



# 2024-2028 FINANCIAL PLAN

Committee of the Whole- January 24, 2024

## General Fund Operating and Capital

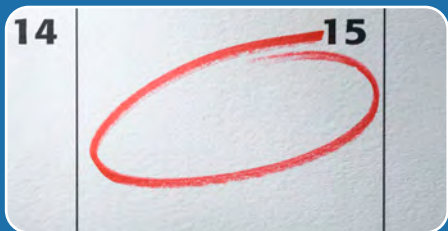
# FINANCIAL PLAN TIMELINE – “PROVISIONAL/FINAL”

## Five-year Financial Plan details and public consultation



- Nov 27 COW: Setting the stage for the 2024-2028 FP
- Dec 11 COW: Parksville Community Park and Council Financial Plan Requests Brought Forward
- Jan 15 & 24: Departmental Presentations – Operating and Capital
- Jan 29/Feb 12: Cumulative analysis and direction from Council

## Bylaws



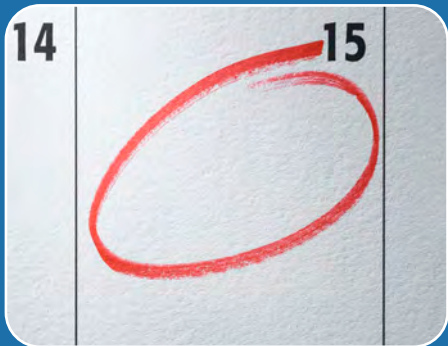
- Feb 21/ March 4: Financial Plan Bylaw readings and adoption

# FINANCIAL PLAN TIMELINE - **AMENDED**



## 5 Year Financial Plan details and public consultation

- April 8 COW: New information, carry forward balances, BC Assessment revised roll for PT, water/sewer rates analysis
- Apr 15: Resolutions from April 8 COW and direction from Council re PT/water/sewer rates



## Bylaws (adoption required by May 15, 2024)

- Apr 8/May 6: Amended 2024-2028 Financial Plan Bylaw
- Apr 22/ May 6: 2024 Water/Sewer Rates Bylaws
- Apr 22/May 6: 2024 Tax Rates Bylaw

# ASSUMPTIONS IN REVENUES / EXPENDITURES

Property tax rate increases per 2023-2027 FP: 2024: 5.2%

2025: 3.5%; 2026: 3.5%; 2027: 3.5%; 2028: 3.0%

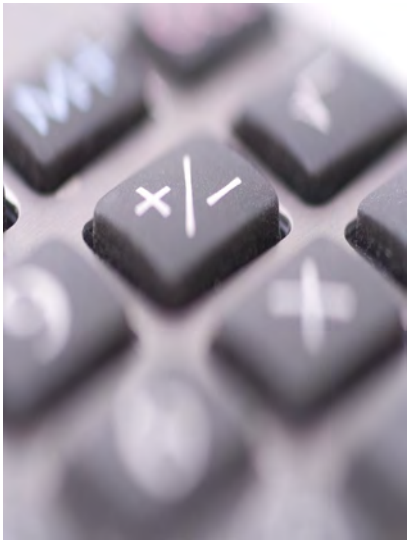
Further direction from Council re financial plan proposals and financial plan review

Specific cost increases incorporated into Financial Plan – based on 2023 actuals and contracts (subsequent years in five years use a range of 4% to 2%)

Costs are in Financial Plan at 100% - many have recoveries through service agreements that reduce net cost to Parksville taxpayers

2023 was last year of Gas Tax funding – have not assumed a continuation of program

Carry forward projects included in Financial Plan – no incremental cost to taxpayer



# FINANCIAL PLAN OVERVIEW

## CORE activities include:

- Same service level as 2023 at estimated costs for 2024-2028
- Estimated contractual employee costs
- Routine maintenance of assets
- Replacement of assets considered in risk/safety context (based on recent valuations and assessments)
- Additional resources required to provide service level to larger population



# FINANCIAL PLAN – ONGOING AND NON-RECURRING

	2023 Financial Plan	2024	Change \$	Change %	Recurring	Non-recurring
<b>Funding Sources</b>						
Taxation	\$ 18,621,200	\$ 20,034,800	\$ 1,413,600	8%	\$ 20,034,800	\$ -
Fees and Charges	3,386,600	3,384,300	(2,300)	0%	3,384,300	
Investment Income	400,000	500,000	100,000	25%	500,000	
Government Transfers and Grants	6,875,700	891,700	(5,984,000)	-87%	380,000	511,700
Developer Contributions	119,100	390,650	271,550	228%		390,650
Other		740,000	740,000			740,000
	29,402,600	25,941,450	(3,461,150)	-12%	24,299,100	1,642,350

Sustainable financial position:

Consider ongoing vs non-recurring revenues and expenditures

# FINANCIAL PLAN – ONGOING AND NON-RECURRING

	2023 Financial Plan	2024	Change \$	Change %	Recurring	Non-recurring
<b>Expenditures</b>						
General Government Services	5,620,400	6,163,500	543,100	10%	4,004,900	2,158,600
Protective Services:						
Fire Rescue	2,384,000	2,435,200	51,200	2%	2,380,700	54,500
Police	3,441,600	3,734,500	292,900	9%	3,734,500	
Bylaw & Business Licenses	600,600	631,300	30,700	5%	631,300	
Engineering and Transportation Services						
Engineering and Emergency Services	1,861,200	1,380,200	(481,000)	-26%	1,090,500	289,700
Operations	2,435,000	2,481,400	46,400	2%	2,211,400	270,000
Community Planning Services	823,400	848,600	25,200	3%	848,600	
Parks, Facilities and Cultural Services						
Parks and Trails	2,618,500	2,422,300	(196,200)	-7%	2,153,000	269,300
Facilities	1,221,800	1,458,300	236,500	19%	726,800	731,500
Library Requisition	840,600	998,300	157,700	19%	998,300	
Solid Waste Collection	858,400	900,200	41,800	5%	900,200	
Interest on Long Term Debt	6,300	3,800	(2,500)	-40%		3,800
Amortization of Tangible Capital Assets	3,119,300	3,164,400	45,100	1%		3,164,400
	25,831,100	26,622,000	790,900	3%	19,680,200	6,941,800
<b>Surplus (Deficit) From Operations</b>	<b>3,571,500</b>	<b>(680,550)</b>	<b>(4,252,050)</b>		<b>4,618,900</b>	<b>(5,299,450)</b>

# FINANCIAL PLAN – ONGOING AND NON-RECURRING

	2023 Financial Plan	2024	Change \$	Change %	Recurring	Non-recurring
<b>Surplus (Deficit) From Operations</b>	3,571,500	(680,550)	(4,252,050)		4,618,900	(5,299,450)
<b>Non-operating and Non-cash Items:</b>						
Capital Expenditures	(7,894,500)	(7,535,000)	359,500			(7,535,000)
			-			
Transfers From Reserves	9,841,200	9,940,450	99,250		-	9,940,450
Transfers to Reserves	(9,114,700)	(4,765,000)	4,349,700		(4,025,000)	(740,000)
Long Term Debt Principal Payments	(47,800)	(135,700)	(87,900)			(135,700)
Amortization	3,119,300	3,164,400	45,100			3,164,400
	(4,096,500)	669,150	4,765,650		(4,025,000)	4,694,150
<b>Cash Surplus (Deficit)</b>	<b>\$ (525,000)</b>	<b>\$ (11,400)</b>	<b>\$ 513,600</b>		<b>\$ 593,900</b>	<b>\$ (605,300)</b>



# PROPERTY TAXES

Proposed increase: 4.7% + .5% Capital Reserve

\$17,275,300 2023

900,000 5.2% increase

339,700 Non-market change ~ BC Assessment

\$18,515,000 2024 preliminary property tax revenue



~approx. \$135 for average residential home

	2023 FP	2024 FP
Taxation		
Property Taxes	17,275,300	18,515,000
Library requisition	840,600	998,300
1% Utility Taxes	371,100	385,500
Debt taxes	74,000	74,000
Grants in lieu (Prov/Fed)	60,200	62,000
	<b>\$ 18,621,200</b>	<b>\$ 20,034,800</b>

# REVENUE - FEES AND CHARGES

		2023 FP	2024 FP	
<b>Fees and Charges</b>				
Executive		282,600	248,600	<i>Bus licences, EMO, bylaw fines</i>
Finance		368,600	447,600	<i>Penalties/interest, PCTC lease</i>
Police		7,500	7,500	<i>Criminal record checks</i>
Fire		1,060,500	954,000	<i>Service agreements, trade-in</i>
Community Planning		352,400	358,300	<i>Building permits, other dev fees</i>
Engineering		70,000	70,000	<i>Admin fees</i>
Parks		203,200	249,700	<i>D69 sportsfields, donations</i>
Facilities		46,800	37,800	<i>Rentals</i>
Solid Waste Collection		961,000	1,010,800	<i>Fees collected for RDN service</i>
		<b>\$ 3,352,600</b>	<b>\$ 3,384,300</b>	

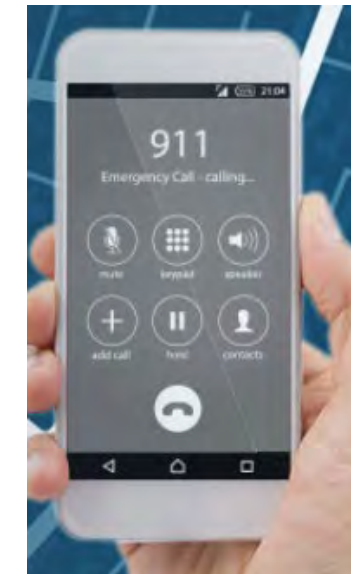


# REVENUE - GRANTS / OTHER

	2023 FP	2024 FP	
<b>Operating Grants</b>			
Small Communities	315,000	300,000	
Traffic fines sharing	118,400	80,000	
LGCAP	127,000	127,000	final year of funding
UBCM	55,000	23,400	EOC training
Prov Housing Leg'n	-	215,000	Capacity funding
Next Gen 911	-	45,000	Emerg Services/IT
EDMA	-	40,000	Indigenous engagement
<b>Federal Grants</b>	635,200	-	2023 last yr of CCBF
<b>Capital Grants/ DCC's</b>			Vary re projects undertaken
Community Park	696,000	-	Gathering Plaza, rubber surfacing
BGC/ Childcare Reno	170,000	-	Project complete
DCC	119,100	390,650	
<b>Other</b>		740,000	

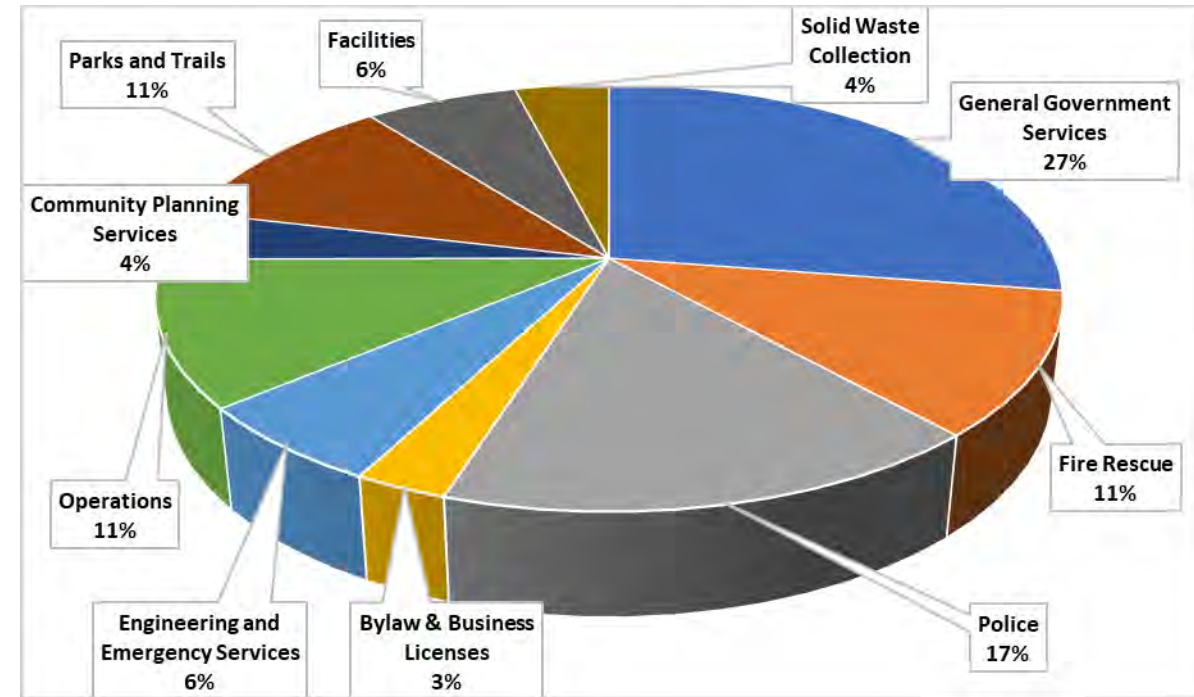
*Reporting required for all new provincial funding.*

*Capacity of staff and consultants/ experts is limited  
(all municipalities affected)*



# EXPENDITURES - BY FUNCTIONAL AREA

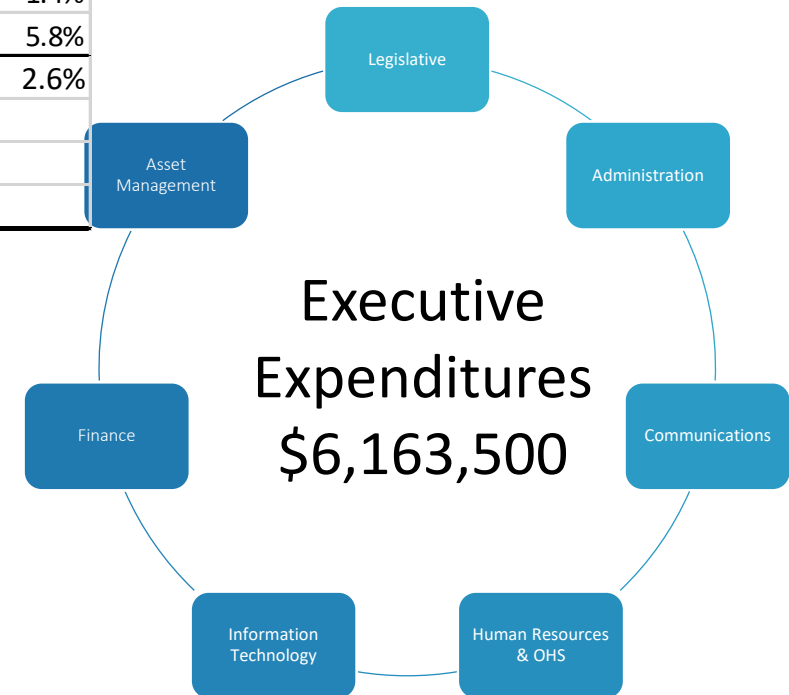
Expenditures		2023 FP	2024 FP	
General Government Services	26%	5,620,400	6,163,500	27%
Fire Rescue	11%	2,384,000	2,435,200	11%
Police	16%	3,441,600	3,734,500	17%
Bylaw & Business Licenses	3%	600,600	631,300	3%
Engineering and Emergency Services	9%	1,861,200	1,380,200	6%
Operations	11%	2,435,000	2,481,400	11%
Community Planning Services	4%	823,400	848,600	4%
Parks and Trails	12%	2,618,500	2,422,300	11%
Facilities	6%	1,221,800	1,458,300	6%
Solid Waste Collection	4%	858,400	900,200	4%
		21,864,900	22,455,500	
Library Requisition		840,600	998,300	
Interest on Long Term Debt		6,300	3,800	
Amortization of Tangible Capital Assets		3,119,300	3,164,400	
<b>Total Expenditures</b>		<b>\$ 25,831,100</b>	<b>\$ 26,622,000</b>	



# DEPARTMENT FINANCIAL PLAN OVERVIEWS

# EXECUTIVE

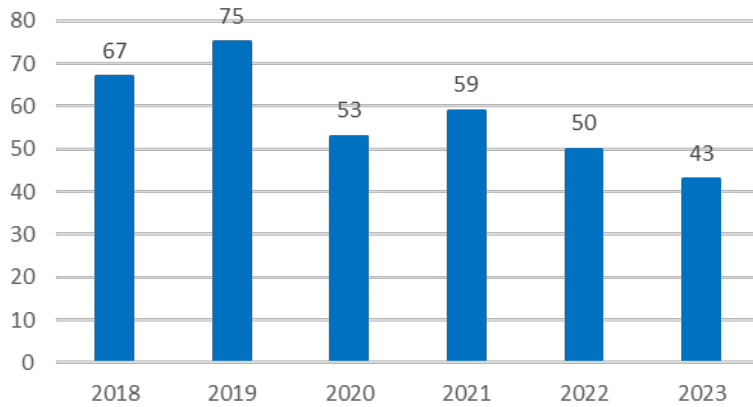
	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
Administration					
Legislative/Council/ Corporate Administration	702,000		610,200	(91,800)	-13.1%
Communications	301,100		385,300	84,200	28.0%
Human Resources/ OHS	567,900		575,800	7,900	1.4%
Finance/Common Services	1,238,300		1,309,800	71,500	5.8%
Operations	2,809,300		<b>2,881,100</b>	71,800	2.6%
Minor Capital	1,473,500	183,083	<b>1,978,600</b>		
Capital	124,500	-	-		



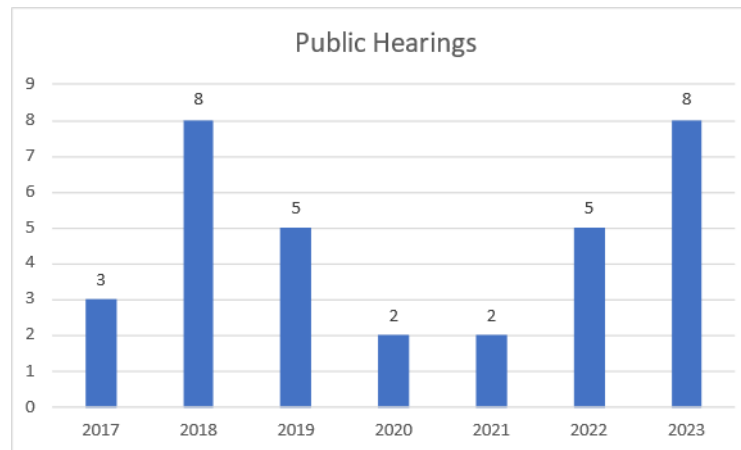
# LEGISLATIVE/ COUNCIL / CORPORATE ADMIN

Administration	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
Legislative/Council/ Corporate Administration	702,000		610,200	(91,800)	-13.1%
Minor Capital	1,473,500	183,083	<b>1,978,600</b>		
Capital	124,500	-	-		

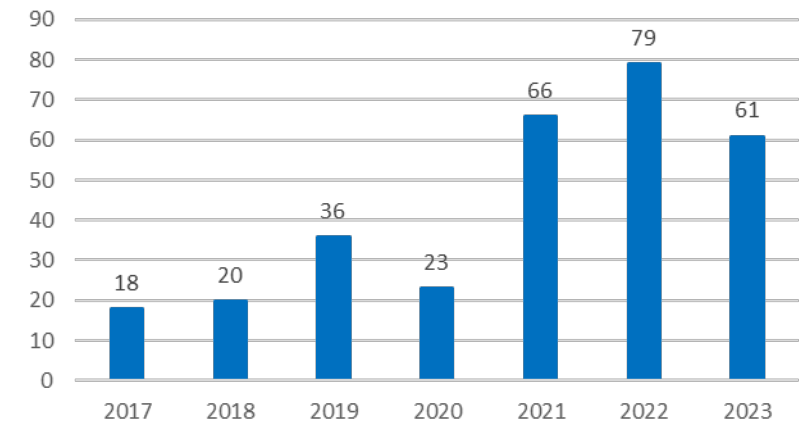
Council Meetings (open, closed, special)



Public Hearings

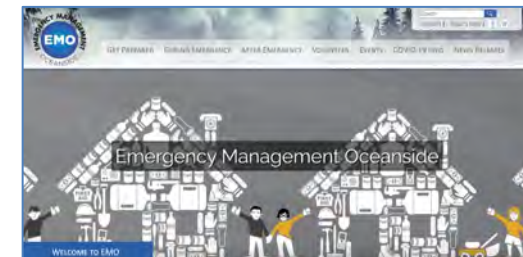
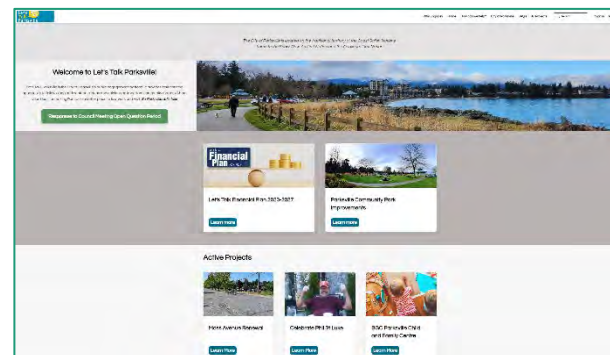
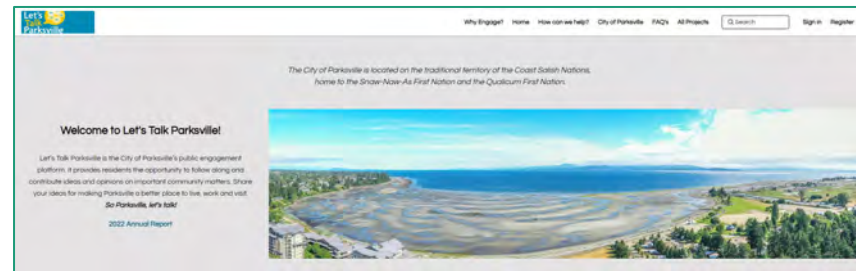


FOI Requests



# COMMUNICATIONS

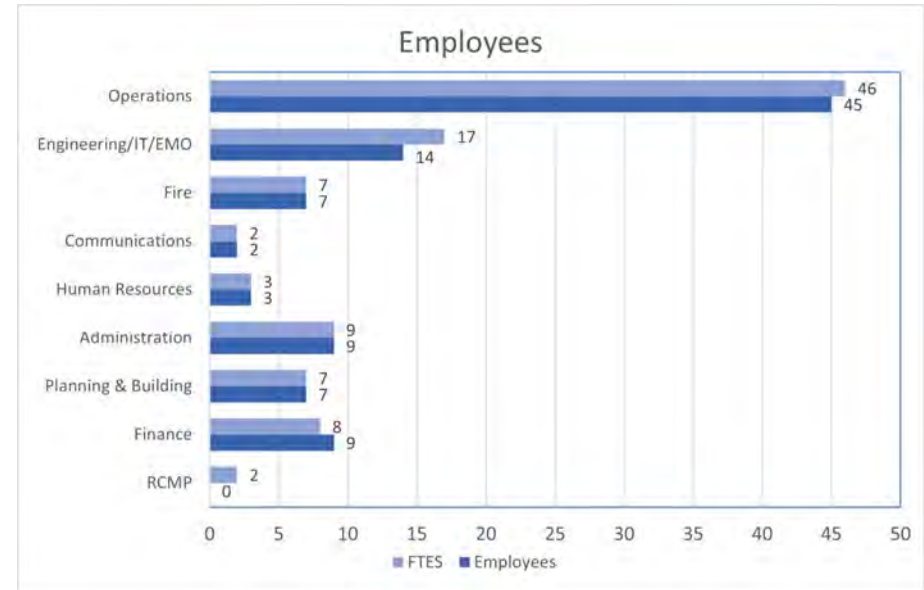
Administration	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
Communications	301,100		385,300	84,200	28.0%





# HUMAN RESOURCES / OCCUPATIONAL HEALTH & SAFETY

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
Administration					
Human Resources/ OHS	567,900		575,800	7,900	1.4%



# INFORMATION TECHNOLOGY

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Information Technology</b>					
Operations	1,097,900		1,123,800	25,900	2.4%
Minor Capital	137,000	33,738	180,000		
Capital	70,000	-	-		

No. of Devices	
8	Total iPads
48	Total Laptops
124	Total PCs
14	Total Fire Tablets
194	Total Devices

## 2024 Workplan:

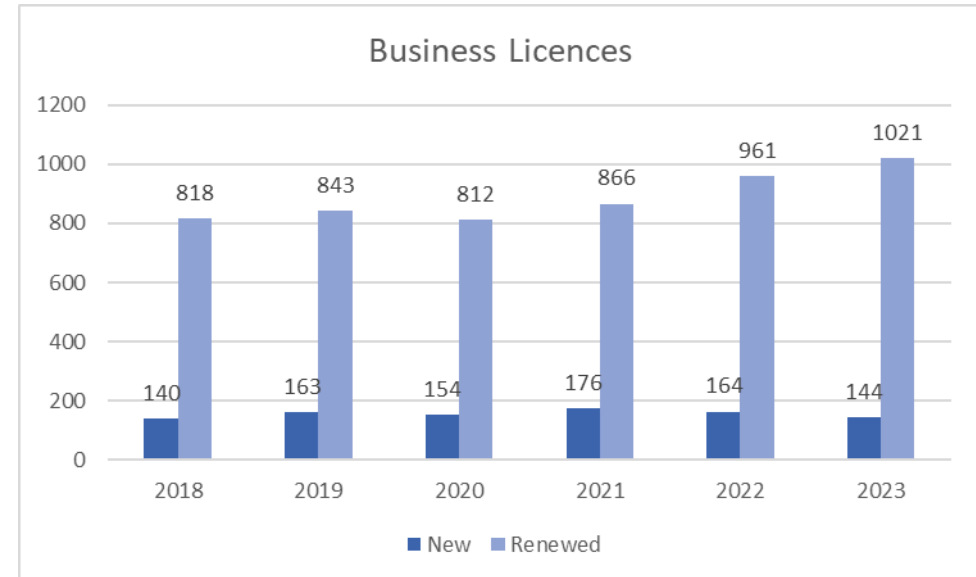
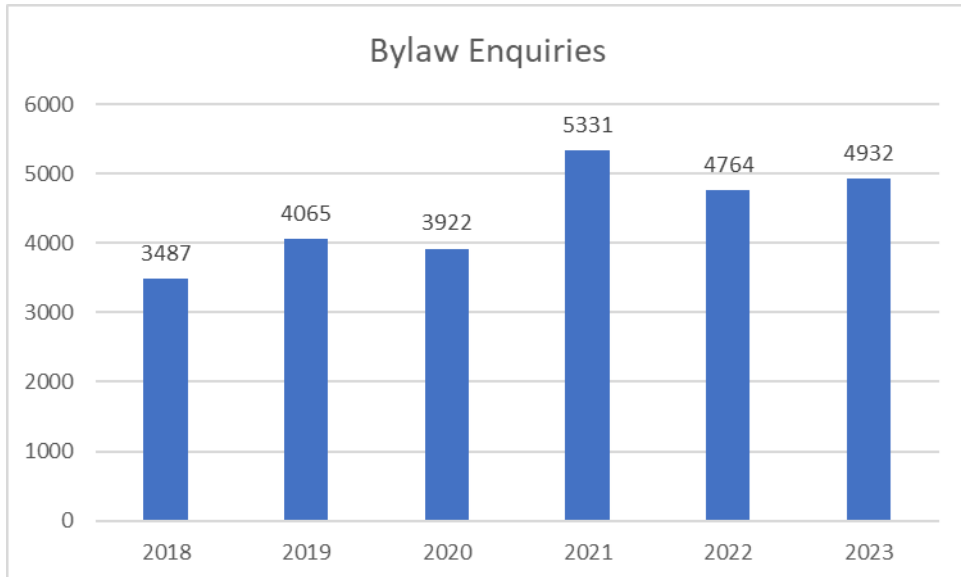
- Forum / Jensen Centre A/V equipment
- Firewall upgrades
- Next Gen 911 implementation

## 2023:

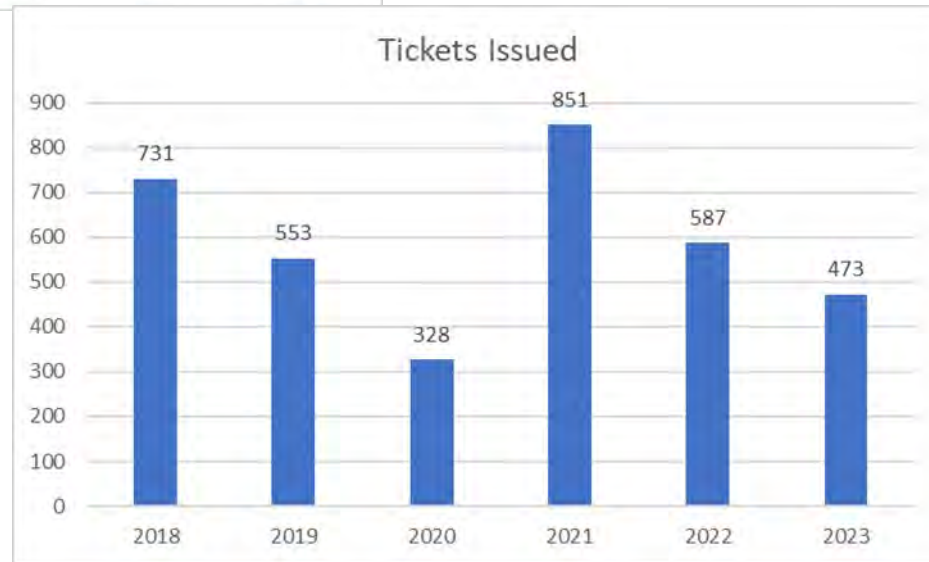
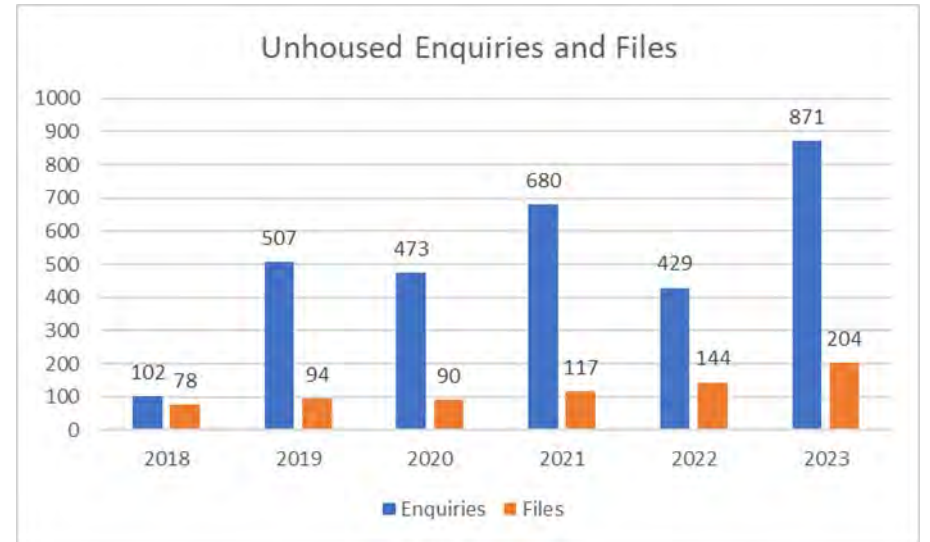
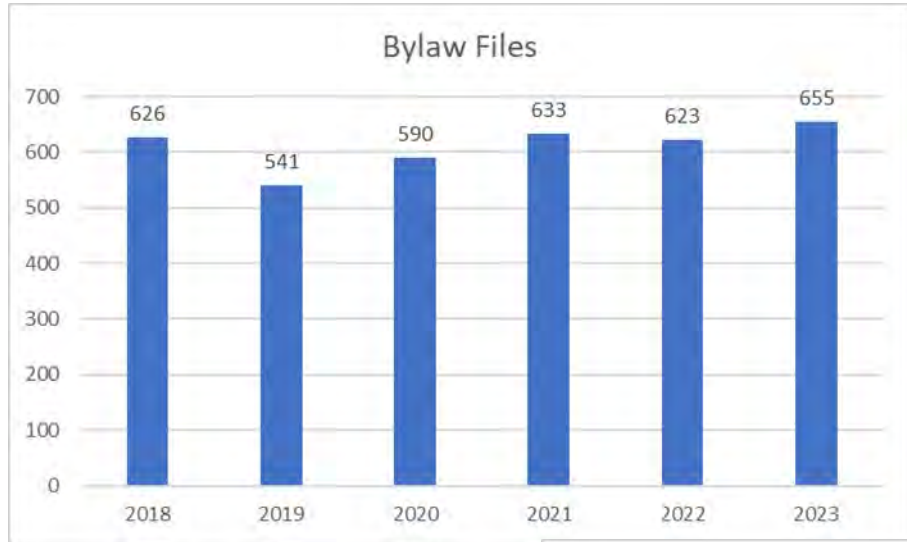
- New fiber optic network from PTCT to Fire Hall
- Implemented new Helpdesk system – 1168 tickets supported
- Upgrades completed for 30 desktop and 6 FD CAD workstations
- Uploaded CCTV data into GIS
- GIS created dashboards and applications for hydrant maint, storm main flushing, sidewalk inspections, water meter replacement

# BYLAW SERVICES / BUSINESS LICENSING

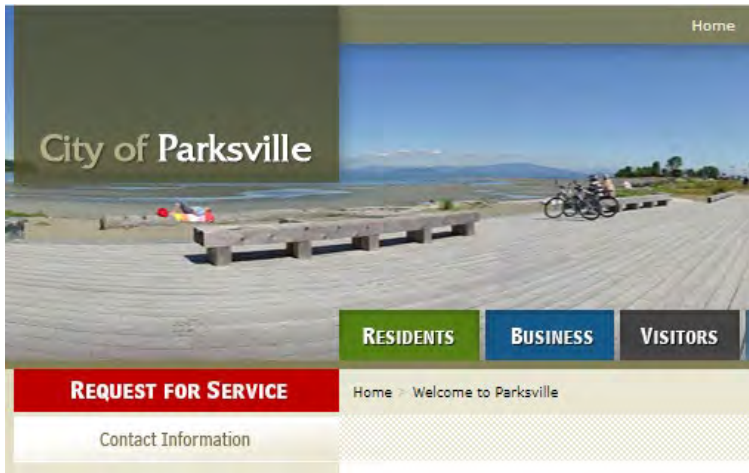
	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Bylaw Services/ Business Licensing</b>					
Operations	600,600		631,300	30,700	5.1%
Minor Capital	-	-	-		
Capital	-	-	-		



# BYLAW SERVICES / BUSINESS LICENSING



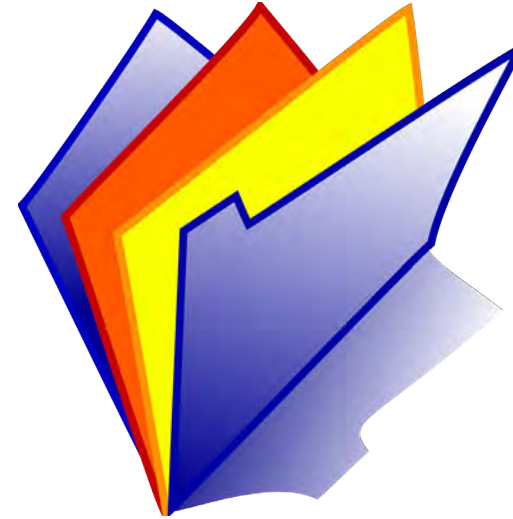
# ADMINISTRATION MINOR CAPITAL PROJECTS



\$22,500 website upgrade

Next Gen 911  
Implementation  
\$45,000

911



\$25,000  
Records  
Management  
Overview

Accessibility Plan -  
recommendations  
\$20,000



# ADMINISTRATION MINOR CAPITAL PROJECTS

PLAN PARKSVILLE:  
A VISION FOR OUR FUTURE



Official Community Plan

\$150,000 Housing Plan /  
OCP Amendment



\$500,000 Drinking  
Water Master Plan



\$100,000  
DCC / Amenity  
Bylaws



\$500,000  
Oceanside Track

# ADMINISTRATION MINOR CAPITAL PROJECTS

Special Projects	2024 Funding	2023	2024	2025	2026	2027	2028	
City Hosted Event - Canada Day			30,000	30,900	31,800	32,800	33,800	
City Hosted Event - Christmas			10,000	10,300	10,600	10,900	11,200	
City Hosted Event - PDBA @ Memorial			18,500	19,100	19,700	20,300	20,900	
City Hosted Event - Other			2,500	2,600	2,700	2,800	2,900	
Ads for City Hosted Events			2,000					
Staff Support for City Hosted Events			20,000	20,700	21,400	22,100	22,900	
Drinking Water Master Plan	GCF	250,000	500,000	250,000	-	-	-	
Oceanside Track contribution#2	Gas Tax	750,000	500,000	-	-	-	-	
Public Works Day				35,000		37,100		
Pool - Multiplex Project	cfwd		124,500	-	-	-	-	
		-	-	-	-	-	-	
<b>Subtotal - Special Projects</b>			<b>1,000,000</b>	<b>1,207,500</b>	<b>368,600</b>	<b>86,200</b>	<b>126,000</b>	<b>91,700</b>

# ADMINISTRATION MINOR CAPITAL PROJECTS

<u>Provincially Legislated</u>	2024 Funding	2023	2024	2025	2026	2027	2028
Accessibility Plan & Implementation	cfwd	25,000	20,000	-	-	-	-
Next Gen 911 Implementation	grant		45,000				
EDMA Indigenous Engagement	grant		40,000				
LGCAP Reporting Software	gen rev		5,000				
New Provincial Housing Legislation Costs	grant		-				
>Housing Plan / OCP	grant	-	100,000	-	-	-	-
>DCC / Amenity Bylaws	grant		100,000				
>Other	grant		15,000				
>City funded portion of new housing legislation	gen rev		100,000				
		<b>25,000</b>	<b>425,000</b>	-	-	-	-



# ADMINISTRATION MINOR CAPITAL PROJECTS

<b>Executive</b>	2024 Funding	2023	2024	2025	2026	2027	2028
Strategic Planning	cfwd / gen rev	50,000	22,000	2,000	2,000	50,000	2,000
Website redesign	cfwd	20,000	22,500	-	-	-	20,000
Records Management Overview	Cap Reserve	25,000	25,000	-	-	-	-
HR-OHS Ergonomics Program	cfwd	18,500	4,100	-	-	-	-
PCTC permanent banners	gen rev / cfwd	6,000	13,500	-	-	-	-
Council Laptop Replacement	gen rev	-	-	-	25,000	-	-
Community Safety Contingency	gen rev	-	50,000	50,000	50,000	50,000	50,000
CPTED Implementation (from 2023 studies)	gen rev	-	50,000	-	-	-	-
<b>Subtotal - Executive</b>		<b>119,500</b>	<b>187,100</b>	<b>52,000</b>	<b>77,000</b>	<b>100,000</b>	<b>72,000</b>

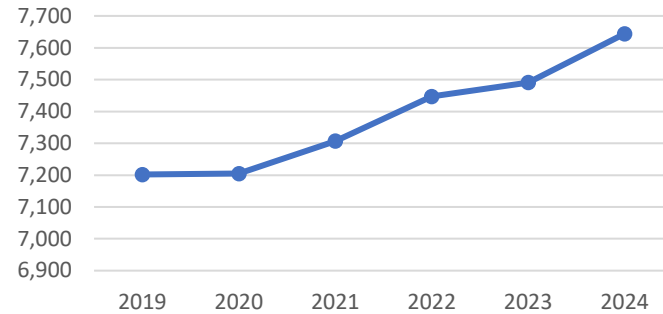
# FINANCE

	2022 Financial Plan \$	2022 Unaudited Actual \$	2023 Proposed Financial Plan \$	Incr (Decr) from 2022 FP	
				\$	%
<b>Finance/Common Services</b>	1,067,400	907,700	<b>1,192,700</b>	125,300	11.7%
Minor Capital	294,000	5,000	<b>314,000</b>		
Capital	15,000	15,500	-		

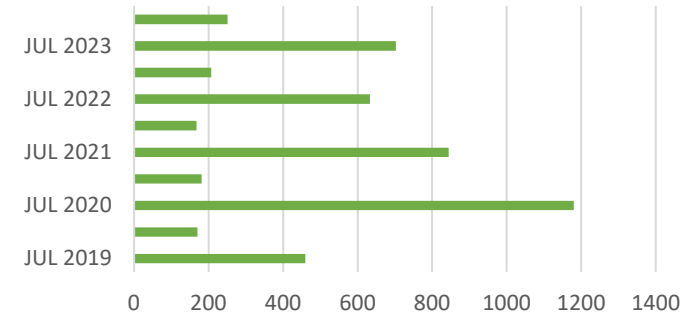
**FOCUS:**

- Two-year term position started Sept 2022 - Capital asset initiatives
- Asset valuations/assessments
- New accounting standard
- New year end and financial plan processes

ACTIVE FOLIO COUNT



TAX REMINDER NOTICES ISSUED



# FIRE RESCUE

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Fire Department</b>					
Operations	2,177,500		2,380,700	203,200	9.3%
Minor Capital	206,500	39,318	54,500		
Capital	431,000	285,381	2,695,000		

- 7 paid staff
- 44 full volunteer on-call complement – currently 34
- Population = calls / incidents increasing (22% increase in calls in 2023)
- Volunteer hours/number of members decreasing
- Firehall renovation project (removal/demo of houses complete; initial project management for scope, cost estimates and detailed projections awarded in 2023)



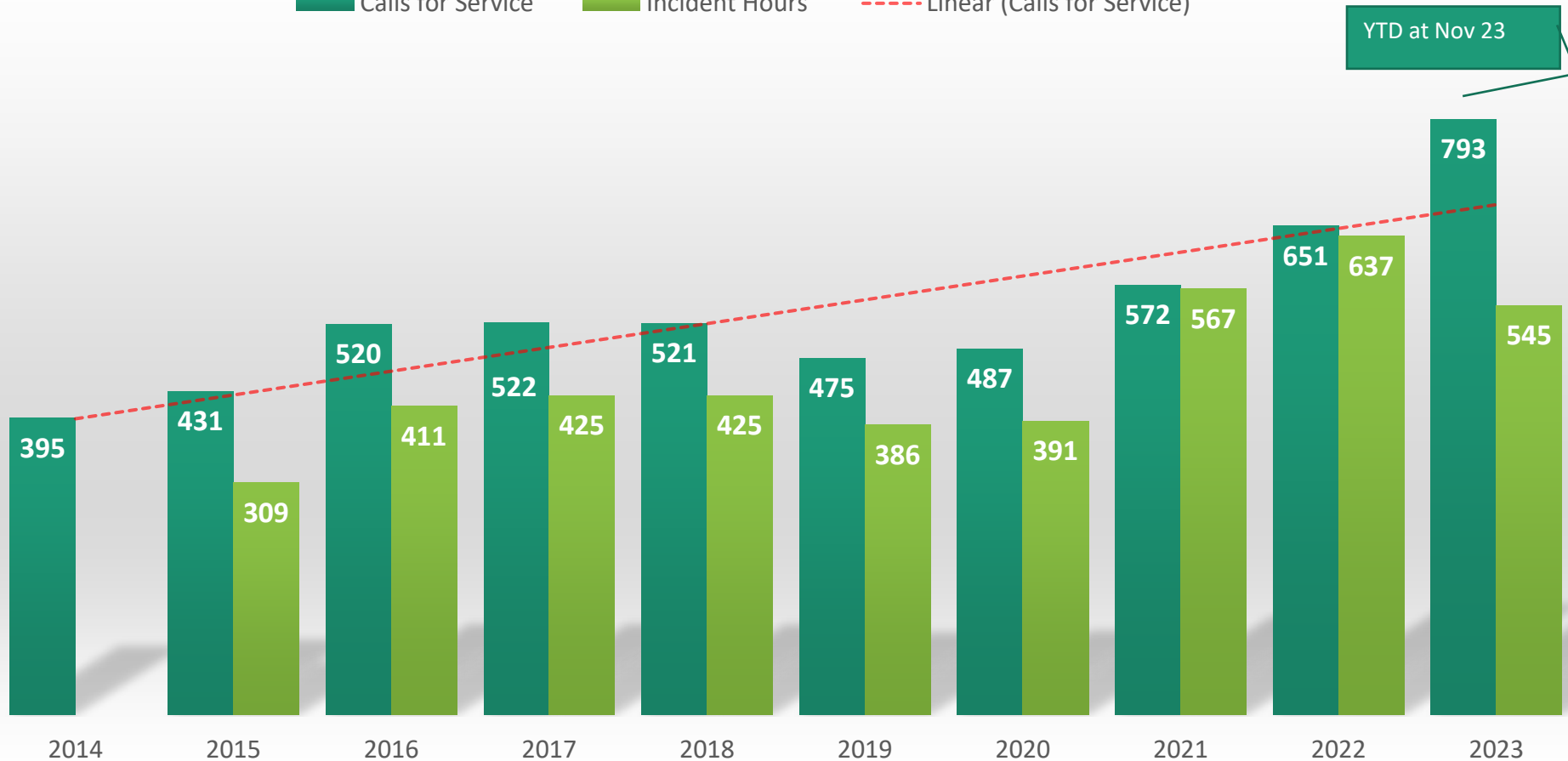
*Consider establishing a reserve for replacement of major apparatus and/or firehall renovation*

# FD Services - Incident Response



Calls for Service – 10 Years

█ Calls for Service    
 █ Incident Hours    
 - - - Linear (Calls for Service)



## 2023

Calls for Service	<b>793</b>
Change (+ / -)	<b>+ 142</b>
Percentage Increase	<b>21.8%</b>

## 10-year Avg.

Calls for Service	537
Change (+ / -)	+ 33
Percentage Increase	6 %

# FIRE RESCUE – MINOR CAPITAL

Works for Interim Parking Lot Adjacent to Fire Hall - \$54,500



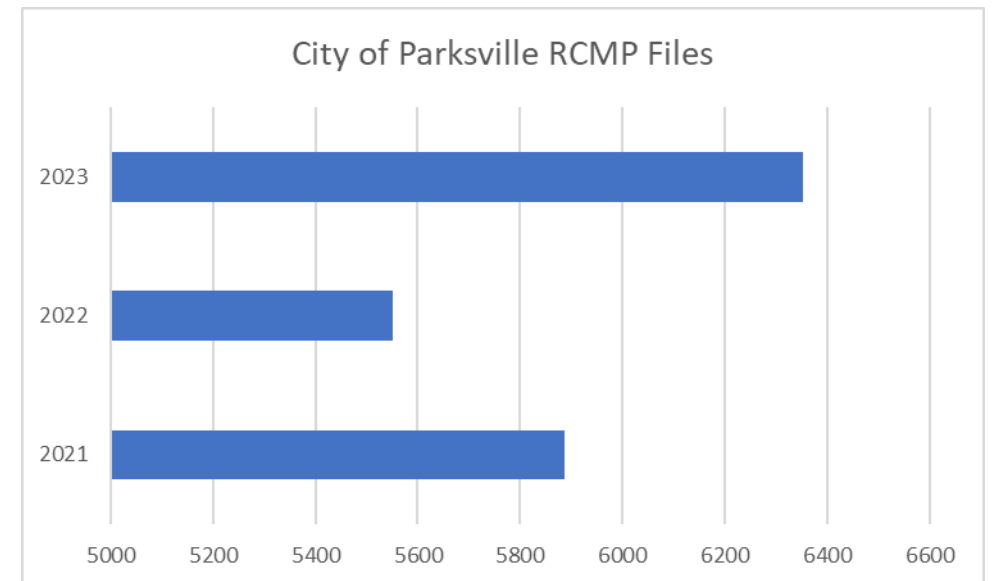
# POLICING

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Policing</b>					
Operations	3,441,600		3,905,300	463,700	13.5%

- 17 Officers allocated to City of Parksville as part of regional service structure
- 2024 reflects 18 Officers (typically +1 every 4 yrs)
- 15,000 population estimated in 2026 to 2028 – increase from 70% to 90% share of costs (~\$1.5M increase)
- \$230,650 current per officer rate ~ \$161,500 @ 70% share
- Significant increase in # files and overtime

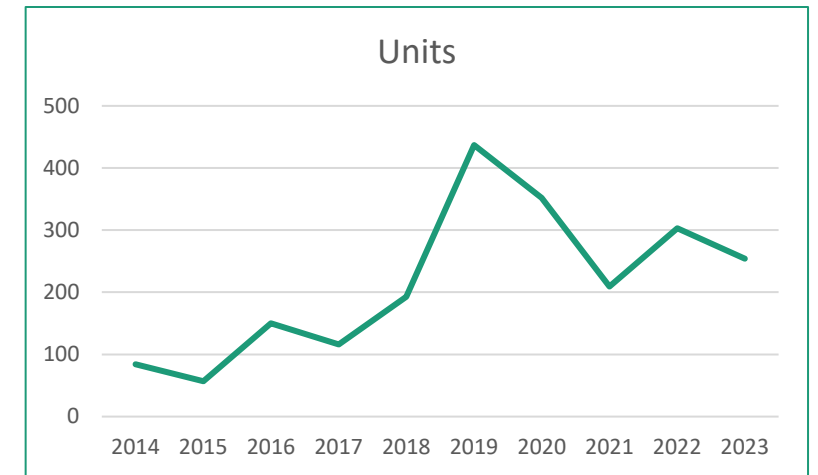
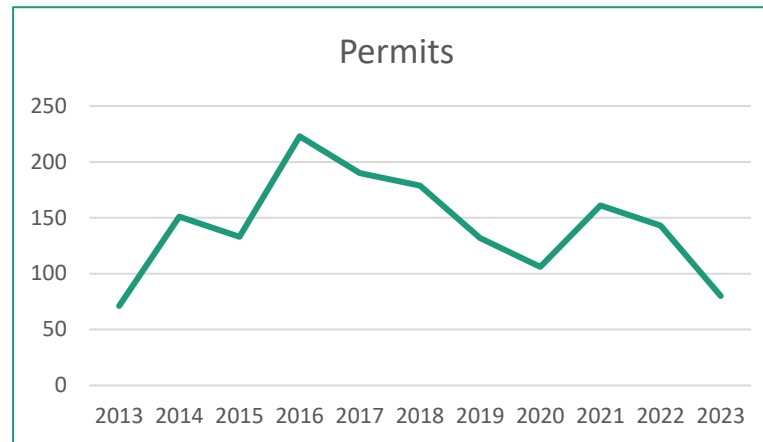
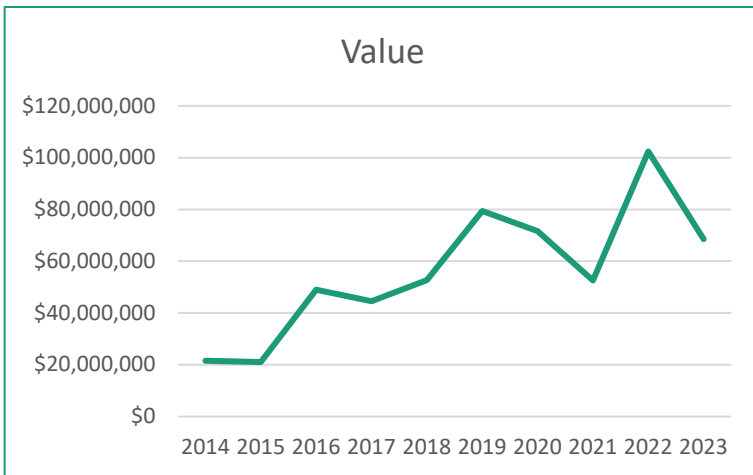


*Consider creating Policing Reserve to accumulate surplus policing funds to lessen impact of transition after 15,000 population (90% costs) AND provision of facility space for detachment (date TBD).*

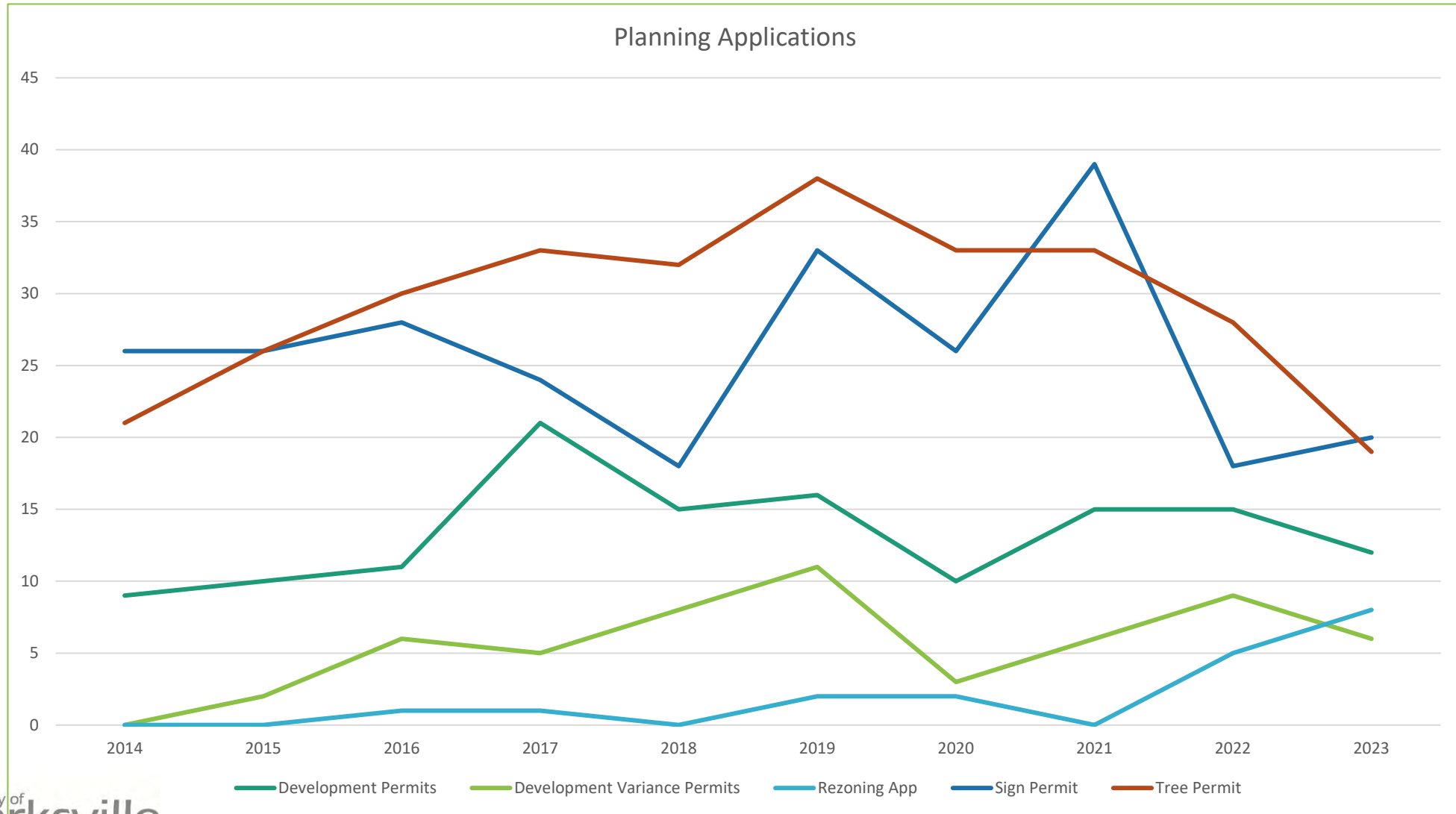


# COMMUNITY PLANNING AND BUILDING

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Community Planning</b>	476,600		495,200	18,600	3.9%
<b>Building Inspection</b>	346,800		353,400	6,600	1.9%



# COMMUNITY PLANNING AND BUILDING





# ENGINEERING

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Engineering</b>					
Operations	776,600		840,000	63,400	8.2%
Minor Capital	742,000	418,174	266,300		
Capital	-	-	-		

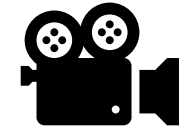


# ENGINEERING –MINOR CAPITAL

\$50,000 Storm drainage video assessment program (recurring annually)



\$105,000 Storm drainage master plan continuation



\$87,000 Transportation master plan continuation



# EMERGENCY PROGRAM

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Emergency Program</b>					
Operations	239,900		250,500	10,600	4.4%
Minor Capital	102,700	30,399	23,400		
Capital	-	-	150,000		



# EMERGENCY PROGRAM

In 2023, City of Parksville staff:

- Activated 3 Emergency Operations Centres.
- Collaborated in 2 partner organization EOC activations.
- Delivered 14 public information events.
- Attended 170 hours of emergency management training.
- Facilitated 6 neighbourhood preparedness group meetings.
- Distributed approximately 150 emergency preparedness information packages.
- Received \$34,040 in grant funding for a joint City of Parksville/Town of Qualicum Beach EOC exercise program.



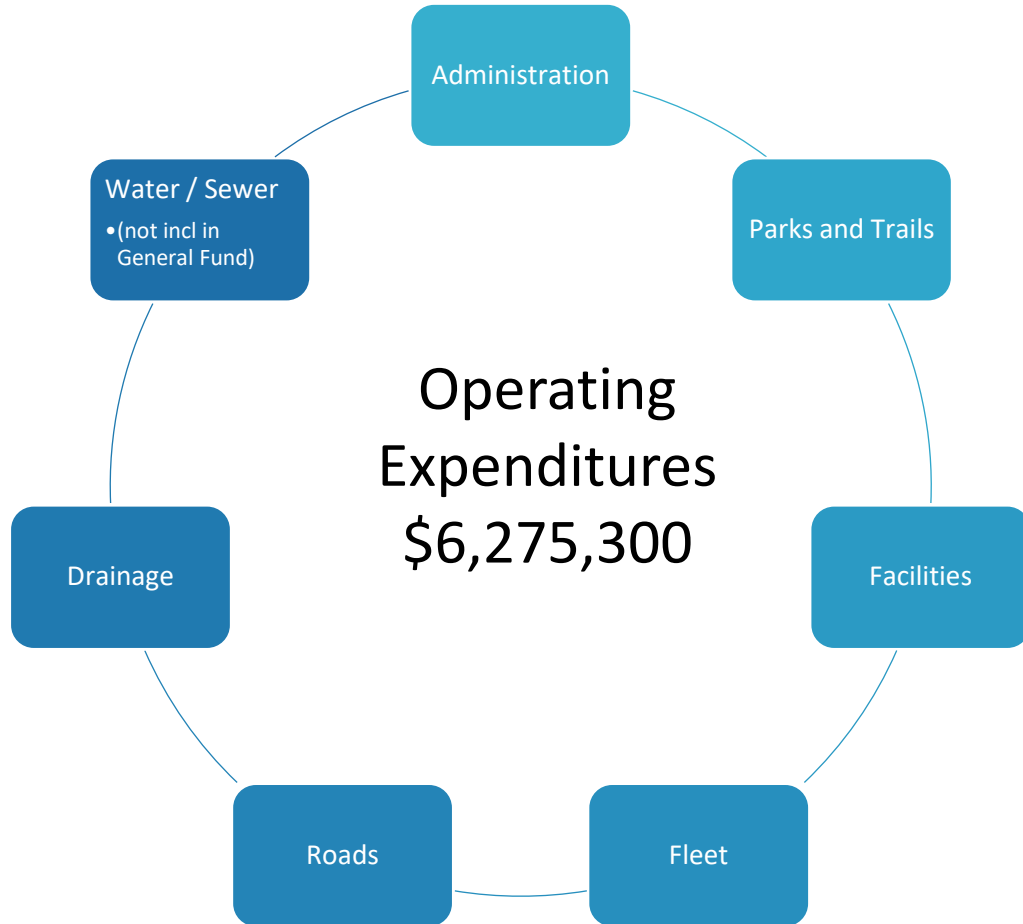
# EMERGENCY PROGRAM

In 2023, Emergency Management Oceanside :

- Comprised 29 Emergency Support Services (ESS) volunteers.
- Comprised 16 Emergency Communications Team (ECT) volunteers.
- ESS volunteers attended approximately 900 hours of training.
- ECT volunteers attended approximately 1400 hours of training.
- ECT volunteers also provided approximately 300 hours of equipment maintenance.
- Received 23 ESS callouts.
- Registered 8 ESS activations.
- Provided ESS resources to 19 people.



# OPERATIONS



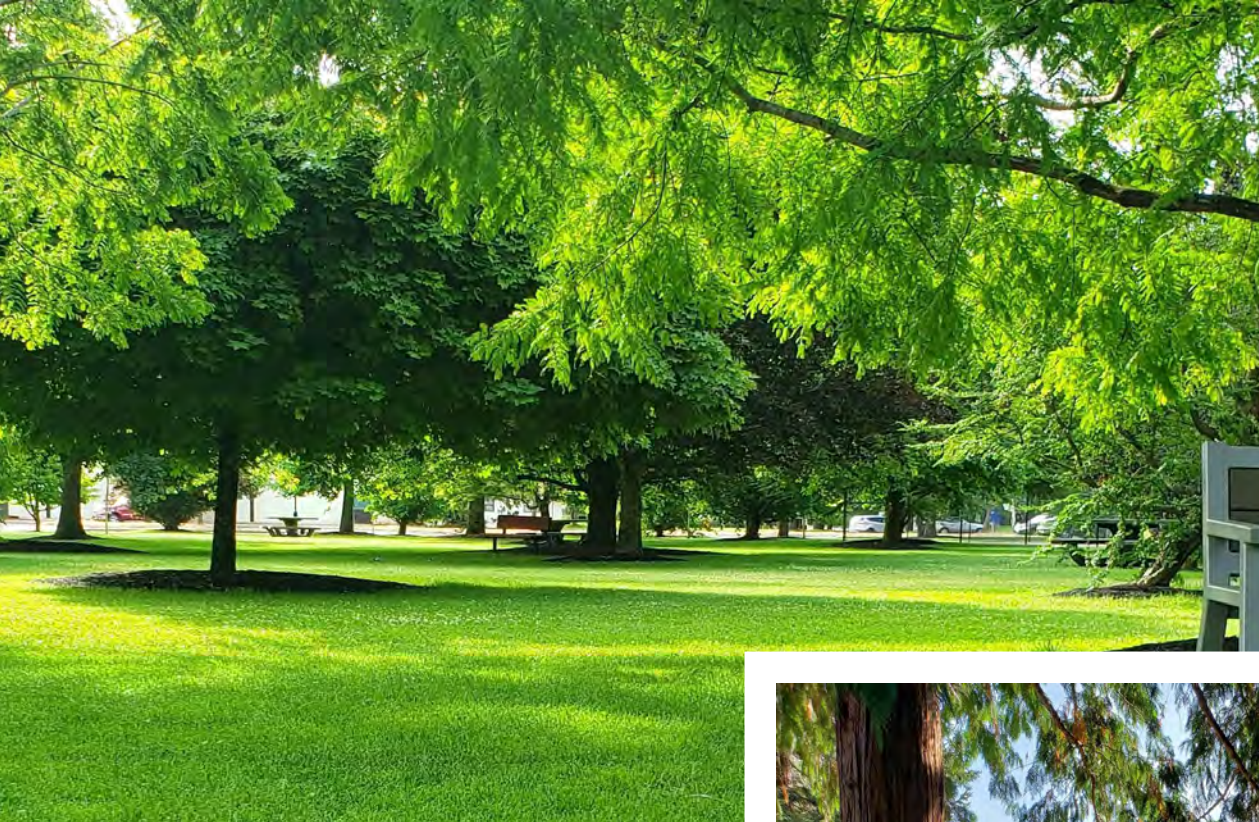
# PARKS AND TRAILS

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Parks &amp; Trails</b>					
Operations	2,065,500		2,153,000	87,500	4.2%
Minor Capital	553,000	231,896	269,300		
Capital	4,099,000	3,593,190	840,000		

## Significant projects for 2023:

- Community Park capital projects
- Tree inventory
- Wetlands master plan in process
- Nature Trust BC







# PARKS AND TRAILS – MINOR CAPITAL

Ecologically sensitive areas' management plans \$157k

Boardwalk Minor Repairs \$30k

Springwood Park Building Maintenance \$15k

Playground Equipment Replacement \$50k



# FACILITIES

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Facilities</b>					
Operations	636,000		726,800	90,800	14.3%
Minor Capital	585,800	79,228	731,500		
Capital	170,000	169,451	-		



# Financial Plan Proposal:

## PROJECT NAME: FACILITIES VAN (ADDITIONAL VEHICLE)

Estimated capital cost \$85,000

Annual operating: \$7,100

(recovered through charge to facilities)

Improve efficiencies:

- Eliminate loading/unloading tools and supplies
- Less need to share vehicle while attending various sites
- Improved safety and security for staff and equipment

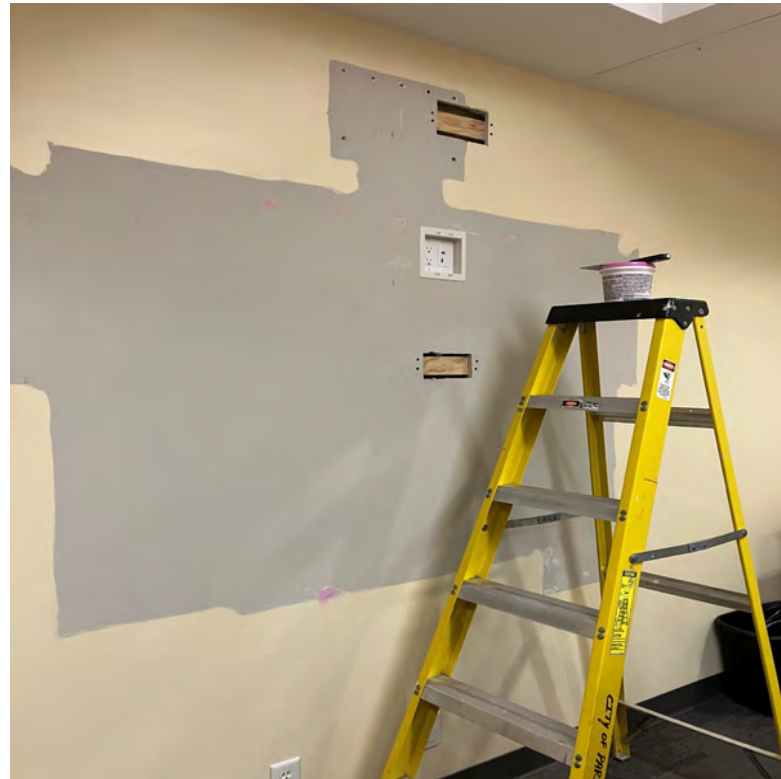
Future renewal through Equipment Replacement Reserve





## BUILDINGS AND FACILITIES

- Work requests increase due to the addition of new washroom building in Comm Park
- Maintenance of aging buildings
- Increase in vandalism and graffiti
- Doors/security project at PCTC



- Performed 36 monthly Inspections including emergency lighting, bell tests, fire suppression, CO2 Sensors
- Performed 1460 daily checks at Park Washrooms and Facilities

# FACILITIES – MINOR CAPITAL

## PCTC (City):

\$125k Forum Upgrades

\$173k Roof Replacement

\$55k Elevator Upgrade

\$69k HVAC Controls

\$35k Stairway Railing Replacement

## Operations Yard:

\$20k Yard Environmental Assess.

\$30k Yard Space Assessment.

\$25k Building Roof Assessment.

\$15k Facilities Signage

## Shelly Road Centre:

\$25k Structural Assessment

## Jensen Centre:

\$75k Audio / Visual Equipment



# OPERATIONS – “PUBLIC WORKS”

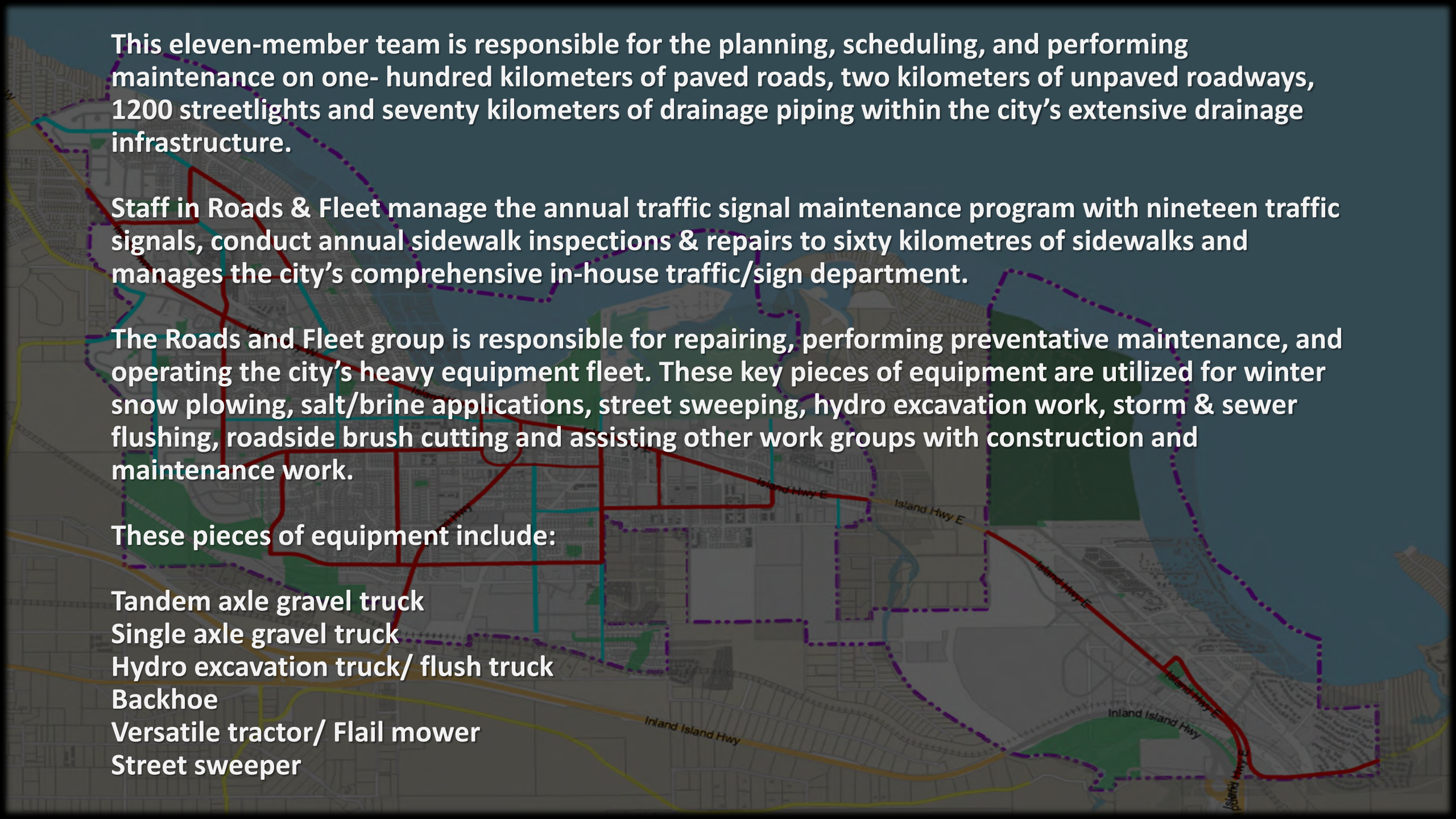
## ADMIN, FLEET, ROADS AND STORM SEWER

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Operations, Roads, &amp; Drainage</b>					
Operations	2,165,000		2,211,400	46,400	2.1%
Minor Capital	270,000	65,968	270,000		
Capital	3,600,000	2,007,233	3,850,000		





# ***ROADS & FLEET 2023***



This eleven-member team is responsible for the planning, scheduling, and performing maintenance on one- hundred kilometers of paved roads, two kilometers of unpaved roadways, 1200 streetlights and seventy kilometers of drainage piping within the city's extensive drainage infrastructure.

Staff in Roads & Fleet manage the annual traffic signal maintenance program with nineteen traffic signals, conduct annual sidewalk inspections & repairs to sixty kilometres of sidewalks and manages the city's comprehensive in-house traffic/sign department.

The Roads and Fleet group is responsible for repairing, performing preventative maintenance, and operating the city's heavy equipment fleet. These key pieces of equipment are utilized for winter snow plowing, salt/brine applications, street sweeping, hydro excavation work, storm & sewer flushing, roadside brush cutting and assisting other work groups with construction and maintenance work.

These pieces of equipment include:

- Tandem axle gravel truck
- Single axle gravel truck
- Hydro excavation truck/ flush truck
- Backhoe
- Versatile tractor/ Flail mower
- Street sweeper

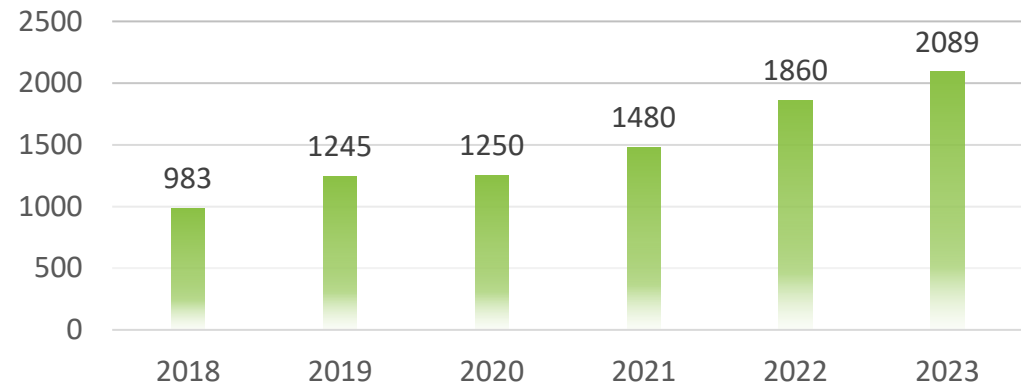




## 2023 Requests for Service

Roads and Drainage	673
Buildings and Facilities	447
Parks	453
Utilities	275
Call Outs	<u>241</u>
TOTAL	2,089

**112% increase in 6 years**



# ***SIDEWALK INSPECTIONS***

- 347 Inspections completed
- 1 of 3 zones completed (3-year cycle)
- 26 Sidewalk corrective actions identified and completed in zone 1 including panel replacements & grinding
- Parksville Community Park sidewalk installation



# ***STORM and SANITARY FLUSHING PROGRAM***

- 1,972 Catch basins cleaned and inspected
- 2 of 8 Sanitary flushing zones performed (four-year cycle)
- 622 of 1260 Sanitary lines flushed
- 2 residential storm upgrades/installations



# SOLID WASTE

	2023 Financial Plan (\$)	2023 Unaudited Actual (\$)	2024 Proposed Financial Plan (\$)	Increase (Decrease) from 2023 FP	
				\$	%
<b>Solid Waste</b>					
Operations	858,400		900,200	41,800	4.9%

Finance employees administer RDN contract for Parkville including managing resident questions, semi-annual invoicing, and tracking new residences for cart delivery.

**New in 2023-** curbside yard organics pick up



# 2024-2028 CAPITAL PROJECTS



CAPITAL	2024	2025	2026	2027	2028
<b>Expenditures</b>					
Administration	-	-	-	-	-
Information Technology	-	120,000	30,000	45,000	125,000
Fire Department	2,695,000	2,780,000	-	700,000	380,000
Engineering	-	-	-	-	-
Emergency Program	150,000	-	-	-	-
Operations, Roads, & Drainage	3,850,000	4,050,000	3,850,000	3,850,000	3,850,000
Parks & Trails	840,000	1,375,000	615,000	175,000	275,000
Facilities	-	-	-	-	-
<b>Total Expenditures</b>	<b>7,535,000</b>	<b>8,325,000</b>	<b>4,495,000</b>	<b>4,770,000</b>	<b>4,630,000</b>
<b>Source of Funds</b>					
Operations	-	2,572,000	80,000	795,000	655,000
General Capital Reserve	3,766,500	3,675,000	3,675,000	3,675,000	3,675,000
Carry Forward reserve	417,850	326,150	175,000	175,000	175,000
Land Sale Reserve	195,000	100,000	-	-	-
Canada Community Building Fund (Gas Tax)	1,800,000	500,000	-	-	-
Growing Communities Fund	880,000	-	-	-	-
DCC	390,650	912,750	499,350	98,750	98,750
Parks Reserve	85,000	239,100	65,650	26,250	26,250
<b>Total Source of Funds</b>	<b>7,535,000</b>	<b>8,325,000</b>	<b>4,495,000</b>	<b>4,770,000</b>	<b>4,630,000</b>

# FIRE DEPARTMENT



2024/25 - Firehall  
Addition/renovation  
\$2.7M in Financial Plan 2024  
\$2.5M in Financial Plan 2025



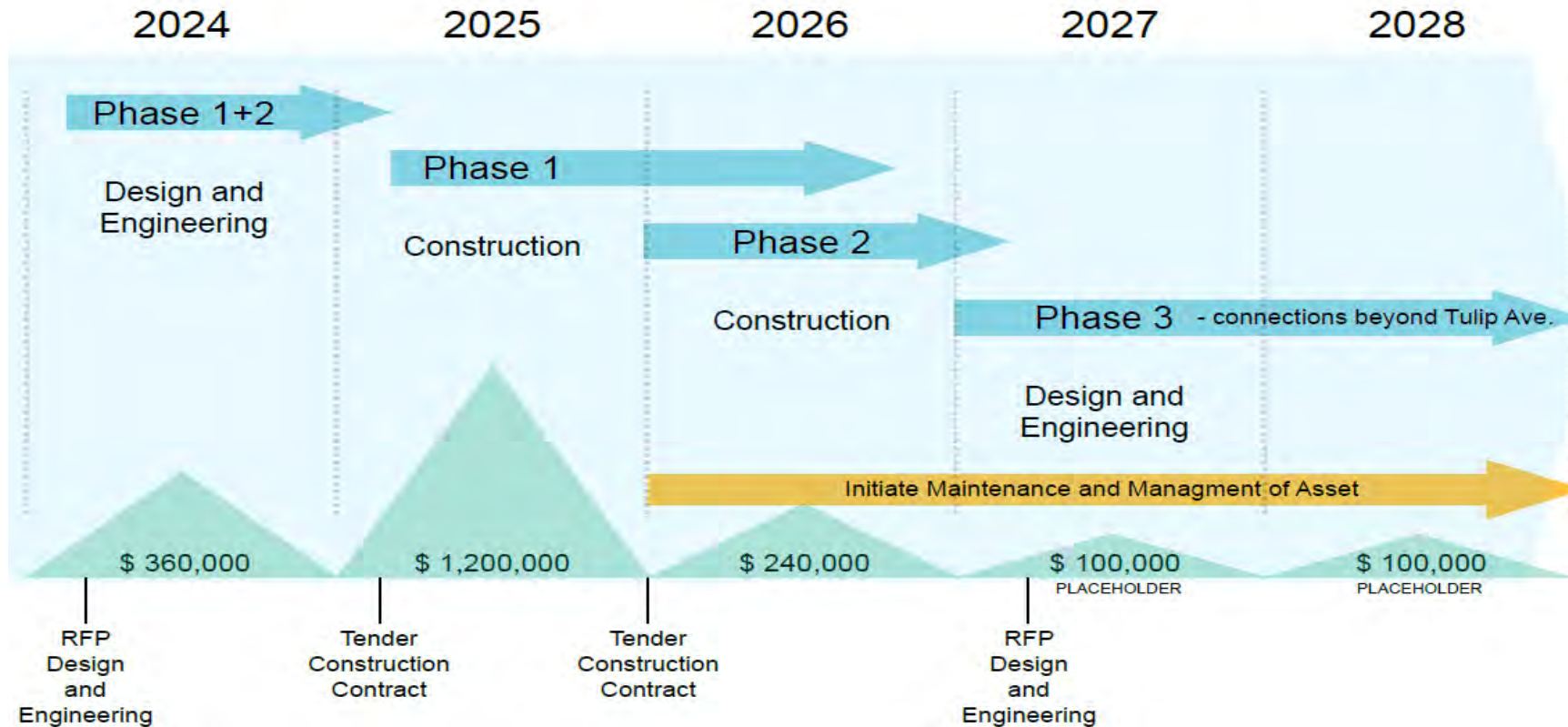
2025 - Special Ops/support cube van - \$200k  
2027 –Tanker truck and tank - \$600k

# PARKSVILLE PATHWAY PROJECT

PHASE 1 - Community Park to Shelly Road

PHASE 2 - Across 130 Shelly Road Property to Tulip Avenue

PHASE 3 - Beyond Tulip Avenue with Pedestrian Connections to Pioneer Crescent and Island Highway East

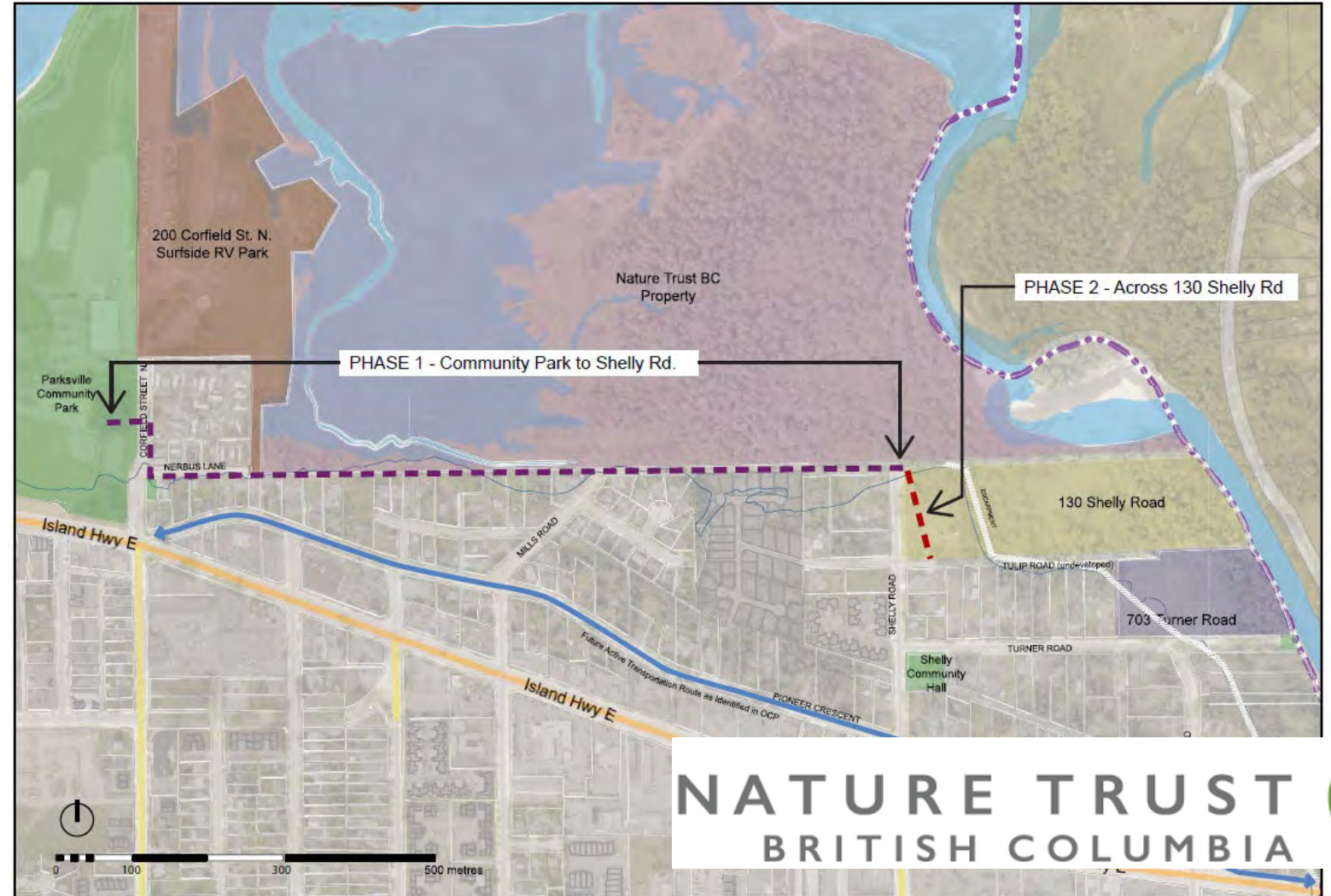


# PARKSVILLE PATHWAY PROJECT- Conceptual

City owned property on Shelly Road sold to Nature Trust of BC

In Financial Plan:

- Proceeds from sale
- Contribution to Parks Reserve
- Design/construction of trail
- (funded 75% DCC's, balance Reserves – no PT impact)





# RADIO TOWER ANTENNA



\$150k for replacement of the radio towers on PCTC and Jensen Centre.

~critical emergency services asset

~funded with Growing Community Fund

# SPRINGWOOD FIELD



\$85,000 Replace baseball dugouts

\$15,000 Replace staircase on viewing platform



# INFRASTRUCTURE PROJECTS



2024 master plans and asset management work will inform infrastructure renewal in long term capital and financial plans

2024 – continued focus on capital asset planning and assessment

Projects identified for 2024:

- \$400k – Public Works Salt Shed Replacement
- \$500k - Asphalt Overlays
- Others will be identified with master plan finalization and asset management plan development.

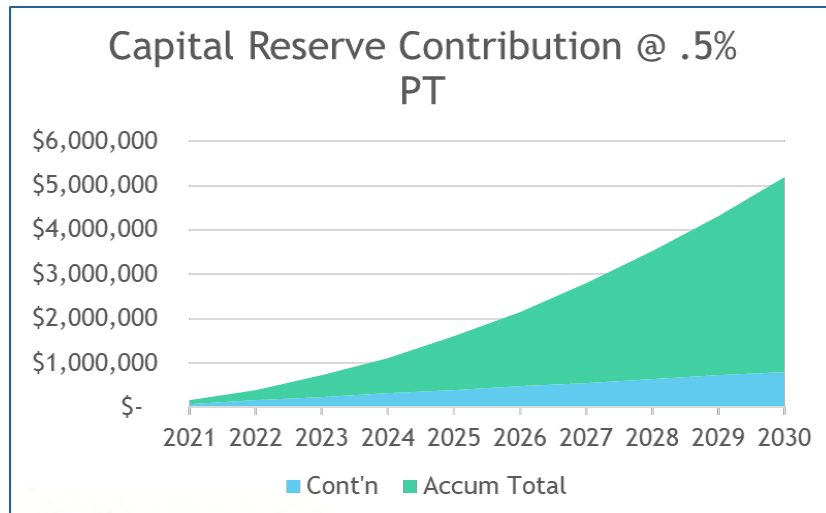
# RESERVES AND OTHER TRANSFERS

## PROPOSED TRANSFERS TO RESERVES

- \$320,000 0.5% of property taxes  
(Capital Reserve)
- \$3.675M Capital funding envelope
- \$30k PCTC Reserve

## PROPOSED 2024 TRANSFERS FROM RESERVES

- \$4M Capital Reserve for asset purchases
- \$1.5 Carry forward funds
- \$380k Covid Restart Grant Reserve
- \$2.4M CCBF (as Tax) Reserve
- \$1.38M Growing Communities Fund



# BC GROWING COMMUNITIES FUND

- \$4.789 M received in 2023 and contributed to Reserve
- One-off costs to build required capital infrastructure and amenities (not ongoing or operational activities)
- Incremental to current plans
- Should accelerate delivery of capital projects
- Place in segregated reserve that accumulates interest until spent
- Spend within 5 years

## Reporting requirements:

- Annual report identifying work-related housing needs and pre-zoning requirements
- Highlight projects that align with provincial priorities (e.g. Clean BC, and Environmental, Social and Governance frameworks for capital projects)
- Public recognition of funding related to projects
- Expenditure and unspent balance reporting attached to annual financial statements

# GROWING COMMUNITIES FUND



Water supply, treatment, dist'n



Public safety/emergency mgt equip/ facilities



Natural hazard mitigation

Local share of affordable housing



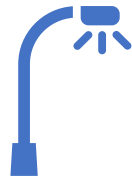
Local road improvements



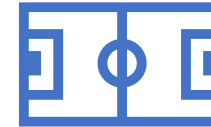
Parks add'ns, upgrades incl washrooms, meeting space. Other amenities



Childcare facilities

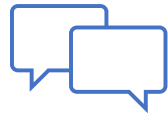


Sidewalks, curbing, lighting



Recreation related amenities

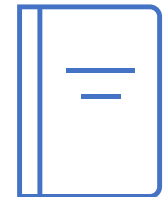
Capital projects serving First Ntn communities



Active transportation amenities



Feasibility studies related to other categories, design work, acquiring land for eligible infrastructure



Wastewater conveyance/treatment



Improvements for transit service

# OTHER CONSIDERATIONS

- Year-end accounting / audit prep underway – will update 2023 actual amounts and Reserve balances in our model ASAP to assist with Council’s decisions
- Water and sewer rates to be reviewed by Council for consideration of total impact of Financial Plan to Parksville taxpayers



## UNKNOWN/ NOT IN FINANCIAL PLAN

- Full impact of Provincial housing and other legislation on capacity and municipal operations
  - Design/cost magnitude work for Fire Hall renovation/addition
  - Collective agreement
  - Recommendations from:
    - Asset management program
    - Valuations/ condition assessments
    - Operations yard environmental assessment
- >Will inform long term capital and financial plans.



# QUESTIONS