



2024–2028 Financial Plan

December 2023

CASTLEGAR

2024–2028 Financial Plan

Prepping for the Five-Year Financial Plan

The *Community Charter* requires municipalities to prepare Five-Year Financial Plans each year that identify the expenditures, funding sources, and transfers to (or between funds) for both operating and capital expenditures. The City's budget must be balanced; therefore, the total expenditure and transfers to other funds must not exceed the total of revenues, funding sources and transfers from other funds for that year. This plan must be adopted before the Tax Rates Bylaw is approved, but before May 15 of each year.

The Financial Plan Reader's Guide is intended to provide a basic understanding of the Draft 2024 – 2028 Financial Plan and describes the contents of each major section of this document.

The primary function of the Draft 2024–2028 Financial Plan is to provide detailed information about the City of Castlegar's funding requirements over the next five years. Furthermore, it serves the following functions:

- As a policy document, which outlines the financial policies that guide the development of the Financial Plan and articulates financial priorities and issues;
- As an operations guide, which helps staff identify financial and staffing resource requirements, and manage day-to-day operations; and
- As a communication device, which provides readers with a comprehensive look at the services provided by City departments and the costs attributed to those services.

The Five-Year Financial Plan offers a detailed presentation of the comprehensive budget and planning process that guides the City of Castlegar in the responsible management and operation of its programs and services. This draft plan is prepared by the City's Financial Services Department in consultation with all departments and senior leadership and outlines estimated costs for 2024–2028. The plan is divided into several sections that focus on the different categories within our overall plan.

The **general fund budget** is organized by department, focuses on the ongoing operation of the primary City services, such as fire, policing, parks, roads, garbage and recycling and other infrastructure maintenance.

The **utility budgets** include water, sewer, and storm services.

The **airport budget** provides detailed costs required to run and operate the West Kootenay Regional Airport (WKRA).

Financial Plan Framework

Fund Structure

The City of Castlegar's financial structure is separated into five funds: General, Water Utility, Sewer Utility, Storm Utility and Airport. Each fund must balance the revenues and expenditures to ensure that there is no budgeted deficit or surplus.

General Fund

The General Fund is funded in part through user fees, fines and penalties, though the main source of funding is property taxes. This fund is comprised of a diverse range of community services ranging from garbage collection and emergency services to parks, community and land use planning. Solid Waste and Recycling are self-funded services within the General Fund as they are funded by user fees rather than property taxes.

Water Utility

The City of Castlegar's Water Utility is a self-funded entity that operates, maintains, and constructs the City's water infrastructure that delivers safe drinking water to the public and provides sufficient pressure and flow for fire protection.

The water service is provided to all property owners in the City of Castlegar. User fees are the primary source of revenue for this fund.

Sewer Utility

The City of Castlegar's Sewer Utility is a self-funded entity that operates, maintains, and constructs the City's sanitary sewer system. An efficient sanitary sewer system provides a foundation for public health and community well-being. User fees are the primary source of revenue for this fund.

Storm Utility

The City of Castlegar's Storm Utility is a self-funded entity that operates, maintains, and constructs the City's storm system. An efficient storm system manages run-off to reduce contamination and pollution to minimize impacts to marine life. Storm management is required by provincial and environmental regulations. The funding for the majority of the Utility's cost is covered by a parcel tax of \$150 annually.

Airport Fund

The West Kootenay Regional Airport (WKRA) strives to be a profit driven operation and maintain its operations without the need of support from the City's General Fund to balance its budget. Passenger Facility Fees and commissions are the major revenue generators for the Airport. The Airport is focused on obtaining a balanced budget and becoming a net profit entity. Federal and Provincial grants fund the majority of capital upgrade projects at the Airport.

2024–2028 Draft Financial Overview

Each year, difficult decisions between competing priorities are made during the financial planning process to deliver the City's programs and services, to invest in infrastructure upgrades and to achieve the City's Strategic Plan.

The 2024 draft operating budget totals \$29.6 million, and the 2024 draft capital budget totals \$18.8 million which includes investments in City facilities, parks, and streets, as well as continued implementation of various master plans and studies.

The proposed budget recommends a 6.43% residential and 6.70% business/light industrial tax increase. The proposed budget results in an overall increase for property taxes of \$670,051 resulting in an overall increase to property taxes of \$83.89 for an average household assessed at \$497,000 and \$285.11 for a typical business assessed at \$380,000.

The main cost drivers for the City are directly related to the ongoing inflation across the country and the number of services the City provides and assets it owns. The greater the number of services and capital assets, the higher the service levels, the higher the cost. City staff continue to explore efficiencies as part of regular operations and implement those on an ongoing basis.

2024 Budget Highlights

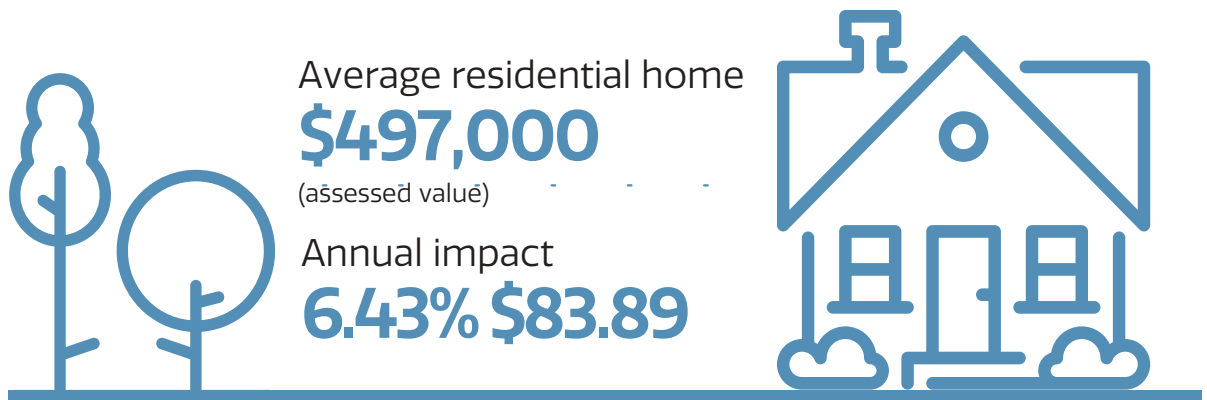
- Continue looking for further opportunities to expedite and simplify developments
- Continue working to update the City's Official Community Plan and Zoning Bylaw
- Continue to implement recommendations from the Castlegar Housing Strategy
- Implement Year 1 of the Regional Economic Development Plan Strategy
- Finalize the Millennium Park Phase 3 project
- Continue working on the Liquid Waste Management Plan
- Begin the design phase of the Airport Terminal Building
- Continue working with Transport Canada to obtain approval for RNP
- Transition the City to Microsoft SharePoint for Records and Information Management
- Continue working with partners on the Primary Care / Housing project
- Improve accessibility to Millennium Park & Ponds beach
- Kootenay Art Gallery housing project

PROPOSED 2024 PROPERTY TAX

The majority of the City's revenue is obtained through property taxes. When preparing the budget, the non-tax revenues are identified and allocated against costs to determine the balance required from property taxation. Non-tax revenues can include fees and charges for services, federal and provincial government grants, investment income, etc. The amount of property tax revenue the City must collect to provide the services to the levels prescribed by Council is used to calculate the tax rates based on BC Assessment's assessed values.

The proposed budget recommends a 6.43% residential and 6.70% business/light industrial tax increase. The proposed budget results in an overall increase for property taxes of \$670,051, resulting in an overall increase to property taxes of \$83.89 for an average household assessed at \$497,000 and \$285.11 for a typical business assessed at \$380,000.

TAXATION IMPACT – RESIDENTIAL



An **average residential home assessed at \$497,000**, the proposed taxation will have an impact of:

2023 Taxes	2024 Proposed	2024 Annual Impact	2024 Monthly Impact	2024 Daily Impact
\$1,304.48	\$1,388.37	\$83.89	\$6.99	\$0.23



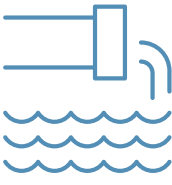

An **average commercial property assessed at \$380,000**, the proposed taxation will have an impact of:

2023 Taxes	2024 Proposed	2024 Annual Impact	2024 Monthly Impact	2024 Daily Impact
\$4,257.48	\$4,542.60	\$285.11	\$23.76	\$0.78

BUDGET ADJUSTMENT DRIVERS – RESIDENTIAL

Non-Discretionary Inflation Adjustment		Infrastructure Levy		Council / Community Request		New Operating Request		Total Tax Adjustment for 2024
\$132,237 1.27%	+	\$187,857 1.80%	+	\$5,000 0.05%	+	\$345,000 3.31%	=	\$670,051 6.43%
				↓		↓		
				Castlegar Queens Request - \$5,000		RCMP Contract & Body Worn Camera - \$90,600 Voyent Alert! - \$5,000 IT Masterplan - \$162,600 Training & Development - \$58,300 Consulting & Contracted Services - \$10,000 Equipment Rentals - \$10,000 Personal Protective Equipment - \$8,500		

Utility Rates Increase

Water	Sanitary Sewer	Stormwater	Total Utility Budget
			
+4.3%	+6.3%	\$-	
Increase \$0.05 per day	Increase \$0.07 per day	No Change \$0 per day	Total Increase \$0.12 per day
Increase \$1.50 per month	Increase \$1.99 per month	Increase \$0 per month	Total Increase \$3.49 per month
Increase \$17.97 per year	Increase \$23.83 per year	Increase \$0 per year	Total Increase \$41.80 per year

Water & Sewer: Based on typical use of 270 cubic meters annually. Residents pay a flat rate for storm water.

Capital Projects

This section includes a detailed breakdown of the allocation of funding for the various capital items across the organization. In many cases, the funding must accumulate and be allocated over several years to ensure that there are sufficient funds to start the specific project in the specific year. Each program includes the funding by program and then summarized at the end by funding source.

The City funds its capital projects through any of the means below:

Infrastructure Investment Levy (IIL): Implemented 5 years ago for a 7-year phase-in period, the IIL provides a revenue stream to fund capital projects related to: Roads, Fleet & Equipment, Parks and Facilities.

Community Works Funds: A component of the Federal Gas Tax Program, these funds are received semi-annually through the Union of BC Municipalities as a predictable source of funding that is provided to municipalities on a per capita basis.

Gaming Reserve: The Province of B.C. shares gaming revenue with local governments that host casinos and community gaming centers in B.C. Host Local governments receive 10% of the net gaming revenue. These funds are used by the City of Castlegar to support initiatives and enhancements that improve the quality of life in Castlegar.

Grants: Grants are non-repayable funds given to a municipality. To receive a grant, some form of application or proposal is required. Grants received by the municipal government are made to fund a specific project and require some level of compliance and reporting.

Debt: Used by the City to fund capital initiatives. Civic debt mirrors a mortgage, whereas a debt purchase provides long-term value to the community and the residents. The City's approach is that the decision to take on debt to fund projects should be seen as a preferred alternative over significant short-term increases in taxation (or levies).

Development Cost Charges (DCCs): Monies that a municipality collects from land developers to offset some of the infrastructure expenditures to service the needs of new development. DCCs are imposed by bylaw pursuant to the *Community Charter*. DCCs are intended to facilitate development by providing a method to finance capital projects related to roads, drainage, sewers, water, and parkland.

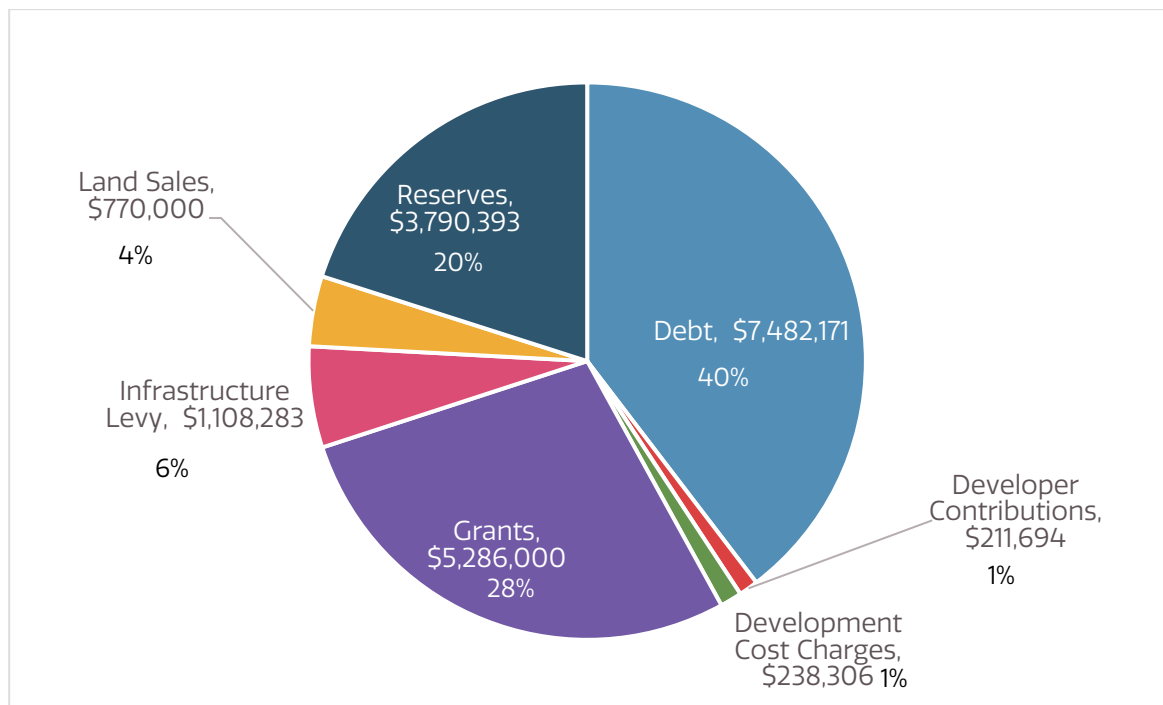
Land Sales: Funds generated by the sale of City lands. These funds are placed in a reserve to provide funding for future land sales to support City operations and services.

Reserves: Funds that have been received and set aside for a future intended use.

FIGURE 1: CONSOLIDATED CAPITAL BUDGET

	2024	2025	2026	2027	2028
Fleet & Equipment	\$1,512,000	\$135,000	\$90,000	\$60,000	\$-
Facilities	199,600	7,400	7,400	57,400	-
Transportation & Civic Works	1,185,000	9,000,000	100,000	100,000	7,310,000
General Government	452,955	226,925	249,143	154,386	176,654
Public Health & Welfare	26,800	-	180,000	-	-
Development Services	305,000	413,000	150,000	75,000	-
Parks	1,184,000	130,000	25,000	155,000	-
Water	1,401,800	859,000	219,000	224,000	749,000
Sewer	5,364,300	930,000	450,000	90,000	185,000
Storm	340,000	740,000	90,000	90,000	630,000
Airport	5,292,171	11,410,000	610,000	10,000	2,105,000
Total Capital	17,263,626	23,851,325	2,170,543	1,015,786	11,155,654
Debt Repayment	1,623,221	1,842,518	2,256,880	2,312,975	2,312,975
Total Capital & Debt Repayment	\$18,886,847	\$25,693,843	\$4,427,423	\$3,328,761	\$13,468,629

FIGURE 2: CAPITAL BUDGET FUNDING SOURCE



Debt

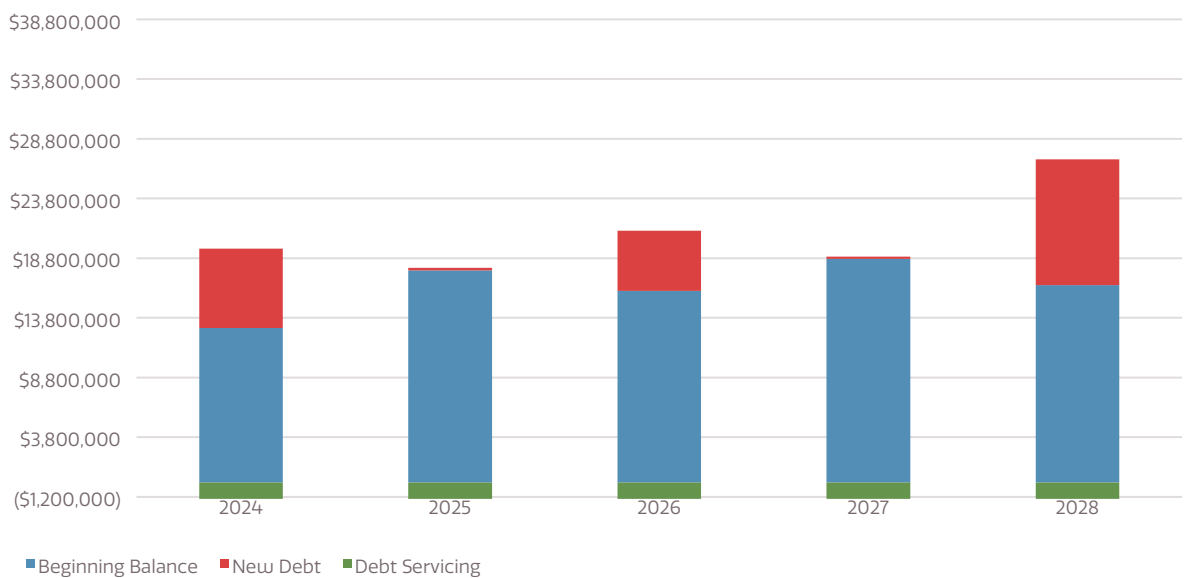
From time to time, the City may choose to incur debt to finance capital construction. *The Community Charter* and related Municipal Liabilities Regulation establishes debt limits by defining a liability servicing limit. The City's debt interest and principal payments cannot exceed 25% of its controllable sustainable revenues. Such revenues include property taxes, building permit revenue, user fees and unconditional grants.

Debt should only be incurred for one-time capital expenditures and not for ongoing operations. Borrowing for one-time capital expenditures allows the costs of the project to be spread over the useful life of the asset. This results in the costs being paid by future beneficiaries, as well as current taxpayers.

Based on the 2022 Audited Financial Statements, the City currently has approximately \$12.9 million of long-term debt. Projected debt and repayments (interest and principal, on both long-term and equipment financing) for the next 5 years are projected as follows:

	2024	2025	2026	2027	2028
Beginning Balance	\$12,951,851	\$17,769,308	\$16,054,636	\$18,749,598	\$16,535,307
New Debt	\$6,655,050	\$227,250	\$5,050,000	\$181,800	\$10,549,450
Debt Servicing	-\$1,837,593	-\$1,941,922	-\$2,355,038	-\$2,396,091	-\$2,570,037
Projected End Balance	\$17,769,308	\$16,054,636	\$18,749,598	\$16,535,307	\$24,514,720
Liability Servicing Limit	\$3,918,764	\$3,918,764	\$3,918,764	\$3,918,764	\$3,918,764
Projected Debt Servicing	-\$1,837,593	-\$1,941,922	-\$2,355,038	-\$2,396,091	-\$2,570,037
Debt Room	\$ 2,205,416	\$ 2,101,087	\$1,687,971	\$1,646,918	\$1,472,972

FIGURE 3: PROJECTED NEW AND SERVICING DEBT



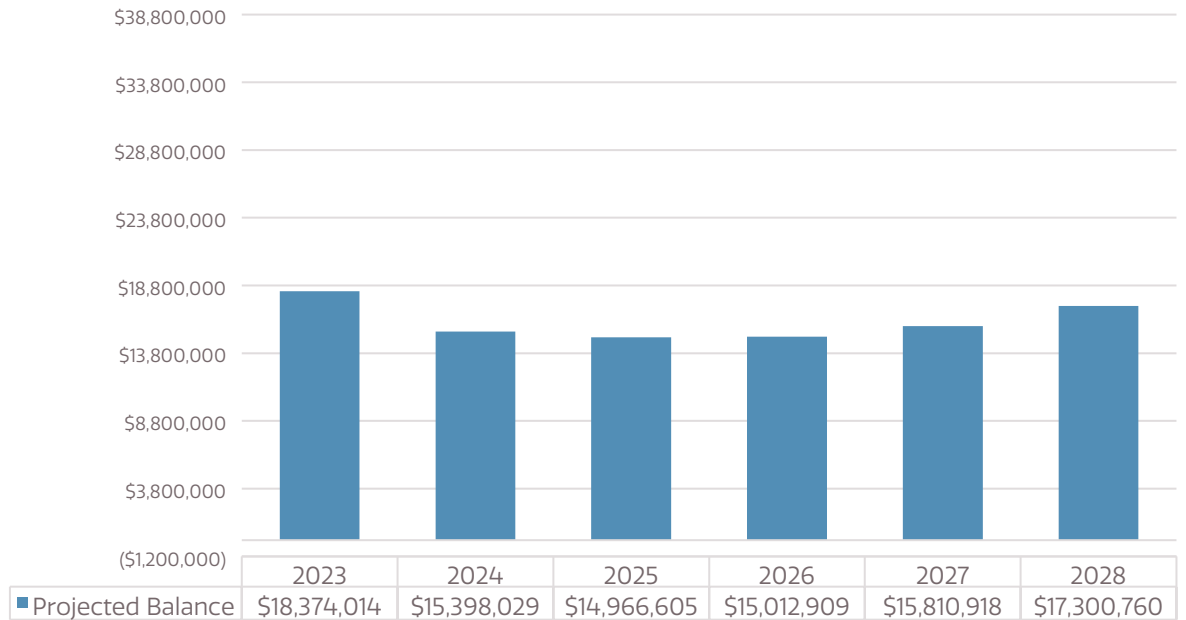
Reserves

The City's reserves were established by bylaw under Section 188 of the *Community Charter*. The legislation requires that money in a reserve fund must be used for the purpose for which the fund was established.

Reserves are an important funding source for municipalities and are used to achieve the following objectives:

- Ensure stable and predictable levies
- Provide operating emergencies
- Finance new capital assets
- Safeguard and maintain existing assets

FIGURE 4: PROJECTED RESERVES



Consolidated Operating Budget Summary

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Airport Services	1,378,850	1,304,350	(74,500)	-5%	1,490,020	1,855,854	2,026,805	2,026,805
Building Inspection and Bylaw Enforcement	181,070	181,500	430	0%	182,800	184,100	185,500	185,500
Development Services	6,000	6,000	-	-	6,100	6,200	6,200	6,200
Economic Development	116,000	116,000	-	-	116,000	116,000	116,000	116,000
Financial Services	19,550,996	21,124,015	1,573,019	8%	21,778,895	22,661,773	23,019,476	23,447,564
General Government Services	36,700	37,300	600	2%	37,900	38,600	39,300	39,525
Health and Social Services	59,000	59,600	600	1%	60,200	60,300	60,300	60,300
Protective Services, Fire	75,000	75,900	900	1%	75,900	75,900	75,900	75,900
Protective Services, RCMP	41,000	41,400	400	1%	41,900	42,400	42,400	42,400
Sewer Services	1,635,689	1,751,485	115,796	7%	1,865,332	1,986,578	2,115,706	2,253,227
Solid Waste Management	667,849	1,293,547	625,698	94%	1,341,931	1,390,598	1,440,438	1,490,832
Storm Water Services	542,850	542,850	-	-	542,850	542,850	542,850	542,850
Transportation and Civic Works	645,200	671,700	26,500	4%	720,900	770,200	819,700	871,860
Water Services	2,077,077	2,166,405	89,328	4%	2,263,893	2,365,768	2,472,228	2,583,478
Total Revenues	27,013,281	29,372,052	2,358,771	9%	30,524,620	32,097,122	32,962,803	33,742,442

Consolidated Operating Budget Summary

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Expenditures								
Airport Services	1,753,600	1,599,918	(153,682)	-9%	1,640,968	1,690,948	1,723,322	1,762,007
Building Inspection and Bylaw Enforcement	322,000	310,971	(11,029)	-3%	320,660	326,938	328,238	330,063
Development Services	557,800	530,180	(27,620)	-5%	551,377	569,641	574,653	577,286
Economic Development	300,100	201,000	(99,100)	-33%	201,000	201,000	201,000	203,125
Financial Services	9,465,900	10,256,860	790,960	8%	10,297,447	10,347,704	10,361,058	10,380,604
General Government Services	1,898,640	2,026,255	127,615	7%	2,107,507	2,190,687	2,241,094	2,237,686
Health and Social Services	215,000	230,810	15,810	7%	235,854	239,346	240,806	242,380
Information Technology	540,900	709,423	168,523	31%	766,457	827,390	792,879	799,303
Parks, Recreation and Cultural Services	1,714,910	1,725,461	10,551	1%	1,757,845	1,783,842	1,797,981	1,812,378
Protective Services, Fire	967,100	1,188,875	221,775	23%	1,228,218	1,266,352	1,276,747	1,289,650
Protective Services, RCMP	2,247,499	2,369,992	122,493	5%	2,456,695	2,560,286	2,681,834	2,740,207
Sewer Services	1,089,850	1,439,067	349,217	32%	1,461,613	1,492,017	1,503,385	1,516,947
Solid Waste Management	657,734	1,293,547	635,813	97%	1,341,931	1,390,598	1,440,437	1,490,832
Storm Water Services	186,600	193,132	6,532	4%	199,773	205,638	206,816	208,928
Transportation and Civic Works	3,417,325	3,812,763	395,438	12%	3,969,720	4,110,959	4,191,620	4,276,859
Water Services	1,223,350	1,593,471	370,121	30%	1,639,335	1,677,222	1,694,334	1,715,828
Total Expenditures	26,558,308	29,481,724	2,923,416	11%	30,176,399	30,880,565	31,256,205	31,584,083
Transfers to/from Reserves								
Transfer Out to Reserves	2,058,953	1,579,769	(479,184)	-28%	1,742,792	2,067,699	2,422,204	2,598,369
Transfer In from Reserves	(1,155,890)	(1,241,353)	85,463	7%	(946,483)	(403,053)	(267,518)	-
Total Transfers to/from Reserves	903,063	338,416	(393,721)	-97%	796,309	1,664,646	2,154,686	2,598,369
Intercompany Transfers								
Tfr In From General Capital Reserve	(125,000)	(125,000)	-	-	(125,000)	(125,000)	(125,000)	(125,000)
Tfr In From Water Operating	(161,694)	(161,694)	(0)	-0%	(161,694)	(161,694)	(161,694)	(161,694)
Tfr In From Sewer Operating	(161,394)	(161,394)	(0)	-0%	(161,394)	(161,394)	(161,394)	(161,394)
Total Intercompany Transfers	(448,089)	(448,089)	(1)	-0%	(448,089)	(448,089)	(448,089)	(448,089)
Surplus / (Deficit)	-	-	-		-	-	-	-



General Fund Budget

This fund is comprised of a diverse range of services in the community ranging from parks, to, development services, street sweeping, snow clearing, fire protection, policing, arts and culture contributions, general government services, etc.

Curbside collection programs are self-funded services within the General Fund as they are funded by user fees rather than property taxes.

General Operating

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Building Inspection and Bylaw Enforcement	181,070	181,500	430	0%	182,800	184,100	185,500	185,500
Development Services	6,000	6,000	-	-	6,100	6,200	6,200	6,200
Economic Development	116,000	116,000	-	-	116,000	116,000	116,000	116,000
Financial Services	19,550,996	21,124,015	1,573,019	8%	21,778,895	22,661,773	23,019,476	23,447,564
General Government Services	36,700	37,300	600	2%	37,900	38,600	39,300	39,525
Health and Social Services	59,000	59,600	600	1%	60,200	60,300	60,300	60,300
Protective Services, Fire	75,000	75,900	900	1%	75,900	75,900	75,900	75,900
Protective Services, RCMP	41,000	41,400	400	1%	41,900	42,400	42,400	42,400
Solid Waste Management	667,849	1,293,547	625,698	94%	1,341,931	1,390,598	1,440,438	1,490,832
Transportation and Civic Works	645,200	671,700	26,500	4%	720,900	770,200	819,700	871,860
Total Revenues	21,378,815	23,606,962	2,228,147	10%	24,362,526	25,346,071	25,805,214	26,336,081

General Operating

Expenditures

Building Inspection and Bylaw Enforcement	322,000	310,971	(11,029)	-3%	320,660	326,938	328,238	330,063
Development Services	557,800	530,180	(27,620)	-5%	551,377	569,641	574,653	577,286
Economic Development	300,100	201,000	(99,100)	-33%	201,000	201,000	201,000	203,125
Financial Services	9,465,900	10,256,860	790,960	8%	10,297,447	10,347,704	10,361,058	10,380,604
General Government Services	1,898,640	2,026,255	127,615	7%	2,107,507	2,190,687	2,241,094	2,237,686
Health and Social Services	215,000	230,810	15,810	7%	235,854	239,346	240,806	242,380
Information Technology	540,900	709,423	168,523	31%	766,457	827,390	792,879	799,303
Parks, Recreation and Cultural Services	1,714,910	1,725,461	10,551	1%	1,757,845	1,783,842	1,797,981	1,812,378
Protective Services, Fire	967,100	1,188,875	221,775	23%	1,228,218	1,266,352	1,276,747	1,289,650
Protective Services, RCMP	2,247,499	2,369,992	122,493	5%	2,456,695	2,560,286	2,681,834	2,740,207
Sewer Services	-	21,422	21,422	-	22,146	22,576	22,576	22,576
Solid Waste Management	657,734	1,293,547	635,813	97%	1,341,931	1,390,598	1,440,437	1,490,832
Storm Water Services	-	13,119	13,119	-	13,556	13,815	13,815	13,815
Transportation and Civic Works	3,417,325	3,812,763	395,438	12%	3,969,720	4,110,959	4,191,620	4,276,859
Water Services	-	17,137	17,137	-	17,717	18,061	18,061	18,061
Total Expenditures	22,304,908	24,707,815	2,402,907	11%	25,288,128	25,869,193	26,182,799	26,434,824

Transfers to/from Reserves

Transfer Out to Reserves	303,135	293,020	(10,115)	-3%	318,020	328,020	338,020	349,346
Transfer In from Reserves	781,140	945,785	164,645	21%	795,535	403,053	267,518	-
Total Transfers to/from Reserves	478,005	652,765	174,760	37%	477,515	75,033	(70,502)	(349,346)

Intercompany Transfers

Tfr In From General Capital Reserve	125,000	125,000	-	-	125,000	125,000	125,000	125,000
Tfr In From Water Operating	161,694	161,694	(0)	-0%	161,694	161,694	161,694	161,694
Tfr In From Sewer Operating	161,394	161,394	(0)	-0%	161,394	161,394	161,394	161,394
Tfr In From Sewer Operating	448,089	448,088	(1)	-0%	448,088	448,088	448,088	448,088
Total Intercompany Transfers	448,089	448,088	(1)	-0%	448,088	448,088	448,088	448,088

Surplus / (Deficit)

	-	-	-		-	-	-	-
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General Government Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Communications	36,700	37,300	600	2%	37,900	38,600	39,300	39,525
Total Revenues	36,700	37,300	600	2%	37,900	38,600	39,300	39,525
Expenditures								
Communications	242,965	251,394	8,429	3%	259,211	271,531	276,673	282,485
General Administration	689,800	685,221	(4,579)	-1%	717,808	748,898	754,357	760,380
General Government Facilities	158,100	172,398	14,298	9%	176,181	179,746	182,846	186,798
Human Resources	412,500	512,409	99,909	24%	539,653	566,818	574,280	578,850
Legislative Operations	395,275	404,832	9,557	2%	414,654	423,694	452,939	429,174
Total Expenditures	1,898,640	2,026,255	127,615	7%	2,107,507	2,190,687	2,241,094	2,237,686
Surplus / (Deficit)	(1,861,940)	(1,988,955)	(127,015)		(2,069,607)	(2,152,087)	(2,201,794)	(2,198,161)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	399,065	404,100	5,035	1%	407,600	415,000	447,400	431,968
Grants & Contributions	27,475	21,900	(5,575)	-20%	21,800	21,700	21,600	21,800
Internal Charges - Expense	7,100	7,200	100	1%	7,300	7,400	7,500	7,500
Salaries and Benefits	1,373,800	1,518,355	144,555	11%	1,594,907	1,669,387	1,686,094	1,696,206
Special Projects - Expense	20,000	-	(20,000)	-100%	-	-	-	-
Supplies and Equipment	71,200	74,700	3,500	5%	75,900	77,200	78,500	80,213
Total Operating Cost	1,898,640	2,026,255	127,615	7%	2,107,507	2,190,687	2,241,094	2,237,686

Budget Variance Highlights:

Salaries and Benefits increase due to:
 Collective bargaining and contractual agreements
 CRA source deductions and other other agencies
 Full time HR Manager in 20224

Grants & Contributions:
 Does not include \$10,475 unspent from 2023
 Includes \$5,000 request for Castlegar Queens

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Leadership Development
TYPE:	Operating	PROJECT MGR:	
NEW OR CARRY FORWARD:	New	ACCOUNT NO:	
INTERNAL RESOURCE:	Office of the CAO	INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Lesley Beatson to deliver two 4-hour interactive education sessions, a week apart, in early January. She will introduce a variety of relevant leadership topics along with some skills that can be applied immediately. These workshops will provide participants with learning and skills on all the topics highlighted at the SLT meeting on November 24th. She will teach some best practices in managing change.

At the end of the second session, all the participants will be surveyed to get their input on what learning has the most value, what is missing, what would they like more of, etc.

SLT then takes the data collected and decides on what the most important areas of development are and what learning will best facilitate that development. Following that, Lesley would like to do a 90-minute review & accountability follow up in February.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

PRINCIPLE 1: Governance & Service Excellence

3. Efficient and Effective

Goal #3: Provide efficient and effective services. Recognizing we are a growing and evolving city, we will strive to advance as a city, continually improving our services and programs towards our vision of providing the best-in-class customer experience.

IMPLEMENTATION PLAN

1. Email/invite to staff, draft message
2. Hold 2 4-hour sessions in January
3. Survey participants on input, which will inform further training
4. SLT to confirm focus areas
5. 90-minute review and accountability follow up in February

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	20,000	-	-	-	-	-
Total	20,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	20,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	20,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Voyent Alert!
TYPE:	Operating	PROJECT MGR:	Communications Manager
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Purchase an annual subscription to Voyent Alert!. Voyent Alert! is a multi-purpose communication service and alerting app that ensures the City can rapidly disseminate targeted information and personalized alerts during emergencies or other critical events in the City. It allows for text, email or phone notifications. This tool is used by most other municipalities and regional governments in the province.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Providing emergency alerts to residents, in the way they want them, supports the Strategic Plan principle of governance and service excellence.

IMPLEMENTATION PLAN

This service will be administered through the Communications department for general distribution and the Public Information Office during emergencies.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	5,000	-	-	-	-	3,900
Type (acquisition and install)	-	-	-	-	-	-
Total	5,000	-	-	-	-	3,900

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
Pay per use - additional usage fees for all notifications	-	-	-	-	-	-
Total	-	-	-	-	-	-

Financial Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Corporate Finance	11,368,496	12,125,015	756,519	7%	12,779,895	13,662,773	14,020,476	14,448,564
Property Taxation - Other Governments	8,182,500	8,999,000	816,500	10%	8,999,000	8,999,000	8,999,000	8,999,000
Total Revenues	19,550,996	21,124,015	1,573,019	8%	21,778,895	22,661,773	23,019,476	23,447,564
Expenditures								
Corporate Finance	1,283,400	1,257,860	(25,540)	-2%	1,298,447	1,348,704	1,362,058	1,381,604
Property Taxation - Other Governments	8,182,500	8,999,000	816,500	10%	8,999,000	8,999,000	8,999,000	8,999,000
Total Expenditures	9,465,900	10,256,860	790,960	8%	10,297,447	10,347,704	10,361,058	10,380,604
Surplus / (Deficit)	10,085,096	10,867,155	782,059		11,481,448	12,314,069	12,658,418	13,066,960

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	407,200	392,985	(14,215)	-3%	392,955	406,985	414,290	427,815
Financing Charges	10,000	10,000	-	-	10,000	10,000	10,000	10,250
Internal Charges - Expense	17,000	17,300	300	2%	17,600	18,000	18,400	18,400
Levies For Other Governments	8,182,500	8,999,000	816,500	10%	8,999,000	8,999,000	8,999,000	8,999,000
Salaries and Benefits	840,600	828,375	(12,225)	-1%	869,092	904,819	910,368	916,039
Supplies and Equipment	8,600	9,200	600	7%	8,800	8,900	9,000	9,100
Total Operating Cost	9,465,900	10,256,860	790,960	8%	10,297,447	10,347,704	10,361,058	10,380,604

Protective Services, RCMP

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
RCMP Services	41,000	41,400	400	1%	41,900	42,400	42,400	42,400
Total Revenues	41,000	41,400	400	1%	41,900	42,400	42,400	42,400
Expenditures								
RCMP Services	2,247,499	2,369,992	122,493	5%	2,456,695	2,560,286	2,681,834	2,740,207
Total Expenditures	2,247,499	2,369,992	122,493	5%	2,456,695	2,560,286	2,681,834	2,740,207
Surplus / (Deficit)	(2,206,499)	(2,328,592)	(122,093)		(2,414,795)	(2,517,886)	(2,639,434)	(2,697,807)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	1,923,199	1,978,700	55,501	3%	2,053,646	2,149,893	2,270,241	2,326,997
Grants & Contributions Paid - Expense	25,500	26,000	500	2%	26,500	27,000	27,500	28,188
Internal Charges - Expense	2,000	2,000	-	-	2,000	2,000	2,000	2,050
Salaries and Benefits	264,400	291,192	26,792	10%	301,749	307,893	307,893	307,893
Supplies and Equipment	32,400	72,100	39,700	123%	72,800	73,500	74,200	75,080
Total Operating Cost	2,247,499	2,369,992	122,493	5%	2,456,695	2,560,286	2,681,834	2,740,207

Budget Variance Highlights:

Salaries and Benefits increased due to:

Collective bargaining, contractual agreements, source deductions and RCMP Casual

Contracted Services

Contracted services increased to accommodate new RCMP Collective Agreement

Supplies and Equipment

Body worn cameras implementation starting in 2024

Protective Services, Fire

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Fire Protection	75,000	75,900	900	1%	75,900	75,900	75,900	75,900
Total Revenues	75,000	75,900	900	1%	75,900	75,900	75,900	75,900
Expenditures								
Emergency Services	26,800	31,142	4,342	16%	32,284	33,597	34,126	34,747
Fire Protection	940,300	1,157,733	217,433	23%	1,195,934	1,232,755	1,242,620	1,254,903
Total Expenditures	967,100	1,188,875	221,775	23%	1,228,218	1,266,352	1,276,747	1,289,650
Surplus / (Deficit)	(892,100)	(1,112,975)	(220,875)		(1,152,318)	(1,190,452)	(1,200,847)	(1,213,750)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	139,700	347,400	207,700	149%	350,100	352,800	355,500	359,263
Grants & Contributions Paid - Expense	14,300	14,600	300	2%	14,900	15,200	15,500	15,888
Internal Charges - Expense	72,700	74,200	1,500	2%	75,700	77,200	78,700	80,630
Other Revenue - Expense	2,600	2,700	100	4%	2,800	2,900	3,000	3,075
Salaries and Benefits	637,400	647,875	10,475	2%	680,818	712,352	716,147	720,197
Supplies and Equipment	100,400	102,100	1,700	2%	103,900	105,900	107,900	110,598
Total Operating Cost	967,100	1,188,875	221,775	23%	1,228,218	1,266,352	1,276,747	1,289,650

Budget Variance Highlights:

Salaries and Benefits increased due to:

Collective contractual agreements and source deductions

Contracted Services

Fire Services Delivery Review

Building Inspection and Bylaw Enforcement

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Animal Control	11,000	11,000	-	-	11,000	11,000	11,000	11,000
Building Permitting and Inspection	169,570	170,000	430	0%	171,300	172,600	174,000	174,000
Bylaw Enforcement	500	500	-	-	500	500	500	500
Total Revenues	181,070	181,500	430	0%	182,800	184,100	185,500	185,500
Expenditures								
Animal Control	59,000	60,100	1,100	2%	61,300	62,500	63,700	65,285
Building Permitting and Inspection	175,800	160,883	(14,917)	-8%	166,379	169,637	169,637	169,720
Bylaw Enforcement	87,200	89,988	2,788	3%	92,981	94,800	94,900	95,058
Total Expenditures	322,000	310,971	(11,029)	-3%	320,660	326,938	328,238	330,063
Surplus / (Deficit)	(140,930)	(129,471)	11,459		(137,860)	(142,838)	(142,738)	(144,563)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	67,900	69,100	1,200	2%	70,400	71,700	73,000	74,825
Salaries and Benefits	253,800	241,571	(12,229)	-5%	249,960	254,938	254,938	254,938
Supplies and Equipment	300	300	-	-	300	300	300	300
Total Operating Cost	322,000	310,971	(11,029)	-3%	320,660	326,938	328,238	330,063

Transportation and Civic Works

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Civic Works Operations – General	645,200	671,700	26,500	4%	720,900	770,200	819,700	871,860
Total Revenues	645,200	671,700	26,500	4%	720,900	770,200	819,700	871,860
Expenditures								
Civic Works Operations – General	1,271,500	1,599,871	328,371	26%	1,663,052	1,716,927	1,738,835	1,763,222
Engineering	318,200	369,833	51,633	16%	388,127	405,764	410,517	415,384
Roads and Bridges	1,827,625	1,843,058	15,433	1%	1,918,541	1,988,268	2,042,268	2,098,253
Total Expenditures	3,417,325	3,812,763	395,438	12%	3,969,720	4,110,959	4,191,620	4,276,859
Surplus / (Deficit)	(2,772,125)	(3,141,063)	(368,938)		(3,248,820)	(3,340,759)	(3,371,920)	(3,404,999)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	481,025	554,600	73,575	15%	557,740	565,880	574,120	584,160
Internal Charges - Expense	326,100	336,000	9,900	3%	378,500	421,000	463,600	506,863
Salaries and Benefits	1,856,900	2,206,113	349,213	19%	2,299,630	2,377,129	2,393,650	2,407,719
Supplies and Equipment	753,300	716,050	(37,250)	-5%	733,850	746,950	760,250	778,118
Total Operating Cost	3,417,325	3,812,763	395,438	12%	3,969,720	4,110,959	4,191,620	4,276,859

Budget Variance Highlights:

Salaries and Benefits increased due to:

- Collective bargaining, contractual agreements and source deductions
- Full year Facilities Foreperson position
- New Assistant Manager of Facilities and Fleet
- New Project Manager and Facilities Foreperson position

Contracted Services increased due to:

- Employee Training & Development
- Line painting contract adjusted to match contract terms

Supplies and Equipment increased due to:

- PPE & First Aid for staff
- Equipment rentals for street sweeping, snow clearing and pothole patching

Development Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Development Services	6,000	6,000	-	-	6,100	6,200	6,200	6,200
Total Revenues	6,000	6,000	-	-	6,100	6,200	6,200	6,200
Expenditures								
Development Services	557,800	530,180	(27,620)	-5%	551,377	569,641	574,653	577,286
Total Expenditures	557,800	530,180	(27,620)	-5%	551,377	569,641	574,653	577,286
Surplus / (Deficit)	(551,800)	(524,180)	27,620		(545,277)	(563,441)	(568,453)	(571,086)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	86,300	88,000	1,700	2%	89,400	91,100	92,700	95,018
Salaries and Benefits	460,700	431,180	(29,520)	-6%	450,777	467,141	470,353	470,378
Supplies and Equipment	10,800	11,000	200	2%	11,200	11,400	11,600	11,890
Total Operating Cost	557,800	530,180	(27,620)	-5%	551,377	569,641	574,653	577,286

Budget Variance Highlights:

Salaries and Benefits reduction from reallocation of salary to another division

Economic Development

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Economic Development	116,000	116,000	-	-	116,000	116,000	116,000	116,000
Total Revenues	116,000	116,000	-	-	116,000	116,000	116,000	116,000
Expenditures								
Economic Development	300,100	201,000	(99,100)	-33%	201,000	201,000	201,000	203,125
Total Expenditures	300,100	201,000	(99,100)	-33%	201,000	201,000	201,000	203,125
Surplus / (Deficit)	(184,100)	(85,000)	99,100		(85,000)	(85,000)	(85,000)	(87,125)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	120,100	116,000	(4,100)	-3%	116,000	116,000	116,000	116,000
Grants & Contributions	180,000	85,000	(95,000)	-53%	85,000	85,000	85,000	87,125
Total Operating Cost	300,100	201,000	(99,100)	-33%	201,000	201,000	201,000	203,125

Budget Variance Highlights:

2024 Budget does not include the City's donations towards the Chamber of Commerce's new building

Health and Social Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Cemetery Operation	34,000	34,600	600	2%	35,200	35,800	35,800	35,800
Health Care Initiatives	25,000	25,000	-	-	25,000	24,500	24,500	24,500
Total Revenues	59,000	59,600	600	1%	60,200	60,300	60,300	60,300
Expenditures								
Cemetery Operation	166,000	182,810	16,810	10%	188,854	193,446	194,706	196,080
Health Care Initiatives	49,000	48,000	(1,000)	-2%	47,000	45,900	46,100	46,300
Total Expenditures	215,000	230,810	15,810	7%	235,854	239,346	240,806	242,380
Surplus / (Deficit)	(156,000)	(171,210)	(15,210)		(175,654)	(179,046)	(180,506)	(182,080)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	55,200	54,200	(1,000)	-2%	53,200	52,100	52,300	52,655
Internal Charges - Expense	24,500	25,000	500	2%	25,500	26,000	26,500	27,163
Salaries and Benefits	122,200	138,310	16,110	13%	143,654	147,546	148,106	148,315
Supplies and Equipment	13,100	13,300	200	2%	13,500	13,700	13,900	14,248
Total Operating Cost	215,000	230,810	15,810	7%	235,854	239,346	240,806	242,380

Budget Variance Highlights:

Salaries and Benefits increase due to:

Collective bargaining, contractual agreements and source deductions

Information Technology

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Expenditures								
Information Technology	540,900	709,423	168,523	31%	766,457	827,390	792,879	799,303
Total Expenditures	540,900	709,423	168,523	31%	766,457	827,390	792,879	799,303
Surplus / (Deficit)	(540,900)	(709,423)	(168,523)		(766,457)	(827,390)	(792,879)	(799,303)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	16,300	322,700	306,400	1,880%	365,892	412,317	370,775	372,428
Salaries and Benefits	382,100	156,603	(225,497)	-59%	166,705	177,435	180,647	180,647
Supplies and Equipment	142,500	230,120	87,620	61%	233,860	237,639	241,457	246,228
Total Operating Cost	540,900	709,423	168,523	31%	766,457	827,390	792,879	799,303

Budget Variance Highlights:

- 2 full time positions converted to contracted services as part of the IT Master Plan implementation
- Contracted Services & Supplies increased to implement recommendations from the IT Master Plan

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology	PROJECT ID #	
FUND:	02 General Capital Fund	Project Name:	IT Masterplan Implementation
TYPE	Capital	PROJECT MGR	IT Manager
NEW OR C/FWD	New	ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Over the last three years, the City has dedicated efforts to implement a modern Records and Information Management System (RIM) in accordance with the Local Government Management Association's (LGMA) Records Management Manual. Corporate Services has successfully completed the initial phase of this project, marking a significant achievement.

The next crucial step involves the adoption of an Electronic Document and Records Management System (EDRMS) to build on the advancements made by Corporate Services. EDRMS plays a pivotal role in contemporary business operations, empowering organizations to digitally store, manage, and share documents, thereby eliminating reliance on traditional paper-based processes and ensuring substantial cost savings.

Following the City's recent conclusion of an Information Technology Master Plan, which involved a thorough review of our existing IT landscape in comparison to industry trends, Microsoft SharePoint has emerged as the recommended foundation for our EDRMS strategy. SharePoint's robust feature set, encompassing workflow automation tools and powerful enterprise search capabilities, positions it as an ideal choice to meet the City's document management needs while ensuring scalability for future growth.

The benefits of implementing an EDRMS, particularly through SharePoint, are manifold:

Increased Efficiency: Streamlined document management processes result in enhanced productivity and reduced administrative overhead.

Improved Security and Compliance: EDRMS strengthens data security and ensures compliance with regulatory requirements.

Enhanced Information Access and Retrieval: Quick and efficient retrieval of documents and data leads to improved decision-making.

Cost Savings: The transition to a paperless environment offers cost-effective, sustainable operations.

Improved Collaboration and Productivity: SharePoint Online fosters real-time document collaboration and productivity enhancements.

SharePoint Online emerges as an excellent choice for organizations seeking a reliable and secure EDRMS solution. Its essential features, including version control, document sharing, change tracking, search capabilities, and metadata tagging, facilitate swift information retrieval. Moreover, its integration with Office 365 applications enables seamless real-time collaboration among teams, maintaining robust security measures to protect sensitive data from unauthorized access.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted, the City will update the operating and capital budget.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	-	25,000	10,000	10,000	10,000	-
Total	-	25,000	10,000	10,000	10,000	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

Parks, Recreation and Cultural Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Expenditures								
Chamber of Commerce Facility	5,000	536	(4,464)	-89%	554	564	564	564
Cultural Services	410,220	395,545	(14,675)	-4%	398,755	401,231	404,956	407,121
Library Services	367,590	378,664	11,074	3%	379,708	380,491	380,891	381,446
Museum Services and Heritage Sites	5,500	536	(4,964)	-90%	554	564	564	564
Other Heritage Facility	7,000	2,036	(4,964)	-71%	2,054	2,064	2,064	2,102
Parks	919,600	948,146	28,546	3%	976,220	998,927	1,008,942	1,020,581
Total Expenditures	1,714,910	1,725,461	10,551	1%	1,757,845	1,783,842	1,797,981	1,812,378
Surplus / (Deficit)	(1,714,910)	(1,725,461)	(10,551)		(1,757,845)	(1,783,842)	(1,797,981)	(1,812,378)

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	170,200	182,200	12,000	7%	185,400	188,600	191,900	196,423
Grants and Contributions Paid - Expense	619,610	615,010	(4,600)	-1%	615,310	615,610	618,235	618,750
Internal Charges - Expense	118,000	120,400	2,400	2%	122,800	125,200	127,700	130,893
Salaries and Benefits	641,300	638,651	(2,649)	-0%	662,235	679,432	682,246	683,965
Supplies and Equipment	165,800	169,200	3,400	2%	172,100	175,000	177,900	182,348
Total Operating Cost	1,714,910	1,725,461	10,551	1%	1,757,845	1,783,842	1,797,981	1,812,378

Solid Waste Management

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Garbage Fees	407,534	884,163	476,629	117%	918,125	953,622	990,977	1,027,991
Recycle BC	143,715	247,100	103,385	72%	256,980	267,255	277,940	289,060
Yard Waste Levy	116,600	162,284	45,684	39%	166,826	169,721	171,521	173,781
Total Revenues	667,849	1,293,547	625,698	94%	1,341,931	1,390,598	1,440,438	1,490,832
Expenditures								
Garbage Fees	407,534	884,163	476,629	117%	918,125	953,622	990,977	1,027,991
Recycle BC	133,600	247,100	113,500	85%	256,980	267,255	277,940	289,060
Yard Waste Levy	116,600	162,284	45,684	39%	166,826	169,721	171,521	173,781
Total Expenditures	657,734	1,293,547	635,813	97%	1,341,931	1,390,598	1,440,437	1,490,832
Surplus / (Deficit)	10,115	(0)	(10,115)		-	-	-	-

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	568,434	1,168,215	599,781	106%	1,213,046	1,258,919	1,307,355	1,356,047
Grants & Contributions Paid - Expense	8,500	8,600	100	1%	8,700	8,800	8,900	9,123
Internal Charges - Expense	11,200	11,400	200	2%	11,600	11,800	12,000	12,300
Salaries and Benefits	52,100	63,332	11,232	22%	65,586	67,078	67,183	67,312
Supplies and Equipment	17,500	42,000	24,500	140%	43,000	44,000	45,000	46,050
Total Operating Cost	657,734	1,293,547	635,813	97%	1,341,931	1,390,598	1,440,437	1,490,832

Budget Variance Highlights:

Increased expenses from new Organics program, and new rates from garbage, and recycling pickups.

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
GENERAL FUND CAPITAL IMPROVEMENT PLAN - VEHICLES & EQUIPMENT						
Equipment						
	Loader Replacement	350,000				
	Light Truck	600,000				
	Freightliner Replacement	400,000				
	Protective Services PPE	75,000	10,000	10,000	10,000	
	Loader Sweeper Broom	70,000				
	Debris/Leaf Blower Attachment	17,000				
	2014 RAM 1500 Command Vehicle			80,000		
	Type 2 Sprinkler Protection Unit		125,000			
	SCBA Washer				50,000	
	Total Capital	1,512,000	135,000	90,000	60,000	-
Equipment Financing Repayment Summary						
	2017 Fire Truck Long Term Debt	58,122	58,122	58,122	58,122	58,122
	2020 Fire Truck Long Term Debt	52,162	52,162	52,162	52,162	52,162
	Freightliner	86,160	86,160	86,160	86,160	86,160
	Light Trucks	129,240	129,240	129,240	129,240	129,240
	Loader	75,390	75,390	75,390	75,390	75,390
	2024 New Fire Truck	124,757	124,757	124,757	124,757	124,757
	2026 Command Vehicle				13,035	13,035
	Type 2 Sprinkler Protection			20,365	20,365	20,365
		525,830	525,830	546,195	559,230	559,230
	Equipment Purchases plus Repayments	2,037,830	660,830	636,195	619,230	559,230
Equipment Project Funding Sources						
	Debt	1,350,000	125,000	80,000	-	-
	Regional Playing Field Reserve	17,000	-	-		
	Infrastructure Investment Levy	525,830	525,830	546,195	559,230	559,230
	Vehicle & Equipment Reserve	145,000	10,000	10,000	60,000	-
		2,037,830	660,830	636,195	619,230	559,230

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Fire Department
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	PPE Replacement
PROJECT MGR	Sam Lattanzio
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

CFD is required to replace 15 full sets of PPE(Jackets, Pants, Boots and accessories). This PPE must be replaced every 10 years as per National Fire Protection Association Standard (NFPA 1971) and Work Safe BC requirements. This is not an option. One set of gear is \$5,000 NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Regulatory Requirement

IMPLEMENTATION PLAN

Will proceed with Castlegar's new procurement policy

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	75,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	75,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Freightliner purchase
PROJECT MGR	Operations Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City has recently decommissioned a Sterling dump truck due to safety concerns related to its condition. The proposal is to replace it with a M2 112 PLUS Freightliner tandem axle dump truck, complete with a plough blade (winged) and front sander. This upgrade aims to boost operational efficiency by increasing the material volume per trip. Furthermore, the addition of a winged blade would decrease the number of passes required to clear snow from a road.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Ensure safe and secure infrastructure for the long term. Support efficient delivery of municipal services.

IMPLEMENTATION PLAN

Purchase, train staff and implement into our snow and ice control procedures.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	400,000	-	-	-	-	-
Total	400,000	-	-	-	-	-

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
Equipment Capital, Reserves	-	-	-	-	-	-
Grants, other	400,000	-	-	-	-	-
Total	400,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Fleet
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Loader Replacement
PROJECT MGR	Operations Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The Fleet Replacement Plan identifies Unit 22, a 1984 926 Loader, for replacement in 2024. This unit has exceeded its expected service life and is currently in an unserviceable condition. The Loader plays a crucial role in the City's ice control and snow removal operations during the winter months. Beyond winter maintenance, this versatile equipment serves other essential functions in our community, including yard waste management and biosolid management

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Ensure safe and secure infrastructure for the long term. Support efficient delivery of municipal services.

IMPLEMENTATION PLAN

Purchase and implement into our snow and ice control procedures.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	350,000	-	-	-	-	-
Total	350,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
Equipment Capital, Reserves	-	-	-	-	-	-
Grants, other	350,000	-	-	-	-	-
Total	350,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	Civic Works

PROJECT ID #:	
PROJECT NAME:	Light Trucks
PROJECT MGR:	Operations Manager
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

To acquire seven vehicles in accordance with the Fleet Replacement Plan to support the City's growth. We aim to standardize the brand used in the fleet program, streamlining our operations for greater efficiency.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	600,000	-	-	-	-	-
Total	600,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
Equipment Capital, Reserves	-	-	-	-	-	-
Grants, other	600,000	-	-	-	-	-
Total	600,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Roads Paved	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Loader sweeper broom
TYPE:	Operating	PROJECT MGR:	Assistant Operations Manager - Civic Works
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Civic Works	INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

To procure a replacement for the City's loader sweeper broom, the current unit has been out of service for approximately two years without a replacement. This equipment is vital for the street sweeping program, and the City currently operates only one street sweeper to cover the entire city. The absence of a functioning sweeper has led to delayed spring cleanup, resulting in hazardous conditions for drivers, pedestrians, and cyclists.

The requested replacement unit comes equipped with a 90-gallon sprinkler system for dust control. This feature eliminates the need for a second operator to utilize the liquid truck for dust control tasks. This enhancement contributes to operational efficiency and ensures a more timely and effective street sweeping program.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Council strategic priority #5.) Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Purchase as early as possible to get it serviceable for use as soon as possible.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	70,000	-	-	-	-	-
Total	70,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
Equipment Capital, Reserves	70,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	70,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
Lifecycle replacement	-	-	-	-	-	\$80,000?
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Debris/Leaf blower attachment
TYPE:	Operating	PROJECT MGR:	Assistant Operations Manager - Civic Works
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Civic Works	INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The debris sidewalks and walkways accumulates very quickly, particularly in the fall and can pose a safety hazards for pedestrians. The purchase of the leaf/debris blower attachment for our existing trackless unit would increase the Parks Department efficiency at cleaning leaves, light snow and other debris from the sidewalks and trail system. This purchase would eliminate the use of back pack blowers, a practice which is more labour intensive and strenuous for employees.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Strategic plan 5.) Creating special places and recreation for everyone.

IMPLEMENTATION PLAN

Purchase in early 2024 to have in use for spring clean-up.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	17,000	-	-	-	-	-
Total	17,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	17,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	17,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
Lifecycle replacement	-	-	-	-	-	20,000
Total	-	-	-	-	-	20,000

2024-2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
GENERAL FUND CAPITAL IMPROVEMENT PLAN						
Transportation and Civic Works Fund Capital Projects						
	Columbia Ave. PH 3 (17th - 18th & 11th - 13th)	250,000				7,210,000
	CMMS & Asset Management System		50,000			
	Pavement Management Plan					
	Sidewalks	40,000	40,000	40,000	40,000	40,000
	Orchard Avenue Phase 2	250,000	8,800,000			
	City Wide Signage	50,000				
	CPR Crossings	450,000				
	Paving	60,000	60,000	60,000	60,000	60,000
	Engineering Design Guideline		50,000			
	Indigenous Project	25,000				
	Geospatial Assessment & Strategic Plan	60,000				
	Transportation Master Plan		150,000			
	Total Capital	1,185,000	9,150,000	100,000	100,000	7,310,000

2024-2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
GENERAL FUND CAPITAL IMPROVEMENT PLAN						
Transportation and Civic Works Capital Debt Repayment Summary						
	Repayment of internal financing					
	Repayment Orchard Avenue Phase 1	86,938	86,938	86,938	86,938	86,938
	Repayment Columbia Avenue Ph 1	128,522	128,522	128,522	128,522	128,522
	Repayment Columbia Avenue Ph 2	364,200	364,200	364,200	364,200	364,200
	Repayment Columbia Avenue Ph 3					
		579,660	579,660	579,660	579,660	579,660
	Total Capital plus Debt Repayments	1,764,660	9,729,660	679,660	679,660	7,889,660
Transportation and Civic Works Project Funding Sources						
	Debt	-	-	-	-	7,210,000
	Infrastructure Levy - Debt	492,722	492,722	492,722	492,722	492,722
	Roads Reserves	251,938	386,938	186,938	186,938	186,938
	Roads DCC	238,306	-	-	-	-
	General Capital Reserves	25,000	50,000	-	-	-
	Community Works Fund	250,000				
	Land Sales	250,000	8,800,000	-	-	-
	Grants	45,000				
	Developer Contributions	211,694	-	-	-	-
		1,764,660	9,729,660	679,660	679,660	7,889,660

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Columbia Avenue Phase 3
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

The third phase of the Columbia Avenue Complete Streets redevelopment. Full servicing and road redevelopment on Columbia Avenue between 17-18th Street and 11-13th Street. Similar amenities and cross section to phase 1 (2018) with a raised and separated bike lane, TWTL (two-way-turn-lane) and tree nodes.

Rationale

Asset replacement of water, storm, and sewer, infrastructure with pavement renewal.

This third phase of the Columbia Ave renewal allows the opportunity to revitalize this arterial route in the City while incorporating modern safety features and upgrades. Replacing critical infrastructure that has reached or is reaching its end of its useful life in a planned and timely manner is a critical responsibility for any community. This process not only ensures the continued functionality of essential systems but also presents an opportunity to integrate transportation upgrades that can significantly enhance safety for all users.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in alignment with Council's 2023-2027 Strategic Plan Principal 1 - Governance & Service Excellence, Goal 3 - Efficient and Effective and Goal 5 - Maintenance; this also aligns with Principal 3 - Quality of Life, Goal 4 - Safety, and Goal 5 - Connectivity

IMPLEMENTATION PLAN

Detailed design of the project was completed in 2023 and identified some land acquisition and Rights-of-Way that will be required. This work will be undertaken in 2024 along with relocation of multiple Fortis owned power poles, all of which will help ensure successful construction in 2025.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):			-	-	-	-
Type (acquisition and install)	250,000	-	-	-	8,500,000	-
Total	250,000	-	-	-	8,500,000	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	250,000	-	-	-	-	-
Grants, other		-	-	-	8,500,000	-
Total	250,000	-	-	-	8,500,000	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sidewalks
FUND:	
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	2024 Sidewalk Program
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Annually, the City utilizes SafeSidewalksCanada to complete citywide sidewalk inspections and complete a report of damaged panels. They assign each defect (vertical displacement, cracking, spalling/scaling, overgrowth, sunken panel/pooling, hazard/obstacle, etc.) a rating between 1 and 5. A rating of 5 indicates an extreme deficiency requiring immediate attention, down to 1 which indicates "monitor only". Missing wheelchair ramps are also identified but not rated. SafeSidewalksCanada also recommends whether each damaged panel be repaired or replaced, based on the severity of the defect.

The City uses these recommendations to create a repair and replacement worklist, based on the severity of the defect and priority of the panel.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This work reduces risk from slips, trips, and falls and contributes to the annual management of sidewalk assets.

IMPLEMENTATION PLAN

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	40,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	40,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	40,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	40,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Orchard Avenue Phase 2
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Orchard Avenue Phase 1 was completed in 2020 and provided servicing and access to a portion of the Airport Lands owned by the City, including the FedEx Ground Distribution facility. Phase 2 would complete the connection from Phase 1 to Highway 3, and include an intersection at the highway. Many of the required assessments for development of these lands have been completed, however there are some outstanding studies to be completed along with a detailed design for the subdivision of the lands. The budget for 2024 is to pursue the completion of these assessments and detailed designs, with the goal of tendering and construction in 2025.

Rationale
 Orchard Avenue Phase 2 would provide access and servicing for approximately 25 acres of developable vacant land. Once serviced, the City will have the option to subdivide and sell the land for commercial and industrial uses, with primary benefit being an increased future tax base.

Deliverables
 Complete the Contaminated Sites Review Stage 2 and the Archaeological Impact Assessment (AIA), provided a Heritage Inspection Permit is received from the Archaeology Branch for the AIA, and complete a detailed design for the subdivision. This will include detailed design on the required infrastructure and Class A cost estimates.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's 2023-2027 Strategic Priority Principal 6 - A Prosperous City
 Goal 1 - Influence: *Continue to grow our Regional Influence. Establish Castlegar as the commerce centre of the West Kootenays*; and
 Goal 2 - Business: *Establish ourselves as a community where people want to do business and cultivate a positive environment that enables businesses to be successful and grow.*

IMPLEMENTATION PLAN

Follow through on a work plan to complete the above noted deliverables.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	770,000	10,600,000		-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	770,000	10,600,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	770,000			-	-	-
Grants, other	-	-	-	-	-	-
Total	770,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Wayfinding Signage
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 After wayfinding signage was installed in 2022, concerns were raised about the legibility of the signage and the navigation route to Zuckerberg Park as the sign directs traffic down a road that would require vehicles make an illegal turn to access the park. Solutions to these concerns were explored and budgets developed for approval. Another request also came through for "Sculpture Capital of Canada" plaques for each entrance sign.

Rationale
 Wayfinding signage contributes to efficient navigation, safety, and the overall quality of life in the City of Castlegar. They help promote tourism, economic development, accessibility, and cultural awareness while reducing stress and frustration for residents and visitors. Properly executed wayfinding signage is an investment that enhances the City's livability; with these changes, Castlegar can create signage that is visually accessible to a diverse population, including individuals with different visual abilities, and promote inclusivity and safety within the community.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 3 - Quality of Life

IMPLEMENTATION PLAN

This project is ongoing and will see completion in 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	50,000	-	-	-	-	-
Total	50,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	50,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	50,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	5th Ave Railway Crossing Upgrade
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Projects regarding railway crossings from the perspective of Canadian Pacific Kansas City Railway, are that they are split between 'upgrades' and 'general maintenance'. Upgrades for instance, are a widening of the crossing width, adding a warning system, or upgrading a warning system. General maintenance can be considered repairing the existing surface and or warning system.

Rationale

The agreement for this crossing location holds a volume of crossing traffic that triggers a warning system upgrade. As per the agreement: "The parties agree the crossing shall be equipped with standard reflectorized crossing signs until such time as the cross-product of trains versus vehicles per day exceeds 1000...". The average daily train count is 3 and the reported average daily vehicles is 320 (as of 2017) which equals a cross-product of 960. With developments that have taken place within the area and a growing Castlegar population, the cross-product has since grown, triggering a warning system upgrade.

Deliverables

The CPKCR will complete upgrades to this crossing.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

In order to meet safety standards for railway crossings, these improvements must be implemented. An agreement for project cost-sharing with Developers was previously completed; Staff will continue to seek grant funding to lessen the financial impact to the City.

IMPLEMENTATION PLAN

This project will be led by CPKC Railway with input from City Staff

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	450,000	-	-	-	-	-
Total	450,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	225,000	-	-	-	-	-
Grants, other - Developer Cost Share	225,000	-	-	-	-	-
Total	450,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Roads Paved
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	2024 Paving Program
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Annually the City sets aside budget to complete full pavement removal and replacement. Historically, this budget has been \$60,000 and the location(s) selected were largely based on resident complaints and crew observations.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This work contributes to the annual management of pavement asset.

IMPLEMENTATION PLAN

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	60,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	60,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	60,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	60,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Engineering Design Guideline
PROJECT MGR:	Manager of Engineering & infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Development of a comprehensive engineering design guideline that sets out minimum standards and recommended guidelines for engineering projects within the City, including buried utilities, road cross-sections, pump stations, pressure reducing stations, street lighting, and more.

Rationale
 Currently the City references the Master Municipal Construction Documents Design Guideline for our engineering guidelines. While this document is a great reference, an internal document would allow for City-specific requirements. A lack of a comprehensive document has led to inefficiency with development approval as more review and communication is required with applicants to ensure development is designed to the City's standards. This has also led to inconsistency in the proposal of infrastructure, which can unnecessarily complicate asset management and lead to increased (future) costs for the City.

Deliverables
 A document describing City requirements for each aspect of engineering construction, from planning requirements through to construction materials and methodology, and record documentation.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This initiative aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence, Goal 3 - Efficient and Effective

IMPLEMENTATION PLAN

Upon approval by Council, a qualified consultant will be hired to complete consultation with crews and in-house staff and draft a document based on feedback and best practices.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		100,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	100,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		100,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	100,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Geospatial Assessment & Strategic Plan
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPA	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description & Deliverables

The City of Castlegar is interested in developing a strategy to manage the significant amount of spatial data that the organization owns, maintains, and generates. An effective geospatial data platform is a crucial component of today's local governments. It promotes collaboration across departments and exposes opportunities for efficiency and streamlining of tasks.

Rationale

Deciding on a geospatial strategy can be daunting, given the number of options, skills required, and everchanging technologies. Taking a step back and assessing the geospatial program for the entire organization as a whole is important to developing a stronger, and more robust program that can support a wide range of strategic initiatives.

Deliverables

This project's deliverables includes conducting an assessment of the current state of the City's geospatial resources, facilitating comprehensive needs assessment interviews, outlining best practices, and providing a road map with recommendations to more effectively and efficiently utilize GIS as a key business system within the organization.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence

IMPLEMENTATION PLAN

Engage a qualified consultant to complete assessment reports of the organization to highlight needs and find cross-departmental synergies. Then compile the reports into a centralized geospatial needs assessment & strategic plan document. This will include an Executive Summary for Council and Senior Management. This Executive Summary will be a high-level summary of engagement findings and recommendations to move forward.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	60,000		-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	60,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	60,000	-	-	-	-	-
Total	60,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Roads Paved	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Indigenous Crosswalk
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description and Deliverables
 The project entails the installation of an indigenous-themed crosswalk at a strategically selected location. The crosswalk will feature culturally significant designs, symbols, or colors inspired by the local indigenous communities. This initiative aims to promote cultural awareness, instill pride in our diverse heritage, and contribute to the overall vibrancy of our city.

Rationale
 Castlegar is home to a rich cultural tapestry, and recognizing the contributions of our indigenous communities is an important step towards fostering a more inclusive and welcoming environment. An indigenous-themed crosswalk would serve as a visible symbol of our city's commitment to honoring the heritage and culture of the indigenous peoples who have shaped our community.

Deliverables
 Installation of a indigenous-themed crosswalk.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in alignment with Council's Strategic Plan Principal 3 - Quality of Life

IMPLEMENTATION PLAN

Collaborate with relevant community stakeholders and indigenous representatives to ensure that the project is culturally sensitive and accurately reflects the values of our indigenous communities. After engagement is completed, procure a qualified contractor to complete the installation.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):				-	-	-
Type (acquisition and install)	25,000	-	-	-	-	-
Total	25,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	25,000			-	-	-
Grants, other	-	-	-	-	-	-
Total	25,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Transportation Master Plan
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IM	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Initiating a multi-modal transportation (vehicular, cycling, pedestrian and transit) master plan that considers both active and conventional transportation modes can provide numerous benefits for the community and surrounding region. Such a plan aims to create a more comprehensive, sustainable, and efficient transportation system; some benefits include improved mobility/accessibility, reduced environmental impact, increased health and safety, economic growth, and enhanced quality of life. It is an essential step toward creating a more sustainable and livable urban environment for the City of Castlegar.

Rationale
 Completing a transportation master plan is essential for a variety of reasons. It serves as a strategic roadmap for the development, improvement, and management of a community's transportation system, while acting as a guiding document for high-level, long-term, multi-modal transportation planning within the City.

Deliverables
 A transportation master plan is a comprehensive document that outlines the long-term strategies and vision for a community's transportation system. It will include various deliverables that provide a detailed roadmap for current and future transportation development and management.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

Once approved, Staff will follow public procurement to engage with a qualified consulting firm to complete the Transportation Master Plan. Components of this plan often have grant funding available. Staff will continue to monitor for grant funding opportunities specific to this project.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	150,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	150,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	150,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	150,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
GENERAL FUND CAPITAL IMPROVEMENT PLAN - FACILITIES						
Facilities Fund Capital Projects						
	Council Chambers Strata Corp Upgrades	9,600	7,400	7,400	7,400	
	Air Conditioning for EOC and Kitchen	10,000				
	Facilities Needs Assessment	60,000				
	Library LED Lighting and PV Solar Upgrade	60,000				
	HVAC City Hall	60,000				
	Civic Works Wash Bay				50,000	
	Total Capital	199,600	7,400	7,400	57,400	-
Facilities Project Funding Sources						
	Grant	60,000				
	Facilities Reserve	139,600	7,400	7,400	57,400	-
		199,600	7,400	7,400	57,400	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	HVAC City Hall
PROJECT MGR:	Operations Manager
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	2 - Estimated 3.5 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The existing HVAC system at City Hall has become outdated, resulting in frequent malfunctions and increased operational costs. To address these challenges and enhance the overall efficiency of the building, I propose the allocation of resources for the procurement, installation, and adjustment of a new HVAC system. The estimated budget for this project is \$60,000. Immediate consideration of this proposal is vital to ensure the well-being and optimal working conditions for City Hall occupants. The timeline for project initiation and completion will be provided upon approval. Your support in this matter is highly appreciated.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	60,000	-	-	-	-	-
Total	60,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	60,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	60,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works	PROJECT ID #:	
FUND:		PROJECT NAME:	Civic Works Wash Bay
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 City of Castlegar Operations currently uses a local car wash to clean and maintain the City's fleet. From an asset management perspective, keeping fleet vehicles clean is crucial for their maintenance and longevity. Regularly washing vehicles removes dirt, road salt, and other corrosive substances, which can lead to rust and deterioration. This reduces repair and replacement costs over time.

Rationale
 A dedicated wash bay is essential for a large commercial fleet because it supports vehicle maintenance, safety, brand image, driver satisfaction, environmental compliance, fuel efficiency, and overall operational efficiency. It helps the business maintain a professional image and reduce long-term operating costs while ensuring the safety of its employees and the environment.

Deliverables
 This will be a multi-phase project. The first phase will look to address an old fuel tank which was buried onsite. This phase will cover the tank removal and remediation of the area. The second phase will include detailed design and construction of the wash bay.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence, Goal 3 and Goal 5

IMPLEMENTATION PLAN

Once approved, Staff will follow public procurement to engage with a qualified consulting firm to complete the phase 1 of the works. Phase 2 will require a future budget request.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-		-	-
Type (acquisition and install)		-	-	150,000	-	-
Total	-	-	-	150,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	-	150,000	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	150,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Facilities Needs Assessment
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Completing a Facility Needs Assessment is a crucial step for a growing organization, as this process helps organizations evaluate their current facilities, identify inefficiencies, and ensure that the workspace meets the needs of staff, both in the present and future. Given the current and projected growth of the City's employees, a Facilities Needs Assessment should be completed by a qualified professional for City Hall and the Civic Works Yard to ensure that space utilization, operational efficiencies, and cost savings are identified and pursued.

Rationale
 By optimizing space utilization, accommodating staff growth, and addressing inefficiencies, organizations can enhance productivity, reduce costs, and create a workspace that supports their long-term success.

Deliverables
 A Facility Needs Assessment report for Castlegar City Hall and the Civic Works Yard shall include a space utilization analysis, recommendations for improving efficiency and accommodating organizational growth, and high-level cost estimates for recommended changes.

Prelim layout concepts - City to select preferable - create budget estimate to see concept through

Note
 Upon completion of the assessment, Staff will work with the qualified professional to determine a preferred option for addressing identified needs and receive cost estimates for the preferred option.
 In light of the anticipated solution, Staff foresee the likelihood of a budget amendment request to support the next steps in implementing the recommendation. The budget amendment report, along with the details of the preferred option will be presented to the City Council for review and consideration.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

A Facility Needs Assessment is a proactive approach to managing and optimizing the use of existing assets, this type of assessment helps growing organizations align its workspace and staff with their evolving needs. This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence, Goal 4 - Attract and Keep Talent.

IMPLEMENTATION PLAN

Upon budget approval, Staff will follow procurement protocol to source a qualified professional to meet the scope of work and complete this assessment over the course of 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	60,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	60,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	60,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	60,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Library	PROJECT ID #:	
FUND:		PROJECT NAME:	Library LED lighting and PV Solar Upgrade
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 In late 2022, the Castlegar and District Public Library successfully applied for a Columbia Basin Trust Sustainability Grant to install LED lighting and solar panels on the Castlegar Library. The grant application was accepted and signed off on January 5th, 2023, with an expiry date of February 2024.

The Castlegar Library had a roof and HVAC roof top unit replacement/upgrade completed in 2023, so further details and design consideration may be required from Rocky Point Engineering (original designer for grant application) to account for these recent facility changes. This is a City owned facility and would require City resources to see the project carried out.

Rationale
 Grant funds are available to lighting upgrades and a solar system - sustainable upgrades to City owned facility are strongly considered as a priority, if and when resources are available

Deliverables
 Complete a design update based on the Rocky Point Engineering design and carry-out facility improvements as recommended.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

Complete a design update based on the Rocky Point Engineering design and carry-out facility improvements as recommended.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other		-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
GENERAL FUND CAPITAL IMPROVEMENT PLAN						
	Project Communications	30,000	30,000	30,000	30,000	30,000
	Project Management	59,730	60,925	62,143	63,386	64,654
	Operational Strategic Plan	20,000				
	Fire Services Review	30,000				
	Total Capital	139,730	90,925	92,143	93,386	94,654
General Project Funding Sources						
	Operating Reserves	50,000	-	-	-	-
	Infrastructure Investment Levy	89,730	90,925	92,143	93,386	94,654
	Total	139,730	90,925	92,143	93,386	94,654

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	10 - General Operating Fund
TYPE:	Operating
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	Office of the CAO

PROJECT ID #:	
PROJECT NAME:	Operational Strategic Plan
PROJECT MGR:	Chief Administrative Officer
ACCOUNT NO:	
INTERNAL RESOURCE IMP	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

City council recently adopted its 2023-2027 strategic plan. Council has established six key principles to shape short and long-term planning and decision making. One of the principles is service excellence and within that principle are five goals including commitments to provide efficient and effective services and to attract and keep talent.

A well-run organization is foundational to delivering city council's vision and actions for the community and an operational strategic plan is the organization's road map to continually improve services, provide best-in-class customer experience and create an environment that attracts and keeps the best talent to deliver top-notch programs and projects.

With input from our staff, the Operational Plan will include creating a vision and values for our organization, bring alignment to all levels of staff and prioritize strategic objectives to ensure we are delivering service excellence.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Council's Strategic Plan has established a commitment to provide efficient and effective services and to attract and keep talent.

IMPLEMENTATION PLAN

1. Staff surveys and input opportunities
2. Compile lists of potential actions previously identified
3. Project Kickoff
4. Workshop

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	20,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	20,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	20,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	20,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Fire Department
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Fire Department Review
PROJECT MGR	Sam Lattanzio
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The following material details FireWise’s approach to conducting a fire service review in the City of Castlegar. The scope reflects our discussions and follows our standardized approach to delivering reviews that accurately analyze your current fire service operations and administration. We link the assessments to recommendations to build on your recent successes and address future challenges.

The purpose of this document is to describe a project-managed approach to develop a plan that meets the needs of the City of Castlegar and the Castlegar Fire Department. The report considered in this proposal will identify the positive accomplishments of the City and Fire Department and point out opportunities to build on this good work. The report will be valuable in informing stakeholders, including the City administration and the Fire Department, on the current state of the fire department and support presentations to elected officials and the community on longer-term needs for fire protection system improvements.

Changing environmental factors have impacted the City, with wildfires broadly affecting the Kootenays in the past several years, including forcing the evacuation of several Castlegar neighbourhoods in 2021. Our review will look at climate-related change and include that in our assessment of readiness and opportunities to strengthen community response capacity alongside the more traditional factors influencing fire and rescue services.

Most importantly, the FireWise approach ensures a “made in Castlegar” focus for our observations and recommendations. While comparisons to other jurisdictions can be informative, Castlegar represents a unique jurisdiction that must be reflected in the assessment and recommendations.

Project deliverables will reflect the project outcomes and include the final fire service review report, jurisdictionally appropriate document templates, and long-term support to the fire department for the project recommendations.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Wellbeing Hub and Safe Community

IMPLEMENTATION PLAN

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EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	30,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	30,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
INFORMATION TECHNOLOGY CAPITAL IMPROVEMENT PLAN						
	Additional Airport Security Camera	5,000				
	Replace UPS Batteries	8,000				
	Replace Network Switches		55,000			
	2-Factor Authentication	16,725	10,000			
	Phone System Upgrades	18,500				
	Computers	26,000		50,000	45,000	60,000
	Digital Tracking & Ticketing System	30,000				
	Replace router/firewall appliances	30,000				
	Replace Wireless Access Points.	35,000				
	Microsoft Sharepoint Implementation	125,000				
	Technology Upgrades	10,000				15,000
	Cabling				11,000	
	Disaster & Business Recovery Plans			10,000		
	Network Segmentation		15,000			
	Printers	9,000	56,000			7,000
	SASE equipment and implementation				5,000	
	Servers			97,000		
	Total Capital	313,225	136,000	157,000	61,000	82,000
General Project Funding Sources						
	IT Reserves	158,225	136,000	157,000	61,000	82,000
	Operating Reserves	155,000				
	Total	313,225	136,000	157,000	61,000	82,000

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology	PROJECT ID #	
FUND:	02 General Capital Fund	Project Name:	Microsoft SharePoint
TYPE	Capital	PROJECT MGR	IT Manager
NEW OR C/FWD	New	ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Over the past three years, the City has been diligently working on the implementation of a modern Records and Information Management System (RIM) in alignment with the Local Government Management Association's (LGMA) Records Management Manual. In this regard, Corporate Services has successfully completed the initial phase of the project.

The next significant milestone involves the implementation of an Electronic Document and Records Management System (EDRMS) to further build upon the progress made by Corporate Services. EDRMS solutions are pivotal in contemporary business operations as they empower organizations to digitally store, manage, and share documents. This transition eliminates the reliance on traditional paper-based processes, leading to substantial cost savings in the long run.

Recently, the City concluded an Information Technology Master Plan, which involved a comprehensive review of our existing IT landscape in comparison to industry trends. Based on the draft IT Master Plan's recommendations, the City is poised to adopt Microsoft SharePoint as the foundation for our EDRMS strategy. SharePoint's rich feature set, including workflow automation tools and robust enterprise search capabilities, positions it as an ideal choice to meet the City's document management needs while ensuring scalability for future growth.

The benefits of implementing an EDRMS, particularly through SharePoint, are multifold:

Increased Efficiency: Streamlined document management processes result in enhanced productivity and reduced administrative overhead.

Improved Security and Compliance: EDRMS strengthens data security and ensures compliance with regulatory requirements. **Enhanced Information Access and Retrieval:** Quick and efficient retrieval of documents and data leads to improved decision-making.

Cost Savings: The transition to a paperless environment offers cost-effective, sustainable operations.

Improved Collaboration and Productivity: SharePoint Online fosters real-time document collaboration and productivity enhancements.

SharePoint Online stands out as an excellent choice for organizations seeking a reliable and secure EDRMS solution. It boasts essential features, such as version control, document sharing, change tracking, search capabilities, and metadata tagging, making it easy for users to locate information swiftly. Furthermore, its integration with Office 365 applications facilitates seamless real-time collaboration among teams while maintaining robust security measures to protect sensitive data from

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

The City will issue a Request for Proposal (RFP) to have a consultant setup the City's SharePoint environment and migrate the data from the current central filing location to SharePoint.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	80,000	-	-	-	-	-
Total	80,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	45,000	-	-	-	-	-
	-	-	-	-	-	-
Total	45,000	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	20 Airport Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Additional Airport Security Camera
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

To install an additional security camera at the north end of the terminal building.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, staff will direct DHC Communications to complete the work.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	5,000	-	-	-	-	-
Total	5,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Replace UPS Batteries
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

UPS equipment provides power failover during power outages. This project is essential for protecting server equipment.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, staff will complete an RFP process and proceed with implementation.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	8,000	-	-	-	-	-
Total	8,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Fix Duo
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Two-Factor Authentication (2FA) is an advanced security protocol that requires an additional layer of user verification beyond traditional login credentials. This heightened security feature adds an extra barrier against unauthorized access, particularly in the face of rising cyber threats such as phishing attacks. With 2FA, users are prompted to provide a secondary form of verification, typically a temporary code sent to a registered device. This measure aligns with contemporary cybersecurity best practices, enhancing the organization's resilience against potential security breaches and ensuring the protection of sensitive data. It is recommended that all users familiarize themselves with the new 2FA process as part of our ongoing commitment to robust cybersecurity practices.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, the City will issue an RFP and award the contract.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	16,725					
Total	16,725	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Phone System Upgrades
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

To upgrade the City's phone system equipment that is at end of life.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, staff will direct DHC Communications to complete the work.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	18,500	-	-	-	-	-
Total	18,500	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Laptop Refresh
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City's laptop replacement cycle is a strategic initiative aimed at maintaining a secure and efficient computing environment. Following industry best practices, the City has established a regular laptop replacement schedule to ensure that hardware remains up-to-date, reliable, and capable of meeting evolving technological demands. This proactive approach not only enhances overall system performance but also addresses security concerns by mitigating vulnerabilities associated with outdated hardware. The systematic replacement cycle contributes to improved productivity, as employees benefit from access to modern technology that supports their daily tasks.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, the IT Manager will order computers and direct the Help Desk Specialist or managed services contractor to complete the work.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	26,000	-	38,000	41,040	44,323	47,869
Total	26,000	-	38,000	41,040	44,323	47,869

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	Carry Forward

PROJECT ID #	
Project Name:	Replace router/firewall appliances
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The organization's router and firewall replacement cycle is a crucial element in maintaining a robust and secure network infrastructure. The current equipment is at the end of life and needs to be replaced.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, staff will complete an RFP process and proceed with implementation.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	30,000	-	-	-	-	45,000
Total	30,000	-	-	-	-	45,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Information Technology
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Wireless Access Points
PROJECT MGR	IT Manager
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The wireless access point (WAP) replacement cycle is an integral aspect of maintaining a high-performance and secure wireless network while staff work at any City facilities.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and sustainable civic infrastructure.

IMPLEMENTATION PLAN

Once adopted by Council, staff will complete an RFP process and proceed with implementation.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	35,000	-	-	-	-	-
Total	35,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
PUBLIC HEALTH & WELFARE CAPITAL PLAN						
Public Health & Welfare Capital Projects						
	Cemetery Improvements Phase 1			180,000		
	Materials Bay Lock Blocks	7,000				
	Shoring Cages	19,800				
	Total Capital	<u>26,800</u>	<u>-</u>	<u>180,000</u>	<u>-</u>	<u>-</u>
Cemetery Debt Repayment Summary						
	Repayment, Cemetery Improvements Phase 1				43,060	43,060
		-	-	-	43,060	43,060
	Total Capital plus Debt Repayments	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,060</u>	<u>43,060</u>
Public Health & Welfare Project Funding Sources						
	Cemetery Reserve	26,800			43,060	43,060
	Debt			180,000		
		<u>26,800</u>	<u>-</u>	<u>180,000</u>	<u>43,060</u>	<u>43,060</u>

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Cemetery
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	Civic Works

PROJECT ID #:	
PROJECT NAME:	Cemetery Shoring Cages
PROJECT MGR:	Assistant Operations Manager - Civic Works
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	2 - Estimated 3.5 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

there is a current need for an additional set of shoring cages to replace an older set that was decommissioned in 2023. The retired set, constructed from wood and lacking an engineered stamp, had to be taken out of service to comply with WorkSafe BC regulations. According to these regulations, all shoring cages must be professionally engineered and certified.

Shoring plays a crucial role in ensuring the safety of workers accessing excavations, such as graves, in accordance with WorkSafeBC regulations. The requirement for a second set arises from the necessity to accommodate funeral service requests within close proximity. Graves are typically dug a day before the scheduled service, a process taking approximately 6-8 hours to complete.

The addition of a second set of shoring cages is essential to meet the demand for multiple funeral services occurring within two days of each other. With only one set available, there is often a challenge in accommodating the preferences of multiple families for funeral services on their requested days.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Follow recommendation in Cemetery Master Plan which was adopted by Council.

IMPLEMENTATION PLAN

If budget is approved we would start the RFP process in the first quarter of 2024 to ensure timely delivery of the product so they could be put to use as soon as possible.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	59,400	-	-	-	-	-
Total	59,400	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	59,400	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	59,400	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
Replacement of older steel cages (1st set) in approximately 10 years	-	-	-	-	-	50,000
Total	-	-	-	-	-	50,000

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Cemetery	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Materials bay lock blocks
TYPE:	Capital	PROJECT MGR:	Assistant Operations Manager - Civic Works
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The cemetery currently utilizes an area along a roadway for storing sand, native soil, lawn clippings, and soil essential for cemetery operations. Unfortunately, the existing storage setup results in messy piles that are visible to the public and tend to be pushed into a cluster of trees.

To address this issue, this request is to construct a dedicated material storage site. This facility aims to maintain the piles in a neat and orderly manner while keeping them out of view from the public. The plan involves acquiring 45 cement lego blocks, each priced at \$140, to facilitate the construction of the storage site. This investment is anticipated to enhance the overall aesthetics of the cemetery while optimizing the organization of materials used for operations.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Follow recommendation in Cemetery Master Plan which was adopted by Council.

IMPLEMENTATION PLAN

Purchase block and build 4 containment sites

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	7,000	-	-	-	-	-
Total	7,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	7,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	7,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
Staff to complete work	2,800	-	-	-	-	-
	-	-	-	-	-	-
Total	2,800	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Cemetery
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Cemetery Improvements Phase 1
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Complete detailed design and phasing plan for improvements recommended in the 2019 Cemetery Master Plan.

Rationale
 In 2019 the City completed a Cemetery Master Plan. The master plan focused on capacity projects, condition, and needs assessments. The plan concluded that improvements are required to address the current condition of the infrastructure and add amenities such as a wayfinding system.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Follow recommendation in Cemetery Master Plan which was adopted by Council.

IMPLEMENTATION PLAN

Once approved, the design will be completed by an engineering consultant. Engagement with groups such as local funeral homes and the legion may be required.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	180,000	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	-	180,000	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
DEVELOPMENT SERVICES CAPITAL PLAN						
	Zoning Bylaw	65,000				
	Alternative Energy & Heating Project	5,000				
	Housing Needs Report			25,000	25,000	
	Subdivision Service Bylaw		75,000			
	Health Care Initiatives	50,000				
	Boundary Expansion	5,000				
	Development Cost Charges Bylaw		198,000			
	Accessory Dwelling Unit Program	100,000	75,000	75,000		
	Parking Regulatory Review	55,000				
	Housing Reserve & Equity Study	25,000				
	Climate Risk & Vulnerability Assessment		65,000			
	Climate Adaptation & Response Plan			50,000		
	Housing Action Plan				50,000	
	Total Capital	305,000	413,000	150,000	75,000	-
Development Services Project Funding Sources						
	Grants	220,000	273,000	100,000		
	Operating Reserve	75,000				
	Future Restructures Reserve	5,000				
	CARIP Reserve	5,000	65,000	50,000		
	DCC Reserves	-	75,000	-	75,000	
		305,000	413,000	150,000	75,000	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Zoning Bylaw Update
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Dev. & Sustainability
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City is in process of updating its Community Plan and bringing its Zoning Bylaw into alignment with City objectives of increasing housing choice and diversity, enhancing transit and pedestrian access to amenities, and creating opportunity for social connection.

It is anticipated that the City will be taking an ‘as of right’ approach to housing by increasing density provisions in single family residential zones and providing opportunity for infill and mixed used developments along its main transportation corridor of Columbia Avenue, to take advantage of existing infrastructure and transit routing. Two targeted growth areas within the Downtown Core and Midtown Core will enable higher density housing and mixed-use developments where there is proximity to amenities and servicing conducive to mixed income, multi-generational, and mixed tenancy developments.

This work will create the necessary framework for enabling a variety of housing typologies within the City while taking advantage of existing infrastructure, mobility networks, and reducing greenhouse gas emissions over the short and medium term.

This work will be undertaken by the same Project Team that has led the City’s Community Plan process to ensure alignment with community vision and objectives. This project is included in the City’s Housing Accelerator Fund Application.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Alignment of land use regulations to Community Plan.

IMPLEMENTATION PLAN

Implementation through development approvals in planning, building, and business licencing.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	65,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	65,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	65,000	-	-	-	-	-
Total	65,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	65,000	-	-	-	-	-
	-	-	-	-	-	-
Total	65,000	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Renewable Energy
TYPE:	Operating	PROJECT MGR:	anager of Planning, Development & Sustainabl
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	4 - Estimated 14 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

This is a carry over request to support the feasibility study of creating a District Energy System in partnership with Mercer-Celgar. The project was put on hold during 2023 and is anticipated to begin again in 2024. This project was supported by the RDCK's Renewable Energy Scan as the most feasible alternative energy project to investigate further.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with the City's 100% Renewable Energy Plan.

IMPLEMENTATION PLAN

This project will be implemented through the Sustainability and Corporate Services Department.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	5,000		-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	5,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	5,000		-	-	-	-
Grants, other	-	-	-	-	-	-
Total	5,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
			-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Health Care Initiatives
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	4 - Estimated 14 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

This is a carry over project from 2023 that includes the pre-development costs associated with the proposed Primary Care and Housing project at the former Pioneer Arena site. The funding will support a Development Consultant to assist with application to available Provincial and Federal housing programs.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with the City's Housing Strategy, Housing Needs Report, and Council Strategic Plan.

IMPLEMENTATION PLAN

This project will be led by Development Services with support from Corporate Services, Communications, and Finance.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	50,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	50,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	50,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	50,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	50,000	-	-	-	-	-
	-	-	-	-	-	-
Total	50,000	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Boundary Expansion
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City has been working with Selkirk College since 2020 on the design and installation of water services to the college to enable development of student housing and expanded programming. This project has included extensive consultation with other Ministries, Interest Holders and the RDCK. The City has chosen the Alternative Approval Process to finalize this change. Boundary Expansion will include staff time in planning, building, corporate services, engineering and operations. Funding is required to support the alternative approval process required prior to approval.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Alignment with City's Community Plan for extended municipal services.

IMPLEMENTATION PLAN

Implementation will require updates to the City's mapping, community plan and zoning bylaw.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	5,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	5,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	5,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	5,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	5,000	-	-	-	-	-
	-	-	-	-	-	-
Total	5,000	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Accessory Dwelling Unit Program
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The Accessory Dwelling Unit (ADU) Program is intended to support both the creation of new accessory dwelling units and the registration and legalization of existing secondary suites. Properties with ADUs in the City represent 11% of the properties in Castlegar, but many of these units have never been inspected or registered with the City to ensure their safety and are not currently billed for utilities. A program to reduce barriers in the establishment of ADUs has been demonstrated elsewhere to potentially result in an increase of 20% of properties establishing ADUs over a five-year period (based on areas like Oregon and Washington State with 'as of right' housing policy).

The first phase of the ADU Program is to encourage homeowners to register illegal or non-compliant ADUs through a waiving of building inspection fees, support for building code upgrades, and a grace period to register existing ADUs. The registry will be made available on the City's website as an incentive, by providing confidence to potential tenants that ADUs are safe for the intended purpose.

The second phase of the ADU Program will focus on expanded housing opportunities related to the City's new Zoning Bylaw that is anticipated to include as of right housing of up to 3 or 4 units per single family lot. This phase of the ADU Program is intended to provide homeowners the necessary information and support to expansion of the secondary rental market. It will include development of an information package describing the financial costs, and financial and community benefits, of ADUs while providing additional guidance on how to approach creation of an ADU in both existing and new single-family homes. It is proposed that new accessory dwelling units be granted \$5000 per unit if they meet BC Housing Accessibility Guidelines and up to \$7500 per unit if rent levels meet 10% lower than average market rent levels for a period of three years on a first come first serve basis. This is intended to accelerate program adoption. This project is included in the City's Housing Accelerator Fund Application.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Alignment with the City's Housing Needs Report and Housing Strategy to increase missing middle housing.

IMPLEMENTATION PLAN

Implementation will be through the City's Building Department and Planning. The per door grant program may require support from financial services.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	100,000	75,000	75,000	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	100,000	75,000	75,000	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	100,000	75,000	75,000	-	-	-
Total	100,000	75,000	75,000	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	100,000	75,000	75,000	-	-	-
	-	-	-	-	-	-
Total	100,000	75,000	75,000	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Parking Regulator Review
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	4 - Estimated 14 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City is seeking to undertake a parking demand assessment and regulatory review of parking requirements for its downtown and midtown nodes. It has been identified that the City's current parking standards are excessive and that there is a need to have them drastically reduced in alignment with best practice. Parking can increase development costs substantially and impacts the amount of available land for future development and infill. This project was identified as a priority of Council following adoption of the Downtown Area Plan.

The City is looking to increase and promote mixed use and infill residential development in these two growth areas, and parking standards have been cited as a barrier to development due to cost and availability of land.

The parking demand assessment will inform and support regulatory and policy updates to address the parking supply and demand issues in the downtown and midtown and will establish parking minimums and maximums, or cash in lieu programming that can lead to centralized parking facilities where needed. This will incentivize higher density and missing middle housing in proximity to transit and other amenities and services and contribute to a livelier downtown and midtown hub.

It is anticipated that this work will be completed through contracted services with limited staff time beyond project management and engagement support. This initiative is included in the City's Housing Accelerator Fund Application.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Aligns with Community Plan and Downtown Area Plan.

IMPLEMENTATION PLAN

Implementation will require that parking regulations within the City's Zoning Bylaw be updated to reflect recommendations. This may also require the creation of a Parking in Lieu program to support the creation of centralized parking facilities where appropriate.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	55,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	55,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	55,000	-	-	-	-	-
Total	55,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	55,000	-	-	-	-	-
	-	-	-	-	-	-
Total	55,000	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Housing Reserve & Equity Study
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

This study is intended to examine what role the City will play in supporting and driving housing developments and whether there is opportunity to create a Housing Reserve or Housing Entity to better support the creation of below market housing within the City as recommended by the City's Housing Strategy. A similar study has been undertaken by the City of Nelson in collaboration with Areas E and F of Regional District of Central Kootenay.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with the City's Housing Strategy and Housing Needs Report.

IMPLEMENTATION PLAN

This project will be supported by the Development Services department.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	23,500	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	23,500	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	23,500	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	23,500	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	23,500	-	-	-	-	-
	-	-	-	-	-	-
Total	23,500	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Housing Needs Report
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	4 - Estimated 14 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City's most recent Housing Needs Report was completed in 2022 following release of the 2021 census. The City is obligated under the Local Government Act to compile an updated Housing Needs Report every five years. The next census roll out is anticipated for 2025.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Aligns with obligations under the Local Government Act.

IMPLEMENTATION PLAN

Project will be implemented by development services staff.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	25,000	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	-	-	25,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	25,000	-	-
Total	-	-	-	25,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	25,000	-	-
	-	-	-	-	-	-
Total	-	-	-	25,000	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Subdivision Bylaw Review
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

This project has been on the Capital Work Plan for several years but has been carried over due to resource constraints in planning and engineering and competing priorities. Based on feedback from staff it has been determined that this is not a priority and should be further deferred to 2025. The intent of this project will be to align subdivision and development approval criteria to best practice and engineering standards to remove any uncertainty on expectations moving forward. Due to the limited amount of greenspace available for further development it is not anticipated that a delay in review will result in any undue hardship. The City does not receive a high number of subdivision applications on an annual basis and most to date have been legacy applications from phased developments initiated in the mid-2000s.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is an operational priority and is not related to strategic objectives. It does support better asset management as it would provide engineering design guidelines in alignment with best practice and engineering standards.

IMPLEMENTATION PLAN

This project will require dedicated staff time in planning, building, protective services and engineering.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	75,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	75,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	75,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	75,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	75,000	-	-	-	-
	-	-	-	-	-	-
Total	-	75,000	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Development Cost Charge Bylaw
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City intends to complete an infrastructure assessment to determine and fund upgrades to municipal infrastructure to support the development of affordable and higher density residential development. The City would like to see the costs of the infrastructure upgrades reflected in the Development Cost Charge (DCC) Bylaw.

The City has recently updated the DCC Bylaw to reduce the fees for non-profit and purpose built rental residential development, but could also be assessed to provide opportunity to reduce fees for other types of residential development, such as missing middle and multi-family developments in the downtown and other areas in proximity to services and transit.

In addition to this process, it is proposed that the City develop a Community Amenity Contribution (CAC) Policy that is clear and establishes a fair and consistent approach for new development in the City. This task would put the City in a good position to implement a 'community amenity' development cost charge should the Province amend legislation (currently under review).

Uncertainty regarding costs and length of the development approval process have been noted as barriers to development in the City. Updates to the DCC Bylaw will ensure that the City can fund infrastructure updates to adequately service the demands of new development. Developing a CAC policy will clearly outline expected contributions and ensure a consistent approach, making development costs more predictable and more attractive to develop within the City. These updates will also provide time savings throughout the development approval process by clearly articulating costs and providing clarity for both staff and developers.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in alignment with the City's Downtown Area Plan and Housing Strategy in that it will support reduced DCC charges as an incentive for development proposal in alignment with infill in the Downtown and along the Columbia Avenue corridor.

IMPLEMENTATION PLAN

This project will be implemented by staff in planning, building and engineering. It is included as part of the City's Housing Accelerator Fund Application.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	198,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	198,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	198,000	-	-	-	-
Total	-	198,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	198,000	-	-	-	-
	-	-	-	-	-	-
Total	-	198,000	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Climate Risk & Vulnerability Assessment
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

It is anticipated that the Province will require all local governments to prepare a Climate Risk and Vulnerability Assessment by 2025 to align with the modernized Emergency Program Act and Local Authority Emergency Management Regulation which comes into force in early 2024. The City's last risk assessment was completed in 2011 and does not meet the legislated criteria to meet these new requirements. A Climate Risk and Vulnerability Assessment is intended to be an all-hazards approach to building a more resilient community. Climate risk in Castlegar include wildfire, extreme heat events, drought, localized flooding and extreme weather.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is not included in any of the City's current strategic directives but is being pursued to align with Provincial changes in legislation.

IMPLEMENTATION PLAN

This project will require support from engineering, protective services, and development services. Implementation will require updates to the City's emergency preparedness and response plans under protective services.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		65,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	65,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		65,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	65,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
		65,000	-	-	-	-
	-	-	-	-	-	-
Total	-	65,000	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	10 - General Operating Fund	PROJECT NAME:	Climate Adaptation & Response Plan
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

This project is intended to action the Climate Risk & Vulnerability Assessment in alignment with changes to the BC Emergency Management Act in 2024. It will include the City's Emergency Response Plan but take a more comprehensive approach beyond that of response to proactively manage the City's assets and infrastructure to ensure its resiliency to climate related change. This project will require staff time in planning, building, engineering, protective services and operations to ensure full consideration of possible impacts.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Operational priority to align with legislative requirements at a Provincial level.

IMPLEMENTATION PLAN

Implementation will impact all operational departments in the City.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-		50,000	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	-	50,000	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-		50,000	-	-	-
Total	-	-	50,000	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-		50,000	-	-	-
	-	-	-	-	-	-
Total	-	-	50,000	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Housing Action Plan
TYPE:	Capital	PROJECT MGR:	Manager of Planning, Development & Sustainability
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Development Services	INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The City adopted a Housing Strategy in 2021 and should ensure that this document is kept relevant and in alignment with the City's Housing Needs Reports. Concurrent effort to develop an Action Plan should be initiated in the same year as the Housing Needs Report. It is assumed that within this timeframe that most of the recommendations made in the 2021 Housing Strategy will have been actioned. This project will provide opportunity for the City to investigate the effectiveness of the actions taken to date.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in alignment with the City's Housing Strategy which recommends review every five years.

IMPLEMENTATION PLAN

This project will be implemented by planning and building staff.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	50,000	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	-	-	50,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	50,000	-	-
Total	-	-	-	50,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	50,000	-	-
Total	-	-	-	50,000	-	-

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
PARKS CAPITAL PLAN						
	Community Enhancement		25,000	25,000	25,000	
	Sports Court		105,000			
	Irrigation Upgrades	150,000				
	Millennium PH 3 (Playground)	585,000				
	Brandson Memorial Park	313,000				
	Twin Rivers Park Design & Citizen Engagement				65,000	
	Grandview Park Design & Citizen Engagement				65,000	
	Parks & Courts Use Feasibility Study	40,000				
	Millennium Park Algae Control	45,000				
	Beach Access Equipment	20,000				
	Castlegar Eco Link	31,000				
	Total Capital	1,184,000	130,000	25,000	155,000	-
Parks Project Funding Sources						
	General Capital Reserves	20,000	25,000	25,000	25,000	-
	Regional Parks Reserves	95,000				
	City Parks Reserves	140,000	-	-	-	-
	Parkland Reserves	313,000				
	Grants	616,000				
	Parks DCC				130,000	
	Taxation		105,000			
	Total	1,184,000	130,000	25,000	155,000	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Millenium Park Phase 3
PROJECT MGR:	Manager of Engineering & infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Complete the Millennium Park Phase 3 project by completing the construction phase and host a grand opening for the Castle Play Structure to the public.

Rationale
 Construction began in August 2023, and the castle playground has been installed. The last phase of construction is the installation of the rubberized safety surface on the ground around the playground. This must be installed in specific weather conditions and the contractor has determined the weather forecast is too cold and wet to complete the work without compromising the integrity of the rubberized safety surface. The City expects the installation of the rubberized surface will begin once there are warmer and drier spring conditions in 2024.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Carryover project from 2023.

IMPLEMENTATION PLAN

Complete construction phase in spring 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	585,000	-	-	-	-	-
Total	585,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks	PROJECT ID #:	
FUND:		PROJECT NAME:	Brandson Memorial Park
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Located at 2412 6th Avenue, Brandson Memorial Park is currently a green space with partial tree cover. This project includes public engagement to understand what the community would like to see in the revitalized park, conducting a detailed design and planning for construction.

Rationale
 As part of the zoning amendment (R-5/21) that took place in early 2022, Council adopted a recommendation to engage the broader community in 2022 to determine what the community prefers in terms of replacement or re-purposing of the play equipment located on 2404 6th Avenue, with commitment to undertake the work in conjunction with the construction schedule of the proposed development using available Park Reserves.

Deliverables
 Brandson Memorial Park will be designed with strong input from the community and constructed as per the design.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in alignment with Council's 2023-2027 Strategic Plan Principal 3 - Quality of Life

IMPLEMENTATION PLAN

Initiate project with a series of public engagement followed with detailed design and construction planning. Construction to take place after construction phase of neighbouring development.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	50,000	-	-	-	-	-
Type (acquisition and install)	263,000	-	-	-	-	-
Total	313,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	313,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	313,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Millennium Ponds Algae Control
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

The Millennium Park natural swimming ponds are designed to provide a chemical-free and ecologically balanced alternative to traditional chlorinated pools. While they offer a more sustainable and environmentally friendly option, controlling algae in these ponds can present challenges. During the past handful of years, Staff have had to periodically close the Millennium Ponds in order to address algae growth during times of warm temperature and low water turnover.

Rationale

In order to address the closing of this amenity during its peak times of use, algae control needs to be addressed. Some issues associated with algae control in natural swimming ponds, particularly in the context of being used as a city amenity include:
 - Algae thrive on nutrients such as nitrogen and phosphorus; nutrient imbalance has been previously identified as an issue within the ponds and can attribute to an overgrowth in algae.
 - Insufficient water circulation in natural swimming ponds can result in stagnant areas where algae can proliferate. Adequate water movement is crucial for distributing oxygen, preventing the buildup of nutrients, and disrupting algae growth.
 - Warm temperatures and abundant sunlight create favorable conditions for algae growth.
 - Unlike traditional pools where chemical treatments can quickly address algae issues, natural swimming ponds may have more limited treatment options. Overreliance on chemical solutions can compromise the pond's natural ecosystem, defeating the purpose of having a chemical-free alternative and create significant risk to the surrounding ecosystem, particularly the Columbia River.

Deliverables

Complete a report which shall include assessing the existing conditions and include mitigation strategies for controlling algae growth within the ponds. These strategies shall include cost estimates for implementation.

Note

Upon completion of the report, Staff will work with the qualified professional to determine the preferred strategy for addressing identified concerns and receive cost estimates for the preferred option. In light of the anticipated solution, Staff foresee the likelihood of a budget amendment request to support the next steps in implementing the recommendation. The budget amendment report, along with the details of the preferred option will be presented to the City Council for review and consideration.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence

IMPLEMENTATION PLAN

Once approved, Staff will follow public procurement to engage with a qualified consulting firm to complete the scope of work.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	45,000			-	-	-
Type (acquisition and install)		-	-	-	-	-
Total		-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-		-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Beach Access Equipment
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

Council have highlighted that having a beach area that is accessible for all is not just a matter of convenience; it reflects a commitment to equal opportunities, diversity, and inclusivity, fostering a more compassionate and accessible city for everyone.

Rationale

Council has requested Staff to provide an option for greater accessibility on soft soil (sand) for pedestrians, wheelchair users, strollers, etc. to ensure that beach area within Castlegar is accessible for all.

Deliverables

Provide details to Council for an accessibility option when using recreation sites within Castlegar

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

Example product: Mobi-Mat
 5' x 100' of accessible matting - \$10K
 1 - Roll up and stowing equipment - \$8K

<https://engage.gov.bc.ca/bcparksblog/2023/05/29/supporting-accessibility-at-christina-lake-park/>

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):				-	-	-
Type (acquisition and install)	20,000	-	-	-	-	-
Total	20,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	20,000			-	-	-
Grants, other	-	-	-	-	-	-
Total	20,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
O&M	2,000	2,100	2,200	2,300	2,400	2,500
	-	-	-	-	-	-
Total	2,000	2,100	2,200	2,300	2,400	2,500

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks	PROJECT ID #:	
FUND:	11 - General Capital Fund	PROJECT NAME:	Parks & Courts Use Feasibility Study
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Complete a feasibility study on the Pickleball/Tennis Courts at the Castlegar & District Recreation & Aquatic Centre. A feasibility study for this existing 3 tennis and 8 pickleball court can address a wide range of factors, including court condition, accessibility, safety, surface materials alternatives, renewal options, and cost estimates. The study would aim to provide a comprehensive assessment of the current state of the courts and to offer recommendations for improvements or changes that optimize the facility use and enhance the recreational location for the benefit of the community.

Rationale
 It is Staff's recommendation to hold off on completing site-specific studies and plans for recreational sports fields until a community-wide, holistic Sports Field Needs Assessment can be conducted. A comprehensive assessment of the community's needs and requirements for recreation amenities can provide valuable insights and guidance for more effective and sustainable development. Such an assessment allows for a thorough examination of the Castlegar's current and future recreational needs. This would include analysis of population demographics, sports participation trends, and community engagement to determine the preferences of residents. Understanding the diverse needs within the community ensures that the proposed sports fields will cater to a wide range of interests and demographics before large investments are made, or renewed within the City.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

EXPENDITURES	2024	2025	2026	2027	2028	Future
Type (planning/design):	40,000			-	-	-
Type (acquisition and install)		-	-	-	-	-
Total	40,000	-	-	-	-	-

FUNDING SOURCES	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-			-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	11 - General Capital Fund
TYPE:	Operating
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	Civic Works

PROJECT ID #:	
PROJECT NAME:	CIB Watering
PROJECT MGR:	Assistant Operations Manager - Civic Works
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Requesting an alternate method to water Communities In Bloom plantings. We have historically used our calcium anti-icing truck, during 2023 cross contamination occurred that resulted in the loss of multiple plants and costly repairs. Our Trackless MT unit can be outfitted with a watering arm and a 300 litre water tank. This system would allow for 1 staff to complete watering instead of 2.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Creating special places and recreation for everyone.

IMPLEMENTATION PLAN

Purchase trailer and watering arm in time for crews to use once plants are installed in May 2024

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	11,500	-	-	-	-	-
Total	11,500	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	11,500	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	11,500	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
		-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Highway Exchange Beautification
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description and Deliverables

The role that the Rotary Club are asking for the City to play is to enable the permission for Rotary to proceed with the planned works within the footprint of the Interchange. This means that the City would need to submit the site plan to the Ministry of Transportation and Infrastructure for an approved permit. As was brought forward by Councillor Heaton, if there was an ability for the City to service the Interchange with water, this would be highly beneficial to the project, however, at an anticipated price of \$25,000 this has been found to be cost prohibitive and not feasible. Given that the Rotary is prepared to deliver and store water on the site via alternate means to establish the vegetation in the Interchange during in the critical first year of the project; water supply does not appear to be a limiting factor. The Rotary Club's proposal has also suggested that they would benefit from contributions of City composted materials and topsoil if they become surplus to the City's operational requirement.

Rationale

Although there is limited financial support required for this project as of now, Council should consider any potential future impacts to City Operations should the Rotary Club no longer be able to complete any necessary maintenance to the area. The intention of this project as presented by the Rotary Club is to minimize any annual maintenance requirements, as the intention is to be an eventual 'self-maintaining grove of trees and plants that will not require watering, weeding, or other landscaping works'. As the proposal is a xeriscape concept, even the requirement for water should not be necessary once the trees and plants are fully established after the first year.

Deliverables

Provide details to Council on how the City can support the Rotary Club on this initiative

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in alignment with the City's Street Tree Masterplan (2016).

IMPLEMENTATION PLAN

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-			-	-	-
Type (acquisition and install)	-	-		-	-	-
Total	-	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-			-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
O&M - maintenance of green space	-	-	5,000	5,100	5,200	5,300
Total	-	-	5,000	5,100	5,200	5,300

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Twin Rivers Park
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description and Deliverables
 Design and build a playground and landscape the park dedication in the Twin Rivers Phase 2 development.

Rationale
 Parkland was dedicated as part of the Twin Rivers Phase 2 development. This development is anticipated to be completed in 2024, with lots currently on sale. It is expected by 2026 there will be sufficient build-out to justify design of the park.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

The park will be inventoried in future parks asset management plans and operationally budgeted for accordingly

IMPLEMENTATION PLAN

Design and planning of the park will be initiated in 2026. Procurement and installation will take place in 2027.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-			15,000	-	-
Type (acquisition and install)	-	-		50,000	-	-
Total	-	-	-	65,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-			15,000	-	-
Grants, other	-	-	-	50,000	-	-
Total	-	-	-	65,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Parks
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Grandview Park
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description and Deliverables
 Design and build a playground and landscape the park dedication in the Grandview Heights development.

Rationale
 Parkland was dedicated as part of the Grandview Heights development. This development has nearly reached full build-out and residents have started to reach out to the City to request the park be built.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

The park will be inventoried in future parks asset management plans and operationally budgeted for accordingly

IMPLEMENTATION PLAN

Design and planning of the park will be initiated in 2025. Procurement and installation will take place in 2026.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-			15,000	-	-
Type (acquisition and install)	-	-		50,000	-	-
Total	-	-	-	65,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-			15,000	-	-
Grants, other	-	-	-	50,000	-	-
Total	-	-	-	65,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-



Airport Fund

The West Kootenay Regional Airport (WKRA) is owned and operated by the City of Castlegar serving the West Kootenay region, including Castlegar, Nelson and Trail. Passenger Facility Fees and commissions are the major revenue generator for the Airport. Federal and Provincial grants fund the majority of capital upgrade projects at the Airport.

Airport Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Airport Billing & Collection	1,378,850	1,304,350	(74,500)	-5%	1,490,020	1,855,854	2,026,805	2,026,805
Total Revenues	1,378,850	1,304,350	(74,500)	-5%	1,490,020	1,855,854	2,026,805	2,026,805
Expenditures								
Airport Services	1,753,600	1,599,918	(153,682)	-9%	1,640,968	1,690,948	1,723,322	1,762,007
Total Expenditures	1,753,600	1,599,918	(153,682)	-9%	1,640,968	1,690,948	1,723,322	1,762,007
Transfer to/(from) Reserves	(374,750)	(295,568)	79,182	-38%	(150,948)	164,906	303,484	264,798
Surplus/(Deficit)	-	-	-		-	-	-	-

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	1,368,600	1,196,200	(172,400)	-13%	1,220,690	1,254,061	1,279,804	1,311,784
Financing Charges	1,300	1,300	-	-	1,300	1,300	1,300	1,333
Salaries and Benefits	147,300	154,818	7,518	5%	165,098	175,305	175,305	175,305
Supplies and Equipment	236,400	247,600	11,200	5%	253,880	260,283	266,913	273,586
Total Operating Cost	1,753,600	1,599,918	(153,682)	-9%	1,640,968	1,690,948	1,723,322	1,762,007

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
AIRPORT CAPITAL IMPROVEMENT PLAN						
	Small Capital	10,000	10,000	10,000	10,000	10,000
	Light Duty Pickup	170,000				
	Tractor Replacement	200,000				
	Apron Expansion - Design & Construction	3,507,171				
	Terminal Building Expansion - Phase 1 & 2	1,000,000	10,500,000			
	Terminal Building Groundside Improvements	405,000				1,945,000
	Runway 15/33 Rehabilitation					150,000
	Sweeper Replacement			600,000		
	Taxiway Bravo Widening		900,000			
		<u>5,292,171</u>	<u>11,410,000</u>	<u>610,000</u>	<u>10,000</u>	<u>2,105,000</u>
Airport Capital Debt Repayment Summary						
	Debt Repayment RNP Project			40,000	40,000	40,000
	Debt Repayment - Tractor	45,890	45,890	45,890	45,890	45,890
	Debt Repayment - Pickup Trucks	36,460	36,460	36,460	36,460	36,460
	Debt Repayment - ATB Expansion			353,997	353,997	353,997
	Debt Repayment - Apron Expansion		112,157	112,157	112,157	112,157
	Repayment - Groundside Improvements					
	Runway 15/33 Rehabilitation					
		<u>82,350</u>	<u>194,507</u>	<u>588,504</u>	<u>588,504</u>	<u>588,504</u>
	Total Capital plus Debt Repayments	<u><u>5,374,521</u></u>	<u><u>11,604,507</u></u>	<u><u>1,198,504</u></u>	<u><u>598,504</u></u>	<u><u>2,693,504</u></u>
Airport Funding Sources						
	Airport Reserve	92,350	204,507	658,504	598,504	598,504
	Grant	3,405,000	5,495,000	540,000	-	1,885,500
	Debt Financing	1,877,171	5,905,000		-	209,500
		<u>5,374,521</u>	<u>11,604,507</u>	<u>1,198,504</u>	<u>598,504</u>	<u>2,693,504</u>

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Airport
FUND:	51 - Airport Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Airfield Light Duty Pickup Truck
PROJECT MGR:	Airport Manager
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Airfield operations require a reliable year round pick up fleet of two vehicles to conduct day to day operations as required by Transport Canada safety & security regulations. Most importantly, these are the primary vehicles modified with special equipment to conduct frequent runway friction testing and condition reporting along with wildlife reporting/abatement and security perimeter checks for regulatory compliance. During winter operations, frequent runway condition reports must be published to ensure accurate data is transmitted to the aircraft every 8 hours or as conditions change.

Existing pick up trucks aged 20 years and 13 years respectfully, are in need of significant repairs (Transmission work, leaks, brakes, suspension, tires, general tune up etc.). Long term reliability is becoming a concern due to fleet age and existing wear and tear increasing operational risk. Further, each pick up truck today is a single cab without the capacity to transport more than two occupants. The consequence of not having an airport operations reliable fleet will result in a operating environment scenario with no condition reporting increasing aviation safety for aircraft with the high probability of suspension of commercial flight activity until condition reporting is restored.

The Airport Manager is requesting 2 x Ford F150/350 fleet replacements along with outfitting the necessary accessories (Radios, Transfer of Decelerometer, Beacons, Decals) to ensure the fleet is modern and reliable for the next 10 years of service. Each vehicle replacement cost is valued at \$85,000 each or \$170,000 total. Ford F150/350 line up is recommended by the decelerometer company Tradewinds and is a standard around airport usage for its features to intergrade runway condition reporting seamlessly.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This purchases supports the City of Castlegar fleet assessment study & aligns with Councils strategic plan priority of providing a reliable airport. This asset supports Transport Canada regulatory requirements to maintain the existing airport certificate.

IMPLEMENTATION PLAN

Airport Manager will obtain complete quotes at local dealerships and seek fleet vehicle pricing where available. Once vehicles arrive, commissioning of equipment and decals will begin. Estimated time of completion is Spring 2024. Surplus vehicles will be decommissioned and offered for fleet auction.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	170,000	-	-	-	-	-
Total	170,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Airport	PROJECT ID #:	
FUND:	51 - Airport Capital Fund	PROJECT NAME:	Airport Tractor Replacement & Groundside Gator
TYPE:	Capital	PROJECT MGR:	Airport Manager
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Airport operations is in need of replacement of its 1993 Ford Versatile tractor which has a dual function of runway edge grass cutting in the summer and de-icing support in the winter. The grass cutting requirement is approximately 150 acres of airside area to a regulatory prescribed height. In the winter, the tractor is heavily relied upon to operate the pellet spreader to apply de-icing pellets to the runway surface facilitating a safe operating environment for commercial aircraft landing and passenger walk ways and vehicle roadways. Significant ice buildup on the runway increasing the probability of cancelation of commercial aircraft activity until mitigated and requires the excessive use of expensive de-icing chemicals to melt the ice to acceptable friction levels. Recent weather patterns are bringing more runway icing conditions than observed before adding pressure to ensure operational reliability.

Existing tractor is 30 years old with a flail mower attachment. The flail attachment is not appropriate for airport grass cutting applications and the existing soil makeup (sand) located at the airport. Given the age and improper application, excessive wear and tear is observed creating operational risk to maintain reliability year round. Sourcing parts is very challenging given it age and the risk of significant down time is increasing. Further, OHS concern with no air conditioning limiting the operator productivity in the summer past a certain time of the day.

Airport Manager is requesting a new 90 horsepower agricultural style tractor with airport designed grass cutting attachment to facilitate regulatory and operational needs. Further, the Airport Manager is requesting a side by side utility vehicle for efficient groundwork (Whipper snipping, mower, fence patrols, transport etc.). This will eliminate the use of heavy machinery to transport groundskeeping equipment around the grounds reducing excessive diesel burn and wear on tear on existing heavy machine fleet at the airport.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This purchases supports the City of Castlegar fleet assessment study & aligns with Transport Canada regulatory compliance.

IMPLEMENTATION PLAN

Request for Quotation (RFQ) for utility vehicle & tractor with grass cutting attachment will be issued. Explore trade in value for existing tractor (Approx \$15k estimate) to reduce cost. New tractor useful life is expected to be amortized over 20 years.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	200,000	-	-	-	-	-
Total	200,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Airport	PROJECT ID #:	
FUND:	51 - Airport Capital Fund	PROJECT NAME:	WKRA Apron Expansion
TYPE:	Capital	PROJECT MGR:	Airport Manager
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	5 - Estimated 18 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

In 2023 Transport Canada Airport Capital Assistance Program (ACAP) awarded the West Kootenay Regional Airport (WKRA) a \$2.35 million grant for the expansion of its existing apron space to accommodate the Q400 aircraft. The project is underway with detailed design near completion and the physical removal of the underground fuel tank were completed in Summer 2023. Due to significant inflationary pricing, a Class B cost estimate derived from the 90% design suggested a total project budget to carry in the amount of \$3,458,000. This cost includes a 15% contingency along with a \$240,000 increase for a proposed scope change for additional asphalt work.

ACAP is currently reviewing the final design and \$240,000 scope change request before WKRA can go out for construction tender. Best pricing received through the public tendering process planned for Fall 2023 with a Spring 2024 construction.

Total ACAP financial commitment is determined after tendering is completed with final pricing locked in. \$2.35 million is guaranteed and any overages during the tendering results will require ACAP approval to fund. Airport Manager has been in contact with ACAP and probability of overages to be expected.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

2019 WKRA Airport Master Plan

IMPLEMENTATION PLAN

Proceed out for construction tender in Fall 2023 to schedule construction in early spring 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	460,000	-	-	-	-	-
Type (acquisition and install)	2,997,521	-	-	-	-	-
Total	3,457,521	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Airport	PROJECT ID #:	
FUND:	51 - Airport Capital Fund	PROJECT NAME:	Air Terminal Building Expansion
TYPE:	Capital	PROJECT MGR:	Airport Manager
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

The West Kootenay Regional Airport (WKRA) had budgeted in 2023 the amount of \$100,000 for Air Terminal Building (ATB) expansion conceptual designs. During 2023, the airport was successful in obtaining a \$6,000,000 grant towards the construction of a new terminal expansion and renovations of the existing structure. The total estimated cost at time of grant application was \$10,400,000 for the building expansion.

Work in Q3 2023 has started to establish a project framework to best deliver this large scale project with the help of a professional project management firm. 2024 will focus heavily on design and professional services to deliver on what design is decided on to move forward with. 15% of the estimated total project cost was chosen on the advice of the project management firm to carry in 2024 to facilitate formal design services. An additional \$150,000 is carried in 2024 for the project management services around project delivery facilitation, budgeting and any tendering work needed for design work. Total for 2024 is \$1,560,000 for design works plus \$150,000 for professional services totalling \$1,710,000.

Construction is planned at some time between later in 2025 and 2026. Total 2025 estimation is \$8,790,000 of which \$100,000 is estimated for construction project management services in 2025 along with \$8,690,000 for construction costs of the facility.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

2019 Airport Master Plan & Latest Council Strategic Plan

IMPLEMENTATION PLAN

Q1/Q2 2024 - Procurement for professional project management services & design

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	1,710,000	100,000	-	-	-	-
Type (acquisition and install)	-	8,690,000	-	-	-	-
Total	1,710,000	8,790,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-



Sewer Fund

The City of Castlegar's Sewer Utility is a self-funded entity that operates, maintains, and constructs the City's sanitary sewer system. An efficient sanitary sewer system provides a foundation for public health and community well-being. User fees are the primary source of revenue for this fund.

Sewer Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Sewer Billing & Collection	1,635,689	1,751,485	115,796	7%	1,865,332	1,986,578	2,115,706	2,253,227
Total Revenues	1,635,689	1,751,485	115,796	7%	1,865,332	1,986,578	2,115,706	2,253,227
Expenditures								
Sewer Billing & Collection	13,800	14,308	508	4%	15,025	15,682	16,238	16,831
Sewer Services	1,076,050	1,424,759	348,709	32%	1,446,588	1,476,335	1,487,147	1,500,116
Total Expenditures	1,089,850	1,439,067	349,217	32%	1,461,613	1,492,017	1,503,385	1,516,947
Transfer to Capital	384,445	151,024	(233,421)	-61%	242,325	330,168	450,927	574,885
Transfer to General Fund	161,394	161,394	-		161,394	164,394	161,394	161,394
Surplus / (Deficit)	-	-	-	-	-	-	-	-

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	338,350	487,950	149,600	44%	477,691	482,163	486,770	492,679
Internal Charges - Expense	61,200	62,500	1,300	2%	63,800	65,100	66,400	68,060
Salaries and Benefits	519,200	714,317	195,117	38%	742,622	764,053	766,315	767,978
Supplies and Equipment	171,100	174,300	3,200	2%	177,500	180,700	183,900	188,230
Total Operating Cost	1,089,850	1,439,067	349,217	32%	1,461,613	1,492,017	1,503,385	1,516,947

Budget Variance Highlights:

Salaries and Benefits increased due to:

- Collective bargaining, contractual agreements, source deductions
- 2 additional FTE added in 2023 not reflected

Contracted Services:

- Inreased budget for sludge hauling at the South Sewage Treatment Plant
- SCADA contract adjustment

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
SEWER FUND CAPITAL IMPROVEMENT PLAN						
	Columbia Ave. PH 3 (17th - 18th & 11th - 13th)					145,000
	Orchard Ave. PH 2	260,000	600,000			
	CMMS & Asset Management System		50,000			
	Main Upgrades	40,000	40,000	40,000	40,000	40,000
	Civic Works Wash Bay				50,000	
	Lift Station Kiost	16,500				
	Liquid Waste Management Plan	100,000	215,000			
	North Lagoons UV	525,000				
	Confined Space Entry - Isolation Procedures	45,000				
	North Lagoon Pad Restoration	150,000				
	South Sewage Treatment Plant Geotube System	685,000				
	SSTP Biosolids Loading Site Configuration	25,000				
	SSTP North Train Renewal	3,080,000				
	SSTP Foaming	70,000				
	21st Genset Solution			160,000		
	#4 Genset Solution			150,000		
	Vacuum Truck Waste Bin	63,000				
	SSTP Headworks Re-Build	20,000				
	8th Lift Station Generator			100,000		
	Shoring Cages	19,800				
	Engineering Design Guideline		25,000			
	Vacuum Truck Replacement	250,000				
	Kinnaird Bridge Pipe Inspections	15,000				
	Community Sani-Dump					
		<u>5,364,300</u>	<u>930,000</u>	<u>450,000</u>	<u>90,000</u>	<u>185,000</u>

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
SEWER FUND CAPITAL IMPROVEMENT PLAN						
Sewer Capital Debt Repayment Summary						
	Repayment Columbia Avenue Ph 1	9,100	9,100	9,100	9,100	9,100
	Repayment - North Lagoon UV	120,077	120,077	120,077	120,077	120,077
	Repayment - SSTP North Train Renewal	218,062	218,062	218,062	218,062	218,062
	Repayment - Vacuum Truck		35,713	35,713	35,713	35,713
		<u>347,239</u>	<u>382,953</u>	<u>382,953</u>	<u>382,953</u>	<u>382,953</u>
	Total Capital plus Debt Repayments	<u>5,711,539</u>	<u>1,312,953</u>	<u>832,953</u>	<u>472,953</u>	<u>567,953</u>
Sewer Funding Sources						
	Sewer Reserves	761,539	712,953	832,953	472,953	567,953
	Grants	685,000				
	Land Sales	260,000	600,000			
	Debt	4,005,000	-			-
		<u>5,711,539</u>	<u>1,312,953</u>	<u>832,953</u>	<u>472,953</u>	<u>567,953</u>

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer	PROJECT ID #:	
FUND:	31 - Sewer Capital Fund	PROJECT NAME:	Sewer Main Upgrades
TYPE:	Capital	PROJECT MGR:	Operations Manager
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Annually the City sets aside budget to complete sewer main replacement/upgrades. Historically, this budget has been \$40,000 and the location(s) selected were primarily informed by the Integrated Infrastructure Capital Plan - Prioritized Sanitary Capital, in conjunction with condition assessments and observations from Public Works.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This work contributes to the annual management of linear sewer infrastructure assets

IMPLEMENTATION PLAN

N/A

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	40,000	40,000	40,000	40,000	40,000	40,000
Type (acquisition and install)	-	-	-	-	-	-
Total	40,000	40,000	40,000	40,000	40,000	40,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	40,000	40,000	40,000	40,000	40,000	40,000
Grants, other	-	-	-	-	-	-
Total	40,000	40,000	40,000	40,000	40,000	40,000

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	31 - Sewer Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Lift Station Kiosk Replacement Program
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
Upgraded internal components to improved functionality and reliability at the 10th Street and 21st Street sewer lift stations.

Rationale
Reduces the frequency and duration of system downtime, minimizing disruptions to the sewer network and preventing potential emergency situations.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

This project is ongoing and will see substantial completion in early 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	16,500	-	-	-	-	-
Total	16,500	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	31 - Sewer Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Liquid Waste Management Plan
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 A liquid waste management plan (LWMP) is a document that allows a municipality to develop community-specific solutions for wastewater management that meets or exceeds existing regulations. The plan includes extensive planning, budgeting and consultation from the public and Indigenous Peoples.
 * Phase 1 includes summarizing existing conditions, development/population projections and listing of options. Advisory and Steering Committees are formed and public reviews are initiated.
 * Phase 2 involves the development of multiple master plan options which go out to public and internal consultation to determine the recommended option(s) to proceed with in Phase 3.
 * Phase 3 is the detailed design and development of the preferred option(s) selected in Phase 2, including a detailed budget, report and implementation plan for approval by the local government and Ministry of Environment and Climate Change Strategy.

Rationale
 Previously approved as a sanitary master plan, a LWMP covers similar content as a master plan but has a broader scope and more public consultation to ensure the final plan best meets the needs of the municipality while improving long-term efficacy, thus reducing costs. Both City wastewater treatment systems are in need of capital upgrades due to their age and a growing serviced population. Determining the best investment for the City is best done at a long-range, community-wide level, as done in an LWMP, to understand the benefits and drawbacks of every option and which solution is best for the City. Final solutions are decided upon after extensive consultation with the community, Indigenous Peoples and other technical and public stakeholders. A completed and approved LWMP has the endorsement of both the local government and the MOE. Since the process of developing a LWMP involves significant public input, the local government has the authority to implement the plan within a reasonable timeframe as funding becomes available, often without having to seek further elector assent for additional borrowing.

Phase 1 is currently underway and is expected to be completed in early 2024.

Deliverables
 For Phase 1 of the LWMP, a report is finalized using input from the Advisory and Steering committees. This report is presented to Council and submitted to the Ministry for review.

At the end of this process (all 3 phases), Castlegar will have a 20-year plan featuring policies, projects, and programs to steward water resources (e.g. stormwater runoff, water conservation, sewage etc.) as they relate to liquid waste management with an emphasis on solutions relating to liquid waste collection (collection system), treatment, clean water return, biosolids management, and stormwater management.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is supported by the improvements identified in the 2018 Sanitary Asset Management Plan, and within the 2023-2027 Strategic Plan under Principal 1 - Governance & Service Excellence, Strategic Goal #5 - Maintenance.

IMPLEMENTATION PLAN

Urban Systems Ltd. has been awarded the project and will see Phase 1 through to completion in 2024. Subsequent phases will follow the successful submission of the Phase 1 Report.

EXPENDITURES	Carry forward existing budget - unclear as to what is remaining and what has been					
	2024	2025	2026	2027	2028	Future
Type (planning/design):	100,000	215,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	100,000	215,000	-	-	-	-

FUNDING SOURCES	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	100,000	215,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	100,000	215,000	-	-	-	-

OTHER BUDGET IMPACTS	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer	PROJECT ID #:	
FUND:	31 - Sewer Capital Fund	PROJECT NAME:	North Lagoons UV
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 In June 2022, the Environmental Protection Division of the Ministry of Environment and Climate Change Strategy conducted an inspection of the North Lagoons. From this inspection, the City was issued an Inspector's Directive which required the City to develop a plan to make improvements to the effluent disinfection system at the North Lagoons to meet current environmental regulations. The City engaged Urban Systems Ltd. to conduct a study and make a recommendation on an effluent disinfection system that would satisfy the Inspector's Direction. It was determined that a UV disinfection system was the best option. This approach was proposed to the Ministry of Environment, who endorsed the solution.

Rationale
 In order to follow the Inspector's Direction and prevent the release of any level of chlorine to the Columbia River, it is proposed to change the mode of disinfection at the Castlegar North Lagoons from chlorine gas to ultra-violet (UV) disinfection.

Deliverables
 The proposed UV treatment system will be built at the North Lagoons and consist of a concrete open-channel. The system will be located outside and must be suitable for year-round outside operation in Castlegar.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This action supports the Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence.

Compliance with the Ministry of Environment and Climate Change Strategy's directive. This project received Council approval in September 2023 for the purchase of the UV Equipment in order to address lead-time for the supply of the units.

IMPLEMENTATION PLAN

With equipment purchased in 2023; An additional \$525,000 is being requested in 2024 for the construction and installation of the UV system, for a total project budget of approximately \$850,000. Upon approval, Staff will initiate the project in early 2024 for delivery by year-end.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	525,000	-	-	-	-	-
Total	525,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	525,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	525,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Confined Space Entry - Isolation Procedures
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

WorkSafeBC regulations for confined space entry are designed to protect the health and safety of workers when working in potentially hazardous conditions, including those within confined work spaces for City water and sewer utilities. For the last several years, the City has worked to eliminate confined spaces where viable and cost effective. The City continues to work on this program to ensure there are adequate controls in place for all confined spaces and that those controls meet WorkSafeBC regulation.

Rationale

The City has completed a list of confined spaces which require entry for maintenance and operation of utilities, and has engaged a consultant to provide a concept plan for one or more safety controls to be installed or developed, including elimination of the space, engineering controls, administrative controls, or an alternate measures certificate (i.e. for single device isolation). It is expected that the consultant will use local context, the required access to the space (frequency and task type), future plans for the facility, best practices, and professional judgment to determine the best control(s) for each space.

Deliverables

A list of confined spaces with the recommended concept plans for the control(s) to pursue. This list should be prioritized based on criteria developed with the City, highlight where alternative measures can be achieved and have budget estimates for any recommended upgrades.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This action supports Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance.

IMPLEMENTATION PLAN

Work with the qualified professional to complete the works described and provide the deliverables in 2024. This work will likely continue into the future as (for example) Alternative Measures as approved by WorkSafeBC do come with an expiry and require periodic resubmission.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	45,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	45,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	45,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	45,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	31 - Sewer Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	North Lagoon Vac Truck Pad Restoration
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Given the current operational procedure to manage solids at the South Sewer Treatment Plant (SSTP), Staff are currently wasting sludge to the North Lagoons as a temporary measure until a more permanent biosolids management system is in place; therefore, the City has contracted out services to truck solids from the SSTP to the North Lagoons. The location where that truck unloads solids into the lagoons has been brought into question with WorkSafeBC as to its capacity to safely park a fully loaded commercial vehicle without structural failure of the ground materials.

Rationale
 Urban Systems Ltd have been engaged to assess this location and its integrity. Any outcomes of this assessment will provide Staff with options to bring the City into compliance with WorkSafeBC

Note
 Upon completion of the study, Staff will work with the Urban Systems to determine a preferred option for addressing concerns from WorkSafeBC and receive cost estimates for the preferred option.
 In light of an anticipated solution, Staff foresee the likelihood of a budget amendment request to support the next steps in implementing the recommendation. The budget amendment report, along with the details of the preferred option will be presented to the City Council for review and consideration.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This action supports the Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence.

IMPLEMENTATION PLAN

Follow public procurement to have a qualified contractor remediate any deficiencies.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	150,000	-	-	-	-	-
Type (acquisition and install)		-	-	-	-	-
Total	150,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	150,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	150,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer	PROJECT ID #:	
FUND:	31 - Sewer Capital Fund	PROJECT NAME:	South Sewage Treatment Plant Geotube System
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 In 2022, inspections conducted by the Ministry of Environment and Climate Change Strategy (MOE) and Environment and Climate Change Canada (ENV) determined that stockpiled biosolids at the SSTP were being stored in a manner that was not in compliance with the City's Permit. This prompted staff to hire a qualified contractor to remove and dispose of the biosolids in compliance with the Permit. This work was successfully completed in December of 2022 to the satisfaction of the MOE and ENV.

Rationale
 Staff are currently wasting sludge to the North Lagoons as a temporary measure until a more permanent biosolids management system is in place. As such, there is an imminent need to get a Geotube System implemented. In September 2023, Council awarded contract to Marwest for the supply and installation of a Geotube System. This allowed material orders to be placed immediately so that a system can be operational in 2024.

Deliverables
 The supply and installation of a Geotube System for biosolids management at the SSTP.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project supports Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence.

As a condition of the City's South Sewage Treatment Plant (SSTP) Operating Permit 4008 (Permit), it is a requirement that the City dispose of sludge wasted from the site in a manner as authorized by regulation under the Environmental Management Act.

IMPLEMENTATION PLAN

With Council awarding a contract to Marwest Industries for the supply and installation of a Geotube System, allowing material orders to be placed in 2023; construction of this project is expected to be initiated in early 2024.

EXPENDITURES	Carry forward amended budget					
	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	685,000	-	-	-	-	-
Total	685,000	-	-	-	-	-

FUNDING SOURCES	2024	2025	2026	2027	2028	Future
	General Revenues, Reserves	685,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	685,000	-	-	-	-	-

OTHER BUDGET IMPACTS	2024	2025	2026	2027	2028	Future
		-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	31 - Sewer Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	STP Biosolids Loading Site Configuration - Design
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 In September 2023, Council awarded contract to Marwest for the supply and installation of a Geotube System at the South Sewage Treatment Plant (SSTP). The system is anticipated to be fully operational by mid-2024. Once the system is operational, Staff still need to coordinate the removal of the solids from the SSTP.

Rationale
 Given the site constraints at the SSTP, analyzing the site configuration is a critical step for when a city plans to regularly remove solids from the SSTP. By thoroughly examining the site configuration, the City can optimize its solids removal process, minimize safety risks, and ensure compliance with environmental and regulatory requirements. This approach ultimately enhances the efficiency and effectiveness of the SSTP's operations while minimizing the impact on the surrounding environment and community.

Deliverables
 Complete a site assessment and provide an optimized site configuration. If required, go through the City's procurement process to engage a contractor and complete and necessary upgrades.

Note
 Upon completion of the study, Staff will work with the qualified professional to determine a preferred option for addressing identified needs and receive cost estimates for the preferred option. In light of the anticipated solution, Staff foresee the likelihood of a budget amendment request to support the next steps in implementing the recommendation. The budget amendment report, along with the details of the preferred option will be presented to the City Council for review and consideration.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project supports Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence.

As a condition of the City's South Sewage Treatment Plant (SSTP) Operating Permit 4008 (Permit), any spill of biosolids is unacceptable and must be reported to the Ministry of Environment

IMPLEMENTATION PLAN

Engage a qualified professional to provide the above noted deliverables.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	25,000	-	-	-	-	-
Type (acquisition and install)		-	-	-	-	-
Total	25,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer	PROJECT ID #:	
FUND:	31 - Sewer Capital Fund	PROJECT NAME:	SSTP North Train Renewal
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

Currently, the north circular activated sludge treatment train (north train) is not functioning as designed and is instead being operated as an extended aerobic digester. The south train underwent upgrades in 2016, but upgrades to the north train were never completed. The City completed a design and had purchased equipment to upgrade the north train, but due to unforeseen complications the north train renewal was deferred. Upon review of the current SSTP configuration it does not appear to be in compliance with the Ministry of Environment and Climate Change Strategy (ENV) Permit PE-4008. When the decision was made to defer upgrades to the north train it was understood that the south train was performing well and had adequate capacity to entirely treat the incoming sewage. However, sewage loading has since increased and is challenging the south train. This is combined with the loss of any system redundancy; therefore, the City seeks to reinstate the north train so it can be used for its intended purpose and comply with ENV requirements.

Rationale

In seeking to bring the north train back online to meet operational and regulatory requirements, Staff has engaged Urban Systems Ltd. to complete an assessment of the north treatment train and determine what steps would be required to bring it back into service as originally designed and intended; this included completing an inventory of existing equipment which was originally purchased in 2016.

Deliverables

Carry out the required works in order to bring the SSTP north train back online and meet operational and regulatory requirements.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project supports Council's draft 2023-2027 Strategic Plan principle of Governance and Service Excellence.

As a condition of the City's South Sewage Treatment Plant (SSTP) Operating Permit 4008 (Permit), system redundancy must be in place and operational for the SSTP.

IMPLEMENTATION PLAN

Secure a qualified contractor through public procurement to complete the recommended upgrades necessary to bring the SSTP north train back online. This is to be completed over the course of 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	3,080,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	3,080,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2023 - 2027 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works
FUND:	01 General Operating Fund
TYPE	Operating
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	SSTP Foaming
PROJECT MGR	Matt Clouthier
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Foaming at the SSTP has been an on-going challenge for city staff. As part of the process, crews introduce air via diffusers located at the bottom of the aeration chamber. Throughout the season (primarily in the spring and early summer), the plant experiences an influx of fats, oils and greases (FOG's) which react with the air and create an overwhelming amount of foam. Efforts are made to proactively remove foam utilizing a hydro-vac at significant costs, it is however very unpredictable and overcomes the walls resulting in a release of sewage. Being both pro-active and reactive to spills has a negative impact on crew scheduling, due to the crew being re-directed to the SSTP as well as the equipment being removed from other jobs that have crews requiring it. These spills are considered a hazardous material spill that require soil testing, consultants and a significant amount of time for city managers. Recommendations received from Urban Systems include a sprayer system [\$15000], physical barrier [\$15000] and a skim pump system [\$20000] in order to prevent further over flows. Detailed design is required for accurate costing. This is also being closely watched by environment Canada.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and Sustainable Infrastructure. At this point, the city is not operating in a sustainable manner with regards to the foaming at the SSTP. Actions are very reactive which has negatively impacted crew scheduling.

IMPLEMENTATION PLAN

Working with Urban Systems, the systems would have to be detailed and procured, installation of the sprayer system & physical barrier would have to be contracted out, the pump system would be installed by city crews.

EXPENDITURES

	2023	2024	2025	2026	2027	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)		70,000				
Total						

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
Sewer Revenues, Reserves	-	70,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	70,000	-	-	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2023 - 2027 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	15 Sewer Fund
TYPE	Not Sure
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	21st Genset Solution
PROJECT MGR	Matt Clouthier
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Currently, 21st lift station has no back up power supply. In the event of a power outage the chamber fills with sewage and is reliant on crew members attending to the facility to manually check on the fluid levels. When the station needs to be run, a generator has to be brought from the civic works yard to the station and connected manually and monitored during operation. This activity increases the annual overtime costs experienced in this department which currently averageshrs/year. This additional task adds a significant amount of risk to the city, human error is a real possibility and in the event this facility overflows, the city would be depositing sewage directly into the Columbia River. The risk is magnified due to minimal crew staffing on weekends and holidays. We request the installation of permanent backup generator with automated start/ stop capability. ICI estimate \$105,000 +/- 30%

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and Sustainable Infrastructure. This transition would align with ensuring that our infrastructure is 'solid'.

IMPLEMENTATION PLAN

ICI to complete detailed design, tendering of units & construction, procurement of generators and ensuring construction is compliant.

EXPENDITURES

	2023	2024	2025	2026	2027	Future
Type (planning/design):	-		-	20,000	-	-
Type (acquisition and install)	-		-	140,000	-	-
Total	-	-	-	160,000	-	-

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
Sewer Revenues, Reserves	-		-	160,000	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	160,000	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2023 - 2027 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	15 Sewer Fund
TYPE	Not Sure
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	#4 Genset Solution
PROJECT MGR	Matt Clouthier
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Currently, #4 lift station has no back up power supply. In the event of a power outage the chamber fills with sewage and is reliant on crew members attending to the facility to manually check on the fluid levels. When the station needs to be run, a generator has to be brought from the civic works yard to the station and connected manually and monitored during operation. This activity increases the annual overtime costs experienced in this department which currently averageshrs/year. This additional task adds a significant amount of risk to the city, human error is a real possibility and in the event this facility overflows, the city would be depositing sewage directly into the Columbia River. The risk is magnified due to minimal crew staffing on weekends and holidays. We request the installation of permanent backup generator with automated start/ stop capability. ICI Estimate \$100,000 +/- 30%

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and Sustainable Infrastructure. This transition would align with ensuring that our infrastructure is 'solid'.

IMPLEMENTATION PLAN

ICI to complete detailed design, tendering of units & construction, procurement of generators and ensuring construction is compliant.

EXPENDITURES

	2023	2024	2025	2026	2027	Future
Type (planning/design):	-		-	20,000	-	-
Type (acquisition and install)	-		-	130,000	-	-
Total	-	-	-	150,000	-	-

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
Sewer Revenues, Reserves	-	-	-	150,000	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	150,000	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	31 - Sewer Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	Civic Works

PROJECT ID #:	
PROJECT NAME:	Vac Truck Waste Bin
PROJECT MGR:	Assistant Operations Manager - Utilities
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	2 - Estimated 3.5 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Regulations govern the disposal of materials collected by the Vac truck during excavation activities, these materials are considered contaminated waste. Current practices involves the dumping of waste in an uncontrolled environment with no containment, leaving the City vulnerable to potential penalties. We would like to purchase a storage bin to be located at the North Lagoons, liquids will be decanted directly into the ponds. Once the stored waste is dry, testing can be completed ready for disposal at the landfill. Each bin \$60,048

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

IMPLEMENTATION PLAN

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	63,000	-	-	-	-	-
Total	63,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
Sewer Revenues, Reserves	63,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	63,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer	PROJECT ID #:	
FUND:	30 - Sewer Operating Fund	PROJECT NAME:	SSTP Headworks Re-Build
TYPE:	Operating	PROJECT MGR:	Assistant Operations Manager - Utilities
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:	Civic Works	INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

SSTP Headworks is the first stage of the treatment process that removed larger objects that come down the line. Removing these objects reduces the volume of material that is required to be treated and reduces the stress on the treatment system. The parts that are required to be replaced have worn down over time and are no longer working as designed. In an effort to bring the quality of treatment back up to standard, having these pieces replaced would be beneficial.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid & Sustainable Civic Infrastructure.

IMPLEMENTATION PLAN

Parts will be procured by civic works staff, installation has been quoted by Riteway Mechanical and can be completed by them as well.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	20,000		-	-	-	-
Total	20,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	20,000	-	-	-	-	-
Grants, other		-	-	-	-	-
Total	20,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works	PROJECT ID #:	
FUND:	30 - Sewer Operating Fund	PROJECT NAME:	8th Lift Station Generator
TYPE:	Operating	PROJECT MGR:	Assistant Operations Manager - Utilities
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:	Civic Works	INTERNAL RESOURCE IMPACT:	3 - Estimated 7 Hours

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Currently, 8th St lift station has no back up power supply. In the event of a power outage the chamber fills with sewage and is reliant on crew members attending to the facility to manually check on the fluid levels. When the station needs to be run, a generator has to be brought from the civic works yard to the station and connected manually and monitored during operation. This activity increases the annual overtime costs experienced in this department which currently averageshrs/year. This additional task adds a significant amount of risk to the city, human error is a real possibility and in the event this facility overflows, the city would be depositing sewage directly into the Columbia River. The risk is magnified due to minimal crew staffing on weekends and holidays. We request the installation of permanent backup generator with automated start/ stop capability. ICI Estimate \$99300 [Supply & Install: \$57750, Engineering & Commissioning: \$25000, Contingency (20%): \$16550].

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid & Sustainable Civic Infrastructure.

IMPLEMENTATION PLAN

Engage ICI to design, procure, and manage the construction.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	25,000	-	-	-
Type (acquisition and install)	-	-	75,000	-	-	-
Total	-	-	100,000	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	-	-	100,000	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	100,000	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Sewer
FUND:	31 - Sewer Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Community Sani-Dump
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
Construction of a City Sani-Dump to service Castlegar residents and tourists.

Rationale
The existing community sani-sump was located at the Chamber of Commerce at 1995 6th Avenue. In 2023, the Chamber has initiated construction of a new visitor centre, with the existing sani-dump located within the proposed building footprint; therefore, it will need to be relocated. A feasibility study of alternative locations within the City took place in 2022 and Council chose to adopt Heritage Way as the preferred location, requesting staff to determine funding scenarios.

Deliverables
Complete construction of an operational community sani-dump.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence

IMPLEMENTATION PLAN

Once approved, Staff will initiate procurement process to initiate construction.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)		-		-	-	575,000
Total	-	-	-	-	-	575,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-		-	-	575,000
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	575,000

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-



Storm Fund

The City of Castlegar’s Storm Utility is a self-funded entity that operates, maintains and constructs the City’s storm system. An efficient storm system manages run off to reduce contamination and pollution of waters to minimize impacts to marine life. Storm management is required by provincial and environmental regulations. The funding for the majority of the Utility’s cost is covered by a parcel tax of \$150 annually.

Storm Water Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Storm Water Billing & Collection	542,850	542,850	-	-	542,850	542,850	542,850	542,850
Total Revenues	542,850	542,850	-	-	542,850	542,850	542,850	542,850
Expenditures								
Storm Water Services	186,600	193,132	6,532	4%	199,773	205,638	206,816	208,928
Total Expenditures	186,600	193,132	6,532	4%	199,773	205,638	206,816	208,928
Transfer to Capital	356,250	349,718	(6,532)	-2%	343,077	337,212	336,034	333,922
Surplus/(Deficit)	-	-	-		-	-	-	-
DEPT. BUDGET SUMMARY								
Operating Cost Summary								
Contracted Services	20,500	20,500	-	-	20,500	20,500	20,500	21,013
Internal Charges	32,000	32,800	800	3%	33,600	34,400	35,200	36,080
Salaries and Benefits	124,200	129,832	5,632	5%	135,573	140,538	140,816	141,278
Supplies and Equipment	9,900	10,000	100	1%	10,100	10,200	10,300	10,558
Total Operating Cost	186,600	193,132	6,532	4%	199,773	205,638	206,816	208,928

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
STORM WATER FUND CAPITAL IMPROVEMENT PLAN						
	CMMS & Asset Management System		50,000			
	Columbia Ave. PH 3 (17th - 18th & 11th - 13th)					540,000.00
	CW Wash Bay and Pipe Rack					
	Orchard Avenue Phase 2		600,000			
	Engineering Design Guideline					
	Drainage Improvements	90,000	90,000	90,000	90,000	90,000
	Vacuum Truck Replacement	250,000				
	Stormwater Model Update				120,000	
		<u>340,000</u>	<u>740,000</u>	<u>90,000</u>	<u>210,000</u>	<u>630,000</u>
Storm Capital Debt Repayment Summary						
	Repayment Columbia Avenue Ph 1	17,100	17,100	17,100	17,100	17,100
	Repayment - Vacuum Truck		35,713	35,713	35,713	35,713
		<u>17,100</u>	<u>52,813</u>	<u>52,813</u>	<u>52,813</u>	<u>52,813</u>
	Total Capital plus Debt Repayments	<u>357,100</u>	<u>792,813</u>	<u>142,813</u>	<u>262,813</u>	<u>682,813</u>
Storm Water Funding Sources						
	Storm Water Reserve	357,100	192,813	142,813	262,813	142,813
	Debt		-	-	-	540,000
	Land Sales		600,000	-		
		<u>357,100</u>	<u>792,813</u>	<u>142,813</u>	<u>262,813</u>	<u>682,813</u>

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Storm Water System
FUND:	41 - Storm Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Stormwater Management Upgrades
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

Complete low to medium-complexity stormwater management improvements, including adding or repairing asphalt curbing, adding new catch basins, adding swaling or improving boulevard drainage, adding soakaways or other sub-surface infiltration galleries, or making small extensions to the existing storm sewer system.

Rationale

Older parts of the City were constructed without curbs, gutters, or piped stormwater drainage, which allows stormwater from the road to flow directly into private property. As a result, residents are experiencing property damage and are trying to make improvements to their private property to mitigate the impact of stormwater that comes off the road. Climate change will only exacerbate the intensity and frequency of resident impacts from stormwater over time. This ongoing project will better protect residents from stormwater off City property and reduce the City's exposure to liability from impacted residents.

Deliverables

Deliverables will vary annually depending on the scope of work required. All stormwater management complaints are reviewed by the Engineering Technician, including a site visit and discussion with the resident. An evaluation of the severity of the complaint, potential risk to property and person, and possible solutions. From there, properties are prioritized based on both the severity of the issue and the simplicity of the solution.

2024 Locations (nearest address) with cost estimates to complete:

- 2633 9th Ave
- 610 Valhalla St

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

As the areas experiencing flooding have no piped stormwater management system, they were not identified in the City's storm water asset management plan. However, the report included a recommendation to increase investment to the storm utility and improve drainage in areas showing high vulnerability. City Staff tracks all reported concerns by residents and has identified some key areas of concern. These areas will be looked at through a holistic lens to identify a strategic solution to these neighbourhoods which lack storm infrastructure within the City.

IMPLEMENTATION PLAN

The budget allocation for 2024 is a carry over from 2023. Engineering Staff will implement plans for priority locations which have been previously identified. The prioritized projects at the noted addresses above will be completed during the construction season.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Planning/Design/Legal Survey/Geotech	5,000	5,000	5,000	5,000	5,000	-
Civil Works	85,000	85,000	85,000	85,000	85,000	-
Total	90,000	90,000	90,000	90,000	90,000	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	80,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	80,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:		PROJECT ID #:	
FUND:		PROJECT NAME:	Stormwater Model Update
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Hydraulic modeling plays a crucial role in ensuring the efficiency, reliability, and sustainability of stormwater systems. These models benefit the City of Castlegar by analyzing optimized collection systems, completing risk assessments based on vulnerable points in the systems, helping meet regulatory compliance, and ultimately enabling data-driven decision making for long-term community planning.

Rationale
 As the stormwater model is used as the baseline to create infrastructure plans and referenced to understand impacts from developments, it is vital to ensure its accuracy.

Deliverables
 An updated hydraulic model for the City's stormwater system based on existing system conditions to rectify any anomalies within the model and provide confidence when making data-driven infrastructure decisions.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

The updated models will be used in future with the Liquid Waste Management Plan and any applicable asset management plans.

It is also in alignment with Council's Strategic Plan Principal 1 - Governance & Service Excellence

IMPLEMENTATION PLAN

Staff will follow public procurement to engage with a qualified consulting firm to complete the scope of work.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	120,000	-	-
Type (acquisition and install)		-	-	-	-	-
Total	-	-	-	120,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	-	120,000	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	120,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-



Water Fund

The City of Castlegar's Water Utility is a self-funded program that operates, maintains, and constructs the City's water infrastructure that delivers safe drinking water to the public and provides sufficient pressure and flow for fire protection.

Water Services

	Budget 2023	Budget 2024	Variance \$	Variance %	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues								
Water Billing & Collection	2,077,077	2,166,405	89,328	4%	2,263,893	2,365,768	2,472,228	2,583,478
Total Revenues	2,077,077	2,166,405	89,328	4%	2,263,893	2,365,768	2,472,228	2,583,478
Expenditures								
Water Billing & Collection	21,200	21,500	300	1%	21,800	22,100	22,400	22,960
Water Services	1,202,150	1,571,971	369,821	31%	1,617,535	1,655,122	1,671,934	1,692,868
Total Expenditures	1,223,350	1,593,471	370,121	30%	1,639,335	1,677,222	1,694,334	1,715,828
Transfer to Capital	692,333	411,540	(280,793)	-41%	463,164	527,152	616,500	706,256
Transfer to General Fund	161,394	161,394			161,394	161,394	161,394	161,394
Surplus / (Deficit)	-	-	-		-	-	-	-

DEPT. BUDGET SUMMARY

Operating Cost Summary

Contracted Services	272,750	309,500	36,750	13%	314,750	320,000	325,350	332,901
Financing Charges	2,000	2,000	-	-	2,000	2,000	2,000	2,050
Internal Charges - Expense	84,600	86,200	1,600	2%	87,800	89,400	91,100	93,378
Salaries and Benefits	530,600	853,571	322,971	61%	885,785	909,822	912,784	915,295
Supplies and Equipment	333,400	342,200	8,800	3%	349,000	356,000	363,100	372,205
Total Operating Cost	1,223,350	1,593,471	370,121	30%	1,639,335	1,677,222	1,694,334	1,715,828

Budget Variance Highlights:

Salaries and Benefits increased due to:

- Collective bargaining, contractual agreements, source deductions
- 2 additional FTE added in 2023 not reflected

Contracted Services:

- SCADA contract adjustment

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
WATER FUND CAPITAL IMPROVEMENT PLAN						
	Columbia Ave. PH 3 (17th - 18th & 11th - 13th)					605,000
	Orchard Ave. PH 2	260,000	600,000			
	CMMS & Asset Management System		50,000			
	Main Upgrades	40,000	40,000	40,000	40,000	40,000
	Park Pumphouse MCC Upgrades	116,500				
	Kinnaird Bridge Pipe Inspections	15,000			30,000	
	Cross Connection Survey	36,500	5,000	5,000	5,000	5,000
	Engineering Design Guideline		25,000			
	Hydrant Replacement	45,000	45,000	45,000	45,000	45,000
	Water Valve replacement	54,000	54,000	54,000	54,000	54,000
	Confined Space Isolation Procedures	70,000				
	Civic Works Wash Bay				50,000	
	Water & Sewer Hydraulic Model Update	290,000				
	North Well Condition Assessment	25,000				
	Water Source Redundancy		40,000			
	Water Filtration Feasibility Study			75,000		
	Vacuum Truck Replacement	250,000				
	SCADA Upgrades	180,000				
	Shoring Cages	19,800				
	Total Capital	1,401,800	859,000	219,000	224,000	749,000

2024 - 2028 Capital Improvement Plan

Project Number	Description	2024	2025	2026	2027	2028
WATER FUND CAPITAL IMPROVEMENT PLAN						
Water Capital Debt Repayment Summary						
	Repayment Columbia Avenue Ph 1	10,900	10,900	10,900	10,900	10,900
	Repayment Columbia Avenue Ph 2	60,141	60,141	60,141	60,141	60,141
	Repayment - Vacuum Truck		35,713	35,713	35,713	35,713
	Total Capital	<u>71,041</u>	<u>106,755</u>	<u>106,755</u>	<u>106,755</u>	<u>106,755</u>
	Total Capital plus Debt Repayments	<u><u>1,472,841</u></u>	<u><u>965,755</u></u>	<u><u>325,755</u></u>	<u><u>330,755</u></u>	<u><u>855,755</u></u>
Water Project Funding Sources						
	Water Reserves	962,841	365,755	325,755	330,755	250,755
	Debt	250,000	-	-	-	605,000
	Land Sales	260,000	600,000	-	-	-
		<u><u>1,472,841</u></u>	<u><u>965,755</u></u>	<u><u>325,755</u></u>	<u><u>330,755</u></u>	<u><u>855,755</u></u>

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water	PROJECT ID #:	
FUND:	21 - Water Capital Fund	PROJECT NAME:	Watermain Upgrades
TYPE:	Capital	PROJECT MGR:	Operations Manager
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Annually the City sets aside budget to complete watermain replacement/upgrades. Historically, this budget has been \$40,000 and the location(s) selected were primarily informed by the Integrated Infrastructure Capital Plan - Prioritized Water Capital, in conjunction with condition assessments and observations from Public Works.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This work contributes to the annual management of linear water infrastructure assets

IMPLEMENTATION PLAN

N/A

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	40,000	40,000	40,000	40,000	40,000	40,000
Type (acquisition and install)	-	-	-	-	-	-
Total	40,000	40,000	40,000	40,000	40,000	40,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	40,000	40,000	40,000	40,000	40,000	40,000
Grants, other	-	-	-	-	-	-
Total	40,000	40,000	40,000	40,000	40,000	40,000

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water	PROJECT ID #:	
FUND:	21 - Water Capital Fund	PROJECT NAME:	Park Pump Station MCC Upgrade
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 It had been identified with the installation of a standby generator that there was no ground from the currently installed Fortis transformer feeding the Park Pump House. This was a legacy arrangement and is no longer supported by Fortis BC for new installations. This arrangement caused issues with equipment and the correct operation of the standby generator switch over on-site. Ground faults occurring on an ungrounded system can also represent a safety risk to personnel if not detected and cleared quickly.

Rationale
 Upgrading the MCC electrical components to current standards is essential for ensuring safety, compliance, reliability, efficiency, and compatibility with modern technologies. It enhances the overall performance and longevity of the electrical infrastructure while reducing risks and operational costs associated with the City's critical infrastructure.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence

IMPLEMENTATION PLAN

This project is ongoing and will see substantial completion in early 2024.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	116,500	-	-	-	-	-
Total	116,500	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Kinnaird Bridge Pipe Inspection
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 In order to fulfill the conditions as required by British Columbia Ministry of Transportation and Infrastructure Permit # N9-125-07 (02-009-15712), the City of Castlegar is required to inspect and document the condition of the Watermain and Sanitary Forcemain Utilities installed on the Kinnaird Bridge every (3) three years.

Rationale
 This project is an ongoing condition assessment required by the Ministry of Transportation and Infrastructure.

Deliverables
 Deliverables include a detailed inspection of Utilities (including Watermain, Sanitary Forcemain and associated Electric Conduit and Wiring), and preparation of a condition survey report summarizing the condition of the utilities.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Regulatory requirement. Also in alignment with Strategic Plan Principal 1 - Governance & Service Excellence, Goal 5 - Maintenance

IMPLEMENTATION PLAN

Procure a qualified professional through the approved public process and completed a detailed inspection of the utilities.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		-	-	-	-	-
Type (acquisition and install)	15,000	-	-	30,000	-	
Total	15,000	-	-	30,000	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	15,000	-	-	30,000	-	
Grants, other	-	-	-	-	-	-
Total	15,000	-	-	30,000	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	Carry Forward
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Cross Connection Control Facility Survey
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Contract a certified cross-connection facility surveyor to complete inspections of the City's industrial, commercial, institutional, and multi-family residences to ensure all facility's have adequate protection against cross-connections and backflows to the City drinking water system. This is a continuation of the surveys which were completed in 2023 as the City works towards completing surveys on all applicable facilities.

Rational
 Cross-Connection Control Bylaw 1404 was adopted in June 2023. Part of that Bylaw includes the City's responsibility to complete facility assessments to ensure ongoing protection of the City's drinking water system. Facility assessments are typically recommended to take place every 1-5 years depending on hazard, but most buildings in the city have not been surveyed since 2005. Facility surveys identify the primary use of the building, how the building is plumbed, and ensure that an adequate backflow preventer device is in place. These backflow devices play a critical role in ensuring the safety and quality of the City's drinking water by preventing the contamination of the City's water distribution system. Buildings that are not appropriately protected are provided with a report and a deadline to install adequate protection. The risk of buildings being not having the appropriate backflow device in place is that deleterious or hazardous materials could potentially enter and spread through the City's drinking water system. Interior Health Authority (IHA), like other health authorities in BC, has specific regulations and guidelines in place to protect the quality of drinking water. Backflow preventers are mandated by these regulations to ensure that water systems are equipped to prevent backflow incidents. Non-compliance with these regulations can lead to fines and penalties.

Deliverables
 A survey report for each industrial, commercial, industrial, and multi-family building in the City with existing cross-connections, and recommendations on cross-connection controls and backflow preventers (if any). These reports will also be provided to property owners to make the required improvements. The City Cross-Connection Control Program Manager will be responsible for ensuring units are installed.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project is in line with the City's Cross-Connection Control Program and related Bylaw 1404. The City's Drinking Water Operating Permit also notes requirements for high and medium hazard facilities to be inspected and cross-connections managed appropriately.

IMPLEMENTATION PLAN

This work is a continuation of the work completed in 2023 and as such will begin in January 2024. Communications will be sent to affected property owners informing them of the upcoming surveys. Surveys are anticipated to recommence in the spring of 2024 and are generally set to be surveyed in order of highest hazard to lowest hazard throughout the year. The surveyor will complete a week of work every two months to permit internal records management and follow up with property owners.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Communications and Engineering follow up		-	-	-	-	-
Certified Surveyor	36,500	5,000	5,000	5,000	5,000	5,000
Total	36,500	5,000	5,000	5,000	5,000	5,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	36,500	5,000	5,000	5,000	5,000	5,000
Grants, other	-	-	-	-	-	-
Total	36,500	5,000	5,000	5,000	5,000	5,000

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Planning and Development
FUND:	11 - General Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Engineering Design Guideline
PROJECT MGR:	Manager of Engineering & infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Development of a comprehensive engineering design guideline that sets out minimum standards and recommended guidelines for engineering projects within the City, including buried utilities, road cross-sections, pump stations, pressure reducing stations, street lighting, and more.

Rationale
 Currently the City references the Master Municipal Construction Documents Design Guideline for our engineering guidelines. While this document is a great reference, an internal document would allow for City-specific requirements. A lack of a comprehensive document has led to inefficiency with development approval as more review and communication is required with applicants to ensure development is designed to the City's standards. This has also led to inconsistency in the proposal of infrastructure, which can unnecessarily complicate asset management and lead to increased (future) costs for the City.

Deliverables
 A document describing City requirements for each aspect of engineering construction, from planning requirements through to construction materials and methodology, and record documentation.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This initiative aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence, Goal 3 - Efficient and Effective

IMPLEMENTATION PLAN

Upon approval by Council, a qualified consultant will be hired to complete consultation with crews and in-house staff and draft a document based on feedback and best practices.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		100,000	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	-	100,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		100,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	100,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Fire Hydrant Replacements
PROJECT MGR:	Manager of Engineering & infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Annually the City sets aside budget to complete fire hydrant replacement/upgrades. Historically, this budget has been \$44,000 and the location(s) selected were primarily informed by the Integrated Infrastructure Capital Plan - Prioritized Water Capital, in conjunction with condition assessments and observations from Public Works.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This work contributes to the annual management of water infrastructure assets and is in alignment with Council's 2023-2027 Strategic Plan Principal 1 - Governance & Service Excellence, Goal 5 - Maintenance

IMPLEMENTATION PLAN

Public Works maintains a list of failing or failed water valves and aging fire hydrants. These observations and assessments are used to prioritize which assets are replaced annually. The number of assets replaced annually can be dependant on the location of the item and cost of materials; however, the estimated cost of replacement for a fire hydrant is approximately \$15,000, based on the current construction market. This budget allows for the renewal of approx. 3 hydrants annually.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):						
Type (acquisition and install)	45,000	45,000	45,000	45,000	45,000	45,000
Total	45,000	45,000	45,000	45,000	45,000	45,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves						
Grants, other	45,000	45,000	45,000	45,000	45,000	45,000
Total	45,000	45,000	45,000	45,000	45,000	45,000

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Water Valve Replacements
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Annually the City sets aside budget to complete water valve and replacement/upgrades. Historically, this budget has been \$54,000 and the location(s) selected were primarily informed by the Integrated Infrastructure Capital Plan - Prioritized Water Capital, in conjunction with condition assessments and observations from Public Works.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This work contributes to the annual management of water infrastructure assets and is in alignment with Council's 2023-2027 Strategic Plan Principal 1 - Governance & Service Excellence, Goal 5 - Maintenance

IMPLEMENTATION PLAN

Public Works maintains a list of failing or failed water valves and aging fire hydrants. These observations and assessments are used to prioritize which assets are replaced annually. The number of assets replaced annually can be dependant on the location of the item and cost of materials; however, the estimated cost of replacement for a 300mm valve is approximately \$9,000, based on the current construction market. This budget allows for the renewal of approx. 6 valves annually.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):						
Type (acquisition and install)	54,000	54,000	54,000	54,000	54,000	54,000
Total	54,000	54,000	54,000	54,000	54,000	54,000

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	54,000	54,000	54,000	54,000	54,000	54,000
Grants, other	-	-	-	-	-	-
Total	54,000	54,000	54,000	54,000	54,000	54,000

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other	PROJECT ID #:	
FUND:	21 - Water Capital Fund	PROJECT NAME:	Confined Space Entry - Isolation Procedures
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	Carry Forward	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 WorkSafeBC regulations for confined space entry are designed to protect the health and safety of workers when working in potentially hazardous conditions, including those within confined work spaces for City water and sewer utilities. For the last several years, the City has worked to eliminate confined spaces where viable and cost effective. The City continues to work on this program to ensure there are adequate controls in place for all confined spaces and that those controls meet WorkSafeBC regulation.

Rationale
 The City has completed a list of confined spaces which require entry for maintenance and operation of utilities, and has engaged a consultant to provide a concept plan for one or more safety controls to be installed or developed, including elimination of the space, engineering controls, administrative controls, or an alternate measures certificate (i.e. for single device isolation). It is expected that the consultant will use local context, the required access to the space (frequency and task type), future plans for the facility, best practices, and professional judgment to determine the best control(s) for each space.

Deliverables
 A list of confined spaces with the recommended concept plans for the control(s) to pursue. This list should be prioritized based on criteria developed with the City, highlight where alternative measures can be achieved and have budget estimates for any recommended upgrades.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This action supports Council's 2023-2027 Strategic Plan principle of Governance and Service Excellence, Goal 5 - Maintenance.

IMPLEMENTATION PLAN

Work with the qualified professional to complete the works described and provide the deliverables in 2024. This work will likely continue into the future as (for example) Alternative Measures as approved by WorkSafeBC do come with an expiry and require periodic resubmission.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	70,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	70,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	70,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	70,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water	PROJECT ID #:	
FUND:	21 - Water Capital Fund	PROJECT NAME:	Water & Sewer Hydraulic Model Update
TYPE:	Capital	PROJECT MGR:	Manager of Engineering & Infrastructure
NEW OR CARRY FORWARD:	New	ACCOUNT NO.:	
INTERNAL RESOURCE:		INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 Hydraulic modeling plays a crucial role in ensuring the efficiency, reliability, and sustainability of water and sewer systems. These models benefit the City of Castlegar by analyzing optimized distribution and collection systems, completing risk assessments based on vulnerable points in the systems, helping meet regulatory compliance, and ultimately enabling data-driven decision making for long-term community planning.

Rationale
 During the construction of Columbia Avenue Phase 2 in 2021, a discrepancy was found within one of the City's water pressure zones. During a shutdown and disconnection of the watermain, immediate pressure losses were experienced within the zone. Further investigation indicated that the orientation of the watermain and its connection to the transmission main were not reflected accurately in the City's water model. As the water model is used as the baseline to create infrastructure plans and referenced to understand impacts from developments, it is vital to ensure its accuracy.

Deliverables
 An updated hydraulic model of both water and sewer based on existing system conditions to rectify anomalies within the models and provide confidence when making data-driven infrastructure decisions.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

The updated models will be used in future revisions of the Water Optimization, Liquid Waste Management, and Asset Management plans.

IMPLEMENTATION PLAN

Once budget is approved staff will acquire the services of a qualified consultant to undertake the investigations, confirm existing system conditions, and rectify anomalies within the models.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	290,000	-	-	-	-	-
Type (acquisition and install)	-	-	-	-	-	-
Total	290,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	290,000	-	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	290,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	North Well Condition Assessment and Functionality Study
PROJECT MGR:	Manager of Engineering & infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

The City has 4 historic ground water wells, known locally as the North Well, Millennium Park Well, the Doukhobor Well and the Forestry Well. The North well is located in downtown Castlegar, next to City Hall.

Rationale

The North Well is historically a viable drinking water source for part of the community. This site should be assessed for it's current viability as a backup community water supply source and if there are steps required to bring it back online and meet Interior Health Authority regulation. This is the first step towards completing a Water Source Redundancy plan and ties into Emergency Operations planning.

Deliverables

An assessment report outlining the current condition and recommended steps to bring this infrastructure online, including well pump testing, water quality analysis, and cost estimates.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence, Goal 3 and Goal 5

IMPLEMENTATION PLAN

Procure a qualified professional to undertake a condition assessment and functionality study.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):	25,000					
Type (acquisition and install)	-	-	-	-	-	-
Total	25,000	-	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves	25,000					
Grants, other	-	-	-	-	-	-
Total	25,000	-	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Water Source Redundancy
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description
 The City of Castlegar relies on a private business (Mercer Celgar) for a single water source, which does offer high water quality, reliability, cost advantages; however, it also presents challenges related to dependence, control, sustainability, regulatory compliance, and long-term resilience. Careful planning, monitoring, and collaboration between the City and the private entity are crucial to ensure stable and sustainable water supply for the community.

Rationale
 Pursuing a viable backup water source is a prudent and responsible approach for any community. It enhances resilience, safeguards public health, and ensures a reliable and diverse water supply in the face of emergencies or challenging circumstances. Planning and investing in a backup water source are essential steps toward ensuring resiliency and sustainability for the City of Castlegar.

Deliverables
 A feasibility study outlining viable options for a backup community water supply source, which would include details on constructability, regulatory requirements, and cost estimates to construct.

*This project is directly tied to the North Well Assessment project.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence, Goal 3 and Goal 5

IMPLEMENTATION PLAN

Procure a qualified professional to undertake a feasibility study.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):		40,000	-	-	-	-
Type (acquisition and install)		-	-	-	-	-
Total	-	40,000	-	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		40,000	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	40,000	-	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2024 - 2028 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Water
FUND:	21 - Water Capital Fund
TYPE:	Capital
NEW OR CARRY FORWARD:	New
INTERNAL RESOURCE:	

PROJECT ID #:	
PROJECT NAME:	Water Filtration Feasibility Study
PROJECT MGR:	Manager of Engineering & Infrastructure
ACCOUNT NO.:	
INTERNAL RESOURCE IMPACT:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Description

The City of Castlegar's water services are governed by the Drinking Water Protection Act and Drinking Water Protection Regulation. Specific requirements for the water system are outlined in the conditions placed on the Permit to Operate by the Interior Health Authority. In addition to these regulations there also exists the Canadian Guidelines for Drinking Water Quality. The conditions on the City's Operating Permits require that plans be submitted to Interior Health that demonstrate how the City will meet the Canadian Guidelines and IHA water treatment objectives which include:

- 4 log virus inactivation
- 3 log Giardia Lambliia inactivation or removal
- 3 log Cryptosporidium inactivation or removal
- 2 treatment processes
- 1 NTU maximum for turbidity with a target of 0.1 NTU
- 0 E. Coli and Fecal Coliform.

Filtration of all surface sources is required to meet these objectives, except for sources that are needed to be of sufficiently high quality. Interior Health currently grants filtration deferral providing that conditions are met as outlined in the Interior Health Filtration Exclusion Criteria.

Rationale

When the Interior Health Authority no longer grants filtration deferrals as a requirement, the City must implement an additional step in the water treatment process. Initiating a feasibility study to evaluate the addition of filtration to the Castlegar's water source is a proactive step to ensure that the City continues to comply with Interior Health regulation. It prepares the City to ensure that we can address future water quality challenges and meet regulatory requirements.

Deliverables

Complete a study to assess the available options when adding filtration to the City of Castlegar's water treatment process, and provide cost estimates with each.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

This project aligns with Council's Strategic Plan Principal 1 - Governance & Service Excellence

IMPLEMENTATION PLAN

Once approved, Staff will follow public procurement to engage with a qualified consulting firm to complete the scope of work.

EXPENDITURES

	2024	2025	2026	2027	2028	Future
Type (planning/design):			75,000	-	-	-
Type (acquisition and install)		-	-	-	-	-
Total		-	75,000	-	-	-

FUNDING SOURCES

	2024	2025	2026	2027	2028	Future
General Revenues, Reserves		-	75,000	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	-	75,000	-	-	-

OTHER BUDGET IMPACTS

	2024	2025	2026	2027	2028	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2023 - 2027 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works
FUND:	02 General Capital Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	SCADA - View Node Improvements
PROJECT MGR	Matt Clouthier
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Re-implement a physical view node. The original configuration of cloud infrastructure was not designed to have direct access to the cloud for daily operational viewing of the SCADA system. This direct access incurs additional cloud resource utilization and poses additional security risks. When the PC used as a view node failed, direct access to the cloud SCADA system was established to assist operators with day-to-day operations but was intended to be a short-term resolution until a view node was replaced. We are seeing evidence that direct connections from CWY are a contributing factor to the performance issues that are reported by the operators and are investigating deeper. Establishing this view-node on a laptop will allow operators to bring SCADA controls with them to all locations throughout the city. Thus allowing operators to monitor process' and equipment in real-time as changes are made through the SCADA system.

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and Sustainable Infrastructure

IMPLEMENTATION PLAN

Through ICI (Electrical Engineering & Controls Consultant), hardware and software would be purchased followed by ICI programming and commissioning the view node.

EXPENDITURES

	2023	2024	2025	2026	2027	Future
Type (planning/design):						
Type (acquisition and install)		14,500	-	-	-	-
Total		14,500	-	-	-	-

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
Water Revenues, Reserves		14,500				
Grants, other		-	-	-	-	-
Total		14,500	-	-	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2023 - 2027 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Public Works
FUND:	05 Water Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	SCADA Router Upgrade
PROJECT MGR	Matt Clouthier
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Router hardware upgrade plan. 7 of the 13 remote sites with network connections to SCADA are utilizing 3G cellular routers. As cellular service providers implement new technologies on their towers, they are slowly degrading and, at some point, will fully discontinue their 3G service. As 3G service degrades, the reliability of our SCADA network will be significantly impacted. In addition to the actual service being affected, the current routers have difficulties re-establishing communications following power outages. Crews are often dispatched to re-establish lines of communication.. Also included in this request is 4 hardwired locations [SSTP, Meadowlark, CWY & Airport]. Despite the system being hardwired, the current hardware set up has shown that they are vulnerable when power is lost to them. They have not re-connected to the system which can result in situations where operators are not able to monitor critical infrastructure. As a result of a communication loss earlier this year, a huge volume of treated water was wasted when the WTP and Meadowlark were not communicating . This resulted in the WTP thinking Meadowlark was not filling. The reservoir overflowed for a number of hours before a neighbour called in high creek flows

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solid and Sustainable Infrastructure. This transition would align with ensuring that our infrastructure is 'solid'.

IMPLEMENTATION PLAN

Determine lead times for physical infrastructure, schedule ICI in to begin installation base don priority locations.

EXPENDITURES

	2023	2024	2025	2026	2027	Future
Type (planning/design):	-	1	-	-	-	-
Type (acquisition and install)		16,524	-	-	-	-
Total	-	16,525	-	-	-	-

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
Water Revenues, Reserves	-	16,525	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	16,525	-	-	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-

BUDGET REQUEST FOR 2023 - 2027 YEAR FINANCIAL PLAN

PROJECT IDENTIFICATION:

DEPARTMENT:	Other
FUND:	01 General Operating Fund
TYPE	Capital
NEW OR C/FWD	New

PROJECT ID #	
Project Name:	Old SCADA
PROJECT MGR	Matt Clouthier
ACCOUNT NO:	

DESCRIPTION OF PROJECT, RATIONALE, DELIVERABLES

Throughout the City, there are a number of facilities that are lacking communication abilities. Ensuring that water and waste water facilities have consistent communication with operators reduces risk to the city and improves crew efficiency. Lift stations [1st Ave & #2] located next to the Columbia River do not currently have the ability to communicate with operators and rely on a member of the public noticing that an alarm is going off. Ensuring that the data is available via SCADA reduces the risk to the city by providing advance warning of issues along with time spent by crews driving to each facility. Every day, a crew member drives to Blueberry to take a reading off a screen to record Chlorine residual, if added to SCADA crews would be able to take a reading off a virtual viewpoint. Additionally, if the chlorine residual were to fall below a permissible threshold, public notification could be sent out immediately. The Blueberry reservoir's chlorine residual is also a consistent concern due to its slow rate of turn over. Connecting this reservoir to SCADA would allow crews to monitor the metrics of this facility. [Blueberry Chlorine, Blueberry Reservoir]

STRATEGIC PLAN & ASSET MANAGEMENT ALIGNMENT/JUSTIFICATION

Solis and Sustainable Civic Infrastructure

IMPLEMENTATION PLAN

Working with ICI, these projects would be implements to each facility

EXPENDITURES

	2023	2024	2025	2026	2027	Future
Type (planning/design):	-	-	-	-	-	-
Type (acquisition and install)	-	148,975	-	-	-	-
Total	-	148,975	-	-	-	-

FUNDING SOURCES

	2023	2024	2025	2026	2027	Future
General Revenues, Reserves	-	148,975	-	-	-	-
Grants, other	-	-	-	-	-	-
Total	-	148,975	-	-	-	-

OTHER BUDGET IMPACTS

	2023	2024	2025	2026	2027	Future
	-	-	-	-	-	-
Total	-	-	-	-	-	-



Reserves

	2024 Opening Balance	2024 Contributions	2024 Withdrawals	2024 Balance
RESERVES				
NON-STATUTORY RESERVES				
4.1 Financial Stabilization Reserve	(362,456)		22,000	(340,456)
4.2 Winter Reserve	(8,057)			(8,057)
4.3 RCMP Reserve	(519,350)			(519,350)
4.4 Election Reserve	(3,682)	(15,000)		(18,682)
Economic Development Reserve	(116,000)			(116,000)
Staff Overhead Reserve	(1,067,422)		830,250	(237,172)
	-			-
4.5 Community Works (Gas Tax)	(1,391,170)		250,000	(1,141,170)
4.6 Climate Action Reserve	(133,979)	(25,000)	5,000	(153,979)
4.7 Host Agreement Reserve	(526,761)			(526,761)
4.8 Regional Playing Fields Reserve	(301,916)	(75,000)	112,000	(264,916)
Growing Communities Fund	-			-
4.9.1 General Operating Reserve	(1,038,304)	-	373,535	(664,769)
	-			-
Infrastructure Renewal Reserve	(400,403)			(400,403)
5.1 Roads Reserves	(245,251)	(350,081)	251,938	(343,395)
5.2 Facilities Reserves	(240,245)	(51,864)	139,600	(152,509)
5.3 Vehicle and Equipment Reserve	(1,050,125)	(207,455)	145,000	(1,112,580)
5.4 Parks Reserves	(64,070)	(38,898)	140,000	37,032
5.5 General Capital Reserve	(32,922)	(334,522)	45,000	(322,444)
5.6 Information Technology Reserve	(204,186)	(75,000)	158,225	(120,961)
5.7 Cemetery Replacement Reserve	(12,170)		26,800	14,630
5.8 Airport Capital Reserve	(247,853)		387,918	140,065
5.9 Water Capital Reserve	(4,347,748)	(411,540)	962,841	(3,796,446)
5.10 Sewer Capital Reserve	(1,644,920)	(151,024)	761,539	(1,034,404)
5.11 Storm Capital Reserve	(1,400,549)	(350,063)	357,100	(1,750,612)
	-			-
6 STATUTORY RESERVES				
6.1.1 DCC-Water	(267,910)			(267,910)
6.1.2 DCC-Sewer	(547,592)			(547,592)
6.1.3 DCC-Storm Water	(58,109)			(58,109)
6.1.4 DCC-Roads	(952,060)		238,306	(713,754)
6.1.5 DCC-Open Space	(24,570)			(24,570)
6.2 Parkland Acquisition Reserve	(392,841)		313,000	(79,841)
6.3 Land Reserve	48,040	(53,020)		(4,980)
6.4 Cemetery Perpetual Care Reserve	(396,710)			(396,710)
6.5 Future Restructures Reserve	(426,334)	(50,000)	5,000	(471,334)
Tax Sale Reserve	3,610			3,610
	(18,374,014)	(2,188,467)	5,525,052	(15,394,529)

RESERVES	2025 Opening Balance	2025 Contributions	2025 Withdrawals	2025 Balance
NON-STATUTORY RESERVES				
4.1 Financial Stabilization Reserve	(340,456)		22,000	(318,456)
4.2 Winter Reserve	(8,057)			(8,057)
4.3 RCMP Reserve	(519,350)			(519,350)
4.4 Election Reserve	(18,682)	(15,000)		(33,682)
Economic Development Reserve	(116,000)			(116,000)
Staff Overhead Reserve	(237,172)	(410,000)	638,000	(9,172)
	-			-
4.5 Community Works (Gas Tax)	(1,141,170)			(1,141,170)
4.6 Climate Action Reserve	(153,979)	(25,000)	65,000	(113,979)
4.7 Host Agreement Reserve	(526,761)			(526,761)
4.8 Regional Playing Fields Reserve	(264,916)	(75,000)	135,535	(204,381)
	-			-
4.9.1 General Operating Reserve	(664,769)	-	410,000	(254,769)
	-			-
Infrastructure Renewal Reserve	(400,403)			(400,403)
5.1 Roads Reserves	(343,395)	(416,571)	186,938	(573,028)
5.2 Facilities Reserves	(152,509)	(61,714)	7,400	(206,823)
5.3 Vehicle and Equipment Reserve	(1,112,580)	(246,857)		(1,359,437)
5.4 Parks Reserves	37,032	(46,286)		(9,254)
5.5 General Capital Reserve	(322,444)	(398,056)	75,000	(645,500)
5.6 Information Technology Reserve	(120,961)	(100,000)	136,000	(84,961)
5.7 Cemetery Replacement Reserve	14,630			14,630
5.8 Airport Capital Reserve	140,065		355,455	495,520
5.9 Water Capital Reserve	(3,796,446)	(463,164)	365,755	(3,893,856)
5.10 Sewer Capital Reserve	(1,034,404)	(242,325)	712,953	(563,777)
5.11 Storm Capital Reserve	(1,750,612)	(343,432)	192,813	(1,901,230)
	-			-
6 STATUTORY RESERVES				
	-			-
6.1.1 DCC-Water	(267,910)		25,000	(242,910)
6.1.2 DCC-Sewer	(547,592)		25,000	(522,592)
6.1.3 DCC-Storm Water	(58,109)			(58,109)
6.1.4 DCC-Roads	(713,754)		25,000	(688,754)
6.1.5 DCC-Open Space	(24,570)			(24,570)
6.2 Parkland Acquisition Reserve	(79,841)			(79,841)
6.3 Land Reserve	(4,980)	(53,020)		(58,000)
6.4 Cemetery Perpetual Care Reserve	(396,710)			(396,710)
6.5 Future Restructures Reserve	(471,334)	(50,000)		(521,334)
Tax Sale Reserve	3,610			3,610
	(15,394,529)	(2,946,425)	3,377,849	(14,963,105)

RESERVES	2026 Opening Balance	2026 Contributions	2026 Withdrawals	2026 Balance
NON-STATUTORY RESERVES				
4.1 Financial Stabilization Reserve	(318,456)			(318,456)
4.2 Winter Reserve	(8,057)			(8,057)
4.3 RCMP Reserve	(519,350)			(519,350)
4.4 Election Reserve	(33,682)	(15,000)		(48,682)
Economic Development Reserve	(116,000)			(116,000)
Staff Overhead Reserve	(9,172)		267,518	258,346
	-			-
4.5 Community Works (Gas Tax)	(1,141,170)			(1,141,170)
4.6 Climate Action Reserve	(113,979)	(25,000)	50,000	(88,979)
4.7 Host Agreement Reserve	(526,761)			(526,761)
4.8 Regional Playing Fields Reserve	(204,381)	(75,000)	135,535	(143,846)
	-			-
4.9.1 General Operating Reserve	(254,769)	-	-	(254,769)
	-			-
Infrastructure Renewal Reserve	(400,403)			(400,403)
5.1 Roads Reserves	(573,028)	(408,883)	186,938	(794,973)
5.2 Facilities Reserves	(206,823)	(60,575)	7,400	(259,999)
5.3 Vehicle and Equipment Reserve	(1,359,437)	(242,301)		(1,601,738)
5.4 Parks Reserves	(9,254)	(45,431)		(54,685)
5.5 General Capital Reserve	(645,500)	(390,710)	25,000	(1,011,210)
5.6 Information Technology Reserve	(84,961)	(110,000)	157,000	(37,961)
5.7 Cemetery Replacement Reserve	14,630			14,630
5.8 Airport Capital Reserve	495,520	(164,906)	658,504	989,118
5.9 Water Capital Reserve	(3,893,856)	(527,152)	325,755	(4,095,253)
5.10 Sewer Capital Reserve	(563,777)	(330,168)	832,953	(60,992)
5.11 Storm Capital Reserve	(1,901,230)	(337,574)	142,813	(2,095,991)
	-			-
6 STATUTORY RESERVES				
	-			-
6.1.1 DCC-Water	(242,910)			(242,910)
6.1.2 DCC-Sewer	(522,592)			(522,592)
6.1.3 DCC-Storm Water	(58,109)			(58,109)
6.1.4 DCC-Roads	(688,754)			(688,754)
6.1.5 DCC-Open Space	(24,570)			(24,570)
6.2 Parkland Acquisition Reserve	(79,841)			(79,841)
6.3 Land Reserve	(58,000)	(53,020)		(111,020)
6.4 Cemetery Perpetual Care Reserve	(396,710)			(396,710)
6.5 Future Restructures Reserve	(521,334)	(50,000)		(571,334)
Tax Sale Reserve	3,610			3,610
	(14,963,105)	(2,835,720)	2,789,415	(15,009,409)

RESERVES	2027 Opening Balance	2027 Contributions	2027 Withdrawals	2027 Balance
NON-STATUTORY RESERVES				
4.1 Financial Stabilization Reserve	(318,456)			(318,456)
4.2 Winter Reserve	(8,057)			(8,057)
4.3 RCMP Reserve	(519,350)			(519,350)
4.4 Election Reserve	(48,682)	(15,000)		(63,682)
Economic Development Reserve	(116,000)			(116,000)
Staff Overhead Reserve	258,346		267,518	525,864
	-			-
4.5 Community Works (Gas Tax)	(1,141,170)			(1,141,170)
4.6 Climate Action Reserve	(88,979)	(25,000)		(113,979)
4.7 Host Agreement Reserve	(526,761)			(526,761)
4.8 Regional Playing Fields Reserve	(143,846)	(75,000)		(218,846)
	-			-
4.9.1 General Operating Reserve	(254,769)	-		(254,769)
	-			-
Infrastructure Renewal Reserve	(400,403)			(400,403)
5.1 Roads Reserves	(794,973)	(403,797)	186,938	(1,011,832)
5.2 Facilities Reserves	(259,999)	(59,822)	57,400	(262,420)
5.3 Vehicle and Equipment Reserve	(1,601,738)	(239,287)		(1,841,025)
5.4 Parks Reserves	(54,685)	(44,866)		(99,551)
5.5 General Capital Reserve	(1,011,210)	(385,850)	25,000	(1,372,061)
5.6 Information Technology Reserve	(37,961)	(120,000)	61,000	(96,961)
5.7 Cemetery Replacement Reserve	14,630		43,060	57,690
5.8 Airport Capital Reserve	989,118	(303,484)	598,504	1,284,138
5.9 Water Capital Reserve	(4,095,253)	(616,500)	330,755	(4,380,999)
5.10 Sewer Capital Reserve	(60,992)	(450,927)	472,953	(38,966)
5.11 Storm Capital Reserve	(2,095,991)	(336,395)	262,813	(2,169,573)
	-			-
6 STATUTORY RESERVES				
6.1.1 DCC-Water	(242,910)		25,000	(217,910)
6.1.2 DCC-Sewer	(522,592)		25,000	(497,592)
6.1.3 DCC-Storm Water	(58,109)			(58,109)
6.1.4 DCC-Roads	(688,754)		25,000	(663,754)
6.1.5 DCC-Open Space	(24,570)			(24,570)
6.2 Parkland Acquisition Reserve	(79,841)			(79,841)
6.3 Land Reserve	(111,020)	(53,020)		(164,040)
6.4 Cemetery Perpetual Care Reserve	(396,710)			(396,710)
6.5 Future Restructures Reserve	(571,334)	(50,000)		(621,334)
Tax Sale Reserve	3,610			3,610
	(15,009,409)	(3,178,948)	2,380,940	(15,807,418)

RESERVES	2028 Opening Balance	2028 Contributions	2028 Withdrawals	2028 Balance
NON-STATUTORY RESERVES				
4.1 Financial Stabilization Reserve	(318,456)			(318,456)
4.2 Winter Reserve	(8,057)			(8,057)
4.3 RCMP Reserve	(519,350)			(519,350)
4.4 Election Reserve	(63,682)	(15,000)		(78,682)
Economic Development Reserve	(116,000)			(116,000)
Staff Overhead Reserve	525,864			525,864
	-			-
4.5 Community Works (Gas Tax)	(1,141,170)			(1,141,170)
4.6 Climate Action Reserve	(113,979)	(25,000)		(138,979)
4.7 Host Agreement Reserve	(526,761)			(526,761)
4.8 Regional Playing Fields Reserve	(218,846)	(75,000)		(293,846)
	-			-
4.9.1 General Operating Reserve	(254,769)	-		(254,769)
	-			-
Infrastructure Renewal Reserve	(400,403)			(400,403)
5.1 Roads Reserves	(1,011,832)	(403,797)	186,938	(1,228,691)
5.2 Facilities Reserves	(262,420)	(59,822)	-	(322,242)
5.3 Vehicle and Equipment Reserve	(1,841,025)	(239,287)		(2,080,312)
5.4 Parks Reserves	(99,551)	(44,866)		(144,418)
5.5 General Capital Reserve	(1,372,061)	(385,850)		(1,757,911)
5.6 Information Technology Reserve	(96,961)	(130,000)	82,000	(144,961)
5.7 Cemetery Replacement Reserve	57,690		43,060	100,750
5.8 Airport Capital Reserve	1,284,138	(264,798)	598,504	1,617,844
5.9 Water Capital Reserve	(4,380,999)	(706,256)	250,755	(4,836,500)
5.10 Sewer Capital Reserve	(38,966)	(574,885)	567,953	(45,898)
5.11 Storm Capital Reserve	(2,169,573)	(334,283)	142,813	(2,361,042)
	-			-
6 STATUTORY RESERVES				
6.1.1 DCC-Water	(217,910)			(217,910)
6.1.2 DCC-Sewer	(497,592)			(497,592)
6.1.3 DCC-Storm Water	(58,109)			(58,109)
6.1.4 DCC-Roads	(663,754)			(663,754)
6.1.5 DCC-Open Space	(24,570)			(24,570)
6.2 Parkland Acquisition Reserve	(79,841)			(79,841)
6.3 Land Reserve	(164,040)	(53,020)		(217,060)
6.4 Cemetery Perpetual Care Reserve	(396,710)			(396,710)
6.5 Future Restructures Reserve	(621,334)	(50,000)		(671,334)
Tax Sale Reserve	3,610			3,610
	-			-
	(15,807,418)	(3,361,864)	1,872,022	(17,297,260)