow Meters. Other work prioritized, planned for 2021.
WWTP Paving	401	\$50,000	WWTP Paving and Pavement patches. Postponed until heavy-construction activity completed in Spring 2021.
Westshore Water - Construction - Westshore Northernview PRV	307	\$100,000	Initial design work indicates previous budget not sufficient for construction. Additional funds requested as part of normal budget process. Total request: \$280k, additional \$155k to be considered in normal budget process
WWTP - Headworks – Process Valves	401	\$54,550	Process valves for bioreactors. Work deferred due to other onsite activities.
COMMUNITY SERVICES (INSPECTIONS, PLANNING, POLICE):			
Regional Planning - Regional Citizen Survey	110	\$25,000	Carry forward. Project postponed in 2020 due to COVID-19. Anticipate commencement in 2021 Q2 to Q4.
CORPORATE SERVICES:			
Building Renovations to KLO Road Administration Building	002	\$183,004	Carryover to 2021 for future projects upgrades to KLO Road Administration building.
CATEGORY 3: TOTAL OF 14 CARRYOVERS		\$2,236,007	



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: December 2, 2020

SUBJECT: RDCO 2020 – 2024 Financial Plan Amendment Bylaw No. 1470, 2020

Voting Entitlement: All Directors – Weighted Vote – Majority – LGA 210

Purpose: To amend the RDCO 2020 – 2024 Financial Plan Bylaw No. 1449, 2020 (copies of the current budget pages are attached to the report).

Executive Summary:

Proposed amendments to fourteen (14) cost centres have been made as detailed in this report. The major amendment highlights are:

- **121 – Ellison Heritage Community Centre** – \$10k for signage and use of Community Works Funds (CWF).
- **123 – Joe Rich Community Hall** – \$51k for signage - \$10k use of \$10k CWF and \$41k from JRRATS donation.
- **142 – Regional Parks** - \$253.8k for bank erosion repairs to protect Cedars Bridge, and \$8k for Picnic shelters geotechnical work.
- **091 – Effluent / Water Disposal** - \$20k for 2021 centrifuge work extra costs.
- **301 – Killiney Beach Water System** – Reduce UV Disinfection system study and preliminary design from \$106k to \$51.5k.
- **303 – Falcon Ridge Water System** – \$10k for Well Pump Spare replacement. Reduce asset maintenance fee transfer to reserves accordingly. Move \$15.9k capital from 2020 to 2021. Add \$31.1k for additional costs. Add \$50k for Property Owner contributions.
- **306 – Trepanier Water System** - \$3.75k Pressure Tank Replacement.
- **307 – Westshore Water System** - Reduce UV Disinfection system study and preliminary design from \$106k to \$51.5k.
- **401 – Westside Sewer System:** Wastewater Treatment Plant – Increase HVAC project by \$40k.
- **470 – RDCO Lift Stations/Collector Systems** – Increase capital \$23k for Engineering & Design.
- **094 – SWM: Waste Reduction & Recycling** -- \$400k for group cart purchase.
- **041 – Victims Services** - \$4.5k for provincial COVID grant. Purchasing laptops and supplies.
- **005 – Humn Resources** - \$2.5k capital laptop purchase.
- **006 – Information Systems** - \$30k in 2020 for laptops and \$20k in 2021 for laptops due to working from home during pandemic.

RECOMMENDATION #1:

THAT Regional District of Central Okanagan 2020 – 2024 Financial Plan Amendment Bylaw No. 1470, 2020 be given first, second and third readings and adopted.

RECOMMENDATION #2

THAT the Regional Board approves the use of \$20,000 of Gas Tax – Community Works Funds to complete the proposed Central Okanagan East Projects as reflected in the RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1470, 2020.

Respectfully Submitted:



Marilyn Rilkoff
Director of Financial Services

Approved for Board's Consideration



Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan:	Contribute to Sustainable Communities through: <ul style="list-style-type: none"> Financial Sustainability through Assets and Service Provision Nurturing Responsible Growth and Development Protect and Promote our Environment
Financial:	Budget amendments as noted in bylaw amendment
Legal/Statutory Authority:	Regional District of Central Okanagan 2020 – 2024 Financial Plan Bylaw 1449, 2020 Regional District of Central Okanagan 2020 – 2024 Financial Plan Amending Bylaw 1460, 2020 Regional District of Central Okanagan 2020 – 2024 Financial Plan Amending Bylaw 1461, 2020

Background:

The following amendments to the 2020-2024 Financial Plan are proposed for the Year 2020 unless otherwise noted:

121 – Ellison Heritage Community Centre (Page 10): Capital: Increase budget for signage by \$10.25k to \$32.75k for electrical supply. Requesting Board approval for use of additional \$10k of Community Works Funds, with the remainder to come from reserves.

123 – Joe Rich Community Hall (Page 11): Capital: Increase budget for signage by \$10.25k to \$32.75k for electrical supply. Requesting Board approval for use of additional \$10k of Community Works Funds, with the remainder to come from reserves. Add \$41.2k for Goudie Road Electronic Sign funded by JRRATS donation.

142 – Regional Parks (Pages 13-14): Operating: Add \$253.8k to repairs & maintenance for 2020 spring freshet erosion of bank upstream of Cedars Bridge on Mission Creek Greenway. Damage is not eligible for EMBC or DFA funding. Repairs required prior to 2021 Freshet to protect bridge asset. Reduce transfer to reserves in 2020, but resume the transfer of the equivalent of the reduction in 2021. Add \$4k to Traders' Cove Picnic Shelter and \$4.1k for Raymer Bay Picnic Shelter for geotechnical work. Funded by reserves.

091 – Effluent / Water Disposal (Page 30): 2021 Capital: Add \$20k. Centrifuge work started in 2020. Lake Country invoicing in 2021 Q1 for upgrades based on revised costs.

301 – Killiney Beach Water System (Page 32): Capital: Reduce UV Disinfection System study and preliminary design from \$106k to \$51.5k.

303 – Falcon Ridge Water System (Page 33): Operating: Add \$10k for Well Pump Spare replacement. Reduce asset maintenance fee transfer to reserves accordingly. Capital: Move \$15.9k to 2021 and add \$31.1k for additional costs. In 2020 add Financing/Parcel Tax or Property Owner Contributions of \$50k (Total now \$228k). If Parcel Taxing, an Establishment Bylaw, alternative approval process, borrowing, and other bylaws must be arranged before work can proceed, or property owner financing must be received. Funding approach for this project is yet to be determined.

306 – Trepanier Water System (Page 35): Capital: Add \$3.75k for Pressure Tank Replacement. Funded from Reserves.

307 – Westshore Water System (Page 36): Capital: Reduce UV Disinfection System study and preliminary design from \$106k to \$51.5k.

401 – Westside Sewer System: Wastewater Treatment Plant (Page 38): Capital: Increase HVAC project by \$40k to \$163k. Funded by reserves.

470 – Westside Sewer System: RDCO Lift Stations/Collector Systems (Page 39): Capital: Increase of \$23k for Engineering and Design. Funded by reserves.

094 – SWM: Waste Reduction & Recycling Program (Page 46): 2021 Operating: add \$400k for regional group cart purchase (costs invoiced to partners), combined with 2020 purchase to obtain free shipping charges as negotiated.

041 – Victims Services (Page 67): Operating: Add \$4.5k for one time COVID 19 provincial grant for Victims Services & Violence Against Women Support Fund. Purchasing supplies and transferring \$3.7k to capital to purchase laptop computers.

005 – Human Resources (Page 77): Operating: Reduce Travel and Training by \$2.5k and transfer to capital for Laptop Computer Purchase.

006 -- Information Systems (Page 78): Capital: Add \$30k as contingency for additional laptops for working from home re: Pandemic. Increase 2021 amount in Financial Plan from \$55k to \$75k to switch from desk tops to laptops for cost difference. Propose use of Restart Fund Grant.

Financial Considerations:

Budget amendments as noted above.

Alternative Recommendation:

The Board could choose to approve only portions of the bylaw amendment and staff would amend accordingly.

Considerations not applicable to this report:

- General
- Organizational
- Policy
- Organizational Issues
- External Implications

Attachment(s):

- RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1470
- Current Budget Bylaw Pages

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1470

A bylaw to amend the Regional District of Central Okanagan 2020-2024 Financial Plan

WHEREAS the Regional District of Central Okanagan adopted the “Regional District of Central Okanagan 2020-2024 Financial Plan Bylaw 1449, 2020” on March 23, 2020:

AND WHEREAS the Board may amend the Financial Plan at any time by bylaw:

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows;

1. Replace pages 1 to 8 to reflect revised totals as a result of budget changes.
2. Page 10 “121 – Ellison Heritage Community Centre” is deleted in its entirety and replaced with the attached page 10 “121 – Ellison Heritage Community Centre Amended December 2020” to reflect changes in the 2020 General Capital Fund Budget.
3. Page 11 “123 – Joe Rich Community Hall Amended July 2020” is deleted in its entirety and replaced with the attached page 11 “123 – Joe Rich Community Hall Amended Jul & Dec 2020” to reflect changes in the 2020 General Capital Fund Budget.
4. Pages 13-14 “142 – Regional Parks Amended July 2020” is deleted in its entirety and replaced with the attached pages 13-14 “142 – Regional Parks Amended Jul & Dec 2020” to reflect changes in the 2020 General Revenue & Capital Fund Budgets.
5. Page 30 “091 – Effluent / Water Disposal” is deleted in its entirety and replaced with the attached page 30 “091 – Effluent / Water Disposal Amended December 2020” to reflect changes in the 2021 General Capital Fund Budget.
6. Page 32 “301 – Killiney Beach Water System Amended Jul 2020” is deleted in its entirety and replaced with the attached page 32 “301 – Killiney Beach Water System Amended Jul & Dec 2020” to reflect changes in the 2020 Water Capital Fund Budget.
7. Page 33 “303 -- Falcon Ridge Water System Amended Jul & Sep 2020” is deleted in its entirety and replaced with the attached page 33 “303 -- Falcon Ridge Water System Amended Jul, Sep & Dec 2020” to reflect changes in the 2020 & 2021 Water Revenue and Capital Fund Budgets.
8. Page 35 “306 – Trepanier Water System” is deleted in its entirety and replaced with the attached page 35 “306 – Trepanier Water System Amended Dec 2020” to reflect changes in the 2020 Water Capital Fund Budget.
9. Page 36 “307 – Westshore Water System Amended Jul 2020” is deleted in its entirety and replaced with the attached page 36 “307 – Westshore Water System Amended Jul & Dec 2020” to reflect changes in the 2020 Water Capital Fund Budget.
10. Page 38 “401 – Westside Sewer System: Wastewater Treatment Plant Amended Jul

2020" is deleted in its entirety and replaced with the attached page 38 "401 – Westside Sewer System: Wastewater Treatment Plant Amended Jul & Dec 2020" to reflect changes in the 2020 Sewer Capital Fund Budget.

11. Page 39 "470 – Westside Sewer System: RDCO Lift Stations/Collector Systems" is deleted in its entirety and replaced with the attached page 39 "470 – Westside Sewer System: RDCO Lift Stations/Collector Systems Amended December 2020" to reflect changes in the 2020 Sewer Capital Fund Budget.
12. Page 46 "094 – SWM: Waste Reduction & Recycling Program" is deleted in its entirety and replaced with the attached page 46 "094 – SWM: Waste Reduction & Recycling Program Amended December 2020" to reflect changes in the 2021 General Revenue Fund Budget.
13. Page 67 – "041 – Victims Services Amended Sep 2020" is deleted in its entirety and replaced with the attached page 67 "041 – Victims Services Amended Sep & Dec 2020" to reflect changes in the 2020 General Revenue and General Capital Fund Budgets.
14. Page 77 – "005 – Human Resources" is deleted in its entirety and replaced with the attached page 77 "005 – Human Resources Amended December 2020" to reflect changes in the 2020 General Revenue and General Capital Fund Budgets.
15. Page 78 – "006 – Information Systems" (Page 78): is deleted in its entirety and replaced with the attached page 78 "006 – Information Systems Amended December 2020" to reflect changes in the 2020 and 2021 General Capital Fund Budgets.
16. This bylaw may be cited as the Regional District of Central Okanagan 2020-2024 Financial Plan Amending Bylaw No. 1470.

READ A FIRST TIME THIS	7 th	DAY OF	December	2020
READ A SECOND TIME THIS	7 th	DAY OF	December	2020
READ A THIRD TIME THIS	7 th	DAY OF	December	2020
ADOPTED THIS	7 th	DAY OF	December	2020

CHAIRPERSON

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1470 cited as the "Regional District of Central Okanagan 2020-2024 Financial Plan Amending Bylaw No. 1470" as adopted by the Regional Board on the 7th day of December, 2020.

Dated at Kelowna this
7th day of December 2020

DIRECTOR OF CORPORATE SERVICES

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
Funds Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
GENERAL REVENUE FUND:					
Revenues	\$ (49,689,088)	(46,885,622)	(47,018,619)	(47,230,369)	(47,627,618)
Expenditures	\$ 49,689,088	46,885,622	47,018,619	47,230,369	47,627,618
(Surplus)/Deficit	\$ 0	-0	1	-0	-1
GENERAL CAPITAL FUND:					
Revenues	\$ (6,619,432)	(2,922,418)	(3,836,148)	(3,913,499)	(2,726,882)
Expenditures	\$ 6,619,432	2,922,418	3,836,148	3,913,499	2,726,882
(Surplus)/Deficit	\$ 0	0	0	0	0
WATER REVENUE FUND					
Revenues	\$ (1,829,411)	(1,861,053)	(1,725,376)	(1,979,059)	(1,993,068)
Expenditures	\$ 1,829,411	1,861,052	1,725,376	1,979,058	1,993,067
(Surplus)/Deficit	\$ -0	-0	0	-1	-1
WATER CAPITAL FUND					
Revenues	\$ (1,213,054)	(323,690)	(7,305,660)	(95,660)	(95,660)
Expenditures	\$ 1,213,054	323,690	7,305,660	95,660	95,660
(Surplus)/Deficit	\$ 0	0	0	0	0
SEWER REVENUE FUND					
Revenues	\$ (5,110,828)	(5,240,933)	(5,484,911)	(5,571,020)	(5,738,631)
Expenditures	\$ 5,110,828	5,240,933	5,484,911	5,571,020	5,738,631
(Surplus)/Deficit	\$ -0	0	0	0	0
SEWER CAPITAL FUND					
Revenues	\$ (4,946,907)	(5,621,510)	(369,900)	(827,010)	(4,069,510)
Expenditures	\$ 4,946,907	5,621,510	369,900	827,010	4,069,510
(Surplus)/Deficit	\$ 0	0	0	0	0

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
GENERAL REVENUE FUND

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUE SUMMARY						
Conditional Transfers - Provincial						
Electoral Area CO West Requisitions	\$	(2,071,780)	(2,202,714)	(2,281,364)	(2,343,122)	(2,405,542)
Electoral Area CO East Requisitions		(2,043,840)	(2,144,181)	(2,244,671)	(2,331,226)	(2,253,870)
Parcel Taxes		(287,128)	(293,179)	(316,003)	(339,568)	(345,917)
Conditional Transfers - Kelowna						
Requisition		(12,749,092)	(13,291,201)	(13,809,823)	(14,095,871)	(14,428,675)
Parcel Taxes		(292,855)	(292,855)	(292,855)	(292,855)	(292,855)
MFA Debt		(10,914,661)	(9,708,752)	(9,684,881)	(9,468,270)	(9,465,968)
Conditional Transfers - Peachland						
Requisition		(537,042)	(561,302)	(584,215)	(596,483)	(610,711)
Parcel Taxes		(795)	(795)	(795)	(795)	(795)
MFA Debt		(343,307)	(343,307)	(343,307)	(298,258)	(159,054)
Conditional Transfers - Lake Country						
Requisition		(1,390,483)	(1,452,918)	(1,513,316)	(1,545,167)	(1,582,088)
Parcel Taxes		(91,311)	(91,311)	(91,311)	(91,311)	(91,311)
MFA Debt		(1,299,676)	(1,148,676)	(1,029,320)	(936,758)	(797,085)
Conditional Transfers - West Kelowna						
Requisition		(3,020,330)	(3,150,887)	(3,279,670)	(3,347,574)	(3,426,742)
Parcel Taxes		(10,339)	(10,339)	(10,339)	(10,339)	(10,339)
MFA Debt		(1,471,367)	(1,268,822)	(1,136,971)	(1,040,254)	(958,943)
Other Revenues		(10,980,525)	(10,924,383)	(10,399,779)	(10,492,518)	(10,797,723)
Prior Year Surplus		(2,184,557)	0	0	0	0
TOTAL REVENUES		(49,689,088)	(46,885,621)	(47,018,619)	(47,230,369)	(47,627,617)

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
EXPENDITURE SUMMARY						
General Government Services						
001 -- Regional District Board	\$	724,514	725,248	739,053	753,134	767,497
002 -- Administration		1,685,341	1,866,948	1,890,166	1,947,969	2,006,429
003 -- Finance		1,475,841	1,331,712	1,357,686	1,384,180	1,411,204
004 -- Engineering		380,049	387,490	395,080	402,821	410,718
005 -- Human Resources		345,767	340,442	347,251	354,196	361,280
006 -- Information Systems		1,103,650	1,147,196	1,167,000	1,189,160	1,207,803
007 -- Electoral Areas Only		63,090	57,412	108,000	60,068	61,410
008 -- Westside Regional Office		26,393	26,921	27,459	28,008	28,569
009 -- Electoral Area Ellison / Joe Rich		26,997	27,537	28,088	28,649	29,222
011 -- Regional Grants In Aid		27,171	0	0	0	0
012 -- Elect. Area Westside Grants in Aid		7,100	7,100	7,100	7,100	7,100
013 -- Elect. Area Ellison / Joe Rich Grants in Aid		4,000	3,000	3,000	3,000	3,000
Total General Government		5,869,913	5,921,005	6,069,882	6,158,286	6,294,231
Protective Services						
017 -- Upper Ellison Fire Protection Boundary Ext	\$	9,917	0	0	0	0
019 -- Electoral Area Fire Prevention		74,334	75,681	77,054	78,455	79,884
020 -- Lakeshore Road Fire Protection		23,571	23,328	23,795	24,271	24,756
021 -- Ellison Fire Department		540,819	533,735	556,810	580,046	593,447
022 -- Joe Rich Fire Department		456,380	473,108	489,970	506,970	524,109
023 -- North Westside Road Fire / Rescue		570,446	546,509	565,839	585,336	605,003
024 -- Wilson's Landing Fire Department		282,433	297,222	312,106	327,088	342,170
027 -- Ridgeview Fire		12,128	12,048	12,048	12,048	12,048
028 -- June Springs Fire Protection		14,707	15,001	15,301	15,607	15,919
029 -- Brent Road Fire Protection		30,468	31,013	31,570	32,137	32,716
030 -- Regional Rescue Service		2,593,976	2,351,174	2,399,957	2,450,617	2,496,169
031 -- 911 Emergency Telephone Service		1,305,815	1,206,431	1,257,070	1,321,415	1,377,606
040 -- Crime Stoppers		278,742	284,317	290,003	295,803	301,719

Protective Services Cont'd.

041 -- Victims / Witness Assistance		478,873	480,357	489,777	500,389	510,195
042 -- Regional Crime Prevention		394,018	393,577	401,286	409,150	417,171
043 -- Business Licenses		39,331	33,564	33,890	34,219	34,551
044 -- Building Inspection		577,416	431,947	440,585	449,397	458,385
046 -- Dog Control		1,514,845	1,526,602	1,553,894	1,596,732	1,610,126
047 -- Mosquito Control		196,781	200,717	204,731	208,826	213,002
118 -- Starling Control		20,264	20,264	20,264	20,264	20,264
049 -- Prohibited Animal Control		1,094	1,116	1,138	1,161	1,184
Total Protective Services		9,416,358	8,937,710	9,177,090	9,449,931	9,670,425

Transportation Services

050 -- Transportation Demand Management	\$	415,902	14,280	14,566	14,857	15,154
051 -- Lakeshore Road Improvements		4,514	4,487	4,487	4,487	4,487
058 -- Scotty Heights Street Lights		16,868	16,307	16,633	16,966	17,305
085 -- Ellison Transit		26,950	27,489	28,039	28,600	29,172
Total Transportation Services		464,234	62,563	63,724	64,909	66,117

Environmental Health Services

091 -- Effluent Disposal	\$	539,310	520,712	530,824	541,142	551,666
092 -- SWM: Westside Waste Disposal & Recycling		1,141,003	1,162,603	1,184,635	1,207,108	1,230,030
093 -- SWM: Westside Sanitary Landfill / Waste Disposal & Recycling Centre		74,275	59,000	53,000	53,500	54,000
094 -- SWM: Solid Waste Management		1,705,041	1,731,002	1,357,482	1,384,492	1,412,042
095 -- SWM: Solid Waste Collection		580,181	591,485	603,014	614,775	626,770
101 -- Okanagan Basin Water Board		2,158,147	2,201,310	2,245,336	2,290,243	2,336,048
102 -- Air Quality Monitoring		183,220	186,884	190,622	194,435	198,323
105 -- Noise Abatement		8,513	8,683	8,857	9,034	9,215
106 -- Untidy Premises		13,910	13,601	13,873	14,150	14,433
Total Environmental Health		6,403,600	6,475,280	6,187,643	6,308,878	6,432,527

Environmental Development Services

110 -- Regional Planning	\$	918,770	356,789	358,615	363,537	368,558
111 -- Electoral Area Planning		463,211	447,475	456,425	465,553	474,864
115 -- Noxious Insect Control		17,983	18,343	18,710	19,584	19,965
116 -- Weed Control		145,196	138,930	141,609	144,341	147,128
117 -- Sterile Insect Release Program		1,448,002	1,448,002	1,448,002	1,448,002	1,448,002
120 -- Economic Development Commission		1,076,169	1,060,072	1,078,334	1,096,961	1,115,960
Total Environmental Development		4,069,331	3,469,611	3,501,694	3,537,977	3,574,477

Recreational and Cultural Services

121 -- Ellison Community Heritage Hall	\$	147,578	149,257	150,969	152,715	154,497
123 -- Joe Rich Community Hall		55,349	57,124	60,487	60,794	62,617
124 -- Westside Municipal Recreation		36,326	37,053	37,794	38,549	39,320
125 -- Johnson Bentley Aquatic Centre		13,561	13,832	14,109	14,391	14,679
126 -- Killiney Community Hall		23,310	23,353	23,397	23,442	23,488
131 -- Winfield Recreation Centre		55,000	55,000	55,000	55,000	55,000
142 -- Regional Parks		8,180,717	8,274,427	8,528,902	8,655,377	8,879,222
143 -- Westside Community Parks		217,980	224,972	228,240	231,041	233,898
144 -- Eastside Community Parks		107,111	108,807	112,649	116,357	120,139
171 -- Okanagan Regional Library		318,091	324,453	330,942	337,561	344,312
188 -- OK Regional Library Borrowing - Admin Bldg		281,618	281,618	281,618	281,618	281,618
Total Recreational and Cultural		9,436,641	9,549,895	9,824,106	9,966,846	10,208,790

Municipal Finance Authority Debt

189 -- Member Municipalities	\$	14,029,011	12,469,557	12,194,479	11,743,540	11,381,050
Total M.F.A. Debt		14,029,011	12,469,557	12,194,479	11,743,540	11,381,050

TOTAL EXPENDITURES		49,689,088	46,885,622	47,018,618	47,230,368	47,627,618
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REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
GENERAL CAPITAL FUND

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUE					
Transfer from Equipment Reserves	\$ (1,029,197)	(322,981)	(530,458)	(524,341)	(127,369)
Tsfr from CWF Cap Fac Reserve	(681,982)	(196,825)	(122,465)	(194,710)	(99,930)
Transfer from Cap. Facility Reserve Fund	(3,159,015)	(1,948,128)	(2,915,063)	(2,939,123)	(2,062,301)
Grant / Fundraising / Donation	(458,781)	(382,484)	(169,161)	(183,325)	(365,282)
Internal Transfer / Sale of Asset	(6,000)	(7,000)	(34,000)	(7,000)	(7,000)
Transfer from Park Land Reserve	(1,213,257)	0	0	0	0
Transfer from General Revenue Fund	(71,200)	(65,000)	(65,000)	(65,000)	(65,000)
TOTAL REVENUE	<u>(6,619,432)</u>	<u>(2,922,418)</u>	<u>(3,836,147)</u>	<u>(3,913,499)</u>	<u>(2,726,882)</u>
EXPENDITURES					
001 -- Board	\$ 38,550	63,860	0	0	0
002 -- Administration	290,460	196,000	288,700	180,250	185,400
003 -- Finance	95,810	17,510	17,510	17,510	17,510
004 -- Engineering	12,875	49,260	10,300	5,150	5,150
005 -- Human Resources	2,500	0	0	0	0
006 -- Information Systems	136,096	94,096	74,096	311,056	74,096
007 -- Electoral Areas Only	0	82,400	0	85,000	0
019 -- Electoral Area Fire Prevention	3,090	0	0	0	0
021 -- Ellison Fire Department	183,178	54,096	338,973	553,284	35,866
022 -- Joe Rich Vol. Fire Dept & Hall	165,124	49,569	638,703	77,442	73,292
023 -- North Westside Vol Fire/ Rescue Dept	110,788	30,342	85,746	156,262	526,787
024 -- Wilson's Landing Fire	117,420	41,438	31,812	37,241	77,818
030 -- Regional Rescue Service	482,324	58,071	251,843	81,880	1,918
031 -- 911	19,190	19,190	19,190	19,190	19,190
041 -- Victims Services	3,700	0	0	0	0
042 -- Crime Prevention	2,500	0	0	0	0
044 -- Building Inspections & General Bylaw Enf	4,000	0	0	0	0
046 -- Dog Control	40,960	20,600	133,625	24,720	26,780
091 -- Effluent/Water Disposal	0	50,000	0	0	0
092 -- SWM: Westside Waste Disposal & Recyclin	12,800	5,150	5,150	5,150	5,150
094 -- SWM: Waste Reduction Program	5,820	0	0	0	0
095 -- SWM: Solid Waste Collection (EA's)	25,476	113,026	12,601	12,601	12,601
110 -- Regional Planning	6,953	0	0	0	0
111 -- Electoral Area Planning	6,953	0	0	0	0
116 -- Noxious Weed Control Enforcement	0	0	0	37,740	0
120 -- Economic Development Commission	5,075	5,075	5,075	5,075	5,075
121 -- Ellison Heritage School Community Ctr	200,225	35,525	106,575	35,525	126,875
123 -- Joe Rich Community Hall	204,617	12,180	2,538	20,300	5,075
142 -- Regional Parks	4,026,461	1,855,380	1,706,535	2,106,023	1,507,999
143 -- Westside Community Parks	286,750	30,900	15,225	20,300	20,300
144 -- Eastside Community Parks	22,210	25,750	50,750	121,800	0
199 -- Vehicle Operations	107,527	13,000	41,200	0	0
TOTAL EXPENDITURES	<u>6,619,432</u>	<u>2,922,418</u>	<u>3,836,147</u>	<u>3,913,499</u>	<u>2,726,882</u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
WATER REVENUE FUND

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUE					
User, Late Payment & Insp. Fees	\$ (680,108)	(695,194)	(711,096)	(727,319)	(743,866)
Maintenance/Asset Renewal Fees	(837,960)	(832,185)	(832,186)	(832,186)	(832,185)
Rental & Misc.	(3,140)	(600)	0	0	0
MOTI Parcel Tax Contribution	(6,536)	(6,536)	(6,536)	(6,536)	(6,536)
Property Owner Contributions	0	(228,000)	0	0	0
Grants	(16,020)	0	0	0	0
Debt / Parcel Tax	(220,605)	(220,605)	(300,067)	(540,017)	(540,017)
Prior Year (Surplus) / Deficit	(184,717)	1	(0)	(1)	(1)
Engineering Administration OH Recovery	22,187	22,630	23,084	23,545	24,016
Administration Overhead Recovery	97,488	99,436	101,426	103,455	105,521
TOTAL REVENUE	<u>(1,829,411)</u>	<u>(1,861,053)</u>	<u>(1,725,376)</u>	<u>(1,979,059)</u>	<u>(1,993,068)</u>
EXPENDITURES					
301 -- Killiney Beach Water	\$ 503,319	443,710	496,135	649,939	653,258
303 -- Falcon Ridge Water	72,634	295,194	68,034	68,889	69,761
305 -- Sunset Ranch Water	223,926	179,036	181,266	183,543	185,868
306 -- Trepanier Bench Water	30,623	27,663	27,434	27,815	28,203
307 -- Westshores Water	575,006	525,241	558,625	651,240	654,521
310 -- Fintry / Valley of the Sun Water	423,903	390,208	393,882	397,633	401,456
TOTAL EXPENDITURES	<u>1,829,411</u>	<u>1,861,052</u>	<u>1,725,376</u>	<u>1,979,058</u>	<u>1,993,067</u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
WATER CAPITAL FUND

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUE					
Grants	\$ (58,154)	0	0	0	0
Capital Financing	0	0	(3,948,990)	0	0
Transfer from Gas Tax Cap Fac Reserve	(48,199)	0	0	0	0
Transfer from Cap Fac Reserve	(329,132)	(237,360)	(2,024,210)	(48,710)	(48,710)
Transfer from Equip Reserve Funds	(777,569)	(86,330)	(1,332,460)	(46,950)	(46,950)
TOTAL REVENUE	<u>(1,213,054)</u>	<u>(323,690)</u>	<u>(7,305,660)</u>	<u>(95,660)</u>	<u>(95,660)</u>
EXPENDITURES					
301 -- Killiney Beach	\$ 741,872	20,750	3,520,750	20,750	20,750
303 -- Falcon Ridge Water	27,054	235,300	5,150	5,150	5,150
305 -- Sunset Ranch Water System	33,050	26,050	26,050	26,050	26,050
306 -- Trepanier Bench Water	7,310	2,060	2,060	2,060	2,060
307 -- Westshore Water	368,368	18,630	3,730,750	20,750	20,750
310 -- Fintry / Valley of the Sun Water	35,400	20,900	20,900	20,900	20,900
TOTAL EXPENDITURES	<u>1,213,054</u>	<u>323,690</u>	<u>7,305,660</u>	<u>95,660</u>	<u>95,660</u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
SEWER REVENUE FUND

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUE					
Sewer User Fees	\$ (149,850)	(155,847)	(162,143)	(168,755)	(175,698)
Services - Peachland	(568,709)	(624,603)	(632,972)	(643,864)	(654,973)
Services - West Kelowna	(3,678,829)	(3,946,995)	(4,158,602)	(4,222,354)	(4,350,378)
Services - WFN	(1,105,986)	(1,204,318)	(1,263,304)	(1,283,448)	(1,320,580)
Other Revenue	(2,400)	0	0	0	0
Parcel Tax	(37,359)	(30,804)	0	0	0
Grants	(25,310)	0	0	0	0
Transfer from Operating Reserve	(75,237)	0	0	0	0
Prior Year (Surplus) / Deficit	(169,691)	0	0	0	0
Engineering Admin OH Recovery	131,229	134,827	136,831	139,732	142,692
Administration Overhead Recovery	571,315	586,806	595,279	607,668	620,305
TOTAL REVENUE	<u><u>(5,110,828)</u></u>	<u><u>(5,240,933)</u></u>	<u><u>(5,484,911)</u></u>	<u><u>(5,571,020)</u></u>	<u><u>(5,738,631)</u></u>
EXPENDITURES					
401 -- Westside Sewer System	\$ 4,123,852	4,187,907	4,228,559	4,295,525	4,363,830
470 -- RDCO Collector Systems	462,087	528,210	750,250	756,939	843,343
471 -- WFN Collector Systems	135,298	138,004	140,764	143,579	146,451
472 -- Peachland Collector Systems	211,405	215,246	219,163	223,159	227,235
499 -- Ellison Sewer System	140,469	140,762	146,174	151,817	157,772
Sewer Debt Financing	37,717	30,804	0	0	0
TOTAL EXPENDITURES	<u><u>5,110,828</u></u>	<u><u>5,240,933</u></u>	<u><u>5,484,911</u></u>	<u><u>5,571,020</u></u>	<u><u>5,738,631</u></u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 BUDGET AND FINANCIAL PLAN 2020 - 2024
SEWER CAPITAL FUND

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUE					
Capital Financing	\$ 0	(3,915,915)	0	0	(3,915,450)
Internal Transfer or Sale of Asset	(4,000)	0	0	0	0
Grants	(690,000)	0	0	0	0
From Equipment Reserves	(398,000)	(62,600)	(31,000)	(10,600)	(10,600)
From Capital Facility Reserves	(1,598,240)	(117,000)	(338,900)	(615,410)	(43,460)
Transfer from DCC Reserve Fund	(2,256,667)	(1,525,995)	0	(201,000)	(100,000)
TOTAL REVENUE	<u>(4,946,907)</u>	<u>(5,621,510)</u>	<u>(369,900)</u>	<u>(827,010)</u>	<u>(4,069,510)</u>
EXPENDITURES					
401 -- Westside Sewer System	\$ 3,843,447	95,460	340,760	300,960	43,460
470 -- Westside Sewer System: RDCO	1,092,860	5,515,450	18,540	515,450	4,015,450
499 -- Ellison Sewer System	10,600	10,600	10,600	10,600	10,600
TOTAL EXPENDITURES	<u>4,946,907</u>	<u>5,621,510</u>	<u>369,900</u>	<u>827,010</u>	<u>4,069,510</u>

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projection**

Program: 121 -- Ellison Heritage Community Centre

Department: Parks & Recreation

Amended December 2020

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Building Rentals	(14,500) a	(8,968)	(8,968)	(8,968)	(8,968)
Tax Req - EA Cent Ok East	(117,277)	(133,567)	(143,614)	(152,533)	(154,490)
Previous Year's Surplus/Deficit	(23,914) b	(0)	0	0	0
Transfer from Operating Reserve	0	(15,000) h	(7,000) h	0	0
Administration OH	8,113	8,279	8,613	8,785	8,961
Total Revenue	(147,578)	(149,257)	(150,969)	(152,715)	(154,497)
Expenses:					
Operations	83,932 c	85,611	87,323	89,069	90,851
Debt Payments	28,646 d	28,646	0	0	0
Transfer to Capital Facilities Reserve	35,000	35,000	63,646	63,646	63,646
Total Expenses	147,578	149,257	150,969	152,715	154,497
(Surplus) / Deficit	(0)	0	0	0	0
FTE's	0.3170	0.3170	0.3170	0.3170	0.3170
Tax Levy:					
Tax Requisition	(117,277)	(133,567)	(143,614)	(152,533)	(154,490)
Residential Tax Rate	0.1635	0.1843	0.1962	0.2064	0.2069
(per \$1000 of assessment)					
Maximum Tax Rate	0.5300				

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Transfer from CWF Cap. Fac. Reserve	-196,850 e,f,i	-30,000 g	-55,000 g	-35,000 g	-75,000 g
Transfer from Facility Reserve	(3,375) i	(525)	(1,575)	(525)	(51,875)
Grant	0	(5,000)	(50,000)	0	0
Total Revenue	(200,225)	(35,525)	(106,575)	(35,525)	(126,875)
Expenses					
Heritage Renovations	111,650 e	0	0	0	0
Stairs/Elevator	0	0	0	5,075	76,125
Structure Improvements	0	25,375	0	0	0
Kitchen Upgrades	0	0	5,075	30,450	0
Roof Replacement	55,825 f	0	0	0	0
Signage	32,750 f,i	0	0	0	0
Electrical Upgrade	0	5,075	50,750	0	0
Heating Upgrade	0	5,075	50,750	0	50,750
Total Expenses	200,225	35,525	106,575	35,525	126,875
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Fund Balance at Y/E	(61,582)	(62,198)	(62,820)	(63,448)	(64,082)
Capital Facility Reserve Balance at Y/E	(302,468) i	(339,968)	(406,059)	(473,872)	(490,499)
Operating Reserve Balance at Y/E	(27,660)	(12,936)	(6,066)	(6,126)	(6,188)

Notes

- Anticipating reduction to rental income re: Fire Department lease.
- Surplus due to increased Community Centre Rentals and under expenditures for grounds mtce, natural gas, contract services, legal, and various line items.
- Increases: Payroll \$2k, Insurance \$1k, Building Rep & Mtce \$2k, Misc. \$1k
- Debt ends in 2021.
- Community Works Fund Gas Tax funding approved previously:

Heritage Renovations	90 k
Heritage Renovations - Storage Rooms	20 k
- Requesting additional CWF: **New Items requiring Specific Board approval of CWF use prior to project commencing (separate report to come forward). Projects will not proceed if CWF are not available:**

Roof Replacement	\$55 k
Signage	21.85 k
- Subject to future approval for use of CWF.
- Use operating reserve to reduce impact of no surplus carry forward.
- December Amendment: Additional \$10.25k for Signage. Requesting approval of additional \$10k of CWF usage.**

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projection**

Program: 123 -- Joe Rich Community Hall

Department: Parks & Recreation

Amended Jul & Dec 2020

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Tax Req - EA Cent Ok East	(55,529)	(61,874)	(65,466)	(65,706)	(67,608)
Previous Year's Surplus/Deficit	(4,494) a	0	0	0	0
Administration OH	4,674	4,750	4,979	4,912	4,991
Total Revenue	(55,349)	(57,124)	(60,487)	(60,794)	(62,617)
Expenses:					
Operations	48,349 b	49,124	51,487	50,794	51,617
Transfer to Cap. Fac. Reserves	7,000 c	8,000 c	9,000 c	10,000 c	11,000 b
Total Expenses	55,349	57,124	60,487	60,794	62,617
(Surplus) / Deficit	0	0	0	0	0
FTE's	0.0560	0.0560	0.0560	0.0560	0.0560

Tax Levy:

Tax Requisition

Residential Tax Rate

(per \$1000 of assessment)

Maximum Tax Rate

(55,529)	(61,874)	(65,466)	(65,706)	(67,608)
0.1736	0.1843	0.2006	0.1993	0.2031

0.2082

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Donation - JRRATS	-41,200 h	0	0	0	0
Transfer from CWF Cap Fac Rsve	-159,087 deg	-11,825 f	-2,465 f	-19,710 f	-4,930 f
Transfer from Cap Fac. Reserve	-4,330 g	-355	-73	-590	-145
Total Revenue	-204,617	-12,180	-2,538	-20,300	-5,075
Expenses					
Heating Upgrade	0	0	2,538	20,300	0
Signage	73,950 dgh	0	0	0	0
Hall Improvements	130,667 e	12,180	0	0	5,075
Total Expenses	204,617	12,180	2,538	20,300	5,075
(Surplus) / Deficit	0	0	0	0	0
Capital Fac. Reserve Balance	(28,237) bg	(36,164) b	(45,453) b	(55,318) b	(66,726) b
Operating Reserve Balance	(1,010)	(1,020)	(1,030)	(1,041)	(1,051)

Notes

a. Surplus due to lower than anticipated costs for water rates, legal, and various line items.

b. Increases: Electricity \$6k.

c. Reserves must be built for future renovation projects. Increase annually by \$1k.

d. Community Works Fund Gas Tax funding:

Previously approved Capital:

Kitchen Upgrades 5.3 k remaining

Asset Management Improvements: 76.7 k remaining

82 k remaining

(Upgrades: Security System, Power Meter, Exterior & Window Replacement, Roof Replacement, Install Roof Ice Dams, Stairway & Railing, Eaves Troughs, Exit/Emergency Light, Kitchen Counters, Projector System, Motorized Screen, Outdoor Plugs.)

Approved May 23, 2020

Signage 21.85 k

e. Requesting additional CWF: New Items requiring Specific Board approval of CWF use prior to project commencing

Projects will not proceed if CWF are not available:

Additional funds for Roof Replacemen \$45.30 k

f. Subject to future approval for use of CWF.

g. December Amendment: Additional \$10.25k for Signage. Requesting approval of additional \$10k of CWF usage.

h. December Amendment: Add \$41.2k for Goudie Road Electronic Sign to be funded by JRRATS.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projection

Program: 142 -- Regional Parks

Department:	Parks & Recreation	Amended Jul & Dec 2020
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General Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Services - WFN	(297,697)		(309,397)		(323,832)		(328,673)		(337,499)
Sundry Rev. & Donations	(68,011)		(68,011)		(68,011)		(68,011)		(68,011)
Tax Requisition - Kelowna	(5,531,205)		(5,746,482)		(6,014,598)		(6,104,506)		(6,268,431)
Tax Requisition - Peachland	(237,539)		(246,784)		(258,298)		(262,159)		(269,199)
Tax Requisition - Lake Country	(614,090)		(637,991)		(667,758)		(677,740)		(695,939)
Tax Requisition - West Kelowna	(1,331,620)		(1,383,447)		(1,447,995)		(1,469,641)		(1,509,105)
Tax Req - EA Cent Ok. West	(171,575)		(178,253)		(186,570)		(189,359)		(194,443)
Tax Req - EA Cent Ok East	(158,069)		(164,221)		(171,883)		(174,453)		(179,137)
Grants	(89,600)	k	(10,600)		(10,600)		(10,600)		(10,600)
Previous Year's Surplus/Deficit	(152,023)	b	(0)		0		0		(0)
Administration OH	570,712		580,834		620,644		629,764		653,142
Transfer from Operating Reserve	(100,000)	f	(110,074)	f	0		0		0
Total Revenue	(8,180,717)		(8,274,427)		(8,528,901)		(8,655,377)		(8,879,222)
Expenses:									
Operations	4,228,696	c,k,m	4,005,749		4,196,374		4,258,042		4,416,107
Transfer to Equip. Reserves	143,115	d	145,262	d	147,441	d	149,652	d	151,897
Transfer to Capital Facility Reserve	3,796,906	a,d,m	4,111,416	d	4,173,087	d	4,235,684	d	4,299,219
Transfer to Dist of Peachland	12,000		12,000		12,000		12,000		12,000
Total Expenses	8,180,717		8,274,427		8,528,902		8,655,377		8,879,222
(Surplus) / Deficit	(0)		0		0		(0)		0
FTE's	32.222		32.2220		33.112	j	33.112		34.002
Tax Levy:									
Tax Requisition	(8,044,098)		(8,357,178)		(8,747,102)		(8,877,858)		(9,116,254)
Residential Tax Rate	0.1364		0.1403		0.1454		0.1461		0.1485
(per \$1000 of assessment)									

General Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Grant	(238,323)	g	(357,484)	g	(119,161)	g	(183,325)	g	(365,282)
Donations	(20,000)	h	0		0		0		0
Proceeds of Sale	0		(2,000)		(2,000)		(2,000)		(2,000)
Transfer From Park Land Reserves	(1,213,257)	i	0		0		0		0
Transfer From Equip. Reserves	(217,560)	l	(146,130)		(77,140)		(105,560)		(77,140)
Transfer From Cap. Fac. Reserves	(2,337,321)	n	(1,349,766)		(1,508,234)		(1,815,138)		(1,063,577)
Total Revenue	(4,026,461)		(1,855,380)		(1,706,535)		(2,106,023)		(1,507,999)
Expenses									
Parks Development (see detailed project list):	2,556,644	n	1,705,250		1,625,395		1,996,463		1,426,859
Other Capital:									
Software	35,000		0		0		0		0
Vehicles	162,260	l	108,605		56,840		56,840		56,840
Office Furniture	5,075		5,075		5,075		5,075		5,075
Land Acquisition Strategy (from Land Reserves):									
Land Acquisition Strategy - Goats Peak Impr.	117,003	i	0		0		0		0
Land Acquisition Strat - Other	1,096,254	i	0		0		0		0
Benches	4,000		4,000		4,000		4,000		4,000
Equipment	50,225		32,450		15,225		43,645		15,225
Total Expenses	4,026,461		1,855,380		1,706,535		2,106,023		1,507,999
(Surplus) / Deficit	0		0		0		0		0
Capital Facility Reserve Bal at Y/E	(6,164,527)	d,m,n	(9,015,439)	d	(11,797,095)	d	(14,359,817)	d	(17,771,413)
Equip. Reserve Fund Balance at Y/E	(233,289)	d,e,l	(234,754)	d,e	(307,402)	d,e	(354,568)	d,e	(432,871)
Park Land Reserve Balance at Y/E	(86,886)		(87,755)		(88,633)		(89,519)		(90,414)
Parks Legacy Reserve at Y/E	(27,443)		(27,717)		(27,994)		(28,274)		(28,557)
Operating Reserve Balance at Y/E	(113,435)	j	(3,395)	m	(3,429)		(3,463)		(3,498)

Notes

- a. Short Term Land Acquisition Debt payment (\$10.77 m over 5 yrs) ended 2019. As per previous financial plans, increase transfer to reserves with equivalent of debt payment.
- b. 2019 Surplus: Includes increased revenues from Class Registrations \$23.6k. Under expenditures for payroll \$175.4k, planning \$48.3k, bldg repairs & mtce, security, park mtce, and various line items. Vehicle Operations \$30.6k, Interpretation \$18.2k, janitorial supplies and office supplies over budget.
- c. Increases: Payroll \$96k (staffing and contract increases), GIS Program \$44k, Telephone \$1k, Insurance \$6k, SBC Insurance \$3k, Signs \$1k, Office Supplies \$1k, Janitorial Supplies \$2k, Garbage Pick Up \$1.5k, Safety Equipment \$9k, Building/Equip. Assessment \$10k, Vehicle Ops \$20k, Contract Services \$50k.
Decreases: Travel \$2k, Training \$1k, Small Tools \$1k, Legal \$5k, North Zone Mtce \$5k, Central Zone Mtce \$2.5k, Building Rep & Mtce \$10k, Vandalism Repair \$1k, Water Rates \$1k, Irrigation Rep & Mtce \$1k, Equip Rep & Mtce \$1k, Gas & Oil \$1k, Equip Rental \$1k, Security \$15k, Planning \$42.7k.
- d. In 2019, for future financial plans, the Board approved that the combined amount being transferred to reserves and used to pay down land acquisition debt is only to be increased by 1.5% annually, as a reasonable representation of assessment growth. In the past, a specific tax rate of \$0.09 was used, which would have created an unintended consequence of causing a large tax increase per average home.
Note: As debt has been reduced or ended in prior years, the equivalent of those former payment amounts continues to be directed into funding capital reserves.
The capital facilities reserve can be use for development and land acquisition and all capital purposes.
- e. Transfer to Equipment Reserves is required for vehicle and equipment replacement.
- f. Utilize operating reserve to mitigate the impact of the change in surplus carried forward.
- g. ICIP Fed/Prov Grant for the Black Mountain / sntsk'il'nten Regional Park Development.
- h. CONC Bird Viewing Platform
- i. Land Acquisition Strategy using Land Reserves.
- j. Adding .89 FTE
- k. July Amendment: Additional Student Grants \$39k.
- l. July Amendment: Transfer vehicle from cc 401 - WWTP for \$2k.
- m. December Amendment: Add \$253,750 to repairs & mtce. Spring freshet in 2020 eroded streambank upstream of Cedars Bridge on Mission Creek Greenway. Damage is not eligible for EMBC or DFA funding. Repairs needed prior to 2021 Freshet to protect bridge asset. Reduce transfer to reserves in 2020, but resume the transfer of the equivalent reduction in 2021.
- n. December Amendment: Add \$4k to Traders' Cove Picnic Shelter geotechnical and \$4.1k for Raymer Bay Picnic Shelter geotechnical.

142 Regional Parks Capital Development Projects Detail 2020 - 2024

PARK DEVELOPMENT	2019 Budget	2019 Spent	2020	2021	2022	2023	2024
Flood Recovery Projects - Improvements (not covered by DFA or insurance)	285,000	175,050	-	-	-	-	-
Learn to Camp in Regional PARKS (Partnership with PARKS Canada)	-	-	20,300	-	-	-	-
Park Development -West Zone	131,950	-	131,950	-	-	10,150	177,625
General Asset Renewal	101,500	103,752	192,850	10,150	10,150	10,150	10,150
EECO Downstairs Renovation & Folding Tables	-	-	-	-	-	-	-
Cabin 1 Office Improvements	-	-	-	-	-	-	-
Hollywood Road Office Improvements	-	-	-	-	-	-	-
Interpretation/Wayfinding Project (Various Parks)	40,600	25,693	20,300	30,450	30,450	30,450	30,450
Garbage Can upgrades to Bear proof	-	-	10,150	-	-	-	-
Regional Parks Trails to Health	71,050	61,282	40,600	40,600	40,600	40,600	40,600
Bertram Security Contractor Residence Asset Sale & Site Remediation	5,111	-	5,140	-	-	-	-
Bertram Creek Playground Replacement	-	-	76,125	-	-	-	-
Bertram Pier Railing Replacement	25,375	10,094	-	-	-	-	-
Bertram Creek Picnic Shelter Removal & Replacement	-	-	-	-	-	-	76,125
Webber Road Landslide Restoration	-	-	253,750	-	-	-	
Clainlink Fence Replacement to meet SRW required along Casa Loma Resort	-	-	30,450	-	-	-	
Johns Family Nature Conservancy - Phase 3	46,284	31,210	-	-	-	-	-
Johns Family - Upper Interpretation Loop	-	-	-	10,150	126,875	-	-
Johns Family - Cedar Tree Restoration	-	-	-	-	-	-	-
Stephens Coyote Park Development	-	-	-	20,300	253,750	-	-
Upper Glen Canyon Trail Project - Phase 1	8,173	4,191		111,650	228,375	111,650	228,375
Kaloya Picnic Shelter Structure Replacement	-	-	-	76,125	-	-	-
Kaloya Washroom Renovation	-	-	-	-	-	10,150	177,625
Kopje Security Contractor Residence - Repurpose for Program Storage	5,075	-	152,250	-	-	-	-
Kopje Playground Replacement	-	-	-	-	-	-	-
Floating Courtesy Dock, Cleats, Ladders	50,750	42,785		-	-	-	-
Mission Creek Park - Hall Road Security Contractor Residence Repurposing for Public Programming	-	-	-	-	-	-	-
Mission Creek Bridge Replacements (1 vehicle, 1 pedestrian) h.	-	-	-	-	-	329,875	
Mission Creek Greenway Phase 2 Grassland Crib Stairs	25,375	27,192	250,000	-	-	-	-
Mission Creek Signage	-	-	-	-	-	-	-
Mission Creek - EECO Displays	10,150	6,427		-	-	-	-
Mission Creek - Spawning Channel Retaining Wall and Guardrail Fencing	-	-	76,125	-	-	-	-
Mission Creek Greenway - Truswell Trailhead Washroom	-	-	-	-	177,625	-	-
Mission Creek Playground Replacement	-	-	-	-	-	-	187,775
Mission Creek Picnic Shelter Structure Replacement	-	-	-	152,250	-	-	-
Mission Creek Plaza/EECO Exterior Improvements	-	-	-	203,000	-	-	-
Phase 2 Boardwalks - Major Maintenance (Structural overhaul)	-	-	76,125	-	-	-	-
Mission Creek Development	-	-	507,500	-	-	-	-
Hall Road Fishing Pond Water Source & Aerator	-	-	65,975	-	-	-	-
Regional Park Information Plaza and Accessible/Age Friendly Trail at Mission Creek	175,725	152,055	-	-	-	-	-
Raymer Bay Picnic Shelter Replacement	-	-	80,226	-	-	-	-
Raymer Bay Playground Replacement	76,125	71,120	-	-	-	-	-
Reisweg Security Contractor Residence - Repurpose for Operations Office	-	-	-	-	-	-	-
Robert Lake Bird Viewing Platform	40,000	-	40,600	-	-	-	-
Scenic Canyon Saskatoon Trail Improvements	-	-	-	157,325	-	-	-
Scenic Canyon - Field Road Security Contractor Residence Asset Sale & Site Remediation	5,126	-	5,140	-	-	-	-
Shannon Lake - Trail Completion	-	-	-	-	-	-	-
Traders Cove Picnic Shelter	-	-	76,125				
Traders Cove Playground Replacement	-	-	80,182		-	-	-
Traders Cove Park Improvements	13,439	-	-	252,000	-	-	-
Woodhaven Dike and Intake Assessment and Infrastructure Upgrade Project	26,290	1,218	-	-	-	-	-
Woodhaven - Raymer Cabin Heritage/public programming improvements	47,464	47,453	-	-	-	-	-
Woodhaven Cultural Restoration	-	-	-	-	-	-	-
Woodhaven Development	-	-	-	30,450	253,750	1,203,438	-
Gellatly Nut Farm - 1945 Cabin Restoration e.	44,215	-	15,225	-	-	-	-
Gellatly Nut Farm - Heritage House Restoration	-	-	-	103,000	-	-	-
Gellatly Nut Farm - Water Fountains	-	-	-	-	-	-	-
Gellatly Nut Farm - Pump Replacement	-	-	-	-	-	-	-
Coldham Park Development	-	-	-	20,300	341,320	-	-
Rose Valley Volunteer Trail Support Container	-	-	-	-	-	-	-
Goats Peak Trail	-	-	-	-	-	-	-
Goats Peak Restoration	-	-	-	-	-	-	-
Black Mountain / sntsk'il'ntən Regional Park - Interpretive Trail and Parking Area	105,362	92,913	24,576	-	-	-	-
Black Mountain / sntsk'il'ntən Park Development	325,000	-	325,000	487,500	162,500	250,000	498,134
Black Mountain / sntsk'il'ntən Regional Park - Park Fencing	-	-	-	-	-	-	-
Hardy Fall Improvements	5,075	-	-	-	-	-	-
Automated Park Gates Systems	195,293	208,505	-	-	-	-	-
Total Development Projects	1,865,507	1,060,940	2,556,664	1,705,250	1,625,395	1,996,463	1,426,859

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 091 -- Effluent / Water Disposal

Department: Engineering Services (Public Works)

Amended December 2020

General Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Previous Year's Surplus/Deficit	(21,837)	a	0		0		(0)		0
Engineering Admin OH	16,147		16,470		16,800		17,136		17,478
Administration OH	47,300		48,263		49,228		50,212		51,217
Transfer from Operating	0		(17,945)	d	(18,303)	d	(18,669)	d	(19,043)
Tipping Fees, Sundry	(580,920)		(567,500)		(578,549)		(589,821)		(601,317)
Total Revenue	(539,310)		(520,712)		(530,824)		(541,142)		(551,666)
Expenses:									
Operations	489,310	b	499,096		509,078		519,260		529,645
Transfer to Facilities Reserves	50,000	c	21,616	c	21,746	c	21,882	c	22,021
Total Expenses	539,310		520,712		530,824		541,142		551,666
(Surplus) / Deficit	0		0		(0)		0		0
FTE's	0.20		0.20		0.20		0.20		0.20

General Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Transfer from Cap Fac. Reserve	0		-50,000 f		0		0		0
Total Revenue	0		-50,000		0		0		0
Expenses									
Centrifuge	0		50,000 f		0		0		0
Total Expenses	0		50,000		0		0		0
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Bal at Y/E	(5,395)		(5,449)		(5,504)		(5,559)		(5,614)
Facilities Reserve Balance at Y/E	(294,754)	c	(268,818)	cf	(293,252)	cf	(318,067)	cf	(343,268)
Operating Reserve Balance at Y/E	(175,703)		(159,515)	d	(142,807)	d	(125,566)	d	(107,779)

Notes

- a. Tipping fees higher than anticipated.
- b. Increases: Payroll \$11.9k, and insurance \$0.6k.
- c. Building capital reserves for facility upgrades and equipment replacement.
- d. In order to avoid tax requisitions in the future rates may need to be reviewed, or operating reserves will need to be used.
- e. Future capital needs must also be reviewed.
- f. December Amendment: Work started, Lake Country Invoicing in 2021 for upgrades. Increase from \$30k to \$50k based on revised costs.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 301 -- Killiney Beach Water System

Department: Engineering Services (Water Systems)

Amended Jul & Dec 2020

Water Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Water User, Late Pmt & Insp. Fees	(186,498)	(190,228)	(194,033)	(197,913)	(201,871)
Maintenance / Asset Renewal Fees	(284,256) b	(284,256) b	(284,256) b	(284,256) b	(284,256) b
Parcel Tax	0	0	(49,235) g,j	(199,788) g,j	(199,788) g,j
Grants	(8,010) h	0	0	0	0
Previous Year's Surplus/Deficit	(54,725) a	0	(0)	0	(0)
Engineering Admin OH	5,593	5,705	5,819	5,936	6,055
Administration OH	24,577	25,068	25,570	26,082	26,603
Total Revenue	(503,319)	(443,710)	(496,134)	(649,939)	(653,259)
Expenses:					
Operations	177,508 c,h	172,888	176,346	179,873	183,470
Debt Payments	0	0	49,235 g,j	199,788 g,j	199,788 g,j
Transfer to Cap. Fac Reserves	325,811 b	270,822 b	270,554 b	270,278 b	270,000 b
Total Expenses	503,319	443,710	496,135	649,939	653,258
(Surplus) / Deficit	0	(0)	0	(0)	(0)
FTE's	0.46	0.46	0.46	0.46	0.46
Parcel Tax	0	0	-49,235 g,j	-199,788 g,j	-199,788 g,j

Water Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Capital Financing	0	0	(2,461,750) g,j	0	0
Grants	(58,154) d,f	0	0	0	0
CWF Gas Tax Cap Fac. Rsrv	(33,183) e,f	0	0	0	0
Transfer From Equip Reserves	(473,250) i,k	(20,750)	(119,000) j	0	0
Transfer From Cap. Fac. Reserve	(177,285)	0	(940,000)	(20,750)	(20,750)
Total Revenue	(741,872)	(20,750)	(3,520,750)	(20,750)	(20,750)
Expenses					
Metering Program	5,300	5,300	5,300	5,300	5,300
Equipment/SCADA	7,000	0	0	0	0
Distribution System	232,421 f,j	0	0	0	0
Leak Detection Equipment	10,000	0	0	0	0
Equipment & Improvements	15,450	15,450	15,450	15,450	15,450
UV Disinfecting System	51,500 f,k	0	3,500,000 g	0	0
Intake Replacement	420,201 f	0	0	0	0
Total Expenses	741,872	20,750	3,520,750	20,750	20,750
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Bal at Y/E	(193,072) i,k	(174,596)	(56,152) j	(56,713)	(57,280)
Capital Facility Reserve Bal at Y/E	(448,791) b	(724,101) b	(52,496) b	(302,341) b	(554,407) b

Notes

- Surplus due to higher revenues from late payment fees, water user fees, water system cost recovery and connection fees. Costs for payroll, leak detection & repair and electricity were also lower than expected.
- Transfer asset renewal fees and additional funds to reserves.
- Increases: Equipment Repairs & Mtce \$15k, and misc. \$2.2k. Decreased Payroll \$13.4k.
- Remainder of Build Canada Grant.
- Community Works Fund Gas Tax (from the Capital Facilities Reserve Fund) projects: \$33,183 Carry forward of remaining Board approved amount for Filtration.
- 2019 projects carried forward.
- IHA Required work under discussion. Contingent on finding an alternative solution, receiving financing or grant. This scenario assumes approval for debt & parcel tax received, MFA Financing 20 years, conservatively at 4%.
- OBWB Grant for Source Protection Plan Study \$8k.
- July Amendment: Add \$90k re: PRV Installation.
- July Amendment: Additional Financing required due to additional use of reserves in 2020.
- December Amendment: Reduce from \$106k to \$51.5k.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 303 -- Falcon Ridge Water System

Department: Engineering Services (Water Systems)

Amended Jul, Sep, & Dec 2020

Water Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Water User, Late Pmt & Insp. Fees	(51,665)		(52,182)		(53,225)		(54,290)		(55,376)
Maintenance / Asset Renewal Fee	(31,020)	a	(25,245)	a	(25,246)	a	(25,246)	a	(25,245)
Previous Year's Surplus/Deficit	19		(0)		(0)		(1)		(0)
Engineering Admin OH	1,860		1,897		1,935		1,974		2,013
Administration OH	8,172		8,335		8,502		8,672		8,845
Other - Property Owner Contributions	0	ef	(228,000)	f,i	0		0		0
Total Revenue	(72,634)		(295,194)		(68,034)		(68,890)		(69,763)
Expenses:									
Operations	66,357	b,g	57,484		58,634		59,806		61,002
Transfer to Cap. Fac Reserves	6,277	aefg	237,710	afi	9,400	a	9,083	a	8,759
Total Expenses	72,634		295,194		68,034		68,889		69,761
(Surplus) / Deficit	(0)		(0)		(1)		(0)		(1)
FTE's	0.15		0.15		0.15		0.15		0.15

Water Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Tsfr from Gas Tax Cap Fac. Rsrv	(15,016)	c,d	0		0		0		0
Transfer From Equip Reserves	(2,509)		0		0		0		0
Transfer From Cap. Fac. Reserve	(9,529)	e,f,h	(235,300)	fi	(5,150)		(5,150)		(5,150)
Total Revenue	(27,054)		(235,300)		(5,150)		(5,150)		(5,150)
Expenses									
Distribution System Improvements	0	cdefh	225,000	fhi	0		0		0
Reservoir	8,554	d	0		0		0		0
Equipment/SCADA	3,500		0		0		0		0
Controls & Instrumentation	15,000		0		0		0		0
Equipment & Improvements	0		10,300		5,150		5,150		5,150
Total Expenses	27,054		235,300		5,150		5,150		5,150
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Bal at Y/E	0		-		0		0		0
Capital Facility Reserve Bal at Y/E	(7,108)	a	(9,613)	a	(14,002)	a	(18,114)	a	(21,940)

Notes

a. Transfer asset renewal fees to reserves. Full transfer cannot be made. Additional rate review may be required.

b. Increases: Travel \$3k, Payroll \$2.3k, Equip. Repairs & Mtce \$1.3k, Ministry testing \$0.5k, and misc. \$1.35k.

c. Community Works Fund Gas Tax funding:

Previously approved Capital:

Hydrants

\$15k

d. 2019 projects carried forward.

e. July Amendment: Property Owner Contributions \$111k re: Peregrin Water System is being abandoned and 3 properties joining system, making \$111k contribution resulting in equivalent expansion project. Establishment bylaw must be amended before work can proceed.

f. September Amendment: Moved July amendment amounts of \$111k to 2021 plus additional \$67k for a total of \$178k. Expansion project of \$178k for properties joining the system. Establishment bylaw must be amended before work can proceed and property owner financing of project is yet to be determined. If Financing is used, borrowing and a parcel tax will be required. Expenditures for 2021 cannot be made until financing is determined

g. December Amendment: Add \$10k to operating for Well Pump Spare replacement. Reduce transfer to reserves accordingly.

h. December Amendment: Move \$15.9k to capital to 2021. Add \$31.1k for additional costs.

i. December Amendment: Additional Property Owner Contributions \$50k

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 306 -- Trepanier Bench Water System

Department: Engineering Services (Water Systems)

Amended December 2020

Water Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue:</u>					
Water User, Late Pmt & Insp. Fees	(22,000)	(22,440)	(22,889)	(23,347)	(23,814)
Maintenance / Asset Renewal Fee	(8,448) b	(8,448)	(8,448)	(8,448)	(8,448)
Insurance Proceeds	(2,539) b	0	0	0	0
Previous Year's Surplus/Deficit	(786) ab	(0)	0	(0)	(0)
Engineering Admin OH	695	709	723	738	753
Administration OH	3,055	3,116	3,179	3,242	3,307
Rental	(600) d	(600) d	0	0	0
Total Revenue	(30,623)	(27,663)	(27,434)	(27,815)	(28,202)
<u>Expenses:</u>					
Operations	21,069 c	21,490	21,920	22,359	22,806
Transfer to Capital Facility Reserves	9,554 b	6,173 b	5,514 b	5,456 b	5,397 b
Total Expenses	30,623	27,663	27,434	27,815	28,203
(Surplus) / Deficit	(0)	0	(0)	(0)	0
FTE's	0.06	0.06	0.06	0.06	0.06

Water Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue</u>					
Transfer from Cap Fac. Reserve	(7,310) e	(2,060)	(2,060)	(2,060)	(2,060)
Total Revenue	(7,310)	(2,060)	(2,060)	(2,060)	(2,060)
<u>Expenses</u>					
Equipment Improvements	5,810 e	2,060	2,060	2,060	2,060
Equipment/SCADA	1,500	0	0	0	0
Total Expenses	7,310	2,060	2,060	2,060	2,060
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Balance at Y/E	0	-	-	-	-
Capital Facility Reserve Bal at Y/E	(2,266) b	(6,381) b	(9,878) b	(13,352) b	(16,802) b

Notes

- a. Surplus: Increased equipment repair costs resulting from contractor error, offset by contractor insurance coverage. Increased water user fee and asset renewal revenues offset increased travel (equipment pool) costs and Trepanier Ditch Water expense reflected for 2018 and 2019.
- b. Transfer includes asset renewal fees. Only able to transfer full amount because of surplus and insurance proceeds. For 2021 onward, it does not appear that the full transfer will be able to be made.
- c. Increases: Travel \$1.5k, Ministry testing \$0.5k, Payroll \$0.23k, and misc. \$0.73k. Decreased Equip Repairs & mtce \$2.9k.
- d. Five year contract for space rental to Peachland. Ends 2021.
- e. December Amendment: Pressure Tank Replacement

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 307 -- Westshore Water System

Department: Engineering Services (Water Systems)

Amended Jul & Dec 2020

Water Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Water User, Late Pmt & Insp. Fees	(191,150)	(194,973)	(198,872)	(202,850)	(206,907)
Maintenance / Asset Renewal Fee	(367,488) b	(367,488) b	(367,488) b	(367,488) b	(367,488) b
Parcel Tax	0	0	(30,228) e	(119,624) e	(119,624) e
Previous Year's Surplus/Deficit	(44,848) a	0	(0)	(0)	0
Engineering Admin OH	6,765	6,900	7,038	7,179	7,323
Administration OH	29,725	30,319	30,925	31,544	32,175
OBWB Grant	(8,010) f	0	0	0	0
Total Revenue	(575,006)	(525,241)	(558,625)	(651,239)	(654,521)
Expenses:					
Operations	213,007 c,f	209,097	213,279	217,545	221,895
Debt Payments	0	0	30,228 e	119,624 e	119,624 e
Transfer to Capital Facility Reserves	361,999 b	316,144 b	315,118 b	314,071 b	313,002 b
Total Expenses	575,006	525,241	558,625	651,240	654,521
(Surplus) / Deficit	0	(0)	(0)	0	0
FTE's	0.56	0.56	0.56	0.56	0.56
Parcel Tax	0	0	-30,228	-119,624	-119,624

Water Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Capital Financing	0	0	(1,487,240) e	0	0
Transfer From Equip Reserves	(233,360) g	(18,630)	(1,166,510) e	0	0
Transfer from Cap Fac. Reserve	(135,008)	0	(1,077,000)	(20,750)	(20,750)
Total Revenue	(368,368)	(18,630)	(3,730,750)	(20,750)	(20,750)
Expenses					
Equip & Improvements	15,450 d	15,450	15,450	15,450	15,450
Metering	3,180	3,180	5,300	5,300	5,300
Equipment/SCADA	7,000	0	0	0	0
Leak Detection Equipment	31,230 d	0	0	0	0
Distribution System	125,000	0	0	0	0
Reservoir	135,008 d	0	0	0	0
UV Disinfection System	51,500 d,g	0	3,710,000 e	0	0
Total Expenses	368,368	18,630	3,730,750	20,750	20,750
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Balance at Y/E	(1,228,636) g	(1,222,106)	(56,152)	(56,714)	(57,281)
Capital Facility Reserve Bal at Y/E	(596,025) b	(918,129) b	(154,659) b	(449,319) b	(745,856) b

Notes

- Surplus primarily due to higher revenues from asset renewal, water system cost recovery, and late payment fees; reduced payroll costs also contributed to the surplus. Contract services was higher than budgeted \$17.7k.
- Transfer asset renewal fees to reserves. Full transfer cannot be made. Additional rate review may be required.
- Increases: Equip Repairs & Mtce \$38k, Travel \$1k, and misc. \$2.5k. Decreases: Payroll \$11k, and Leak Detection & Repair \$5k.
- Carryforward 2019 project.
- IHA Required work under discussion. Contingent on finding an alternative solution, receiving financing or grant. This scenario assumes approval for debt & parcel tax received, MFA Financing 20 years, conservatively at 4%.
- July Amendment: OBWB Grant \$8k for Source Protection Study.
- December Amendment: Reduce from \$106k to \$51.5k.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections

Program: 401 -- Westside Sewer System: Wastewater Treatment Plant n

Department: Engineering Services (Sewer Systems) Amended Jul & Dec 2020

Sewer Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Misc. Rev.	(2,400)		0		0		0		0
Services - Peachland	(353,008)	a	(374,490)		(378,245)		(384,430)		(390,738)
Services - West Kelowna	(3,282,883)	a	(3,482,666)		(3,517,581)		(3,575,096)		(3,633,761)
OBWB Sewer Grants	(25,310)	o	0		0		0		0
Previous Year's Surplus/Deficit	(97,339)	c	0		0		0		0
Engineering Admin OH	106,202		109,152		110,493		112,703		114,957
Administration OH	466,647		479,605		485,500		495,210		505,114
Transfer from Operating Reserve	(69,000)	b	0		0		0		0
Services - WFN	(866,760)	a	(919,508)		(928,726)		(943,912)		(959,401)
Total Revenue	(4,123,852)		(4,187,907)		(4,228,559)		(4,295,525)		(4,363,829)
Expenses:									
Operations	3,218,257	d	3,307,622	l	3,348,275	l	3,415,240		3,483,545
Transfer to Equip. Reserves	55,000	e	55,000	e	55,000	e	55,000	e	55,000
Transfer to Operating Reserve	25,310	o	0		0		0		0
Transfer Cap. Facility Reserves	825,285	f	825,285		825,285		825,285		825,285
Total Expenses	4,123,852		4,187,907		4,228,559		4,295,525		4,363,830
(Surplus) / Deficit	0		0		0		0		0
FTE's	10.355	g	10.355		10.355		10.355		10.355
Total Service Cost Recovered From Partners/Participants	-4,502,652		-4,776,664		-4,824,552		-4,903,438		-4,983,900

Sewer Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Grants	(690,000)	h	0		0		0		0
Sale of Assets	(4,000)	p	0		0		0		0
From Equipment Reserves	(387,400)	e,p	(52,000)	e	(20,400)	e	0		0
From Capital Facility Reserves	(1,495,380)	h,j,q	(43,460)		(320,360)		(300,960)		(43,460)
From DCC Reserve Fund	(1,266,667)	j	0		0		0		0
Total Revenue	(3,843,447)		(95,460)		(340,760)		(300,960)		(43,460)
Expenses									
HVAC	162,960	q	0		0		0		0
Vehicles	268,571	i	52,000		20,400		0		0
Engineering & Design Costs	27,488		0		0		0		0
TWAS Vault Expansion	1,900,000	j	0		0		0		0
Headworks Pumps	371,568		0		257,500		257,500		0
Equipment/Improvements	25,000	k	0		0		0		0
Lab Equipment	45,000		0		0		0		0
Security System	10,000		0		0		0		0
Bioreactors	32,860		32,860		32,860		32,860		32,860
Odor Control	0		10,600		30,000		10,600		10,600
Blowers	1,000,000	h	0		0		0		0
Total Expenses	3,843,447		95,460		340,760		300,960		43,460
(Surplus) / Deficit	0		0		0		0		0
Equip. Reserve Fund Balance at Y/E	(58)	e	(2,539)	e	(36,960)	e	(92,330)	e	(148,253)
Capital Facility Reserve Bal. at Y/E	(477,177)	q	(1,263,339)		(1,777,694)		(2,316,786)		(3,121,344)
DCC Reserve Fund	(2,937,434)	m	(3,566,808)	m	(4,202,476)	m	(4,844,501)	m	(5,492,946)
Operating Reserve Bal. at Y/E	(156,039)	o	(157,599)		(159,175)		(160,767)		(162,375)

Notes

- a. Updated 5 year average flow splits. Shift in splits from West Kelowna (-0.21%) & Peachland (-0.23%) to WFN totalling 0.44%.
- b. \$100k of operating reserve not required as budgeted in 2019. Use a portion - \$69k in 2020 to mitigate increased costs.
- c. Surplus resulting from under expenditures for Contract services \$89.4k, Biosolids removal \$78.3k, Biosolids mgmt \$37.2k, Centrifuge mtce \$25k, Electricity-Plant \$15.5k, Alum \$8.3k, and various line items. Payroll \$75.5k and Polymer Chemicals \$9.6k higher than expected.
- d. Increases: Payroll \$163.8k (FTE increase), Travel \$3k, Training \$4k, Permits & Lic. \$3.5k, Insurance \$5.7k, Office Supplies \$1k, Software & Lic. \$10k, Garbage \$5k, Biofilter Mtce. \$20k, Centrifuge Mtce. \$5k, Equipment Rep & Mtce. \$55k, & Bldg/Equip. Assessment \$10k.
Decreases: Telephone \$4k, Chemicals \$2.5k, Tools \$1k, Electrical Rep & Mtce \$4k, Biosolids Mngt. \$9k, Biosolids Removal \$171k, & Contract Services \$50k.
- e. As per previous financial plans, \$55k is to be transferred annually to equipment reserve (not included in facility replacement calculations.)
- f. The approved Capital / Reserve Contribution Level was raised to 40% of the estimated annual capital cost replacement level in 2019 based on updated Urban Systems Report. Reserve balances are still falling behind capital needs. The funding level must continue to increase. It is imperative that the funding level be raised to at least 45% to be able to fund anticipated upcoming capital needs. Staff has advised of Roof replacement coming in 2027 estimated at \$2m. Future project needs are also being examined. If grant not received for \$1m blower project, they will still need to be done within the next couple of years.
- g. FTE increase
- h. Blower project added in 2020 due to grant opportunity. If the 2/3 grant is not approved, this project must then be done in a future year as insufficient currently there are reserves to fully fund this project, or the project would have to be financed.
If grant is not approved, \$25k of work would still need to be done.
Again, it is imperative to increase reserve funding as per note f, as grant funding cannot be relied upon.
- i. Includes 2019 carry forwards.
- j. Increasing capacity. 2/3 of project funded with DCC's as per Engineering Staff.
- k. Concrete
- l. Add \$25k for Chemsan rebuild maintenance, remove following year.
- m. Conservatively assumes \$600k in DCC's are collected annually, however this is likely to be higher.
- n. Lift Stations and Collector Systems are budgeted as separate cost centres 470, 471 & 472 simply to track the costs at the request of the partners, but are part of the overall Westside Sewer Service.
- o. July Amendment: OBWB Biosolids Grant \$25.3k. Expenses already incurred and budgeted. Transfer to Operating Reserve.
- p. July Amendment: Transfer vehicle to 142 - Regional Parks for \$2k. Reduce use of reserves accordingly.
- q. December Amendment: Add \$40k to HVAC project

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

**Program: 470 -- Westside Sewer System: RDCO Lift Stations/
Collector Systems**

Department: Engineering Services (Sewer Systems)

Amended December 2020

Sewer Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Services - West Kelowna	(395,946)	a (464,329)	(641,021)	(647,258)	(716,617)
Previous Year's Surplus/Deficit	(12,883)	b 0	0	0	0
Transfer From Operating Reserve	(6,237)	0	0	0	0
Engineering Admin OH	10,608	10,820	11,036	11,257	11,482
Administration OH	46,609	47,541	48,492	49,462	50,451
Services - WFN	(104,238)	a (122,241)	(168,758)	(170,400)	(188,660)
Total Revenue	(462,087)	(528,210)	(750,250)	(756,939)	(843,343)
Expenses:					
Operations	321,441	c 327,870	334,427	341,116	347,938
Debt Payments	0	e 59,694	e 275,177	e 275,177	e 354,759
Transfer to Capital Fac. Reserve	140,646	d 140,646	140,646	140,646	140,646
Total Expenses	462,087	528,210	750,250	756,939	843,343
(Surplus) / Deficit	0	0	0	0	0
FTE's	0.76	0.76	0.76	0.76	0.76
Total Service Cost Recovered From Partners/Participants	-500,184	-586,571	-809,778	-817,657	-905,276

Sewer Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Capital Financing	0	(3,915,915)	e 0	0	(3,915,450)
Transfer from Cap Fac. Reserve	(102,860)	e.g (73,540)	e (18,540)	e (314,450)	0
Transfer From DCC Reserve	(990,000)	e (1,525,995)	e 0	(201,000)	(100,000)
Total Revenue	(1,092,860)	(5,515,450)	(18,540)	(515,450)	(4,015,450)
Expenses					
Pumps (Headworks)	25,000	0	0	0	0
Flow Meters	21,770	15,450	15,450	15,450	15,450
Communication Electrical	13,500	0	0	0	0
Lift Station Land	500,000	e 0	0	0	0
Engineering & Design Cost	523,000	e.g 0	0	500,000	e 0
Lift Station - Collector	0	e 5,500,000	e 0	0	e 4,000,000
Equipment & Improvements	9,590	0	3,090	0	0
Total Expenses	1,092,860	5,515,450	18,540	515,450	4,015,450
(Surplus) / Deficit	0	0	0	0	0
East Trunk Line DCC Reserve Fund	(1,411,876)	e.f 0	e.f (100,000)	e.f 0	e.f 0
Capital Facility Reserve Bal. at Y/E	(566,226)	d.g (638,259)	(766,562)	(597,279)	(743,898)
Operating Reserve Bal. at Y/E	0	0	0	0	0

Notes

- 5 year flow split average average shift of 0.38% from West Kelowna to WFN.
- Surplus due to under expenditures in odour control chemicals, payroll, lift strn-utilities, and electrical repairs & mtce. Sewer line mtce & flushing \$18.5k higher than anticipated.
- Increased: Sewer Line Mtce & Flushing \$10k, Lift Strn Rep & Mtce \$2.5k, Contract Services \$45k (camera inspection), Insurance \$1k, Misc \$1k. Decreased: Payroll \$3.8k
- The approved Capital / Reserve Contribution Level was raised to 40% of the estimated annual capital cost replacement level in 2019 based on updated Urban Systems Report. Reserve balances are still falling behind capital needs. The funding level must continue to increase. It is imperative that the funding level be raised to at least 45% to be able to fund anticipated upcoming capital needs.
- Engineering to provide additional information. Class D estimates for lift station projects. Costs and recommendations are dependent on Engineering & Design study. 2021 & 2024 project information is for financial planning purposes. The project should be funded primarily by DCC's as these are capacity related. Grants may be available. DCC reserves are currently insufficient to fund these two newly identified projects for 2021 & 2024. Since DCC's should be used, funding is shown with financing since reserves should be kept for asset replacement. When more information is known, the financial plan will be refined. As an estimate, 20 year financing at 3% in 2021 and then 4% for 2024 has been shown.
- Conservatively assumes increase to DCC's of \$100,000. DCC Bylaw is being updated. Future funds dependent on development.
- December Amendment: Add \$23k to Engineering.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 094 --SWM: Waste Reduction & Recycling Program

a

Department: Engineering Services (Solid Waste Management)

Amended December 2020

General Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Services - Kelowna	(905,683)	ab	(916,245)		(940,361)		(959,281)		(978,578)
Services - Peachland	(38,594)	ab	(39,044)		(40,072)		(40,878)		(41,700)
Services - Lake Country	(91,877)	ab	(92,948)		(95,395)		(97,314)		(99,272)
Services - West Kelowna	(232,180)	ab	(234,888)		(241,070)		(245,920)		(250,867)
Parcel Tax	(32,873)	ab	(33,256)		(34,132)		(34,818)		(35,519)
Previous Year's Surplus/Deficit	(8,400)		(0)		(0)		(0)		(0)
Administration OH	192,566		191,980		195,820		199,736		203,731
Multi Material BC (MMBC)	(180,000)		(183,600)		(187,272)		(191,017)		(194,838)
Misc. Revenue	(385,000)	c,f	(400,000)	g	0		0		0
Backyard Composters	(23,000)		(23,000)		(15,000)		(15,000)		(15,000)
Total Revenue	(1,705,041)		(1,731,002)		(1,357,482)		(1,384,493)		(1,412,043)
Expenses:									
Operations	1,328,041	d,f	1,324,002	e	1,350,482		1,377,492		1,405,042
Group Garbage Cart Purchase	370,000	c	400,000	g	0		0		0
Transfer to Reserves	7,000		7,000		7,000		7,000		7,000
Total Expenses	1,705,041		1,731,002		1,357,482		1,384,492		1,412,042
(Surplus) / Deficit	(0)		(0)		(0)		(0)		(0)
FTE's	4.76		4.76		4.76		4.76		4.76

Tax Levy:

Parcel Tax

(32,873)	(33,256)	(34,132)	(34,818)	(35,519)
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General Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Transfer From Reserves	(5,820)		0		0		0		0
Total Revenue	(5,820)		0		0		0		0
Expenses									
Computer	5,820		0		0		0		0
Total Expenses	5,820		0		0		0		0
(Surplus) / Deficit	0		0		0		0		0
Reserve Fund Balance at Y/E	(58,298)		(65,881)		(73,540)		(81,275)		(89,088)

Notes

- This is part of the overall SWM service. Costs are split out into this cost centre for tracking and billing purposes. Municipalities are invoiced based on actual costs incurred as the year progresses. The EA's are taxed via SWM parcel tax. The surplus/deficit shown relates only to the EA's and is used in calculating the following year's tax. Former cost centre 096 has been amalgamated with this cost centre after program changes in 2014/2015 (MMBC, etc.)
- Allocation is done using population counts. 2016 Census numbers used.
- Garbage Cart Group Purchase is under operating \$370k. Costs will be invoiced to all partners.
- Increases: Waste Composition study \$35k, Recycling (Comm. Educ. Prog.) \$6k, Commercial/Const. Waste (Comm.Educ. Prog) \$5k, Communication Education Prog. \$3k, Illegal Dumping Operations \$2.5k, insurance \$1.6k, Composting Education Garden (Comm.Educ.Prog) \$1k, Freight & Postage \$1k, Telephone \$1k, and misc. \$1.1k.
Decreases: Software & licenses \$5.7k, and payroll \$1.2k.
- Remove \$30k for Waste Composition Study.
- Additional \$15k re: BioWaste Inventory and related funding.
- December Amendment: Garbage Cart Purchase \$400k added.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 041 -- Victims Services

Department: Community Services (Police & Community Support Services)

Amendment Sep & Dec 2020

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue:</u>					
Services - WFN	(14,531)	(15,134)	(15,570)	(15,999)	(16,402)
Tax Requisition - Kelowna	(269,992)	(281,091)	(289,177)	(297,160)	(304,629)
Tax Requisition - Peachland	(11,595)	(12,071)	(12,419)	(12,762)	(13,082)
Tax Requisition - Lake Country	(29,975)	(31,208)	(32,105)	(32,992)	(33,821)
Tax Requisition - West Kelowna	(65,000)	(67,672)	(69,618)	(71,540)	(73,339)
Tax Req - EA Cent Ok. West	(8,375)	(8,719)	(8,970)	(9,218)	(9,449)
Tax Req - EA Cent Ok East	(7,716)	(8,033)	(8,264)	(8,492)	(8,706)
Grants	(4,512) e	0	0	0	0
Previous Year's Surplus/Deficit	(11,158) b	0	(0)	(0)	0
Transfer From Operating Reserve	0	0	0	0	0
Administration OH	67,035	68,679	71,454	72,883	74,340
Province - Min of Public Safety & Solicitor General	(123,054) a,d	(125,108) d	(125,108)	(125,108)	(125,108)
Total Revenue	(478,873)	(480,357)	(489,777)	(500,389)	(510,195)
<u>Expenses:</u>					
Operations	465,173 cde	475,357 d	484,777	494,389	504,195
Transfer to Equip. Reserves	5,000	5,000	5,000	6,000	6,000
Transfer to Capital	3,700 e	0	0	0	0
Transfer to Operating Reserve	5,000 b	0	0	0	0
Total Expenses	478,873	480,357	489,777	500,389	510,195
(Surplus) / Deficit	0	(0)	(0)	0	(0)
FTE's	4.00	4.00	4.00	4.00	4.00

Tax Levy:

Tax Requisition	(392,653)	(408,794)	(420,553)	(432,164)	(443,026)
Residential Tax Rate (per \$1000 of assessment)	0.0067	0.0069	0.0070	0.0071	0.0072

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue</u>					
Transfer From Revenue Fund	(3,700) e	0	0	0	0
Total Revenue	(3,700)	0	0	0	0
<u>Expenses</u>					
Computers & Equipment	3,700 e	0	0	0	0
Total Expenses	3,700	0	0	0	0
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Fund Bal. at Y/E	(33,520)	(38,856)	(44,244)	(50,687)	(57,193)
Operating Reserve Bal. at Y/E	(9,078) b	(9,169)	(9,261)	(9,353)	(9,447)

Notes

- Accounting revenue recognition timing change impact.
- Surplus from underexpenditures in payroll and contract services, and increased grant revenue. Higher than budgeted travel, training, advertising & promotion. Transfer part of surplus to operating reserve or there could be too much of a swing next year.
- Increases: Payroll \$16.9k, Travel \$2.5k, Insurance \$0.57k, and misc. \$0.63k. Decreased Office supplies \$1k.
- Sep Amendment: Additional funding from the province - \$2k increase in installments for Oct and Jan. Increase used for safety supplies.
- December Amendment: COVID 19 One Time Provincial Grant - Victim Service & Violence Against Women Support Fund. Purchase 2 laptops & supplies.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 005 - Human Resources

Department: Corporate Services

Amended December 2020

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Previous Year's Surplus/Deficit	(58,944)	(0)	(0)	(0)	(0)
Transfer From Operating Reserve	0	(15,000) b	0	0	0
Administration OH Recovery	(286,823)	(325,442) b	(347,251)	(354,196)	(361,280)
Total Revenue	(345,767)	(340,442)	(347,251)	(354,196)	(361,280)
Expenses:					
Operations	343,267	340,442 c	347,251	354,196	361,280
Transfer to Capital	2,500	0	0	0	0
Total Expenses	345,767	340,442	347,251	354,196	361,280
(Surplus) / Deficit	(0)	(0)	(0)	(0)	(0)
FTE's	2.65	2.65	2.65	2.65	2.65

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Transfer From Revenue Fund	(2,500) d	0	0	0	0
Total Revenue	(2,500)	0	0	0	0
Expenses					
Computer & Equipment	2,500 d	0	0	0	0
Total Expenses	2,500	0	0	0	0
(Surplus) / Deficit	0	0	0	0	0
Reserve Fund Balance at Y/E					
Operating Reserve Bal at Y/E	(27,422)	(12,546)	(12,671)	(12,798)	(12,926)

Notes

- a. Increases: Payroll costs \$6k, Software Licenses \$6k, Safety Committee \$3k & Misc \$1k. Decrease: Legal \$2k
b. Use a portion of operating reserve to reduce impact of prior year surplus carryforward reduction and increased recovery amount.
c. Removed \$12k in contract services for collective agreement negotiations.
d. December Amendment: Laptop Computer Purchase. Funded by reducing travel and training.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections

Program: 006 -- Information Systems

Department: Corporate Services

Amended December 2020

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue:</u>					
	(44,000) a	(44,000)	(44,000)	(44,000)	(44,000)
OBWB, SIR Services, Sundry					
Sales	(61,334)	(61,334)	(61,334)	(61,334)	(61,334)
Services - Peachland	(20,875) a	(20,875)	(20,875)	(20,875)	(20,875)
Services - Lake Country	0 a	0	0	0	0
Previous Year's Surplus/Deficit	(76,440) b	0	0	0	0
Administration OH Recovery	(815,883)	(936,969) g	(1,005,673)	(1,027,833)	(1,046,476)
Transfer from Operating Reserve	(50,000)	(48,900) g	0	0	0
Services - WFN	(35,118) a	(35,118)	(35,118)	(35,118)	(35,118)
Total Revenue	(1,103,650)	(1,147,196)	(1,166,999)	(1,189,159)	(1,207,803)
<u>Expenses:</u>					
Operations	946,650 d	990,196 e	1,010,000	1,030,200	1,050,803
Transfer to Equip Reserves	92,000	92,000	92,000	93,960	92,000
Transfer to Capital	65,000	65,000	65,000	65,000	65,000
Total Expenses	1,103,650	1,147,196	1,167,000	1,189,160	1,207,803
(Surplus) / Deficit	0	0	0	0	0
FTE's	6.65 d	6.80 e	6.80	6.80	6.80

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue</u>					
COVID Restart Grant	(30,000) h	(20,000) i	0	0	0
Sale of Assets	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Transfer From Equip. Reserves	(36,096)	(4,096)	(4,096)	(241,056)	(4,096)
Transfer From Revenue Fund	(65,000)	(65,000)	(65,000)	(65,000)	(65,000)
Total Revenue	(136,096)	(94,096)	(74,096)	(311,056)	(74,096)
<u>Expenses</u>					
Computers & Equipment	19,096 f	19,096 f	19,096 f	19,096 f	19,096 f
Software	0	0	0	32,960	0 f
Computer Wkstns (Purch & Repl)	85,000 fh	75,000 fi	55,000 f	55,000	55,000 f
Servers, Infrastructure & Network	32,000 f	0	0	204,000 f	0
Total Expenses	136,096	94,096	74,096	311,056	74,096
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Balance at Y/E	(242,546)	(333,755)	(425,876)	(281,567)	(373,166)
Operating Reserve Bal. at Y/E	(48,958) c	(58) g	(59)	(60)	(60)

Notes

- a. GIS contract renegotiated 2019. Lake Country has opted out. Regional Parks will be receiving specialized additional services.
- b. In 2019, budgeted to utilize a portion of operating reserve to mitigate impact of \$50k MS Software License Purchase. Purchase and use of reserve was deferred from 2019 to 2020 and rebudgeted. Did not cause any increase to budget and forms \$25k of the surplus for 2019.
- c. Utilize operating reserve to reduce impact of large surplus swing and increased expenses.
- d. Increases: Payroll \$42k (includes supervisory FTE reallocation), Software & Licenses \$5k, R&D \$20k, Contract Services \$25k, Misc. \$2k
- e. FTE reallocations for supervisory \$23k.
- f. Four year refresh cycle for Network, Servers, SAN, Software, Workstations.
- g. Smooth out Recovery increase with operating reserve.
- h. December Amendment: Add \$30k for contingency for laptops for pandemic and using COVID Restart Grant funds.
- i. December Amendment: Add \$20k for change over to laptops from desktops for pandemic

2020-12-07 RDCO 2020-2024 Financial Plan Bylaw
Amendment No. 1470, 2020 Report Attachment.

Original Bylaw Pages From Financial Plan Bylaw No.
1449, and Amending Bylaws 1460 & 1461 for Reference
Purposes.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projection**

Program: 121 -- Ellison Heritage Community Centre

Department: Parks & Recreation

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Building Rentals	(14,500) a	(8,968)	(8,968)	(8,968)	(8,968)
Tax Req - EA Cent Ok East	(117,277)	(133,567)	(143,614)	(152,533)	(154,490)
Previous Year's Surplus/Deficit	(23,914) b	(0)	0	0	0
Transfer from Operating Reserve	0	(15,000) h	(7,000) h	0	0
Administration OH	8,113	8,279	8,613	8,785	8,961
Total Revenue	(147,578)	(149,257)	(150,969)	(152,715)	(154,497)
Expenses:					
Operations	83,932 c	85,611	87,323	89,069	90,851
Debt Payments	28,646 d	28,646	0	0	0
Transfer to Capital Facilities Reserve	35,000	35,000	63,646	63,646	63,646
Total Expenses	147,578	149,257	150,969	152,715	154,497
(Surplus) / Deficit	(0)	0	0	0	0
FTE's	0.3170	0.3170	0.3170	0.3170	0.3170
Tax Levy:					
Tax Requisition	(117,277)	(133,567)	(143,614)	(152,533)	(154,490)
Residential Tax Rate	0.1635	0.1843	0.1962	0.2064	0.2069
(per \$1000 of assessment)					
Maximum Tax Rate	0.5300				

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Transfer from CWF Cap. Fac. Reserve	-186,850 e,f	-30,000 g	-55,000 g	-35,000 g	-75,000 g
Transfer from Facility Reserve	(3,125)	(525)	(1,575)	(525)	(51,875)
Grant	0	(5,000)	(50,000)	0	0
Total Revenue	(189,975)	(35,525)	(106,575)	(35,525)	(126,875)
Expenses					
Heritage Renovations	111,650 e	0	0	0	0
Stairs/Elevator	0	0	0	5,075	76,125
Structure Improvements	0	25,375	0	0	0
Kitchen Upgrades	0	0	5,075	30,450	0
Roof Replacement	55,825 f	0	0	0	0
Signage	22,500 f	0	0	0	0
Electrical Upgrade	0	5,075	50,750	0	0
Heating Upgrade	0	5,075	50,750	0	50,750
Total Expenses	189,975	35,525	106,575	35,525	126,875
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Fund Balance at Y/E	(61,582)	(62,198)	(62,820)	(63,448)	(64,082)
Capital Facility Reserve Balance at Y/E	(302,718)	(340,220)	(406,314)	(474,129)	(490,759)
Operating Reserve Balance at Y/E	(27,660)	(12,936)	(6,066)	(6,126)	(6,188)

Notes

- Anticipating reduction to rental income re: Fire Department lease.
- Surplus due to increased Community Centre Rentals and under expenditures for grounds mtce, natural gas, contract services, legal, and various line items.
- Increases: Payroll \$2k, Insurance \$1k, Building Rep & Mtce \$2k, Misc. \$1k
- Debt ends in 2021.
- Community Works Fund Gas Tax funding approved previously:

Heritage Renovations	90 k
Heritage Renovations - Storage Rooms	20 k
- Requesting additional CWF: **New Items requiring Specific Board approval of CWF use prior to project commencing (separate report to come forward). Projects will not proceed if CWF are not available:**

Roof Replacement	\$55 k
Signage	21.85 k
- Subject to future approval for use of CWF.
- Use operating reserve to reduce impact of no surplus carry forward.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projection**

Program: 123 -- Joe Rich Community Hall

Department: Parks & Recreation

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Tax Req - EA Cent Ok East	(55,529)	(61,874)	(65,466)	(65,706)	(67,608)
Previous Year's Surplus/Deficit	(4,494) a	0	0	0	0
Administration OH	4,674	4,750	4,979	4,912	4,991
Total Revenue	(55,349)	(57,124)	(60,487)	(60,794)	(62,617)
Expenses:					
Operations	48,349 b	49,124	51,487	50,794	51,617
Transfer to Cap. Fac. Reserves	7,000 c	8,000 c	9,000 c	10,000 c	11,000 b
Total Expenses	55,349	57,124	60,487	60,794	62,617
(Surplus) / Deficit	0	0	0	0	0
FTE's	0.0560	0.0560	0.0560	0.0560	0.0560

Tax Levy:

Tax Requisition	(55,529)	(61,874)	(65,466)	(65,706)	(67,608)
Residential Tax Rate	0.1736	0.1843	0.2006	0.1993	0.2031

(per \$1000 of assessment)

Maximum Tax Rate 0.2082

General Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Transfer from CWF Cap Fac Rsve	-149,087 d,e	-11,825 f	-2,465 f	-19,710 f	-4,930 f
Transfer from Cap Fac. Reserve	-4,080	-355	-73	-590	-145
Total Revenue	-153,167	-12,180	-2,538	-20,300	-5,075
Expenses					
Heating Upgrade	0	0	2,538	20,300	0
Signage	22,500 d	0	0	0	0
Hall Improvements	130,667 e	12,180	0	0	5,075
Total Expenses	153,167	12,180	2,538	20,300	5,075
(Surplus) / Deficit	0	0	0	0	0
Capital Fac. Reserve Balance	(28,487) b	(36,417) b	(45,708) b	(55,575) b	(66,986) b
Operating Reserve Balance	(1,010)	(1,020)	(1,030)	(1,041)	(1,051)

Notes

a. Surplus due to lower than anticipated costs for water rates, legal, and various line items.

b. Increases: Electricity \$6k.

c. Reserves must be built for future renovation projects. Increase annually by \$1k.

d. Community Works Fund Gas Tax funding:

Previously approved Capital:

Kitchen Upgrades

5.3 k remaining

Asset Management Improvements:

76.7 k remaining

82 k remaining

(Upgrades: Security System, Power Meter, Exterior & Window Replacement, Roof Replacement, Install Roof Ice Dams, Stairway & Railing, Eaves Troughs, Exit/Emergency Light, Kitchen Counters, Projector System, Motorized Screen, Outdoor Plugs.)

Approved May 23, 2020

Signage

21.85 k

e. Requesting additional CWF: New Items requiring Specific Board approval of CWF use prior to project commencing
Projects will not proceed if CWF are not available:

Additional funds for Roof Replacement \$45.30 k

f. Subject to future approval for use of CWF.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projection

142 -- Regional Parks									
Department: Parks & Recreation			CURRENT BUDGET						
General Revenue Fund Budgets									
	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
<u>Revenue:</u>									
Services - WFN	(297,697)		(309,397)		(323,832)		(328,673)		(337,499)
Sundry Rev. & Donations	(68,011)		(68,011)		(68,011)		(68,011)		(68,011)
Tax Requisition - Kelowna	(5,531,205)		(5,746,482)		(6,014,598)		(6,104,506)		(6,268,431)
Tax Requisition - Peachland	(237,539)		(246,784)		(258,298)		(262,159)		(269,199)
Tax Requisition - Lake Country	(614,090)		(637,991)		(667,758)		(677,740)		(695,939)
Tax Requisition - West Kelowna	(1,331,620)		(1,383,447)		(1,447,995)		(1,469,641)		(1,509,105)
Tax Req - EA Cent Ok. West	(171,575)		(178,253)		(186,570)		(189,359)		(194,443)
Tax Req - EA Cent Ok East	(158,069)		(164,221)		(171,883)		(174,453)		(179,137)
Grants	(89,600)	k	(10,600)		(10,600)		(10,600)		(10,600)
Previous Year's Surplus/Deficit	(152,023)	b	(0)		(0)		(0)		(0)
Administration OH	570,712		580,834		620,644		629,764		653,142
Transfer from Operating Reserve	(100,000)	f	(110,074)	f	0		0		0
Total Revenue	(8,180,717)		(8,274,427)		(8,528,902)		(8,655,378)		(8,879,222)
<u>Expenses:</u>									
Operations	3,974,946	c,k	4,005,749		4,196,374		4,258,042		4,416,107
Transfer to Equip. Reserves	143,115	d	145,262	d	147,441	d	149,652	d	151,897
Transfer to Capital Facility Reserve	4,050,656	a,d	4,111,416	d	4,173,087	d	4,235,683	d	4,299,219
Transfer to Dist of Peachland	12,000		12,000		12,000		12,000		12,000
Total Expenses	8,180,717		8,274,426		8,528,902		8,655,378		8,879,223
(Surplus) / Deficit	(0)		(0)		(0)		(0)		0
FTE's	32.222		32.2220		33.112	j	33.112		34.002
<u>Tax Levy:</u>									
Tax Requisition	(8,044,098)		(8,357,178)		(8,747,102)		(8,877,858)		(9,116,254)
Residential Tax Rate (per \$1000 of assessment)	0.1364		0.1403		0.1454		0.1461		0.1485

General Capital Fund Budgets										
	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget	
Revenue										
Grant	(238,323)	g	(357,484)	g	(119,161)	g	(183,325)	g	(365,282)	g
Donations	(20,000)	h	0		0		0		0	
Proceeds of Sale	0		(2,000)		(2,000)		(2,000)		(2,000)	
Transfer From Park Land Reserves	(1,213,257)	i	0		0		0		0	
Transfer From Equip. Reserves	(217,560)	l	(146,130)		(77,140)		(105,560)		(77,140)	
Transfer From Cap. Fac. Reserves	(2,329,183)		(1,349,766)		(1,508,234)		(1,815,138)		(1,063,577)	
Total Revenue	(4,018,323)		(1,855,380)		(1,706,535)		(2,106,023)		(1,507,999)	
Expenses										
Parks Development (see detailed project list):	2,548,506		1,705,250		1,625,395		1,996,463		1,426,859	
Other Capital:										
Software	35,000		0		0		0		0	
Vehicles	162,260	l	108,605		56,840		56,840		56,840	
Office Furniture	5,075		5,075		5,075		5,075		5,075	
Land Acquisition Strategy (from Land Reserves):										
Land Acquisition Strategy - Goats Peak Impr.	117,003	i	0		0		0		0	
Land Acquisition Strat - Other	1,096,254	i	0		0		0		0	
Benches	4,000		4,000		4,000		4,000		4,000	
Equipment	50,225		32,450		15,225		43,645		15,225	
Total Expenses	4,018,323		1,855,380		1,706,535		2,106,023		1,507,999	
(Surplus) / Deficit	0		0		0		0		0	
Capital Facility Reserve Bal at Y/E	(6,429,034)	d	(9,282,590)	d	(12,066,918)	d	(14,632,338)	d	(18,046,659)	d
Equip. Reserve Fund Balance at Y/E	(233,289)	d,e,l	(234,754)	d,e	(307,402)	d,e	(354,568)	d,e	(432,871)	d,e
Park Land Reserve Balance at Y/E	(86,886)		(87,755)		(88,633)		(89,519)		(90,414)	
Parks Legacy Reserve at Y/E	(27,443)		(27,717)		(27,994)		(28,274)		(28,557)	
Operating Reserve Balance at Y/E	(113,435)	j	(3,395)	m	(3,429)		(3,463)		(3,498)	

- Notes**
- a. Short Term Land Acquisition Debt payment (\$10.77 m over 5 yrs) ended 2019. As per previous financial plans, increase transfer to reserves with equivalent of debt payment.
- b. 2019 Surplus: Includes increased revenues from Class Registrations \$23.6k. Under expenditures for payroll \$175.4k, planning \$48.3k, bldg repairs & mtce, security, park mtce, and various line items. Vehicle Operations \$30.6k, Interpretation \$18.2k, janitorial supplies and office supplies over budget.
- c. Increases: Payroll \$96k (staffing and contract increases), GIS Program \$44k, Telephone \$1k, Insurance \$6k, SBC Insurance \$3k, Signs \$1k, Office Supplies \$1k, Janitorial Supplies \$2k, Garbage Pick Up \$1.5k, Safety Equipment \$9k, Building/Equip. Assessment \$10k, Vehicle Ops \$20k, Contract Services \$50k.
Decreases: Travel \$2k, Training \$1k, Small Tools \$1k, Legal \$5k, North Zone Mtce \$5k, Central Zone Mtce \$2.5k, Building Rep & Mtce \$10k, Vandalism Repair \$1k, Water Rates \$1k, Irrigation Rep & Mtce \$1k, Equip Rep & Mtce \$1k, Gas & Oil \$1k, Equip Rental \$1k, Security \$15k, Planning \$42.7k.
- d. In 2019, for future financial plans, the Board approved that the combined amount being transferred to reserves and used to pay down land acquisition debt is only to be increased by 1.5% annually, as a reasonable representation of assessment growth. In the past, a specific tax rate of \$0.09 was used, which would have created an unintended consequence of causing a large tax increase per average home.
Note: As debt has been reduced or ended in prior years, the equivalent of those former payment amounts continues to be directed into funding capital reserves.
The capital facilities reserve can be use for development and land acquisition and all capital purposes.
- e. Transfer to Equipment Reserves is required for vehicle and equipment replacement.
- f. Utilize operating reserve to mitigate the impact of the change in surplus carried forward.
- g. ICIP Fed/Prov Grant for the Black Mountain / sntsk'il'n'ten Regional Park Development.
- h. CONC Bird Viewing Platform
- i. Land Acquisition Strategy using Land Reserves.
- j. Adding .89 FTE
- k. Additional Student Grants \$39k.
- l. Transfer vehicle from cc 401 - WWTP for \$2k.

PARK DEVELOPMENT	2019 Budget	2019 Spent	2020	2021	2022	2023	2024
Flood Recovery Projects - Improvements (not covered by DFA or insurance)	285,000	175,050	-	-	-	-	-
Learn to Camp in Regional PARKS (Partnership with PARKS Canada)	-	-	20,300	-	-	-	-
Park Development - West Zone	131,950	-	131,950	-	-	10,150	177,625
General Asset Renewal	101,500	103,752	192,850	10,150	10,150	10,150	10,150
EECO Downstairs Renovation & Folding Tables	-	-	-	-	-	-	-
Cabin 1 Office Improvements	-	-	-	-	-	-	-
Hollywood Road Office Improvements	-	-	-	-	-	-	-
Interpretation/Wayfinding Project (Various Parks)	40,600	25,693	20,300	30,450	30,450	30,450	30,450
Garbage Can upgrades to Bear proof	-	-	10,150	-	-	-	-
Regional Parks Trails to Health	71,050	61,282	40,600	40,600	40,600	40,600	40,600
Bertram Security Contractor Residence Asset Sale & Site Remediation	5,111	-	5,140	-	-	-	-
Bertram Creek Playground Replacement	-	-	76,125	-	-	-	-
Bertram Pier Railing Replacement	25,375	10,094	-	-	-	-	-
Bertram Creek Picnic Shelter Removal & Replacement	-	-	-	-	-	-	76,125
Webber Road Landslide Restoration	-	-	253,750	-	-	-	
Clainlink Fence Replacement to meet SRW required along Casa Loma Resort	-	-	30,450	-	-	-	
Johns Family Nature Conservancy - Phase 3	46,284	31,210	-	-	-	-	-
Johns Family - Upper Interpretation Loop	-	-	-	10,150	126,875	-	-
Johns Family - Cedar Tree Restoration	-	-	-	-	-	-	-
Stephens Coyote Park Development	-	-	-	20,300	253,750	-	-
Upper Glen Canyon Trail Project - Phase 1	8,173	4,191		111,650	228,375	111,650	228,375
Kaloya Picnic Shelter Structure Replacement	-	-	-	76,125	-	-	-
Kaloya Washroom Renovation	-	-	-	-	-	10,150	177,625
Kopje Security Contractor Residence - Repurpose for Program Storage	5,075	-	152,250	-	-	-	-
Kopje Playground Replacement	-	-	-	-	-	-	-
Floating Courtesy Dock, Cleats, Ladders	50,750	42,785		-	-	-	-
Mission Creek Park - Hall Road Security Contractor Residence Repurposing for Public Programming	-	-	-	-	-	-	-
Mission Creek Bridge Replacements (1 vehicle, 1 pedestrian) h.	-	-	-	-	-	329,875	
Mission Creek Greenway Phase 2 Grassland Crib Stairs	25,375	27,192	250,000	-	-	-	-
Mission Creek Signage	-	-	-	-	-	-	-
Mission Creek - EECO Displays	10,150	6,427		-	-	-	-
Mission Creek - Spawning Channel Retaining Wall and Guardrail Fencing	-	-	76,125	-	-	-	-
Mission Creek Greenway - Truswell Trailhead Washroom	-	-	-	-	177,625	-	-
Mission Creek Playground Replacement	-	-	-	-	-	-	187,775
Mission Creek Picnic Shelter Structure Replacement	-	-	-	152,250	-	-	-
Mission Creek Plaza/EECO Exterior Improvements	-	-	-	203,000	-	-	-
Phase 2 Boardwalks - Major Maintenance (Structural overhaul)	-	-	76,125	-	-	-	-
Mission Creek Development	-	-	507,500	-	-	-	-
Hall Road Fishing Pond Water Source & Aerator	-	-	65,975	-	-	-	-
Regional Park Information Plaza and Accessible/Age Friendly Trail at Mission Creek	175,725	152,055	-	-	-	-	-
Raymer Bay Picnic Shelter Replacement	-	-	76,125	-	-	-	-
Raymer Bay Playground Replacement	76,125	71,120	-	-	-	-	-
Reisweg Security Contractor Residence - Repurpose for Operations Office	-	-	-	-	-	-	-
Robert Lake Bird Viewing Platform	40,000	-	40,600	-	-	-	-
Scenic Canyon Saskatoon Trail Improvements	-	-	-	157,325	-	-	-
Scenic Canyon - Field Road Security Contractor Residence Asset Sale & Site Remediation	5,126	-	5,140	-	-	-	-
Shannon Lake - Trail Completion	-	-	-	-	-	-	-
Traders Cove Picnic Shelter	-	-	76,125				
Traders Cove Playground Replacement	-	-	76,125		-	-	-
Traders Cove Park Improvements	13,439	-	-	252,000	-	-	-
Woodhaven Dike and Intake Assessment and Infrastructure Upgrade Project	26,290	1,218	-	-	-	-	-
Woodhaven - Raymer Cabin Heritage/public programming improvements	47,464	47,453	-	-	-	-	-
Woodhaven Cultural Restoration	-	-	-	-	-	-	-
Woodhaven Development	-	-	-	30,450	253,750	1,203,438	-
Gellatly Nut Farm - 1945 Cabin Restoration e.	44,215	-	15,225	-	-	-	-
Gellatly Nut Farm - Heritage House Restoration	-	-	-	103,000	-	-	-
Gellatly Nut Farm - Water Fountains	-	-	-	-	-	-	-
Gellatly Nut Farm - Pump Replacement	-	-	-	-	-	-	-
Coldham Park Development	-	-	-	20,300	341,320	-	-
Rose Valley Volunteer Trail Support Container	-	-	-	-	-	-	-
Goats Peak Trail	-	-	-	-	-	-	-
Goats Peak Restoration	-	-	-	-	-	-	-
Black Mountain / sntsk'il'nten Regional Park - Interpretive Trail and Parking Area	105,362	92,913	24,576	-	-	-	-
Black Mountain / sntsk'il'nten Park Development	325,000	-	325,000	487,500	162,500	250,000	498,134
Black Mountain / sntsk'il'nten Regional Park - Park Fencing	-	-	-	-	-	-	-
Hardy Fall Improvements	5,075	-	-	-	-	-	-
Automated Park Gates Systems	195,293	208,505	-	-	-	-	-
Total Development Projects	1,865,507	1,060,940	2,548,506	1,705,250	1,625,395	1,996,463	1,426,859

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 091 -- Effluent / Water Disposal

Department: Engineering Services (Public Works)

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Previous Year's Surplus/Deficit	(21,837)	a	0		0		(0)		0
Engineering Admin OH	16,147		16,470		16,800		17,136		17,478
Administration OH	47,300		48,263		49,228		50,212		51,217
Transfer from Operating	0		(17,945)	d	(18,303)	d	(18,669)	d	(19,043)
Tipping Fees, Sundry	(580,920)		(567,500)		(578,549)		(589,821)		(601,317)
Total Revenue	(539,310)		(520,712)		(530,824)		(541,142)		(551,666)
Expenses:									
Operations	489,310	b	499,096		509,078		519,260		529,645
Transfer to Facilities Reserves	50,000	c	21,616	c	21,746	c	21,882	c	22,021
Transfer to Operating Reserve	0		0		0		0		0
Total Expenses	539,310		520,712		530,824		541,142		551,666
(Surplus) / Deficit	0		0		(0)		0		0
FTE's	0.20		0.20		0.20		0.20		0.20

General Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Transfer from Cap Fac. Reserve	0		-30,000		0		0		0
Total Revenue	0		-30,000		0		0		0
Expenses									
Centrifuge	0		30,000		0		0		0
Total Expenses	0		30,000		0		0		0
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Bal at Y/E	(5,395)		(5,449)		(5,504)		(5,559)		(5,614)
Facilities Reserve Balance at Y/E	(294,754)	c	(289,018)	c	(313,654)	c	(338,673)	c	(364,080)
Operating Reserve Balance at Y/E	(175,703)		(159,515)	d	(142,807)	d	(125,566)	d	(107,779)

Notes

- Tipping fees higher than anticipated.
- Increases: Payroll \$11.9k, and insurance \$0.6k.
- Building capital reserves for facility upgrades and equipment replacement.
- In order to avoid tax requisitions in the future rates may need to be reviewed, or operating reserves will need to be used.
- Future capital needs must also be reviewed.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 301 -- Killiney Beach Water System

Department: Engineering Services (Water Systems)

CURRENT BUDGET

Water Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Water User, Late Pmt & Insp. Fees	(186,498)	(190,228)	(194,033)	(197,913)	(201,871)
Maintenance / Asset Renewal Fees	(284,256) b	(284,256) b	(284,256) b	(284,256) b	(284,256) b
Parcel Tax	0	0	(49,235) g,j	(199,788) g,j	(199,788) g,j
Grants	(8,010) h	0	0	0	0
Previous Year's Surplus/Deficit	(54,725) a	0	(0)	0	(0)
Engineering Admin OH	5,593	5,705	5,819	5,936	6,055
Administration OH	24,577	25,068	25,570	26,082	26,603
Total Revenue	(503,319)	(443,710)	(496,134)	(649,939)	(653,259)
Expenses:					
Operations	177,508 c,h	172,888	176,346	179,873	183,470
Debt Payments	0	0	49,235 g,j	199,788 g,j	199,788 g,j
Transfer to Cap. Fac Reserves	325,811 b	270,822 b	270,554 b	270,278 b	270,000 b
Total Expenses	503,319	443,710	496,135	649,939	653,258
(Surplus) / Deficit	0	(0)	0	(0)	(0)
FTE's	0.46	0.46	0.46	0.46	0.46
Parcel Tax	0	0	-49,235 g,j	-199,788 g,j	-199,788 g,j

Water Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Capital Financing	0	0	(2,461,750) g,j	0	0
Grants	(58,154) d,f	0	0	0	0
CWF Gas Tax Cap Fac. Rsrv	(33,183) e,f	0	0	0	0
Transfer From Equip Reserves	(527,750) i	(20,750)	(119,000) j	0	0
Transfer From Cap. Fac. Reserve	(177,285)	0	(940,000)	(20,750)	(20,750)
Total Revenue	(796,372)	(20,750)	(3,520,750)	(20,750)	(20,750)
Expenses					
Metering Program	5,300	5,300	5,300	5,300	5,300
Equipment/SCADA	7,000	0	0	0	0
Distribution System	232,421 f,j	0	0	0	0
Leak Detection Equipment	10,000	0	0	0	0
Equipment & Improvements	15,450	15,450	15,450	15,450	15,450
UV Disinfecting System	106,000 f	0	3,500,000 g	0	0
Intake Replacement	420,201 f	0	0	0	0
Total Expenses	796,372	20,750	3,520,750	20,750	20,750
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Bal at Y/E	(138,572) i	(119,000)	(0) j	(0)	(0)
Capital Facility Reserve Bal at Y/E	(448,791) b	(724,101) b	(52,496) b	(302,341) b	(554,407) b

Notes

- a. Surplus due to higher revenues from late payment fees, water user fees, water system cost recovery and connection fees. Costs for payroll, leak detection & repair and electricity were also lower than expected.
- b. Transfer asset renewal fees and additional funds to reserves.
- c. Increases: Equipment Repairs & Mtce \$15k, and misc. \$2.2k. Decreased Payroll \$13.4k.
- d. Remainder of Build Canada Grant.
- e. Community Works Fund Gas Tax (from the Capital Facilities Reserve Fund) projects: \$33,183 Carry forward of remaining Board approved amount for Filtration.
- f. 2019 projects carried forward.
- g. IHA Required work under discussion. Contingent on finding an alternative solution, receiving financing or grant. This scenario assumes approval for debt & parcel tax received, MFA Financing 20 years, conservatively at 4%.
- h. OBWB Grant for Source Protection Plan Study \$8k.
- i. July Amendment: Add \$90k re: PRV Installation.
- j. July Amendment: Additional Financing required due to additional use of reserves in 2020.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 303 -- Falcon Ridge Water System

Department: Engineering Services (Water Systems)

CURRENT BUDGET

Water Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Water User, Late Pmt & Insp. Fees	(51,665)		(52,182)		(53,225)		(54,290)		(55,376)
Maintenance / Asset Renewal Fee	(31,020)	a	(25,245)	a	(25,246)	a	(25,246)	a	(25,245)
Previous Year's Surplus/Deficit	19		(0)		(0)		(0)		0
Engineering Admin OH	1,860		1,897		1,935		1,974		2,013
Administration OH	8,172		8,335		8,502		8,672		8,845
Other - Property Owner Contributions	0	ef	(178,000)	f	0		0		0
Total Revenue	(72,634)		(245,194)		(68,034)		(68,889)		(69,762)
Expenses:									
Operations	56,357	b	57,484		58,634		59,806		61,003
Transfer to Cap. Fac Reserves	16,277	aef	187,710	a,f	9,400	a	9,083	a	8,759
Total Expenses	72,634		245,194		68,034		68,889		69,762
(Surplus) / Deficit	(0)		(0)		(0)		0		(0)
FTE's	0.15		0.15		0.15		0.15		0.15

Water Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Tsfr from Gas Tax Cap Fac. Rsrv	(15,016)	c,d	0		0		0		0
Transfer From Equip Reserves	(2,509)		0		0		0		0
Transfer From Cap. Fac. Reserve	(25,429)	e,f	(188,300)	f	(5,150)		(5,150)		(5,150)
Total Revenue	(42,954)		(188,300)		(5,150)		(5,150)		(5,150)
Expenses									
Distribution System Improvements	15,900	cdef	178,000	f	0		0		0
Reservoir	8,554	d	0		0		0		0
Equipment/SCADA	3,500		0		0		0		0
Controls & Instrumentation	15,000		0		0		0		0
Equipment & Improvements	0		10,300		5,150		5,150		5,150
Total Expenses	42,954		188,300		5,150		5,150		5,150
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Bal at Y/E	0		-		0		0		0
Capital Facility Reserve Bal at Y/E	(1,208)	a	(624)	a	(4,923)	a	(8,944)	a	(12,679)

Notes

- a. Transfer asset renewal fees to reserves. Full transfer cannot be made. Additional rate review may be required.
- b. Increases: Travel \$3k, Payroll \$2.3k, Equip. Repairs & Mtce \$1.3k, Ministry testing \$0.5k, and misc. \$1.35k.
- c. Community Works Fund Gas Tax funding:
Previously approved Capital:
Hydrants \$15k
- d. 2019 projects carried forward.
- e. July Amendment: Property Owner Contributions \$111k re: Peregrin Water System is being abandoned and 3 properties joining system, making \$111k contribution resulting in equivalent expansion project. Establishment bylaw must be amended before work can proceed.
- f. September Amendment: Moved July amendment amounts of \$111k to 2021 plus additional \$67k for a total of \$178k. Expansion project of \$178k for properties joining the system. Establishment bylaw must be amended before work can proceed and property owner financing of project is yet to be determined. If Financing is used, a parcel tax will be required.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 306 -- Trepanier Bench Water System

Department: Engineering Services (Water Systems)

CURRENT BUDGET

Water Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
<u>Revenue:</u>									
Water User, Late Pmt & Insp. Fees	(22,000)		(22,440)		(22,889)		(23,347)		(23,814)
Maintenance / Asset Renewal Fee	(8,448)	b	(8,448)		(8,448)		(8,448)		(8,448)
Insurance Proceeds	(2,539)	b	0		0		0		0
Previous Year's Surplus/Deficit	(786)	ab	(0)		0		(0)		(0)
Engineering Admin OH	695		709		723		738		753
Administration OH	3,055		3,116		3,179		3,242		3,307
Rental	(600)	d	(600)	d	0		0		0
Total Revenue	(30,623)		(27,663)		(27,434)		(27,815)		(28,202)
<u>Expenses:</u>									
Operations	21,069	c	21,490		21,920		22,359		22,806
Transfer to Capital Facility Reserves	9,554	b	6,173	b	5,514	b	5,456	b	5,397
Total Expenses	30,623		27,663		27,434		27,815		28,203
(Surplus) / Deficit	(0)		0		(0)		(0)		0
FTE's	0.06		0.06		0.06		0.06		0.06

Water Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
<u>Revenue</u>									
Transfer from Cap Fac. Reserve	(3,560)		(2,060)		(2,060)		(2,060)		(2,060)
Total Revenue	(3,560)		(2,060)		(2,060)		(2,060)		(2,060)
<u>Expenses</u>									
Equipment Improvements	2,060		2,060		2,060		2,060		2,060
Equipment/SCADA	1,500		0		0		0		0
Total Expenses	3,560		2,060		2,060		2,060		2,060
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Balance at Y/E	0		-		-		-		-
Capital Facility Reserve Bal at Y/E	(6,054)	b	(10,207)	b	(13,742)	b	(17,255)	b	(20,744)

Notes

- Surplus: Increased equipment repair costs resulting from contractor error, offset by contractor insurance coverage. Increased water user fee and asset renewal revenues offset increased travel (equipment pool) costs and Trepanier Ditch Water expense reflected for 2018 and 2019.
- Transfer includes asset renewal fees. Only able to transfer full amount because of surplus and insurance proceeds. For 2021 onward, it does not appear that the full transfer will be able to be made.
- Increases: Travel \$1.5k, Ministry testing \$0.5k, Payroll \$0.23k, and misc. \$0.73k. Decreased Equip Repairs & mtce \$2.9k.
- Five year contract for space rental to Peachland. Ends 2021.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 307 -- Westshore Water System

Department: Engineering Services (Water Systems)

CURRENT BUDGET

Water Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Water User, Late Pmt & Insp. Fees	(191,150)	(194,973)	(198,872)	(202,850)	(206,907)
Maintenance / Asset Renewal Fee	(367,488) b	(367,488) b	(367,488) b	(367,488) b	(367,488) b
Parcel Tax	0	0	(30,228) e	(119,624) e	(119,624) e
Previous Year's Surplus/Deficit	(44,848) a	0	(0)	(0)	0
Engineering Admin OH	6,765	6,900	7,038	7,179	7,323
Administration OH	29,725	30,319	30,925	31,544	32,175
OBWB Grant	(8,010) f	0	0	0	0
Total Revenue	(575,006)	(525,241)	(558,625)	(651,239)	(654,521)
Expenses:					
Operations	213,007 c,f	209,097	213,279	217,545	221,895
Debt Payments	0	0	30,228 e	119,624 e	119,624 e
Transfer to Capital Facility Reserves	361,999 b	316,144 b	315,118 b	314,071 b	313,002 b
Total Expenses	575,006	525,241	558,625	651,240	654,521
(Surplus) / Deficit	0	(0)	(0)	0	0
FTE's	0.56	0.56	0.56	0.56	0.56
Parcel Tax	0	0	-30,228	-119,624	-119,624

Water Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Capital Financing	0	0	(1,487,240) e	0	0
Transfer From Equip Reserves	(287,860)	(18,630)	(1,166,510)	0	0
Transfer from Cap Fac. Reserve	(135,008)	0	(1,077,000)	(20,750)	(20,750)
Total Revenue	(422,868)	(18,630)	(3,730,750)	(20,750)	(20,750)
Expenses					
Equip & Improvements	15,450 d	15,450	15,450	15,450	15,450
Metering	3,180	3,180	5,300	5,300	5,300
Equipment/SCADA	7,000	0	0	0	0
Leak Detection Equipment	31,230 d	0	0	0	0
Distribution System	125,000	0	0	0	0
Reservoir	135,008 d	0	0	0	0
UV Disinfection System	106,000 d	0	3,710,000 e	0	0
Total Expenses	422,868	18,630	3,730,750	20,750	20,750
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Balance at Y/E	(1,173,591)	(1,166,510)	(0)	(0)	(0)
Capital Facility Reserve Bal at Y/E	(596,025) b	(918,129) b	(154,659) b	(449,319) b	(745,856) b

Notes

- Surplus primarily due to higher revenues from asset renewal, water system cost recovery, and late payment fees; reduced payroll costs also contributed to the surplus. Contract services was higher than budgeted \$17.7k.
- Transfer asset renewal fees to reserves. Full transfer cannot be made. Additional rate review may be required.
- Increases: Equip Repairs & Mtce \$38k, Travel \$1k, and misc. \$2.5k. Decreases: Payroll \$11k, and Leak Detection & Repair \$5k.
- Carryforward 2019 project.
- IHA Required work under discussion. Contingent on finding an alternative solution, receiving financing or grant. This scenario assumes approval for debt & parcel tax received, MFA Financing 20 years, conservatively at 4%.
- July Amendment: OBWB Grant \$8k for Source Protection Study.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections

Program: 401 -- Westside Sewer System: Wastewater Treatment Plant n

Department: Engineering Services (Sewer Systems) CURRENT BUDGET

Sewer Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Misc. Rev.	(2,400)		0		0		0		0
Services - Peachland	(353,008)	a	(374,490)		(378,245)		(384,430)		(390,738)
Services - West Kelowna	(3,282,883)	a	(3,482,666)		(3,517,581)		(3,575,096)		(3,633,761)
OBWB Sewer Grants	(25,310)	o	0		0		0		0
Previous Year's Surplus/Deficit	(97,339)	c	0		0		0		0
Engineering Admin OH	106,202		109,152		110,493		112,703		114,957
Administration OH	466,647		479,605		485,500		495,210		505,114
Transfer from Operating Reserve	(69,000)	b	0		0		0		0
Services - WFN	(866,760)	a	(919,508)		(928,726)		(943,912)		(959,401)
Total Revenue	(4,123,852)		(4,187,907)		(4,228,559)		(4,295,525)		(4,363,829)
Expenses:									
Operations	3,218,257	d	3,307,622	i	3,348,275	i	3,415,240		3,483,545
Transfer to Equip. Reserves	55,000	e	55,000	e	55,000	e	55,000	e	55,000
Transfer to Operating Reserve	25,310	o	0		0		0		0
Transfer Cap. Facility Reserves	825,285	f	825,285		825,285		825,285		825,285
Total Expenses	4,123,852		4,187,907		4,228,559		4,295,525		4,363,830
(Surplus) / Deficit	0		0		0		0		0
FTE's	10.355	g	10.355		10.355		10.355		10.355
Total Service Cost Recovered From Partners/Participants	-4,502,652		-4,776,664		-4,824,552		-4,903,438		-4,983,900

Sewer Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue									
Grants	(690,000)	h	0		0		0		0
Sale of Assets	(4,000)	p	0		0		0		0
From Equipment Reserves	(387,400)	e,p	(52,000)	e	(20,400)	e	0		0
From Capital Facility Reserves	(1,455,380)	h,j	(43,460)		(320,360)		(300,960)		(43,460)
From DCC Reserve Fund	(1,266,667)	j	0		0		0		0
Total Revenue	(3,803,447)		(95,460)		(340,760)		(300,960)		(43,460)
Expenses									
HVAC	122,960		0		0		0		0
Vehicles	268,571	i	52,000		20,400		0		0
Engineering & Design Costs	27,488		0		0		0		0
TWAS Vault Expansion	1,900,000	j	0		0		0		0
Headworks Pumps	371,568		0		257,500		257,500		0
Equipment/Improvements	25,000	k	0		0		0		0
Lab Equipment	45,000		0		0		0		0
Security System	10,000		0		0		0		0
Bioreactors	32,860		32,860		32,860		32,860		32,860
Odor Control	0		10,600		30,000		10,600		10,600
Blowers	1,000,000	h	0		0		0		0
Total Expenses	3,803,447		95,460		340,760		300,960		43,460
(Surplus) / Deficit	0		0		0		0		0
Equip. Reserve Fund Balance at Y/E	(58)	e	(2,539)	e	(36,960)	e	(92,330)	e	(148,253)
Capital Facility Reserve Bal. at Y/E	(517,577)		(1,304,143)		(1,818,906)		(2,358,410)		(3,163,385)
DCC Reserve Fund	(2,937,434)	m	(3,566,808)	m	(4,202,476)	m	(4,844,501)	m	(5,492,946)
Operating Reserve Bal. at Y/E	(156,039)	o	(157,599)		(159,175)		(160,767)		(162,375)

Notes

- a. Updated 5 year average flow splits. Shift in splits from West Kelowna (-0.21%) & Peachland (-0.23%) to WFN totalling 0.44%.
- b. \$100k of operating reserve not required as budgeted in 2019. Use a portion - \$69k in 2020 to mitigate increased costs.
- c. Surplus resulting from under expenditures for Contract services \$89.4k, Biosolids removal \$78.3k, Biosolids mgmt \$37.2k, Centrifuge mtce \$25k, Electricity-Plant \$15.5k, Alum \$8.3k, and various line items. Payroll \$75.5k and Polymer Chemicals \$9.6k higher than expected.
- d. Increases: Payroll \$163.8k (FTE increase), Travel \$3k, Training \$4k, Permits & Lic. \$3.5k, Insurance \$5.7k, Office Supplies \$1k, Software & Lic. \$10k, Garbage \$5k, Biofilter Mtce. \$20k, Centrifuge Mtce. \$5k, Equipment Rep & Mtce. \$55k, & Bldg/Equip. Assessment \$10k.
Decreases: Telephone \$4k, Chemicals \$2.5k, Tools \$1k, Electrical Rep & Mtce \$4k, Biosolids Mngt. \$9k, Biosolids Removal \$171k, & Contract Services \$50k.
- e. As per previous financial plans, \$55k is to be transferred annually to equipment reserve (not included in facility replacement calculations.)
- f. The approved Capital / Reserve Contribution Level was raised to 40% of the estimated annual capital cost replacement level in 2019 based on updated Urban Systems Report. Reserve balances are still falling behind capital needs. The funding level must continue to increase. It is imperative that the funding level be raised to at least 45% to be able to fund anticipated upcoming capital needs. Staff has advised of Roof replacement coming in 2027 estimated at \$2m. Future project needs are also being examined. If grant not received for \$1m blower project, they will still need to be done within the next couple of years.
- g. FTE increase
- h. Blower project added in 2020 due to grant opportunity. If the 2/3 grant is not approved, this project must then be done in a future year as insufficient currently there are reserves to fully fund this project, or the project would have to be financed.
If grant is not approved, \$25k of work would still need to be done.
Again, it is imperative to increase reserve funding as per note f, as grant funding cannot be relied upon.
- i. Includes 2019 carry forwards.
- j. Increasing capacity. 2/3 of project funded with DCC's as per Engineering Staff.
- k. Concrete
- l. Add \$25k for Chemsan rebuild maintenance, remove following year.
- m. Conservatively assumes \$600k in DCC's are collected annually, however this is likely to be higher.
- n. Lift Stations and Collector Systems are budgeted as separate cost centres 470, 471 & 472 simply to track the costs at the request of the partners, but are part of the overall Westside Sewer Service.
- o. July Amendment: OBWB Biosolids Grant \$25.3k. Expenses already incurred and budgeted. Transfer to Operating Reserve.
- p. July Amendment: Transfer vehicle to 142 - Regional Parks for \$2k. Reduce use of reserves accordingly.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

**Program: 470 -- Westside Sewer System: RDCO Lift Stations/
Collector Systems**

Department: Engineering Services (Sewer Systems)

CURRENT BUDGET

Sewer Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Services - West Kelowna	(395,946) a	(464,329)	(641,021)	(647,258)	(716,617)
Previous Year's Surplus/Deficit	(12,883) b	0	0	0	0
Transfer From Operating Reserve	(6,237)	0	0	0	0
Engineering Admin OH	10,608	10,820	11,036	11,257	11,482
Administration OH	46,609	47,541	48,492	49,462	50,451
Services - WFN	(104,238) a	(122,241)	(168,758)	(170,400)	(188,660)
Total Revenue	(462,087)	(528,210)	(750,250)	(756,939)	(843,343)
Expenses:					
Operations	321,441 c	327,870	334,427	341,116	347,938
Debt Payments	0	59,694 e	275,177 e	275,177 e	354,759 e
Transfer to Capital Fac. Reserve	140,646 d	140,646	140,646	140,646	140,646
Total Expenses	462,087	528,210	750,250	756,939	843,343
(Surplus) / Deficit	0	0	0	0	0
FTE's	0.76	0.76	0.76	0.76	0.76
Total Service Cost Recovered From Partners/Participants	-500,184	-586,571	-809,778	-817,657	-905,276

Sewer Capital Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue					
Capital Financing	0	(3,915,915) e	0	0	(3,915,450) e
Transfer from Cap Fac. Reserve	(79,860)	(73,540) e	(18,540)	(314,450) e	0
Transfer From DCC Reserve	(990,000) e	(1,525,995) e	0	(201,000)	(100,000) e
Total Revenue	(1,069,860)	(5,515,450)	(18,540)	(515,450)	(4,015,450)
Expenses					
Pumps (Headworks)	25,000	0	0	0	0
Flow Meters	21,770	15,450	15,450	15,450	15,450
Communication Electrical	13,500	0	0	0	0
Lift Station Land	500,000 e	0	0	0	0
Engineering & Design Cost	500,000 e	0	0	500,000 e	0
Lift Station - Collector	0	5,500,000 e	0	0	4,000,000 e
Equipment & Improvements	9,590	0	3,090	0	0
Total Expenses	1,069,860	5,515,450	18,540	515,450	4,015,450
(Surplus) / Deficit	0	0	0	0	0
East Trunk Line DCC Reserve Fund	(1,411,876) e,f	0 e,f	(100,000) e,f	0 e,f	0 e,f
Capital Facility Reserve Bal. at Y/E	(589,456) d	(661,721)	(790,259)	(621,213)	(768,071)
Operating Reserve Bal. at Y/E	0	0	0	0	0

Notes

- 5 year flow split average average shift of 0.38% from West Kelowna to WFN.
- Surplus due to under expenditures in odour control chemicals, payroll, lift stn-utilities, and electrical repairs & mtce. Sewer line mtce & flushing \$18.5k higher than anticipated.
- Increased: Sewer Line Mtce & Flushing \$10k, Lift Stn Rep & Mtce \$2.5k, Contract Services \$45k (camera inspection), Insurance \$1k, Misc \$1k. Decreased: Payroll \$3.8k
- The approved Capital / Reserve Contribution Level was raised to 40% of the estimated annual capital cost replacement level in 2019 based on updated Urban Systems Report. Reserve balances are still falling behind capital needs. The funding level must continue to increase. It is imperative that the funding level be raised to at least 45% to be able to fund anticipated upcoming capital needs.
- Engineering to provide additional information. Class D estimates for lift station projects. Costs and recommendations are dependent on Engineering & Design study. 2021 & 2024 project information is for financial planning purposes. The project should be funded primarily by DCC's as these are capacity related. Grants may be available. DCC reserves are currently insufficient to fund these two newly identified projects for 2021 & 2024. Since DCC's should be used, funding is shown with financing since reserves should be kept for asset replacement. When more information is known, the financial plan will be refined. As an estimate, 20 year financing at 3% in 2021 and then 4% for 2024 has been shown.
- Conservatively assumes increase to DCC's of \$100,000. DCC Bylaw is being updated. Future funds dependent on development.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 094 --SWM: Waste Reduction & Recycling Program a

Department: Engineering Services (Solid Waste Management)

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Revenue:									
Services - Kelowna	(905,683)	ab	(916,245)		(940,361)		(959,281)		(978,578)
Services - Peachland	(38,594)	ab	(39,044)		(40,072)		(40,878)		(41,700)
Services - Lake Country	(91,877)	ab	(92,948)		(95,395)		(97,314)		(99,272)
Services - West Kelowna	(232,180)	ab	(234,888)		(241,070)		(245,920)		(250,867)
Parcel Tax	(32,873)	ab	(33,256)		(34,132)		(34,818)		(35,519)
Previous Year's Surplus/Deficit	(8,400)		(0)		(0)		(0)		(0)
Administration OH	192,566		191,980		195,820		199,736		203,731
Multi Material BC (MMBC)	(180,000)		(183,600)		(187,272)		(191,017)		(194,838)
Misc. Revenue	(385,000)	c,f	0		0		0		0
Backyard Composters	(23,000)		(23,000)		(15,000)		(15,000)		(15,000)
Total Revenue	(1,705,041)		(1,331,002)		(1,357,482)		(1,384,493)		(1,412,043)
Expenses:									
Operations	1,328,041	d,f	1,324,002	e	1,350,482		1,377,492		1,405,042
Group Garbage Cart Purchase	370,000	c	0		0		0		0
Transfer to Reserves	7,000		7,000		7,000		7,000		7,000
Total Expenses	1,705,041		1,331,002		1,357,482		1,384,492		1,412,042
(Surplus) / Deficit	(0)		(0)		(0)		(0)		(0)
FTE's	4.76		4.76		4.76		4.76		4.76

Tax Levy:

Parcel Tax (32,873) (33,256) (34,132) (34,818) (35,519)

General Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
Transfer From Reserves	(5,820)		0		0		0		0
Total Revenue	(5,820)		0		0		0		0
Expenses									
Computer	5,820		0		0		0		0
Total Expenses	5,820		0		0		0		0
(Surplus) / Deficit	0		0		0		0		0
Reserve Fund Balance at Y/E	(58,298)		(65,881)		(73,540)		(81,275)		(89,088)

Notes

- a. This is part of the overall SWM service. Costs are split out into this cost centre for tracking and billing purposes.
Municipalities are invoiced based on actual costs incurred as the year progresses. The EA's are taxed via SWM parcel tax.
The surplus/deficit shown relates only to the EA's and is used in calculating the following year's tax.
Former cost centre 096 has been amalgamated with this cost centre after program changes in 2014/2015 (MMBC, etc.)
- b. Allocation is done using population counts. 2016 Census numbers used.
- c. Garbage Cart Group Purchase is under operating \$370k. Costs will be invoiced to all partners.
- d. Increases: Waste Composition study \$35k, Recycling (Comm. Educ. Prog.) \$6k, Commercial/Const. Waste (Comm.Educ. Prog) \$5k, Communication Education Prog. \$3k, Illegal Dumping Operations \$2.5k, insurance \$1.6k, Composting Education Garden (Comm.Educ.Prog) \$1k, Freight & Postage \$1k, Telephone \$1k, and misc. \$1.1k.
Decreases: Software & licenses \$5.7k, and payroll \$1.2k.
- e. Remove \$30k for Waste Composition Study.
- f. Additional \$15k re: BioWaste Inventory and related funding.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 041 -- Victims Services

Department: Community Services (Police & Community Support Services)

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
Revenue:					
Services - WFN	(14,531)	(15,134)	(15,570)	(15,999)	(16,402)
Tax Requisition - Kelowna	(269,992)	(281,091)	(289,177)	(297,160)	(304,629)
Tax Requisition - Peachland	(11,595)	(12,071)	(12,419)	(12,762)	(13,082)
Tax Requisition - Lake Country	(29,975)	(31,208)	(32,105)	(32,992)	(33,821)
Tax Requisition - West Kelowna	(65,000)	(67,672)	(69,618)	(71,540)	(73,339)
Tax Req - EA Cent Ok. West	(8,375)	(8,719)	(8,970)	(9,218)	(9,449)
Tax Req - EA Cent Ok East	(7,716)	(8,033)	(8,264)	(8,492)	(8,706)
Grants	0	0	0	0	0
Previous Year's Surplus/Deficit	(11,158) b	0	(0)	(0)	0
Transfer From Operating Reserve	0	0	0	0	0
Administration OH	67,035	68,679	71,454	72,883	74,340
Province - Min of Public Safety & Solicitor General	(123,054) a,d	(125,108) d	(125,108)	(125,108)	(125,108)
Total Revenue	(474,361)	(480,357)	(489,777)	(500,389)	(510,195)
Expenses:					
Operations	464,361 c,d	475,357 d	484,777	494,389	504,195
Transfer to Equip. Reserves	5,000	5,000	5,000	6,000	6,000
Transfer to Operating Reserve	5,000 b	0	0	0	0
Total Expenses	474,361	480,357	489,777	500,389	510,195
(Surplus) / Deficit	0	(0)	(0)	0	(0)
FTE's	4.00	4.00	4.00	4.00	4.00
Tax Levy:					
Tax Requisition	(392,653)	(408,794)	(420,553)	(432,164)	(443,026)
Residential Tax Rate	0.0067	0.0069	0.0070	0.0071	0.0072
(per \$1000 of assessment)					
Equip. Reserve Fund Bal. at Y/E	(33,520)	(38,856)	(44,244)	(50,687)	(57,193)
Operating Reserve Bal. at Y/E	(9,078) b	(9,169)	(9,261)	(9,353)	(9,447)

Notes

- Accounting revenue recognition timing change impact.
- Surplus from underexpenditures in payroll and contract services, and increased grant revenue. Higher than budgeted travel, training, advertising & promotion. Transfer part of surplus to operating reserve or there could be too much of a swing next year.
- Increases: Payroll \$16.9k, Travel \$2.5k, Insurance \$0.57k, and misc. \$0.63k. Decreased Office supplies \$1k.
- Sev Amendment: Additional funding from the province - \$2k increase in installments for Oct and Jan. Increase used for safety supplies.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 005 - Human Resources

Department: Corporate Services

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<u>Revenue:</u>					
Previous Year's Surplus/Deficit	(58,944)	(0)	(0)	(0)	(0)
Transfer From Operating Reserve	0	(15,000) b	0	0	0
Administration OH Recovery	(286,823)	(325,442) b	(347,251)	(354,196)	(361,280)
Total Revenue	(345,767)	(340,443)	(347,251)	(354,196)	(361,280)
<u>Expenses:</u>					
Operations	345,767 a	340,442 c	347,251	354,196	361,280
Transfer to Operating Reserve	0	0	0	0	0
Total Expenses	345,767	340,442	347,251	354,196	361,280
(Surplus) / Deficit	(0)	(0)	(0)	(0)	(0)
FTE's	2.65	2.65	2.65	2.65	2.65
Operating Reserve Bal at Y/E	(27,422)	(12,546)	(12,671)	(12,798)	(12,926)

Notes

- a. Increases: Payroll costs \$6k, Software Licenses \$6k, Safety Committee \$3k & Misc \$1k. Decrease: Legal \$2k
b. Use a portion of operating reserve to reduce impact of prior year surplus carryforward reduction and increased recovery amount.
c. Removed \$12k in contract services for collective agreement negotiations.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2020 - 2024 Five Year Program Budget Projections**

Program: 006 -- Information Systems

Department: Corporate Services

CURRENT BUDGET

General Revenue Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
<u>Revenue:</u>									
OBWB, SIR Services, Sundry	(44,000)	a	(44,000)		(44,000)		(44,000)		(44,000)
Sales	(61,334)		(61,334)		(61,334)		(61,334)		(61,334)
Services - Peachland	(20,875)	a	(20,875)		(20,875)		(20,875)		(20,875)
Services - Lake Country	0	a	0		0		0		0
Previous Year's Surplus/Deficit	(76,440)	b	0		0		0		0
Administration OH Recovery	(815,883)		(936,969)	g	(1,005,673)		(1,027,833)		(1,046,476)
Transfer from Operating Reserve	(50,000)	c	(48,900)	g	0		0		0
Services - WFN	(35,118)	a	(35,118)		(35,118)		(35,118)		(35,118)
Total Revenue	(1,103,650)		(1,147,196)		(1,166,999)		(1,189,159)		(1,207,803)
<u>Expenses:</u>									
Operations	946,650	d	990,196	e	1,010,000		1,030,200		1,050,803
Transfer to Equip Reserves	92,000		92,000		92,000		93,960		92,000
Transfer to Capital	65,000		65,000		65,000		65,000		65,000
Total Expenses	1,103,650		1,147,196		1,167,000		1,189,160		1,207,803
(Surplus) / Deficit	0		0		0		0		0
FTE's	6.65	d	6.80	e	6.80		6.80		6.80

General Capital Fund Budgets

	2020 Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget		2024 Projected Budget
<u>Revenue</u>									
Sale of Assets	-5,000		-5,000		-5,000		-5,000		-5,000
Transfer From Equip. Reserves	(36,096)		(4,096)		(4,096)		(241,056)		(4,096)
Transfer From Revenue Fund	(65,000)		(65,000)		(65,000)		(65,000)		(65,000)
Total Revenue	(106,096)		(74,096)		(74,096)		(311,056)		(74,096)
<u>Expenses</u>									
Computers & Equipment	19,096	f	19,096	f	19,096	f	19,096	f	19,096
Software	0		0		0		32,960		0
Computer Wkstns (Purch & Repl)	55,000	f	55,000	f	55,000	f	55,000	f	55,000
Servers, Infrastructure & Network	32,000	f	0		0		204,000	f	0
Total Expenses	106,096		74,096		74,096		311,056		74,096
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Balance at Y/E	(242,546)		(333,755)		(425,876)		(281,567)		(373,166)
Operating Reserve Bal. at Y/E	(48,958)	c	(58)	g	(59)		(60)		(60)

Notes

- GIS contract renegotiated 2019. Lake Country has opted out. Regional Parks will be receiving specialized additional services.
- In 2019, budgeted to utilize a portion of operating reserve to mitigate impact of \$50k MS Software License Purchase. Purchase and use of reserve was deferred from 2019 to 2020 and rebudgeted. Did not cause any increase to budget and forms \$25k of the surplus for 2019.
- Utilize operating reserve to reduce impact of large surplus swing and increased expenses.
- Increases: Payroll \$42k (includes supervisory FTE reallocation), Software & Licenses \$5k, R&D \$20k, Contract Services \$25k, Misc. \$2k
- FTE reallocations for supervisory \$23k.
- Four year refresh cycle for Network, Servers, SAN, Software, Workstations.
- Smooth out Recovery increase with operating reserve.



Regional Board Report

TO: Regional Board

FROM: David Komaïke
Director of Engineering

DATE: November 30, 2020

SUBJECT: Falcon Ridge – Water Service Area Expansion

Voting Entitlement: *All Directors - Unweighted Corporate Vote-2/3 Majority LGA 214*

Purpose: To expand the Falcon Ridge Water Service Area in response to a petition from property owners.

Executive Summary:

The Regional District was contacted by two property owners within the Falcon Ridge community to request connection to the RDCO water system. The proposed bylaw expands the service area to include the subject properties requesting to connect to the water service.

Design and construction work required to physically connect multiple properties within the Falcon Ridge Water Service Area to the water system is expected to occur early in 2021 and is proposed within next year's capital budget for the utility. The estimated \$178,000 cost of the project will be funded by the new customers, excluding District Lot 3742, ODYD, Exc. Plan A237, 23539, 27945. This lot is exempt due to the Statutory Right of Way Agreement which allows for two domestic water service connections to the property line at the Regional District's cost as compensation for the Right of Way.

RECOMMENDATION:

THAT the Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020 be given first, second and third readings and adopted.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "DK/K", is written over a light blue horizontal line.

David Komaïke
Director of Engineering Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon", is written over a light blue horizontal line.

Brian Reardon, CAO

Prepared by: Travis Kendel, Manager Engineering Services

Implications of Recommendation:

Financial

- Expanding the Service Area allows the existing and new customers to benefit from economies of scale.
- Property owners that have opted to connect to the Falcon Ridge water system pay for their portion of the required capital works to physically connect to the system in addition to a portion of capital works for the existing treatment capacity.

Legal/Statutory Authority:

- Bylaw No. 369, established the Falcon Ridge Water Service Area in 1990.
 - Bylaw No. 1462, amended the Falcon Ridge Water Service Area in 2020.
 - Section 337 of the *Local Government Act* provides for a valid petition to be received to amend the service area boundary.
 - Section 349 of the *Local Government Act* provides for the amendment of establishing bylaws the *Regional District Establishing Bylaw Approval Exemption Regulation* exempts the requirement for the Inspector of Municipalities approval to add parcels to the service area.
-

Background:

In the fall of 2020, the Regional District was approached by two property owners within the Falcon Ridge community requesting connection to the RDCO system because they had not provided their signed petitions prior to the September 10, 2020 amendment to expand the service area under Bylaw No. 1462.

The RDCO provided new petitions to the two properties in Falcon Ridge that expressed interest in connecting to the RDCO water system. Petition responses from each property are summarized below:

Property	Response
District Lot 3742, ODYD, Exc. Plan A237, 23539, 27945	YES
Part S ½, Section 13, Township 27, ODYD, Exc. Plan A237, 22000, 22193, 22289, 23539, 27945	YES

The proposed Bylaw enables the expansion of the service area to include these properties.

Design and Construction work required to physically connect the properties within the Falcon Ridge Water Service Area to the water system is expected to occur in 2021 under next year's budget, subject to consideration and approval by the Board.

Financial Considerations:

- Property owners that have elected to be within the water service area will not be charged for water services until the provision of those services has commenced.
- There are no financial implications to those properties already connected to the water system and paying related service fees and charges.
- The Statutory Right of Way Agreement for District Lot 3742, ODYD, Exc. Plan A237, 23539, 27945 allows for two domestic water service connections to the property line

at the Regional District's cost, and no charges that would otherwise be payable in connection with the Lands. As such, the capital costs and cost to buy capacity from the water system in the amount of \$19,500 is not applicable to that parcel.

- Total estimated cost to service the expanded Service Area is \$178,000 and will be funded by new customers. The proposed 2021 Capital Budget of \$225,000 includes the service area expansion; the installation of fire hydrants; and the fulfillment of the right of way agreement obligations.

External Implications:

Although approval of the bylaw is not required by the Inspector of Municipalities, the Regional District is required to forward the approved bylaw to the Province.

Alternative Recommendation:

THAT the Board receives the Falcon Ridge Water Service Area expansion report for information.

Attachment(s):

- Falcon Ridge Water Service Area Bylaw No. 1471

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1471

Being a bylaw to amend the boundary of the Falcon Ridge Water System in Central Okanagan East Electoral Area

WHEREAS the Regional Board of the Regional District of Central Okanagan established by Bylaw No.369, 1990 cited as the “Regional District of Central Okanagan Falcon Ridge Water System Specified Area Establishment and Loan Authorization By-law No. 369” a service to provide for a water system to a portion of Central Okanagan East Electoral Area.

AND WHEREAS the Regional Board deems it necessary to expand the said service area to include the area shown on Schedule “A” attached hereto;

AND WHEREAS the Regional Board has received a valid petition in accordance with Section 337(3) of the *Local Government Act* to amend the said service area boundary to include:

- District Lot 3742, ODYD, Exc. Plan A237, 23539, 27945 – Highway 33 E
- Part S ½, Section 13, Township 27, ODYD, Exc. Plan A237, 22000, 22193, 22289, 23539, 27945 – Highway 33 E

AND WHEREAS the Director of Central Okanagan East Electoral Area has consented in writing to the adoption of this Bylaw;

AND WHEREAS the *Regional District Establishing Bylaw Approval Exemption Regulation* exempts the requirement for the Inspector’s approval to add parcels to the service area;

NOW THEREFORE THE REGIONAL DISTRICT OF CENTRAL OKANAGAN IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. The boundary of the Falcon Ridge Water Service Area, established by the “Regional District of Central Okanagan Falcon Ridge Water System Specified Area Establishment and Loan Authorization By-law No. 369” as amended by Bylaw No. 1462, is hereby amended by deleting Schedule “A”, and replacing it with Schedule “A” attached hereto and forming part of this bylaw.
2. This bylaw may be cited as the “Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020”.

READ A FIRST TIME THIS	7 th	DAY OF	December	2020
READ A SECOND TIME THIS	7 th	DAY OF	December	2020
READ A THIRD TIME THIS	7 th	DAY OF	December	2020
ADOPTED THIS	7 th	DAY OF	December	2020

CHAIR

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1471 cited as the Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020, as read a third time by the Regional Board on the 7th day of December 2020.

Dated at Kelowna, BC this
7th day of December 2020

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1471 cited as the Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020 as adopted by the Regional Board on the 7th day of December 2020

Dated at Kelowna, BC this
7th day of December 2020

DIRECTOR OF CORPORATE SERVICES

REGIONAL DISTRICT OF CENTRAL OKANAGAN

CONSENT

I, the undersigned Director of Central Okanagan East Electoral Area of the Regional District of Central Okanagan, hereby consent to the "Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020".

Mark Bartyik
Central Okanagan East Electoral Area

Dated at Kelowna, B.C.
this 7th day of December 2020

Brian Reardon
Director of Corporate Services

CERTIFICATE

Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment
Amendment Bylaw No. 1471, 2020

I hereby certify that the petition for the Regional District of Central Okanagan to establish a service area is valid and sufficient pursuant to Section 337 of the *Local Government Act*.

Dated at Kelowna, B.C. this
7th day of December 2020

Brian Reardon
Director of Corporate Services

• • — Municipal Boundaries

 Amendment Bylaw

 Subject Properties



Sun Valley Rd

U/C

Cardinal Creek Rd

Peregrine Rd

Goshawk Rd

Falcon Ridge Cres

33

to be Included in Service Area
Amendment Bylaw 1471



**Regional District of Central Okanagan
Falcon Ridge Water Service Area
Establishment Amendment Bylaw No. 1471, 2020
Schedule "A"**

85

Date of Adoption:

Scale: 1:15,000



Regional Board Report

TO: Regional Board

FROM: David Komaïke
Director of Engineering Services

DATE: November 30, 2020

SUBJECT: RDCO Green Vehicles and Equipment Policy

Voting Entitlement: All Directors - Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To present the draft RDCO Green Vehicle and Equipment Policy for the Regional Board's consideration.

Executive Summary:

The development of a Green Vehicle and Equipment Policy for the Regional District was initiated by the Regional Board. On December 9, 2019, the Board approved the following resolution:

#230/19 THAT staff be directed to draft a policy and covering report on the acquisition of electric and hybrid vehicles for the Regional District's vehicle fleet.

As a signatory of the B.C. Climate Action Charter, the Regional District of Central Okanagan (RDCO) is committed to working towards becoming carbon neutral in its corporate operations. As such, the Regional District is focussing on reducing greenhouse gas (GHG) emissions. The reduction of GHG emissions can be accomplished in various ways, one being the introduction of alternative fuel vehicles and equipment into organization vehicle and equipment pools. To that end, the draft RDCO Green Vehicle and Equipment Policy was developed to meet the Board's direction, as well as incorporate generally accepted green vehicle and equipment strategies, maximize the return on asset investment and meet the technical requirements of RDCO operations. The draft policy is now before you for your consideration.

RECOMMENDATION:

THAT the Regional Board approve the RDCO Green Vehicle and Equipment Policy.

Respectfully Submitted:

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David Komaïke, Director of Engineering Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon", is written over a light blue horizontal line.

Brian Reardon, CAO

Prepared by: Mareike Mimi Miller, Asset Management Analyst

Implications of Recommendation:

Strategic Plan:	The Policy aligns with the priorities noted in the 2019-2022 Strategic Plan, specifically the sustainable communities and environment priorities.
General:	The Policy incorporates and speaks to Regional Board Resolution #230/19.
Organizational:	The successful implementation of this policy will require the development of operating procedures, as well as staff training in fuel conservation techniques and maintenance procedures for alternative fuel vehicles.
Financial:	The draft Policy is intended to minimize the potential financial impacts of rapid fleet renewal due to the incorporation of alternative fuel vehicles and equipment.
Policy:	The draft Policy relates to various existing RDCO policies and procedures, including the RDCO Purchasing Policy No. 7.20
Legal/Statutory Authority:	The Policy aligns with the RDCO's commitments under the B.C. Climate Action Charter.

Background

The development of a Green Vehicle and Equipment Policy for the Regional District was initiated by the Regional Board.

As a signatory of the B.C. Climate Action Charter, the Regional District of Central Okanagan (RDCO) is committed to working towards becoming carbon neutral in its corporate operations. As such, the Regional District is focussing on reducing greenhouse gas (GHG) emissions. The reduction of GHG emissions can be accomplished in various ways, one being the introduction of alternative fuel vehicles and equipment into organization vehicle and equipment pools. Utilizing alternative fuel sources, such as biofuel, natural gas, methane, and electricity can reduce the production of GHG emissions. The percentage of emission reduction depends on various factors, including the type of alternative fuel used, the type of vehicle or equipment powered, and the circumstances surrounding vehicle use. According to the *2019 RDCO BC Traditional Services Inventory Report* the combined GHG emissions from trucking (biosolids), solid waste collection, and general fleet operations equalled 74.1% of the RDCO's GHG emissions last year.¹ The relatively high rate of emissions attributed to vehicles and equipment supports the development of an emissions reduction strategy employing alternative fuel use and fuel conservation.

Policy Development

The Green Vehicle and Equipment Policy was developed by staff to meet the Board's direction, as well as incorporate generally accepted green vehicle and equipment strategies, maximize the return on asset investment and meet the technical requirements of RDCO operations. Green vehicles and equipment are assets with sustainable life cycle goals. Generally accepted "greening" strategies can be used in each phase of an asset's life cycle to lower the overall emissions produced over time.

When developing this policy, staff took into account various available resources, including the following:

- RDCO member municipality policies associated with vehicles and equipment,
- Information published by other B.C. local governments, including:
 - The City of Abbotsford's *Green Fleet Strategy*,ⁱⁱ
 - The City of Richmond's *Green Fleet Action Plan*,ⁱⁱⁱ and
 - The City of Dawson Creek's *Green Vehicle Policy*.^{iv}
- Information published by other sources, including:
 - The B.C. Climate Action Toolkit: *Green Fleet Action Plan*,^v and
 - Natural Resources Canada's *Greening Government Fleets*.^{vi}

Organizational Considerations:

Policy Implementation

Policy implementation will be achieved in various ways, including:

- Incorporating alternative fuel vehicles and equipment into operations where financially and technically sustainable.
- Rightsizing vehicles, equipment, and overall fleet size, and
- Conducting all fleet and equipment life cycle activities in a manner supporting efficiency and return on investment while reducing petroleum use. The following table outlines various tactics and considerations employable throughout an asset's life cycle in order to achieve successful implementation of the policy.

Planning	Aquisition	Operation and Maintenance	Disposition
<ul style="list-style-type: none"> •Prioritizing the purchase of vehicles with lower overall fuel consumption, and vehicles using alternative fuels •Consider alternatives to purchasing an asset •Consider alternatives to conventional fuel assets 	<ul style="list-style-type: none"> •Considering asset operating costs, technical requirements, and potential emissions, as well as the initial cost of purchasng the asset •Incorporating potential 'dealer buy-back ' in the original purchase agreement 	<ul style="list-style-type: none"> •Encouraging fuel-efficient driving techniques and behaviour to conserve fuel •Efficiently timed maintenance 	<ul style="list-style-type: none"> •Timing the selling of vehicles and equipment in order to capture the highest return on investment

These tactics and considerations will be incorporated into day-to-day activities by developing new procedures and reviewing related existing policies and procedures for potential integration of “greening” elements. Related Policies and procedures (which may be revised from time to time) include:

- RDCO Purchasing Policy No. 7.20,
- RDCO Vehicle Engine-Idling Policy Resolution No. 68/04,
- RDCO Fleet Procedures,
- Department Operations Procedures, and
- Asset Management Plans.

Responsibilities

The predominant responsibilities ensuring the success of this policy lie with the Regional Board for review and adoption of the policy and with the RDCO's CAO and Management for implementation and maintenance of the policy.

Policy Monitoring and Review

The Green Vehicle and Equipment Policy will be monitored for success on an on-going basis by Fleet Services. Emission levels will be reported to the Regional Board annually as part of the Climate Action Revenue Incentive Program report. The review of this policy will follow the general RDCO policy review process as per the recommendations of the CAO.

Financial Considerations:

When developing this policy, staff intended to minimize the potential financial impact of rapid vehicle and equipment replacement due to the implementation of alternative fuels. The various strategies noted in the policy are aimed at conserving fuel, as well as replacing the need for fossil fuels over time. In regard to financial considerations, the goal of this strategy is to maximize the return on investment over the life of the asset and balance this with a reduction of GHG emissions and the technical needs of RDCO operations. This means that there may be times when the upfront or capital cost of an alternative fuel asset is higher than a conventional fuel asset; however, the higher initial cost will be recovered over the life of the asset with lower operating and maintenance costs and a higher return on resale.

External Implications:

This policy takes into account the reality of rapidly changing technology in the automotive and equipment development sectors. Most risks associated with this external demand driver are treatable with the well-planned timing of asset renewal in order to capture the benefits of rapidly changing technology.

Alternative Recommendation:

That the Regional Board receive the draft policy for information only and provide staff with further direction regarding the development of a green vehicle and equipment policy.

Emission Reduction Projects – Completed or Underway

The Regional District has already taken steps to achieve a future reduction of GHG emissions in its corporate operations. The organization is currently advertising for the role of Senior Energy Specialist. The Senior Energy Specialist supports the RDCO's move towards a low-carbon energy future in alignment with corporate energy objectives. This position is funded in partnership with FortisBC's Climate Action Partners program.

Further projects completed or underway include:

Utilizing alternative fuel trucks for Solid Waste Collection

The current agreement for solid waste collection utilizes a fleet of alternative fuel trucks, as encouraged in the RDCO Solid Waste Management Plan.

Electric auto extrication tools for the Regional Rescue Program

E-tools have been purchased to replace fossil fuel auto extrication tools as part of the Regional Rescue Program. The e-tools consist of spreaders, shears, and a ram provided to local fire departments involved in road rescues.

Hybrid electric and electric vehicles for Fleet Services

The RDCO is purchasing hybrid electric and electric vehicles for general fleet operations. In 2018 Regional Parks purchased an E-Truck for Parks operation and maintenance. In 2019 Corporate Services committed to the purchase of a hybrid electric vehicle for the administrative fleet pool. Westside Regional Wastewater Treatment Plant staff is currently considering the purchase of a hybrid electric vehicle in 2020 for their operations.

Attachment(s):

- Draft RDCO Green Vehicle and Equipment Policy

ⁱ GHG Accounting Inc. *2019 BC Traditional Services GHG Inventory Report*, RDCO Climate Action Revenue Incentive Program Report 2019 – Appendix A, Pg. 31. https://www.regionaldistrict.com/media/285809/RDCO_CARIP_Public_Report_2019.pdf. Accessed: November 30, 2020.

ⁱⁱ *Abbotsford Green Fleet Strategy*. The City of Abbotsford. <https://abbotsford.civicweb.net/document/55530>. Accessed: November 30, 2020.

ⁱⁱⁱ *Green Fleet Action Plan*. Vehicles and Equipment. The City of Richmond. <https://www.richmond.ca/sustainability/energysrvs/energy-emissions/Fleet.htm> Accessed: November 30, 2020.

^{iv} *Green Vehicle Policy*, City of Dawson Creek. <https://www.dawsoncreek.ca/wordpress/wp-content/uploads/news/proposed-policy-update-green-vehicle-policy/green-vehicle-policy.pdf>. Accessed: November 30, 2020.

^v *Green Fleet Action Plan*, B.C. Climate Action Toolkit. <https://www.toolkit.bc.ca/tool/green-fleet-action-plan>. Accessed: November 30, 2020.

^{vi} *Greening Government Fleets Best Practices*. Government of Canada. <https://www.nrcan.gc.ca/energy/transportation/alternative-fuels/resources/21314>. Accessed: November 30, 2020.

Regional Board Policy

GREEN VEHICLE AND EQUIPMENT POLICY

Category: Corporate Services	Number: # - 2020	Replaces: N/A
Type:	Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Engineering Services		
Date Adopted:	Board Resolution Number:	Date to be Reviewed:
Manner Issued: Posted on the RDCO Website and the RDCO Loop (staff intranet)		

PURPOSE AND SCOPE

The purpose of this policy is to make progress towards carbon neutrality in RDCO corporate operations. This policy applies to all vehicles and equipment owned and/or operated by the Regional District of Central Okanagan (RDCO).

POLICY

Definitions

Alternative Fuel means a fuel that can power a motor but does not include petroleum-based fuels. Examples of alternative fuels include biofuel, hydrogen, electricity, methane, and natural gas.

Board means the duly elected and appointed officials of the Board of Directors of the Regional District of Central Okanagan.

CAO means the individual appointed by the Board to the position of Chief Administrative Officer (CAO) as the head of Administration.

Green Vehicles and Equipment means managing vehicle and equipment life cycle activities with a focus on sustainable outcomes, including the reduction of GHG emissions.

Life Cycle Activities means the planning, acquisition, operation, maintenance, and disposition of assets.

Management or Manager(s) means a person or group of persons employed by the Regional District having executive (administrative or supervisory) authority.

Rightsizing means finding the optimal size required to perform the necessary function(s).

Policy Statement

As a signatory of the B.C. Climate Action Charter, the Regional District of Central Okanagan is committed to reducing the amount of greenhouse gas emissions produced by the vehicles and equipment used in the delivery of RDCO services.

This will be achieved by:

- Incorporating alternative fuel vehicles and equipment into operations where financially and technically sustainable;
- Rightsizing vehicles, equipment, and overall fleet size; and
- Conducting all fleet and equipment life cycle activities in a manner supporting efficiency and return on investment while reducing petroleum use.

RESPONSIBILITIES

Responsibilities of the Board

- To review and adopt this policy in order to provide direction for staff regarding future vehicle and equipment life cycle activities.

Responsibilities of the CAO and Management

- To champion and enforce the adoption of this policy across the organization in order to support its success. This includes:
 - Requesting and allocating the appropriate level of financial resources required to support this policy;
 - Developing and implementing administrative policies and procedures in support of this policy; and
 - Providing staff with the education necessary to maintain and operate alternative fuel vehicles and equipment.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

- B.C. Climate Action Charter
- RDCO Strategic Plan 2019-2022
- Regional Growth Strategy, Bylaw No. 1336
- RDCO Purchasing Policy No. 7.20
- RDCO Vehicle Engine-Idling Policy Resolution No. 68/04
- RDCO Fleet Procedures

***** END OF POLICY *****

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority(Resolution #)</u>



Regional Board Report

TO: Regional Board

FROM: Ross Kotscherofski
Manager of Fire Services

DATE: November 30, 2020

SUBJECT: Community Resiliency Investment Program: 2021 FireSmart Community Funding & Supports (2020 Application)

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To seek Board support to apply for grant funding from the UBCM – Community Resiliency Investment Program – FireSmart Community Funding & Supports to assist in reducing the risk of wildfires and enhance interface mitigation.

Executive Summary:

The Province of British Columbia has made funding available through UBCM to assist with mitigating wildfires and their impact on BC communities. Applications are being accepted under the Community Resiliency Investment (CRI) program for those projects that will support FireSmart planning and activities that reduce the community's risk from wildfire.

Regional District staff are requesting support for a grant application for FireSmart planning and activities. The FireSmart funding will support the Joe Rich Volunteer Fire Department in reducing the wildfire risk in the community. A Board resolution is required in support of the application. Accordingly, this matter is now before the Board for its consideration and approval.

RECOMMENDATION:

THAT the Regional Board supports submitting a \$49,242.60 grant application under the Union of BC Municipalities – Community Resiliency Investment Program for Volunteer & Composite Fire Departments FireSmart planning.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Ross Kotscherofski".

Ross Kotscherofski
Manager of Fire Services
Services

A handwritten signature in black ink, appearing to read "DK/K".

David Komaika
Director of Engineering

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan:	Sustainable Living by ensuring healthy, high quality of life for our residents. Vision: Resiliency by anticipating and preparing for, and adapting to challenges and changing circumstances.
Legal/Statutory Authority:	Through the Emergency Program Act, the Province of BC requires all local authorities to be prepared for emergency situations, including response and recovery.

Background:

The Community Resiliency Investment (CRI) program is intended to reduce the risk of wildfires and mitigate their impacts on BC Communities. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM)

CRI includes two funding streams:

- FireSmart Community Funding & Supports, administered by the Union of BC Municipalities
- Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests, Lands, and Natural Resource Operations & Rural Development.

The Regional District has been fortunate to receive CEPF grants in the past for EOC Upgrades; ESS Equipment; Flood Plain Mapping and Fire Department Training and Equipment. The intent of the FireSmart funding stream is to provide funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire. To date, 175 First Nations and local governments have received funding.

The proposed project will include;

- The development of a Community Wildfire Preparedness Plan, including a chipping program for residents;
- The development of programs to raise community awareness of FireSmart benefits;
- Workshops, cross-jurisdiction meeting and exercises;
- The development of a community wildfire preparedness plan;
- Fire Department training for wildfire response and incident command.

Base funding is scaled to offer eligible applicants with lower risk of wildfire, generally demonstrated by Wildland Urban Interface Risk Class 4 & 5 to apply for up to \$50,000.

The deadline for the submission of the grant application was October 9, 2020, however the Board support resolution can be submitted at any time prior to the grant results being announced in early February 2021.

Financial Considerations:

Annual operation and maintenance costs are not covered by the CRI grant.

Alternative Recommendation:

THAT the Regional Board receives for information the report regarding the Union of BC Municipalities – Community Resiliency Investment Fund.



Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager –Corporate Services

DATE: December 1, 2020

SUBJECT: Electoral Area Director Approval to Attend 2021 Conferences

Voting Entitlement: *All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1*

Purpose: To seek Board approval for Director Bartyik and Director Carson's attendance at the 2021 local government conferences.

Executive Summary:

Board approval, as per policy, is required should an electoral area director wish to attend conferences/seminars. In 2021, the following conferences are planned: UBCM Electoral Area Directors' Forum (virtual) Feb 2-3; LGLA 2021 Leadership Forum (virtual) Feb 3-4; SILGA (Southern Interior Local Government Association) Vernon, April 27-30; FCM (Federation of Canadian Municipalities) Montreal June 3-6 and UBCM (Union of BC Municipalities) Vancouver Sept. 13-17. Due to the on-going pandemic many, if not all conferences will be held virtually however registration fees will apply. The 2021 electoral area budgets will take into account the expenses for attending the above conferences/seminars.

As per Board policy the following travel expenses may be claimed:

Board Remuneration and Expense Policy No. 7.15

Expenses for attending Conference and Seminars (All Directors)

When attending out of District meetings, seminars, conferences or other business authorized by the Board, Directors are entitled to claim receipted expenses for the following:

- i) ferry tolls, ferry reservation fees and highway tolls;
- ii) airline tickets including all fees and charges;
- iii) bus, taxi, and limousine services;
- iv) parking charges;
- v) business phone calls; and vi) accommodation

RECOMMENDATION:

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2021 Electoral Area Directors' Forum, LGLA Leadership Forum, SILGA, FCM and UBCM conferences should they wish to attend, including registration and travel expenses as per Board policy.

Respectfully Submitted:

A handwritten signature in cursive script, appearing to read "MJDrouin".

Mary Jane Drouin
Manager-Corporate Services

Approved for Board's Consideration

A handwritten signature in cursive script, appearing to read "Brian Reardon".

Brian Reardon, CAO

Electoral Area Directors' Forum 2021

February 2-3
Virtual Platform
\$75+GST

ubcm.ca

The Electoral Area Directors' Forum focuses on issues of concern to electoral area directors and provides an opportunity to discuss common problems and share potential solutions to the problems identified. The conference is open to regional district chairs, electoral area directors, and regional district staff.

Date: Feb 2 (afternoon only, beginning at 1pm), February 3 (morning only)

Cost: \$75.00 plus GST

Payment Methods: VISA and MasterCard payments will be accepted with your online registration. If paying by cheque, please include a copy of your registration confirmation, and make payable to **'Union of BC Municipalities'**, send to:

UBCM
60-10551 Shellbridge Way
Richmond, BC
V6X 2W9

Registration Deadline: January 25, 2021

LGLA Virtual Leadership Forum February 3-4, 2021



Local Government Leadership Academy is pleased to bring you the 2021 Annual Leadership Forum in a virtual format, February 3-4, 2021.

The Leadership Forum entitled ***"Leading in Unprecedented Times: Drafting a Blueprint for the New Normal"***, will take place Wednesday February 3rd, 1pm to 4pm, and continue with full day of programming on Thursday February 4th, from 9am to 4pm.

In keeping with the theme, the Forum will be exploring how the events of 2020 have shaped local government, what changes are here to stay, and what skills, technology, and resources will be crucial to navigate uncharted waters.

Our presenters will include futurists, planners, economists, who will all be helping us draft a blueprint through the BC local government lens. There will be real life examples; your experiences, your technical advances, your achievements, your fantastic response and capacity for change, flexibility and innovation.

We hope that we will reach a record number of local government and First Nations elected officials and senior staff, and that technology will bring more of us together at the same time than ever before.

Please sign up early to help us correctly identify our broadband capacity requirements!

Participation cost is \$200 per delegate. Register here (<https://www.civicinfo.bc.ca/event/2021/LGLA-Leadership-Forum>)

Please check back here as we update the program.

REGIONAL DISTRICT OF CENTRAL OKANAGAN 2021 COMMITTEE/COMMISSION APPOINTMENTS

GOVERNANCE COMMITTEE

**Governance & Services
Committee (Committee of the Whole)**

Chair Given (Chair)
 Director Milsom (Vice Chair)
 Director Baker
 Director Bartyik
 Director Basran
 Director Carson
 Director DeHart
 Director Fortin
 Director Johnston
 Director Hodge
 Director Sieben
 Director Stack
 Director Wooldridge
 Councillor Jordan Coble (Westbank First Nation-non-voting)

RDCO COMMITTEES/COMMISSIONS

**Economic Development Commission
Advisory Board**
 (Terms of Reference approved)

Director Bartyik
 Director Carson (alternate)

Audit Committee
 (Terms of Reference approved)

Chair Given (Chair)
 Director Milsom (Vice-Chair)
 Director Baker
 Director Basran
 Director Fortin

**Westside Wastewater Treatment Service
Stakeholder Committee**
 (Terms of Reference approved)

Director Johnston (RDCO)
 Director Milsom (West Kelowna)
 Director Fortin (Peachland)
 Councillor Jordan Coble (WFN)

Parcel Tax Roll Review Panel (when required)
(Legislated CC 204)

Director Bartyik
 Director Carson
 Chair Given (Chair)

EXTERNAL COMMITTEE APPOINTMENTS

Kelowna Airport Advisory Committee	Chair Given
Municipal Finance Authority	Chair Given Vice-Chair Milsom (alternate)
Okanagan Film Commission	Director Wooldridge Director Bartyik (alternate)
BC Rural Centre (previously known as SIBAC)	Director Carson

RDCO FUNDED BOARD APPOINTMENTS

Okanagan Basin Water Board	Director Baker Director Basran Director Fortin Director Bartyik (1 st alternate) Director Hodge (2 nd alternate) Director Johnston (3 rd alternate)
Okanagan Regional Library	Director Carson Director Bartyik (alternate)
Sterile Insect Release Board	Director Sieben Director Baker Director Hodge (1 st alternate) Chair Given (2 nd alternate)

BOARD CHAIR’S STANDING COMMITTEE

(LGA 218.2 Established and appointments made by the Chair)

North Westside Provincial Restructure Planning

Grant Committee

(Terms of Reference to be developed)

Director Milsom (Chair)

Director Bartyik

Director Carson

North Westside Community Association (appointee TBC)

For Information Only - The following appointments are made by the Board as they expire

RDCO COMMISSION APPOINTMENTS (expiry dates as noted)

Agricultural Advisory Commission

Robyn Bunn (3 yr term – Sept 2021)
Kevin Burtch (3 Yr term – Jan 2019-Dec 2022)
Sandra Follack (3 yr term – Sept 2021)
Leo Gebert (3 yr term – Feb 2023)
Megan Ludwig (3 yr term – Feb 2023)
Connie Muir (3 yr term - Sept 2021)
Andreas Wins-Purdy (3 yr term – Feb 2023)
Anne Skinner, Ministry of Agriculture (advisory only)

Environmental Advisory Commission

Shannen Beckinsale (3yr term – Sept 2021)
Bobby Bedingfield (3 yr term – Aug 2022)
Robert Bonnell (3yr term – Sept 2021)
Tanis Gieselman (3 yr term – March 2023)
Les Gyug (3yr term – Sept 2021)
Jenna Hutchen (3 yr term – Sept 2021)
Rihanna (Ryhane) Moghadas (3 yr term – March 2023)
Catherine Nesmith (3 yr term – March 2023)
Mary Ann Olson-Russello - (3 yr term – Nov 2021)
Gisele Rehe (3 yr term – March 2023)
Leah Schurian (3 yr term – Sept 2023)
Ian Walker (3 yr term- Sept. 2022)
Barry Jones (3 yr term- Sept. 2022)

**Central Okanagan West Electoral Area
Advisory Planning Commission**

Dave Cousins (4Yr term – Nov 2019-Nov 2023)
Eric Denison (4 Yr term – Jan2019-Dec 2023)
Barb Hayden (4Yr term – Nov2019-Nov2023)
Edward McLean (4Yr term – May 2021)
Keith Nixon (4Yr term – May 2022)
Michael Balfour (4Yr term – May 2022)

(Chair) is Ex-officio of all Regional District committees

(Vice-Chair) is Ex-officio to all Regional District committees at the direction of the Chair

Approved: _____ *(Commission appointments updated Sept 10/20)*