## **Recommendation:**

Council accepts this report for information and discussion.

## **Introductory Remarks**

This is a preliminary look at the City of Merritt financial plan for 2024 - 2028. Final decisions are not required at this time. Council discussion and strategic direction will assist in finalizing the financial plan in 2024 and approving the financial plan and tax rate bylaw before May 15, 2024.

Recovery operations are not included at this time as they are funded with provincial grant money and do not impact the source and use of funds for core municipal services.

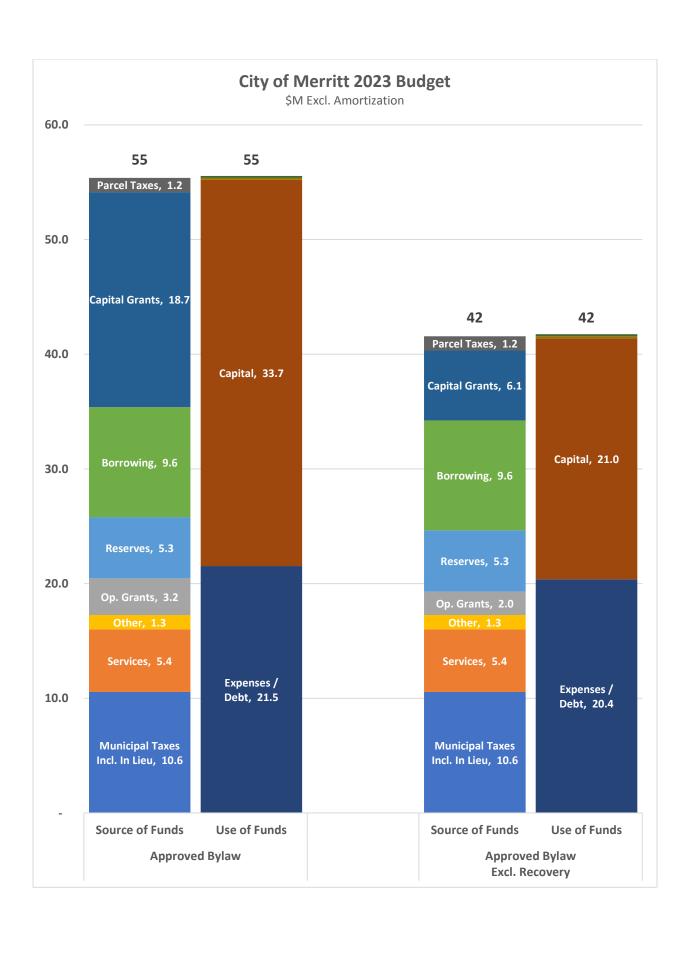
The financial plan will also be adjusted in 2024 for work completed through December for projects underway such as Voght Street or Exit 286. New information will also be incorporated as it relates to grants. For example, staff are anxiously awaiting news on the Housing Accelerator Fund grant application as well as the status of negotiations between the provinces and the federal government on the gas tax.

In prior years, Council has typically seen a year-over-year plan comparing the upcoming budget year to the current year by financial plan bylaw line item, along with a list of requests. This meant that major capital was largely considered for the first year of the plan only. For the upcoming financial plan, capital has been considered for the full five years of the financial plan bylaw as well as an additional five years for planning and risk management purposes. This will support strategic decision-making regarding funding strategies that need to begin in 2024 for the long-term.

The first night of the discussion will largely centre around two priorities. The first priority focuses on financial sustainability and identifies a path to a balanced operating budget as the first stage in which municipal taxation, the sale of services, operating grants, and other revenue cover departmental expenditures and debt payments. The second priority focuses on longer-term risk management for core municipal services (water/sewer) and the need to begin building reserves that can fund future infrastructure needs.

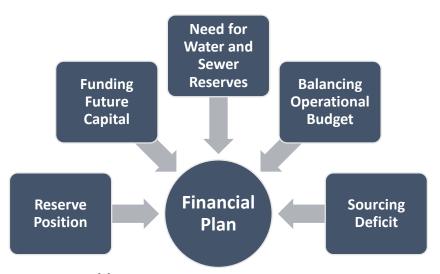
#### **2023 Approved Budget**

Prior to beginning discussion on the financial plan for 2024 and beyond, it may be helpful to capture a visual representation of how the City of Merritt budget was balanced in 2023. This is depicted in the following source and use of funds graph. Given recovery operations are funded with provincial grants and the 2024+ preliminary budget will not consider the recovery scope at this time, an adjusted view of the source and use of funds graph is captured to depict core municipal services for comparability.



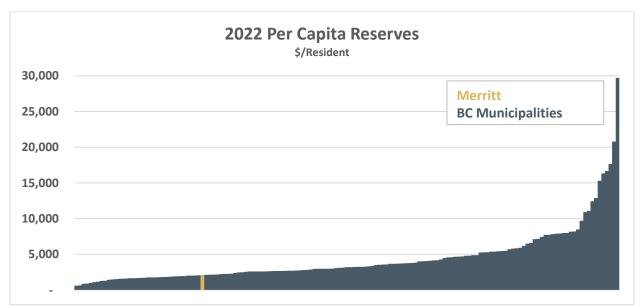
## Top Five Considerations for the 2024 - 2028 Financial Plan

The following section captures the top five considerations for the 2024 – 2028 financial plan.



#### 1. Current Reserve Position

The City of Merritt closed out 2022 with an unrestricted surplus and reserve position of \$15.9M. In the 2023 budget, we budgeted to use \$5.3M of reserves for capital purposes. Disclosures from 151 municipalities across British Columbia were recently made public including their reserve positions. Calculating reserves on a per capita basis enables comparisons across municipalities that vary greatly in size. As depicted in the following graph, the City of Merritt has \$2,096 in reserves for each resident. This contrasts to the provincial average of  $^{\sim}$ \$4,400 and results in the City of Merritt being in the bottom quartile.



For reference, select municipalities in the area are comparable to the provincial average per capita with Hope, Logan Lake, Osoyoos, Peachland and Princeton averaging \$4,100 in reserves per capita.

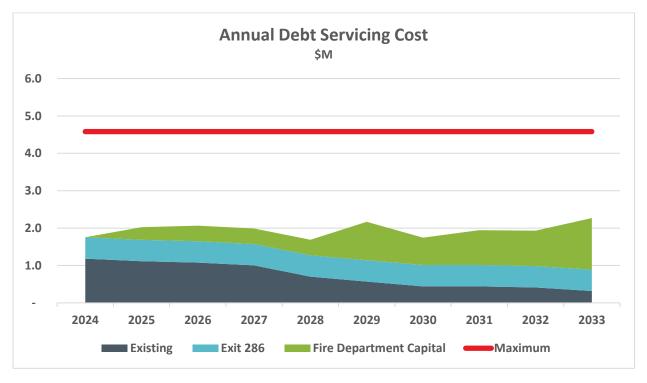
Municipality	Reserves	Population	Reserves Per Capita
Норе	\$27.7M	6,767	\$4,093
Logan Lake	\$10.4M	2,272	\$4,592
Osoyoos	\$22.1M	5,518	\$4,003
Peachland	\$18.9M	6,043	\$3,127
Princeton	\$15.3M	3,280	\$4,658

Reserves are one of three key sources of funds, in addition to borrowing and grants, for funding future infrastructure and capital needs. While reserves per capita is interesting on a relative basis, framing the reserve position in relation to the future capital needs of a municipality informs whether the reserve position is sufficient.

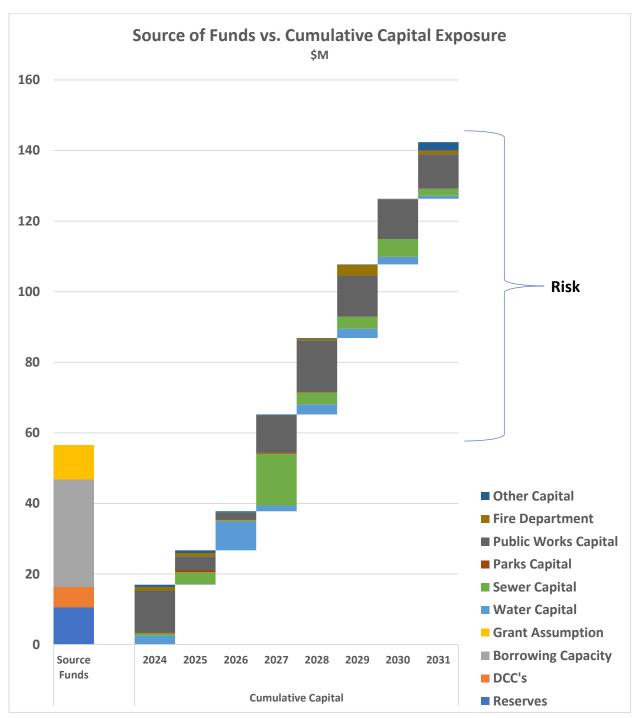
## 2. Reserves and Other Sources of Funds for Future Capital Needs

Reserves, ability to borrow, and grants combine to establish how much capital and infrastructure the City of Merritt can afford in the future. Debt ceilings are prescribed provincially and cap the annual liability servicing costs at 25% of eligible municipal revenues. This results in the City of Merritt being able to service up to \$4.6M in annual debt payments.

The estimated cost on unissued debt for the Exit 286 water and sewer infrastructure immediately reduced our borrowing capacity. As well, borrowing capacity will need to be reserved for fire truck purchases over the next ten years. Current debt, plus the cost on unissued debt for Exit 286 and fire department requirements require the City of Merritt to be able to service \$2.3M in annual payments.



This leaves \$2.3M remaining in annual servicing room which translates to approximately \$30M in borrowing ability assuming long-term debt for 25 years. The following graph charts our sources of funds for future operating and capital needs and contrasts these sources with a longer-term capital plan. As the estimated cost on unissued debt for Exit 286 has been considered in future borrowing ability, the 2024 capital for Exit 286 infrastructure has been excluded.



The graph illustrates that the City of Merritt can cover approximately 45% of future capital needs assuming future operational budgets are balanced and do not require reserves to balance. A strategic option for building a stronger reserve position for water and sewer infrastructure is the general parcel tax.

#### 3. Parcel Taxes Used to Save for Future Water and Sewer Infrastructure

Parcel taxes are currently imposed based on a single amount for each parcel or unit of property: \$200 for sewer and \$160 for water. The current rates generate \$1.1M in general parcel tax revenue for the water and sewer funds. If user fees increase for water and sewer services to cover operating costs, the parcel tax revenue could be funneled directly into water and sewer reserves and increased over time. This would build funds toward the \$54M in water and sewer infrastructure capital risk over the next decade. The December 31, 2022, balances in the sewer and water non-statutory reserves were as follows:

Non-Statutory Reserve	December 31, 2022
	\$M
Sewer	\$0.5
Water	-

#### **Assumptions for Framing a Scenario to Build Water and Sewer Reserves**

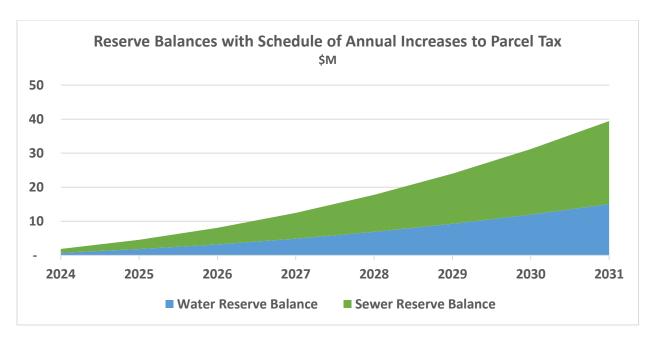
Council may elect to build funds to cover a portion or all of the capital risk. The following assumptions were used to develop a scenario that would create a path to funding \$39M of the \$54M in infrastructure risk.

	Capital 2024-2031 [A]	Grant Assumption [B]	DCCs If eligible [C]	Reserves Required	Interest Rate for Reserve
Water	\$21M	\$5M	\$1M	\$15M	5%
Sewer	\$33M	\$5M	\$4M	\$24M	5%

## Schedule of Annual Increases to the Parcel Rate

	2024	2025	2026	2027	2028	2029	2030	2031
Water	75	75	75	75	75	75	75	75
Sewer	137	137	137	137	137	137	137	137

Following this schedule of annual parcel tax increases to the previous year's amount would build the required reserves by the end of 2031 as depicted in the following graph. Any timing differences between capital requirements and reserve balance shortfalls before the target is reached in 2031 could be managed with temporary borrowing.



In 2031, when the water and sewer infrastructure is renewed, future capital requirements would be identified, and rates would be anticipated to materially reset lower and steadily rebuild the depleted reserves thereafter.

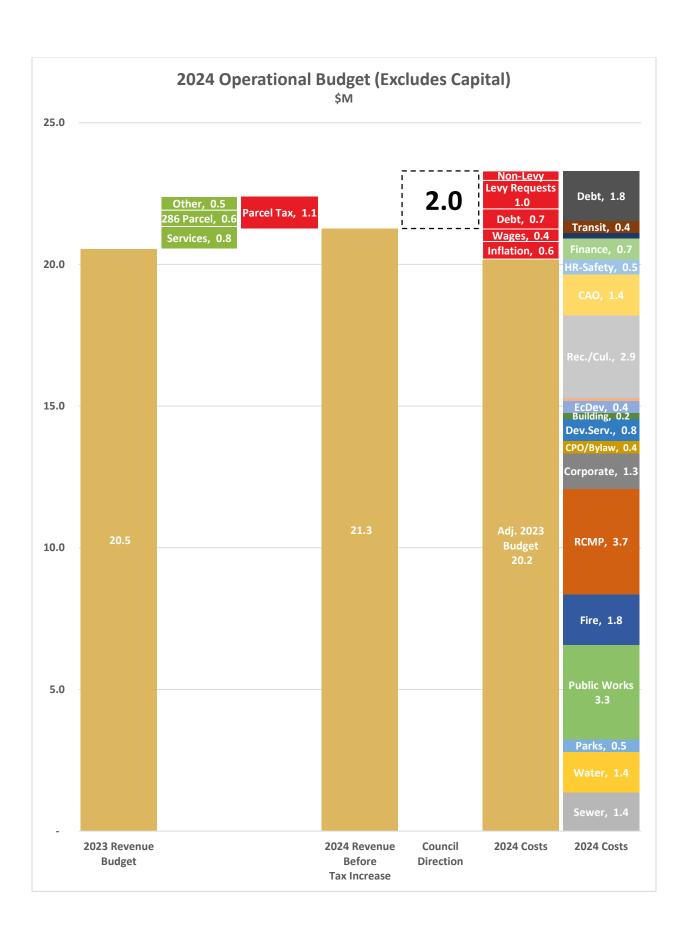
Council will have the opportunity to discuss the Public Works infrastructure requirements with the Director of Public Works and Engineering Services. Following that discussion, a consolidated graph of the total Public Works capital requirements will be presented for Council discussion. There will be an opportunity for Council to provide other assumptions (grants to be received, unfunded risk, etc.) that would lower the level of water and sewer reserves required. A simple model will be available for Council interaction. Parcel taxes represent the best opportunity for building reserves and managing future infrastructure risk. Council direction on the level of reserves to be built will allow staff to prepare any applicable parcel tax bylaws in early 2024.

### 4. Path to Balancing Operational Budget (Excluding Capital) Needed for Sustainability

Given current reserve positions, unfunded future capital, and the need for parcel tax revenue to be saved for future water and sewer infrastructure costs, creating a path to balancing the operational budget without drawing down on existing reserves will improve financial sustainability.

In the 2023 budget, parcel taxes were available for water and sewer funds as revenue and the general fund required \$0.8M from the surplus. The 2024 operational budget is also not currently balanced. Balancing it requires Council direction on the combination of municipal property tax increases, changes to service levels, and consideration given to the level of community investment and how it is delivered. Prior to Council walking through departmental budgets with each Director, a consolidated operational budget graph is presented contrasting 2024 preliminary revenues prior to any changes in municipal tax levy with two views on 2024 operational costs:

- 1. 2024 costs using 2023 budget as the basis to identify inflationary and market factors, requests from the tax levy, requests funded through grants, etc.
- 2. Stack of services/departments



In the graph, Council will see sale of services updates in 2024 for the rates and fees going through committee. Many fees have not been updated in almost a decade. There is offsetting amounts premised related to the Exit 286 Development in revenue and costs (parcel tax and debt). Other revenues increase primarily for return on investment [\$0.2M] and Development Services Licenses, Permits and Fees [\$0.2M]. General parcel tax revenue has been removed from the operational budget based on proposal to begin saving this revenue in reserves for future water and sewer infrastructure needs.

2024 costs have been presented two ways. The first view illustrates 2024 costs anchored on the 2023 budget. Budgeted costs in 2023 of \$20.4M have been adjusted by \$(0.2) M to reflect operational scope changes between 2023 and 2024. Scope changes primarily relate to grants as well as the absence of one-time costs (fire supplies, fees/charges bylaw, which was worked in house, etc.) partially offset by public works scope. Cost pressures are then stacked on the adjusted 2023 budget including inflation, wages, debt, Director requests out of the municipal levy, and Director requests that have been sourced from grants, etc.

Over half of the inflationary pressures in the preliminary plan [\$0.4M] are from services like the RCMP [+10%] and transit [+12%] that, while funded by the city, are not directly managed by city staff. Examples of inflation in core city services includes the annual cost of our ERP system [+10%] and advertising [+6%]. Overall, inflation on non-personnel costs averages 5% in 2024. For operational costs in each of the Director portfolios, a 'bridging' waterfall has been incorporated to connect the 2023 and 2024 budgets and separate inflationary and market factors from requests of Council.

The second operational cost view allows Council to see the cost of each service or department and can assist in evaluating service levels. Council discussion and direction will inform the sourcing of the \$2M delta between operational revenues and costs through tax increases, service cuts and changes to community investment levels. Reserves may be required for one year to smooth the transition to a balanced operational budget.

#### 5. Sourcing Operational Deficit

The City of Merritt budgeted to bring in \$10.3M in property tax revenue in 2023. The 2024 operational budget deficit requires \$2.0M from taxation increases, service decreases, lower community investment or use of reserves. The deficit for the duration of the five-year financial plan averages \$3M compared to 2023.

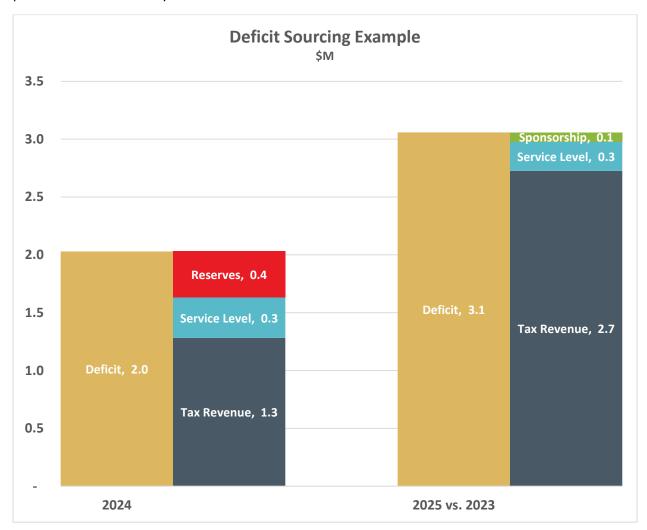
There is approximately ~\$6M in operational costs in which Council and staff have no influence or influence requires participation in processes external to the organization. This is summarized in the following table.

2024 Operational Costs	\$23.3 M
Debt – No Influence	\$(1.8) M
RCMP – Participation in External Processes to Change Service Levels	\$(3.7) M
Transit – Participation in External Processes to Change Service Levels	\$(0.4) M
Costs with Varying Degrees of Ability to Influence	\$17.4 M

Of the \$17.4M that remains, each Director would need to assess the degree to which costs can be influenced.

An illustrative example for a possible path to sourcing the operational deficit is presented in the following graph. The deficit is sourced with consecutive 12.5% increases in total municipal tax revenues (general and transit) in 2024 and 2025, service cuts of 4% of non-wage costs equivalent to 2% of total operational costs,

use of reserves in 2024, and a new community investment strategy in 2025 (net reduction across permissive tax exemptions, grants in aid, sponsorships, etc.) while maintaining a program and budget that provides Council flexibility.



How the deficit is sourced will have borrowing implications. For example, if eligible municipal revenues increased by \$3M, this would generate \$10M in long-term debt borrowing capacity.

The following table summarizes some of the levels at which the deficit can be sourced:

2024 Increase in Total	Increase in Municipal	New Municipal	Service Reductions /
Municipal Taxes %*	Taxes \$M	Revenues \$M	Use of Reserves
20%	2.0	12.3	0.0
17.5%	1.8	12.1	0.2
15%	1.5	11.8	0.5
12.5%	1.3	11.5	0.7

<sup>\*</sup> Municipal + Transit

## **Concluding the Top Five Considerations**

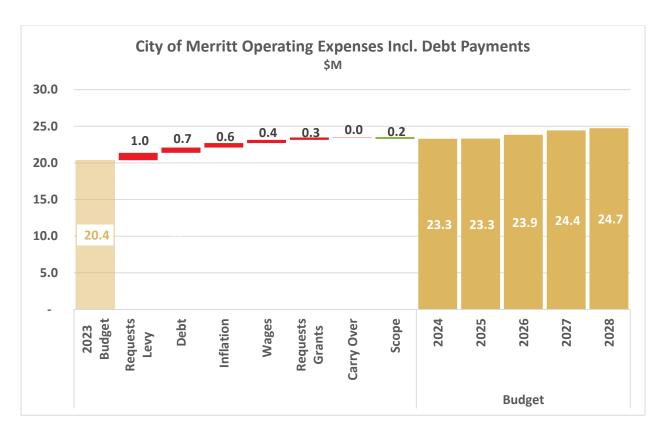
The City of Merritt does not currently have the financial resources and source of funds for all future infrastructure and capital risks. Building reserves for water and sewer infrastructure using the parcel tax will improve the ability to manage that risk in the future.

As current reserves will be required for future capital, balancing the operational budget through a combination of higher municipal tax revenues, service reductions, and Council direction on the level of community investment through permissive tax exemptions, grants in aid, sponsorships, etc. will improve financial sustainability.

## **Consolidated Operating Expense and Capital Views**

The following section provides consolidated capital and operational graphs. These graphs will be broken down by department/service in conversations with each Director. Following discussion and identification of capital priorities, the funding of the capital program will be finalized and presented to Council in 2024 in a future budget update. Fire Department, Corporate Services (IT/Bylaw), and City Hall capital are fully funded with borrowing, reserves, and grants. Public Works and Community Services (Recreation) capital requires prioritization.



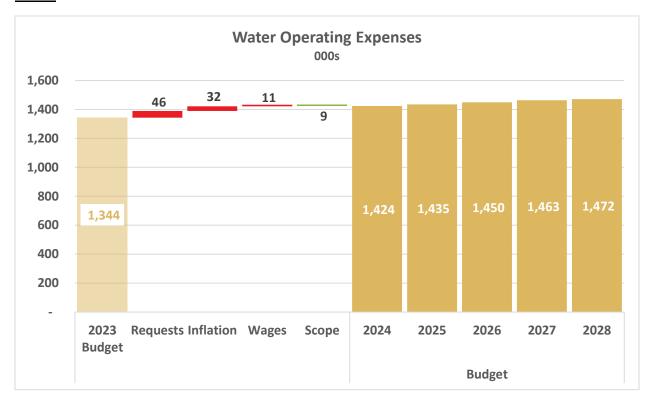


Council will note that costs flatten in 2025 which is counterintuitive given inflationary and labor market pressures. The cost profile reflects the absence of one-time asset management costs (grant/gas tax funded), the absence of grant funded projects (two grants that have been assigned to CAO budget for repurposing and fire department projects), and public works scope such as lower line painting costs. These offset higher wages and other inflationary pressures (insurance, computer software maintenance, etc.) in 2025.

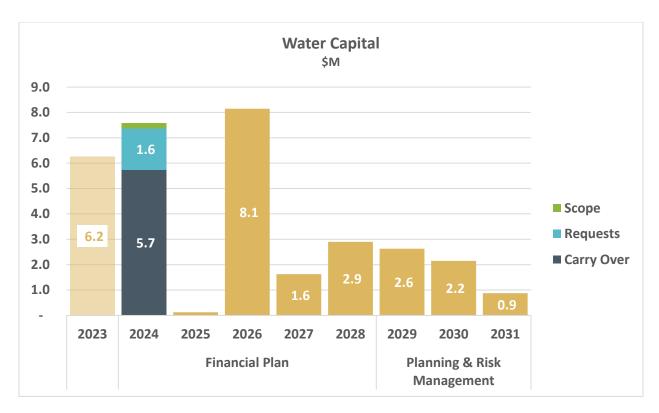
#### **Public Works**

Given capital profiles over the next eight years and the challenging funding situation, Council direction is needed to identify further information required, method of delivery, etc. and any projects that require formal request sheets.

#### Water



There is one request for Council that was included in the 2023-2027 financial plan amendment, the senior operator position. This position is required as both our water operating permit and WWTP Master Plan identified being one qualified person short of standard from a regulatory perspective creating a risk for provision of municipal services. This position is split across the water and sewer funds. Scope reduction is primarily the absence of the Fairley Park electrical upgrades.



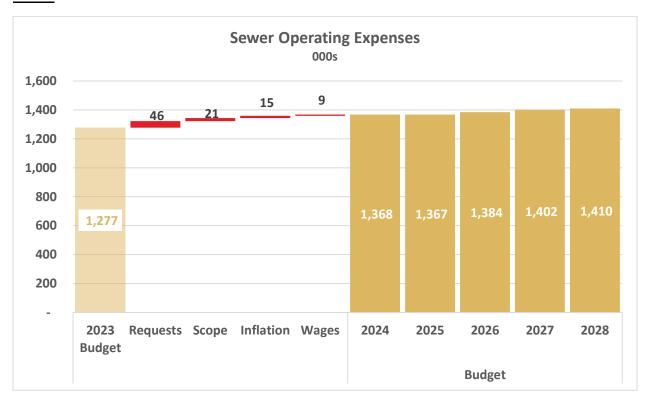
Projects carrying over into 2024 primarily relate to the Exit 286 service extension and Voght St Phase 2A from Blackwell to the hospital. There are eight operational projects carrying over into 2024:

- 1. Water Master Plan Update
- 2. Active Mountain Monitoring Infrastructure
- 3. Nicola Reservoir Piping Design
- 4. Grandview Heights Reservoir Repair
- 5. Nicola Lift Station Upgrades
- 6. Kengard PLC Upgrades
- 7. Water Model Maintenance
- 8. Valve Replacements

There are five capital requests in the 2024 budget for \$1.6M and nine requests across the 2024 – 2028 Financial Plan for \$13.9M in addition to annual operational capital of \$0.1M.

Year	Project	Estimate
2024	Kengard Well - Manganese Treatment Plant Design & Tender Specifications	\$450,000
2024	Collettville Well Pump Replacement	\$85,000
2024	Reservoir Projects Incl. Inspections and Active Mountain Connection	\$65,000
2024	Pipe Bridge Replacement with Drilled Water Line	\$900,000
2024	Supply and Distribution Projects Incl. Quilchena Alley and Thorpe Watermain	\$130,000
2026	Kengard Well Upgrades	\$8,000,000
2027	Coldwater Avenue Voght to Blair	\$1,500,000
2028	Blair Street/Clapperton Ave - Coldwater to Orme	\$1,700,000
2028	Voght Street Phase 2B Hospital to River Ranch Construction	\$1,050,000
	2024 – 2028 Financial Plan	\$13,880,000

## <u>Sewer</u>



There is one request for Council that was included in the 2023-2027 financial plan amendment, the senior operator position. This position is required as both our water operating permit and WWTP Master Plan identified being one qualified person short of standard from a regulatory perspective creating a risk for provision of municipal services. This position is split across the water and sewer funds. Operational Scope includes \$20,000 for CCTV inspections.



Projects carrying over into 2024 primarily relate to the Exit 286 service extension. There are four operational projects carrying over into 2024:

- 1. East Merritt Utility Corridor Functional Design
- 2. PLC & Radio System Upgrades
- 3. Septage Station Communications Upgrade and Integration to Scada
- 4. Sewer Model Maintenance

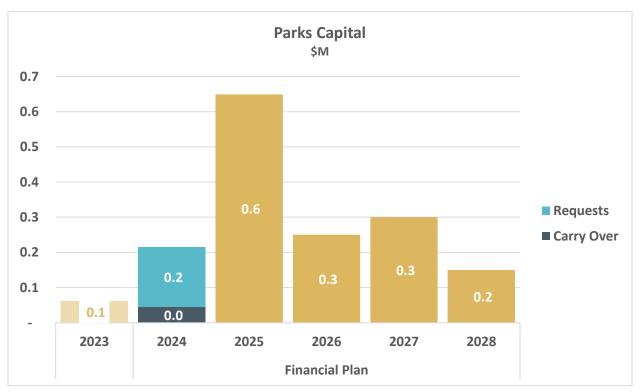
There are four capital requests in the 2024 budget for \$0.5M and eleven requests across the 2024 – 2028 Financial Plan for \$22M.

Year	Project	Estimate
2024	Compost Facility Safety Improvements	\$300,000
2024	Operators Room Safety Improvements	\$150,000
2024	Gas Detector Replacement	\$27,000
2024	WWTP Lab Equipment	\$25,000
2025	Dewatering Equipment Replacement	\$3,400,000
2026	Aeration Pipe Replacement	\$325,000
2027	Headworks Replacement	\$13,500,000
2027	Coldwater Ave. Voght to Blair	\$1,200,000
2028	Electrical & SCADA (Raise MCC room and replace end of life electrical infrastructure)	\$1,100,000
2028	Voght Street Phase 2B Hospital to River Ranch Construction	\$840,000
2028	Blair Street/Clapperton Ave - Coldwater to Orme	\$1,350,000
	2024 – 2028 Financial Plan	\$22,217,000

## <u>Parks</u>



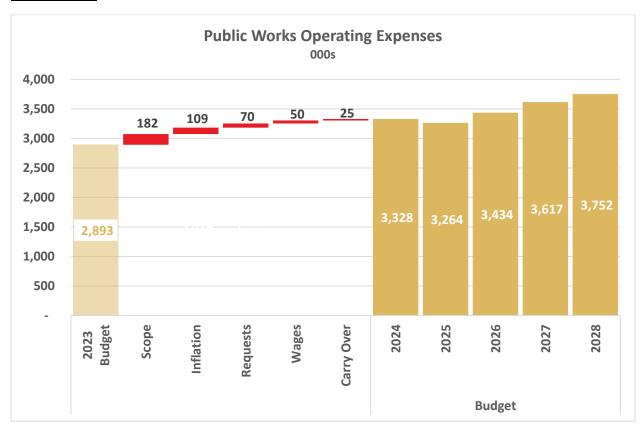
Scope primarily relates to correcting the memorial contributions in the budget partially offset by materials and supplies. The drop in 2025 compared to 2024 primarily reflects absence of playground inspections and parks irrigation audits.



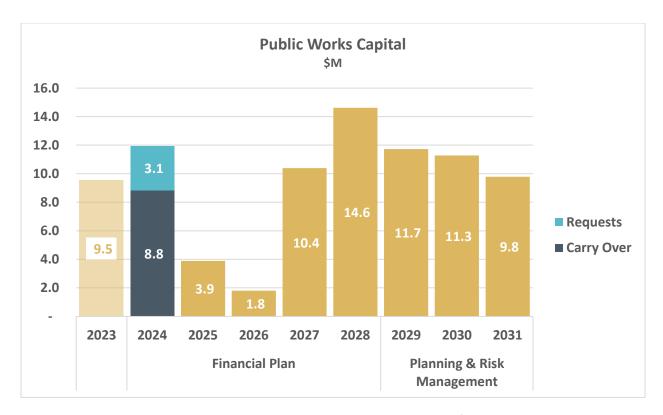
There are nine capital requests in the 2024 budget for 0.2M and 16 requests across the 0.24 - 2028 Financial Plan for 1.5M.

Year	Project	Estimate
2024	Irrigation Clocks Upgrade	\$32,500
2024	Skate Park Exterior Maintenance Upgrades	\$15,000
2024	Rotary Park Spray Park Replacement Design	\$25,000
2024	Fairley Park Playground Replacement Design	\$20,000
2024	Lions Park Pathway Connections	\$18,000
2024	Greenhouse	\$7,500
2024	Parks Entrance Sign Replacement	\$25,000
2024	Side Bed Re-Vamp at Maze (Curling Parking Lot)	\$7,500
2024	Concrete Pads for Picnic Tables	\$20,000
2025	Lawn Bowling Surface Rehab	\$50,000
2025	Central Park Ball Diamonds	\$225,000
2025	Rotary Park Spray Park Replacement	\$350,000
2025	Park to Central Park Hill Side Trail Design	\$24,000
2026	Fairley Park Playground Replacement	\$250,000
2027	Central & Rotary Park Rubber Surface Replacement	\$300,000
2028	Central Park Field Safety Netting	\$150,000
	2024 – 2028 Financial Plan	\$1,519,500

## **Public Works**



Operational scope increases next year primarily in four areas: Airport fuel [75K] which is offset in revenue, line painting expenses [41K], street lighting multi-year conversion to LED project [25K], and consulting support [20K]. There is one request that was submitted for Council approval, the public works administrative clerk position, to focus on regulatory requirements, keeping labor focused on serving the community, efficiency, and on-site triaging phone calls, etc. The DCC Bylaw project carries over into 2024. The drop in 2025 compared to 2024 primarily reflects the absence of line painting for various facilities (Central Park [new], Civic Center [new], City Hall, Curling Club, Arena Parking, Aquatic Center, Nicola Valley Museum).



Projects carrying over into 2024 primarily relate to the Voght St Phase 2A from Blackwell to the hospital, the West Merritt Active Transportation Path, airport projects, purchase of the residential garbage truck and the cemetery expansion. There are six other operational projects carrying over into 2024:

- 1. PW Office Renovation
- 2. Sand Grizzly
- 3. Design 1838 Juniper Outfall & Erosion Repairs
- 4. Design Parker Storm Sewer Gillis to Castillou
- 5. Des & Build Clapperton Dry Well Connection to Storm Sewer Collection System
- 6. Regulated Dikes Maintenance Management Plan and Maintenance Works Specifications/Scope

There are 19 capital requests in the 2024 budget for \$3.1M and 46 requests across the 2024 – 2028 Financial Plan for \$33.8M.

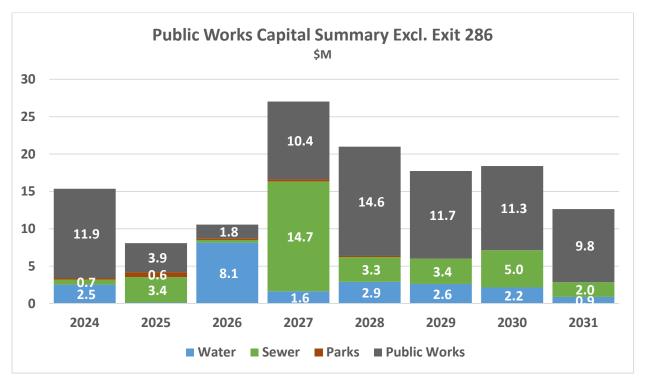
Year	Project	Estimate
2024	2024 Engineering Design Projects	
	<ul> <li>Merritt Tennis Club Geotechnical Investigation and Rehab Design/Cost Estimate</li> <li>Merritt Pickleball Courts Surface Remediation Design</li> </ul>	\$108,000
	Fir Extension, Turn-around and Pathway Connection	
2024	Engineering Services	\$28,000
2024	<ul> <li>River Ranch Road / Voght Int Transportation Analysis Functional Planning</li> <li>Garage and Yard Projects</li> </ul>	
2024	Concrete Blocks for Material Bunks	\$43,500
	<ul> <li>Security Camera Upgrades</li> <li>Electrical Service Upgrade (Lights/Plugs at West Fence)</li> </ul>	Ψ :5,555
2024	Fleet: Replace Unit 67 Large TORO Field Mower	\$175,000
2024	Fleet: Ball Diamond Groomer Replacement	\$24,000
2024	Fleet: Loader Forks	\$21,000
2024	Fleet: PW Van – Cross Connection	\$74,000
2024	Fleet: PW Pickup x2	\$110,000
2024	Fleet: Letterboard Sign Trailer (Portable Notices)	\$8,500
2024	Fleet: Asphalt Repair Trailer	\$108,000
2024	Roads: Nicola & Voght Intersection Improvement	\$135,000
2024	Roads: Cleasby Street Extension	\$1,200,000
2024	Roads: Lighting Upgrade (Curling Rink, Civic Centre, etc.)	\$45,000
2024	Roads: Upgrade Voght & Gordon to Camera Detection	\$60,000
2024	Sidewalks: New Sidewalk (Walters; Forksdale)	\$55,000
2024	Airport: Runway Surfacing Geotechnical & Rehab Design	\$45,000
2024	Drainage: 1838 Juniper Outfall and Erosion Repairs / Parker	\$71,000
	Storm Sewer Gillis to Castillou	\$71,000
2024	Cemetery: Flower Bed Retaining Wall and Irrigation Upgrades	\$22,000
2024	Operational Capital*	\$769,500
2025	2025 Engineering Design Projects	
	<ul> <li>Design Parker to Central Park Trail Connection</li> <li>Central Park Trail and Erosion Design (Golf Course to RCMP Parking Lot)</li> </ul>	\$112,000
	Spirit Square Alley Concept Design	
2025	Garage and Yard Projects	\$17,500
2025	Electrical Entrance Power Gate  Fleet: Pickup	\$55,000
2025	Fleet: Commercial Garbage Truck	\$450,000
2025	Fleet: Freightliner SD108 with 16' deck & Hiab 228 Crane	\$320,000
2025	Fleet: Grader	\$250,000
2025	Roads: Fir Extension, Turnaround, and Pathway Connection	\$245,000
2025	Airport: Runway Rehab & Overlay	\$1,600,000
2025	Cemetery: Columbarium Supply and Install	\$130,000
2025	Operational Capital*	\$712,000
2026	2026 Engineering Design Projects	\$24,000
	Central Park Soccer Pitch Grading Design	
2026	Garage and Yard Projects	\$250,000

	Sand/Salt Storage Shed	
2026	Fleet: Residential Garbage Truck	\$450,000
2026	Fleet: PW Pickup	\$55,000
2026	Fleet: Municipal Tractor	\$225,000
2026	Operational Capital*	\$802,000
2027	Fleet: Street Sweeper (Sell Existing)	\$525,000
2027	Fleet: Skid Steer Loader	\$225,000
2027	Roads: Coldwater Ave. Voght to Blair	\$7,300,000
2027	Sidewalks: Hill Street MUP (Incl. Drainage Works)	\$1,600,000
2027	Operational Capital*	\$739,000
2028	Fleet: PW Pickup	\$60,000
2028	Fleet: Mini-Excavator	\$225,000
2028	Roads: Voght Street Phase 2B Hospital to River Ranch	\$5,111,000
2028	Roads: Blair Street/Clapperton Ave - Coldwater to Orme	\$7,500,000
2028	Cemetery: Expansion Phase 2	\$450,000
2028	Operational Capital*	\$1,275,000
	2024 – 2028 Financial Plan	\$33,810,000

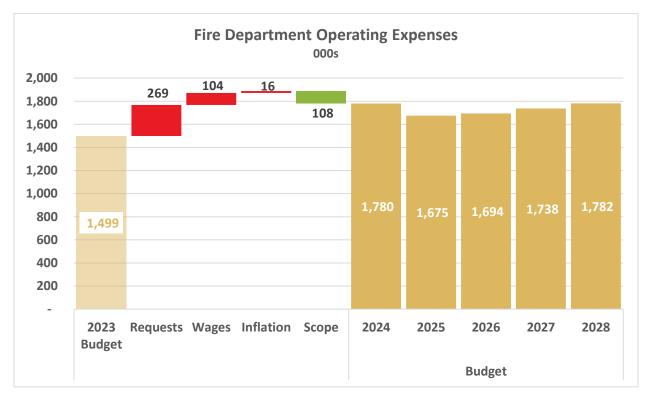
<sup>\*</sup> Annual Operational Capital: Storm Sewer Model, Air Photo/Lidar Update, Asphalt Overlay Program, Bridge Maintenance, Sidewalk Maintenance, Transit Shelter slabs, Dike Maintenance, New Bins

## **Public Works Capital Summary**

The following graph summarizes the public works preliminary capital profile for council to provide direction on how much of the capital to fund in parcel tax reserves.



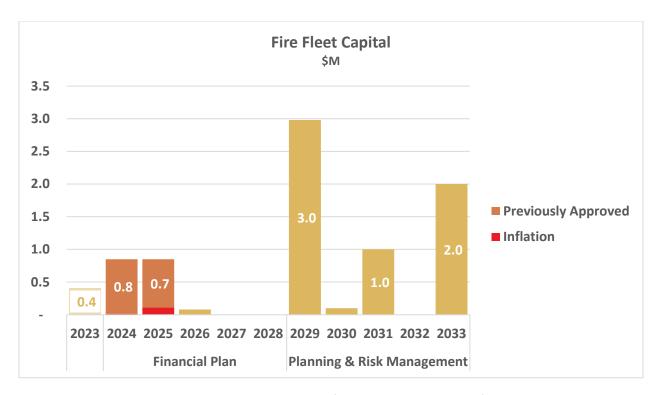
## Fire Chief



Requests for consideration include funding \$181,398 into reserves to meet future equipment needs. Reserve funding over the 2024-2028 financial plan averages \$118,600. Building reserves over the next five years smoothens out the impact of \$500,000 in self-contained breathing apparatus required in 2028. There is a \$60,000 request for an Emergency Management, Climate Readiness, and Fire Department Master Plan. This is premised to be funded with climate grant funding. There is a proposal for piloting a WASP Community Sprinkler Program for \$20,000. The cost of this program would be offset in user fee revenue. The Fire Department is also requesting \$8,000 to fix the stucco on the fire station. Requests are summarized in the following table and are captured in the appendix.

Year	Request	Estimate
2024	Contribution to Reserves	\$181,398
2024	Emergency Management, Climate Readiness, and Fire Department Master Plan – <i>Grant Funded</i>	\$60,000
2024	Community Sprinkler Program – Offset in Revenue	\$20,000
2024	Fire Station Stucco Repairs	\$8,000
	2024 Financial Plan Requests	\$269,398

Scope primarily relates to fire suppression safety supplies and fire hall material and supplies purchased in 2023 as well as lower public education fuel management costs. In 2025, costs drop with the absence of the Master Plan, sprinkler program, and stucco repairs as well as a lower contribution required for reserves.



Engine 2 was previously approved in the 2023 -2027 financial plan. The cost of the truck has been updated to \$1.7M reflecting inflation of \$0.1M. The only other fleet addition in the financial bylaw window is \$0.1M for Command 1 replacement. Most of the fleet capital occurs in the back half of the decade and will require reserving borrowing room to fund \$6.1M in capital.



The FireSmart Interpretive Garden in the 2023 budget was conditional on grant approval. We have lined up grant funding for this project to proceed in 2024 at a cost of \$0.04M.

There are two new requests for Council consideration. The Fire Department has been working with the Ministry of Transportation and Infrastructure on approvals to enhance the fire station road signage with an Emergency Vehicle Warning System, consisting of solar-powered high-intensity flashing beacons and wireless controllers to provide road users with a highly visible warning that emergency vehicles are entering a roadway. This would reduce the number of close calls firefighters experience when responding and returning to the station in which firefighters back across the Provincial highway to park in the station. This can be funded partially from 2023 reserves generated by provincial deployments and an additional contribution in the 2024 budget of \$11,000. The second project, an energy efficiency project to relamp the fire station, is anticipated to be funded entirely by grants.

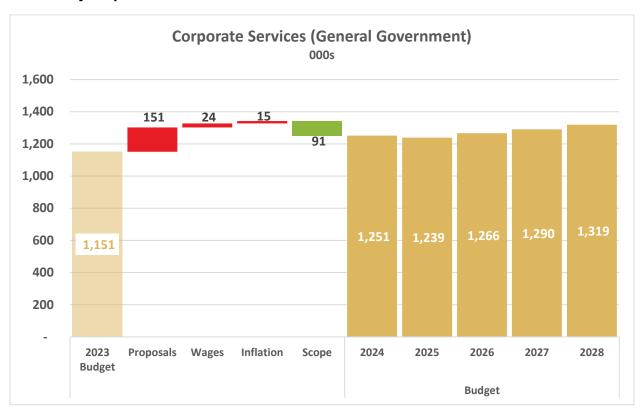
Year	Project	Estimate
2024	Emergency Vehicle Warning Signage	\$29,000
2024	Energy Efficiency Fire Station Relamp	\$28,800
	2024 – 2028 Financial Plan	\$57,800



The new requests for 2024 equipment capital can be funded from reserves established from the provincial deployments in 2023. In the operating budget, an average of \$118,600 in annual reserve contributions has been included primarily to smooth out the impact of the hydraulic extraction tools required in 2025-2026 and the self-contained breathing apparatus required in 2028. Requests also include \$13,500 for EV plugs in 2024. These are required to shut off electric vehicles at accident scenes and are premised to be funded by climate grant funding.

Year	Project	Estimate
2024	Equipment: Soft Body Armour Vests, Pump, Bulk Hose	\$38,000
2024	Equipment: EV Plugs	13,500
2025- 2026	Hydraulic Extraction Tools	\$93,000
2028	Self-Contained Breathing Apparatus	\$500,000
	2024 – 2028 Financial Plan	\$644,500

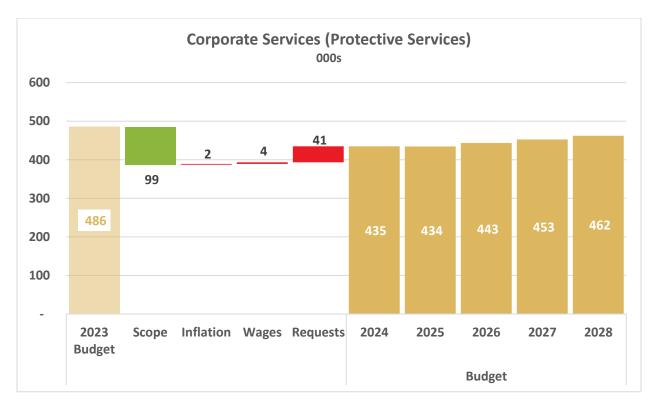
## **Director of Corporate Services**



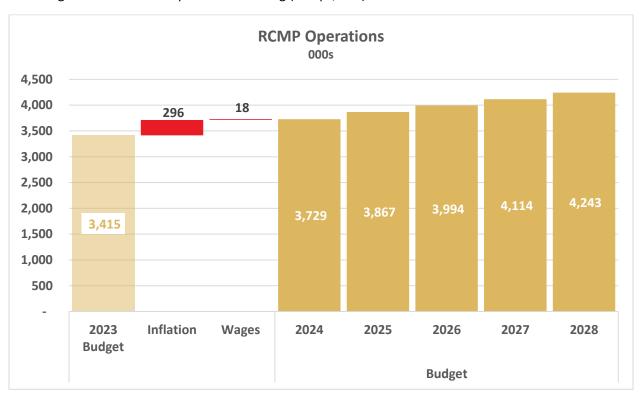
Proposals for consideration include the funding of an existing reserve for IT infrastructure for operational IT capital during the year and the creation of a new reserve for election expenses to smooth out the costs of elections over the cycle.

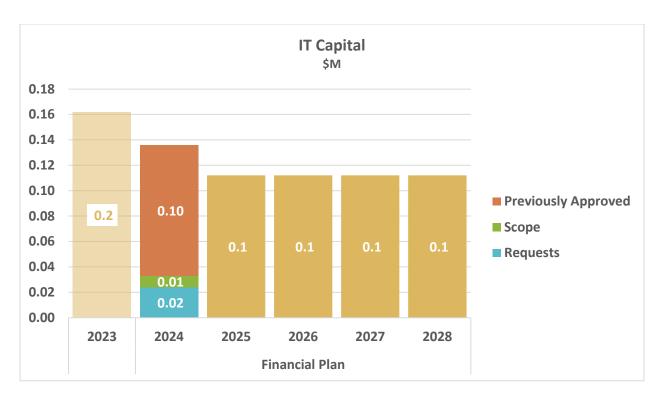
Year	Request	Estimate
2024	Recurring funding for IT Infrastructure Reserve	\$136,000
2024	Recurring funding for new Election Reserve	\$15,000
	2024 Financial Plan Requests	\$151,000

Operational scope changes largely reflect the absence of consulting charges including for the fees and charges bylaw, which was worked inhouse in 2023, as well as the transfer of all recognition budgets to the CAO office.

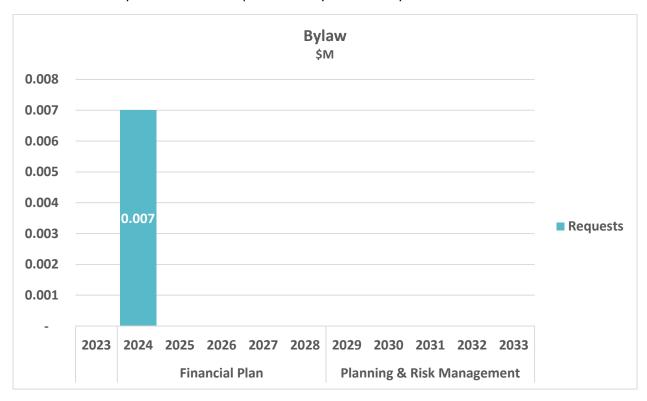


Scope changes largely reflect the absence of the strengthening communities grant-funded costs. There is one request for Council consideration for the seasonal worker supporting unhoused camps. This includes both wages and associated specialized training (sharps, etc.).



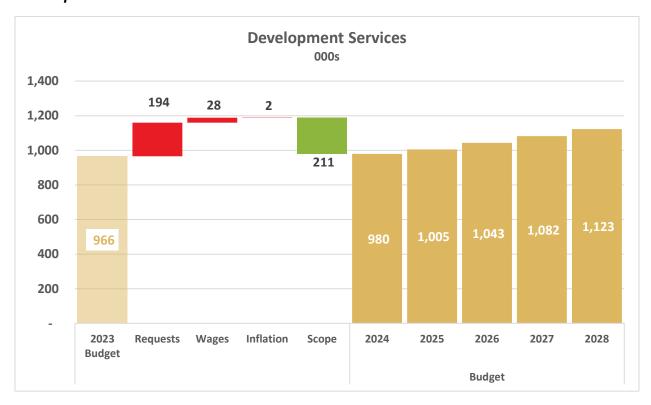


In addition to annual operational IT capital, there is one new request for \$24,000 for firewall and switches at non-city hall facilities to improve security and visibility into the network.



The request for a trailer [\$7K] for bylaw to pickup shopping carts is included for council discussion.

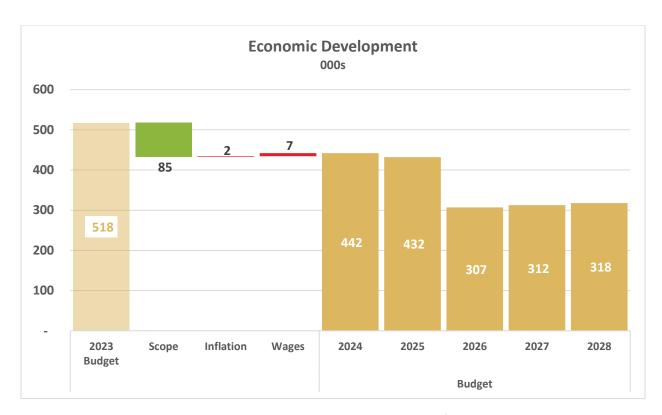
## **Development Services**



Requests for the Development Services Team include FTE requests, legal costs and updating the building bylaw. Three positions were previously approved on one-year terms: Planner [x2] and a clerk. One planner role was filled for a half year in 2023. The first FTE request for 2024 is to hire the clerk on a permanent basis to support the team in e-permitting, to support records management as a strategic initiative, and to become familiar with Quickscribe (online live legislative tool). This also supports succession planning and coverage. The second request is for a permanent, more senior planner role with scope including subdivisions. Requests are summarized below.

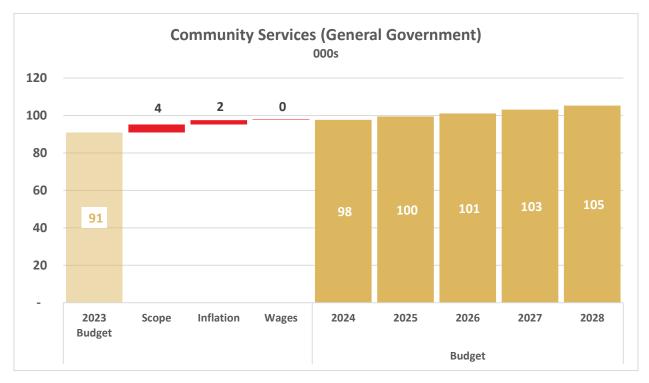
Year		Requests	Estimate
2024	FTE Requests		\$138,897
2024	Legal Fees		\$25,000
2024	<b>Building Bylaw Update</b>		\$30,000
		2024 Financial Plan	\$193,897

Scope changes largely reflect the transfer of grants that need to be repurposed to the CAO Office budget.

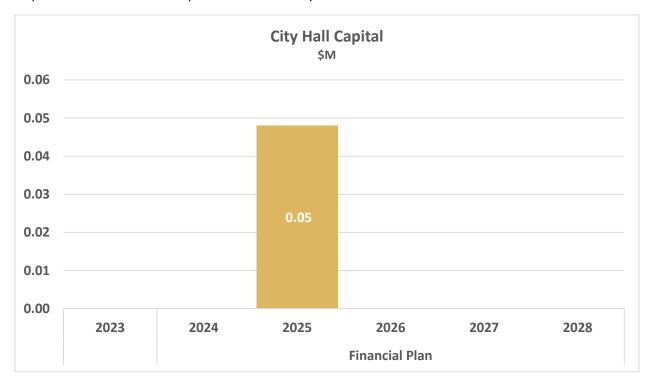


Scope changes within Economic Development primarily relate to grant-funded projects as well as centralization of advertising spend within the Communications and Engagement team. Costs drop in 2026 as grant projects are completed over 2024-2025.

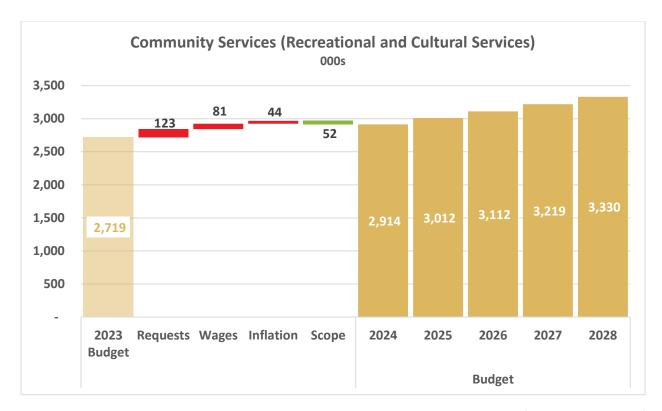
# **Director of Community Services**



These costs relate to the operation of the city hall building. Scope changes primarily relate to code requirements for elevator inspections and security costs.



City hall capital includes \$48,000 for fluorescent lights replacement in 2025 premised to be funded with climate grant funding.



Requests relate to the Emergency Response Coordinator position. Scope primarily reflects the absence of the curling rink roof grant and the absence of the majority of Claybanks RV park costs partially offset by maintenance wages.



There are five projects premised to carry over into 2024:

- 1. Claybanks Rebuild capital for items not covered by insurance.
- 2. NVMA Electrical Assessment due to contractor availability.
- 3. Parks lighting and security cameras.
- 4. Civic Center chairs upgrade
- 5. City Hall furniture replacement

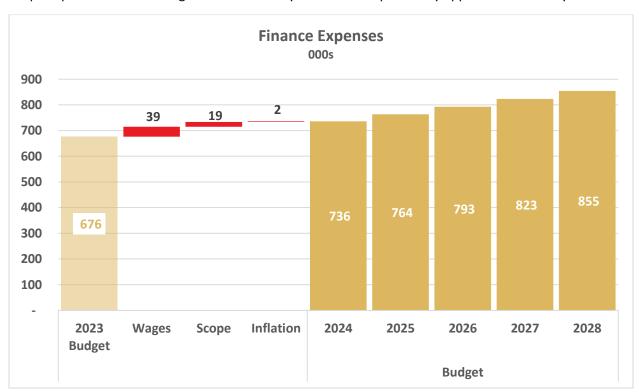
There are 12 capital requests in the 2024 budget for \$0.4M and 31 requests across the 2024 – 2028 Financial Plan for \$1.7M. The 2031 \$2.3M notes the risk for a brine line and concrete floor at the NVMA.

Year	Project	Estimate
2024	Cadet Hall Fire Suppression Monitoring System	\$5,500
2024	Civic Center Flooring in Auditorium	\$110,000
2024	2024 Civic Center Ice Machine Replacement	
2024	CPO Fire Suppression Monitoring System	\$7,000
2024	Lawn Bowling Building Suppression Monitoring System	\$7,000
2024		
2024	NVAC Replacement of Sound System	\$24,000
2024	NVMA/NVAC Gas Reduction Grant Study	\$50,000
2024	NVMA Dehumidifier Replacement	\$33,500
2024	NVMA HVAC #1 Replacement	\$38,000
2024	NVMA Players Bench Widening	\$18,500
2024	Park Bathroom Exterior LED Lighting Project	\$16,500
2024 - 2028	Park Interior Renovations (Central, Rotary, Lions, Voght)	\$38,000
2024 – 2028	Gym Equipment Replacement	\$43,500
2025	Civic Center Re-Key Entire Building	\$8,500
2025	NVAC Shower Tiles and Valve Replacement	\$99,000
2025	NVAC Replacement of Viewing Deck Tile Floor	\$16,000
2025	NVAC Slide Replacement	\$58,000
2025	NVAC Tots Pool Compressor	\$14,000
2025	NVMA HVAC #2 Replacement	\$38,000
2025	NVMA Brine Line Pump Replacement	\$35,000
2025	NVAC Floor in Mechanical Room Construction	\$300,000
2025 – 2026	Civic Center Round Table Replacement	\$30,000
2026	Civic Center New Siding	\$140,000
2026	NVAC Spray Pumps and Motors	\$41,000
2026	Rotary Park Bandshell Gate Enclosure	\$16,000
2026	NVMA Mezzanine Flooring Replacement	\$60,000
2027	Civic Center New Roof Including Flat Section	\$95,000
2027	NVAC Installation of Acoustic Noise Baffles	\$125,000
2027	NVAC Repaint Roof Beams	\$11,500
2028	NVMA Walkway Flooring Replacement and Paint	\$80,000
	2024 – 2028 Financial Plan	\$1,728,500

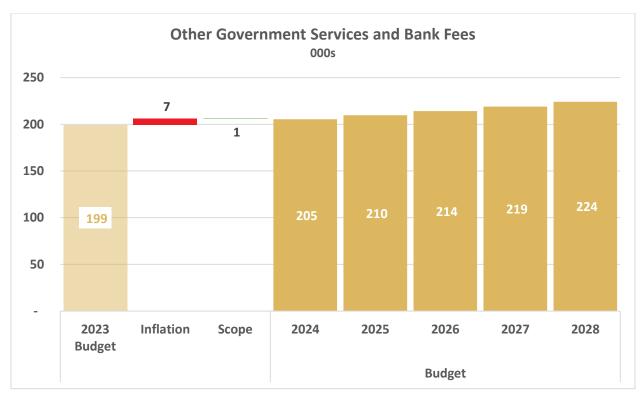
## CFO Office Including HR, Safety, Other Government Services and Transit

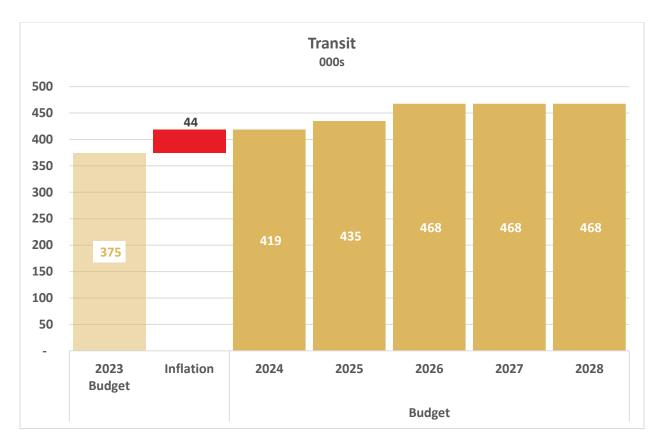


Scope captures the remaining term of the safety role that was previously approved for a one-year term.

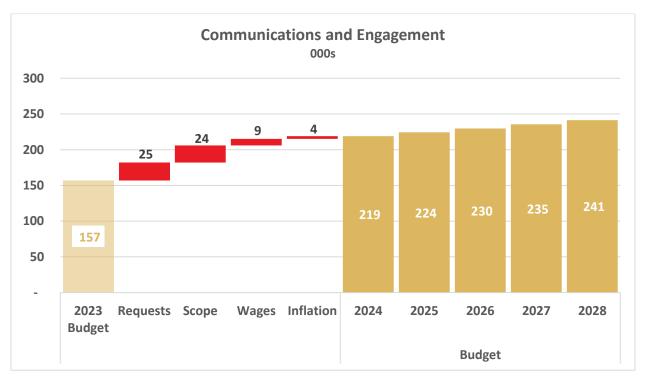


Scope changes include a provision for risk regarding tax sale changes that come into effect in 2024. The City of Merritt worked to get ahead of these requirements in 2023 incurring registry, registered mail, bailiff charges, etc. However, costs and requirements for substituted service are a risk that will be further quantified with learned experience in 2024.





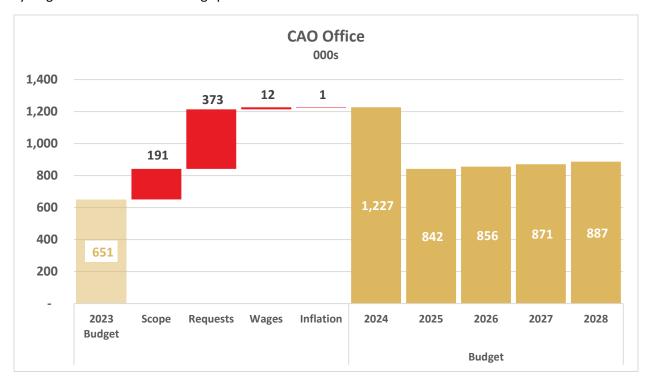
# **CAO Office Including Communications & Engagement**



There is a request to add contracted service capacity for the communications and engagement team. The request is summarized in the following table.

Year	Contracted Service Request	Estimate
2024+	Web Development Management Services	\$5,000
2024+	Video Communications Program	\$10,000
2024+	External Contractor / Co-op Student	\$10,000
	2024+ Financial Plan Requests	\$25,000

The scope change reflects consolidating all advertising budgets under the Communications Manager for synergies and shared advertising space.



Scope changes primarily relate to two drivers:

- 1. The transfer of two grants from Development Services that will be repurposed \$150,000.
- 2. The transfer of recognition budgets to be centrally managed by the CAO.

There are two requests from Council approved in the 2023 budget amendment, the Asset Management Coordinator position, that for now has been captured in the CAO Office budget and the asset management costs, of which a portion is anticipated to be grant funded, and the residual is eligible from gas tax.

There is one risk for Council to be aware of within the CAO budget. The Community Works Funding ("gas tax") transfer to reserves is historically recorded here. There is not yet an agreement between the province and the federal government for the funding to continue. Disruption in funding timing and/or a different amount of gas tax revenue is a possible risk within the 2024 budget in relation to the \$0.4M that has been premised.

## **Appendix: Request Sheets**

Fire Department

Merritt FLOURISH UNDER THE SUN	2024 -	2033	Cap	oital	Req	uest						
Budget Request												
Project Name and ID	Command 1 Rep	lacement										
Department	Fire		Reaso	n for Requ	est	Capital Re	enewal or I	Required	Replacem	ent		
Request Linked To	Specific Master	Plan	Comm	ents								
Pre-Approval Date			Econo	mic Life		10 Years						
Details	Business case in (including impac							the proje	ct is nece	ssary in a	given yea	r, and risks
	Emergency Vehi	CIC. 141133101		nancial Pl	·	iam perior		gic Planni	ng and Ri	sk Manag	ement	
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-313-1556			80000								80000
<b>Operating Costs</b>												0
(if applicable)						-						0
		0	0	0	0	0	0	0	0	0	0	0
		U										
Funding Sources	Debt	U		80000								80000
Funding Sources	Debt Other			80000								80000 0
Funding Sources			0	80000	0	0	0	0	0	0	0	

Merritt FLOURISH UNDER THE SUN	2024 -	2033	Сар	oital	Req	uest						
Budget Request												
Project Name and ID	Self Contained	Breathing A	pparatus									
Department	Fire		Reason	n for Requ	iest	Capital Re	newal or F	Required	Replacem	ent		
Request Linked To	Specific Master	Plan	Comm	ents								
Pre-Approval Date			Econoi	mic Life		15 Years						
Details	Business case in (including impa NFPA Standard	ct to opera	tions and	residents	if project	not appro	ved)	the proje	ct is nece	ssary in a	given yea	r, and risks
			Fir	nancial Pl	an		Strate	gic Planni	ng and Ri	sk Manag	ement	
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-248-1556					500000						500000
Operating Costs												0
(if applicable)												0
		0	0	0	0	0	0	0	0	0	0	0
Funding Sources	Reserves	100000	100000	100000	100000	100000				1		500000
i unumg Jources	Other	100000	100000	100000	100000	100000						0
	Other											0
		100000	100000	100000	100000	100000	0	0	0	0	0	

Project Name and ID Department Request Linked To Pre-Approval Date  Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)  Flourescent bulbs are becoming inaccessible. Quality of light. Reduced power consumption.  Financial Plan  GL  Financial Plan  Z024 Z025 Z026 Z027 Z028 Z029 Z030 Z031 Z032 Z033 Z030 Z031 Z032 Z030 Z030 Z031 Z032 Z030 Z030 Z030 Z030 Z030 Z030 Z030	Merritt FLOURISH UNDER THE SUN	2024 -	2033	Cap	oital	Req	uest						
Department Request Linked To Pre-Approval Date  Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)  Flourescent bulbs are becoming inaccessible. Quality of light. Reduced power consumption.  Financial Plan  Strategic Planning and Risk Management  Zo24 Zo25 Zo26 Zo27 Zo28 Zo29 Zo30 Zo31 Zo32 Zo33 Ze800  Operating Costs  (if applicable)  O 0 0 0 0 0 0 0 0 0 0 0 0 0	Budget Request												
Request Linked To Pre-Approval Date  Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)  Flourescent bulbs are becoming inaccessible. Quality of light. Reduced power consumption.  GL  Financial Plan  Strategic Planning and Risk Management  2024 2025 2026 2027 2028 2029 2030 2031 2032 2033  Capital Cost  Operating Costs (if applicable)  O 0 0 0 0 0 0 0 0 0 0 0 0 0	Project Name and ID	Fire Station Rela	mp - Grant	t Funded									
Pre-Approval Date  Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)  Flourescent bulbs are becoming inaccessible. Quality of light. Reduced power consumption.  GL  Financial Plan  Z024 Z025 Z026 Z027 Z028 Z029 Z030 Z031 Z032 Z033  Capital Cost  Operating Costs (if applicable)  O O O O O O O O O O O O O O O O O O O	Department	Fire		Reaso	n for Reqເ	iest	Capital R	enewal or I	Required	Replacem	ent		
Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)  Flourescent bulbs are becoming inaccessible. Quality of light. Reduced power consumption.  GL  Financial Plan  Z024 Z025 Z026 Z027 Z028 Z029 Z030 Z031 Z032 Z033  Capital Cost  Operating Costs (if applicable)  O O O O O O O O O O O O O O O O	Request Linked To	Another Project	:	Comm	ents								
Capital Cost   1-6-246-1459   28800	Pre-Approval Date			Econo	mic Life		20 Years						
GL   Financial Plan   Strategic Planning and Risk Management   Total	Details				•				the proje	ct is nece	ssary in a	given yea	r, and risks
Capital Cost 1-6-246-1459 28800 28800 2027 2028 2029 2030 2031 2032 2033 28800 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			os are beco				f light. Rec				sk Manag	ement	
Operating Costs (if applicable) 0 0 0 0 0 0 0 0 0 0		GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	- lotai
(If applicable) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Capital Cost	1-6-246-1459	28800										28800
0 0 0 0 0 0 0 0	(п аррисавіе)												_
Funding Sources Grants 28800 28800			0	0	0	0	0	0	0	0	0	0	U
	Funding Sources	Grants	28800										28800
Other 0		Other											0
Other 0 0 0 0 0 0 0 0 0		Other											0

Merritt FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	oital	Req	uest						
Budget Request												
Project Name and ID	Fire Hose - Bulk											
Department	Fire		Reaso	n for Requ	ıest	Capital Re	enewal or I	Required	Replacem	nent		
Request Linked To	Specific Master I	Plan	Comm	ents		Overdue	replaceme	nt and de	terioratio	n		
Pre-Approval Date			Econo	mic Life		5-20 Year	s					
Details	Business case ind (including impac			•				the proje	ct is nece	ssary in a	given yea	r, and risks
	Overdue replace	ment and		nancial Pl	an		Strate	gic Planni	ng and Ri	sk Manag	ement	
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	- Total
Capital Cost	1-6-248-1556	20000										20000
<b>Operating Costs</b>												0
(if applicable)												0
		0	0	0	0	0	0	0	0	0	0	0
Funding Courses	Reserves	20000	3	1	1				1			20000
Funding Sources	Other	20000										20000
	Other											0
		20000	0	0	0	0	0	0	0	0	0	

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID** BX2 Pump Capital Renewal or Required Replacement Department Fire **Reason for Request Request Linked To** Another Project Comments **Pre-Approval Date Economic Life** 20 Years Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) High volume pump to support Fire Bozz sprinkler system (wildfire protection for subdivisions). **Financial Plan Strategic Planning and Risk Management** GL Total 2024 2028 2025 2026 2027 2029 2030 2031 2032 2033 **Capital Cost** 1-6-248-1556 9000 **Operating Costs** 0 0 0 0 0 0 0 0 0 **Funding Sources** Reserves 9000 9000 Debt 0 0 Tax Levy 9000

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID** 2024 Safety Equipment Fire Department **Reason for Request** Safety Requirement **Request Linked To** Specific Master Plan Comments **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) Eight Protective Vests - Soft Body Armour **Financial Plan** Strategic Planning and Risk Management GL Total 2024 2026 2027 2028 2030 2031 2032 **Capital Cost** 1-6-248-1556 9000 9000 **Operating Costs** 0 0 0 0 0 0 0 0 0 0 **Funding Sources** Reserves 9000 9000 Other 0 Other 0 9000

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID Hydraulic Extraction Tools** Fire Capital Renewal or Required Replacement Department **Reason for Request** Specific Master Plan **Request Linked To** Comments **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) Hydraulic Extraction Tools (Jaws of Life) Replacement **Financial Plan** Strategic Planning and Risk Management GL Total 2024 2025 2028 2026 2027 2029 2030 2031 2032 2033 **Capital Cost** 1-6-248-1556 70000 23000 93000 **Operating Costs** 0 0 0 0 0 0 0 0 **Funding Sources** Reserves 70000 23000 93000

70000

23000

0

0

Other

Other

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID** EV Plugs Fire **Reason for Request** Service Level Enhancement Department **Request Linked To Another Project** Comments **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) EV Plugs are required to turn electric vehicles off at the scene of an accident. Premised as grant funded from climate grant. **Financial Plan Strategic Planning and Risk Management** GL Total 2024 2026 2027 2028 2030 2031 2032 **Capital Cost** 1-6-248-1556 13500 13500 **Operating Costs** 0 0 0 0 0 0 0 0 0 0 **Funding Sources** Grants 13500 13500 Other 0 Other 0 13500

## Merritt

### 2024 - 2028 Operating or FTE Request **Budget Request** Request Fire Station Stucco Repair Other Department Fire **Priority** Details Background, justification, and impact if not approved. For FTE requests include position title and type. Fire station maintenance request (one-time cost). Moisture caused cracking which allowed for further moisture and deterioration. **Financial Plan** GL **GL** Description Total 2028 2024 2025 2026 Previously approved base costs 0 Incremental costs for approval 1-2-246-1459 **Contracted Services** 8000 8000 0 8000 0 0 **Funding Sources** 8000 Tax Levy 8000 Reserves 0 Grants 0

8000

Merritt FLOURISH UNDER THE SUN	2024 - 2	2028 C	perating	or FTI	E Red	ques	it			
Budget Request										
Request	Fire Department	Master Plan								
Department	Fire	Pi	riority	Required t	to Maintai	in Curren	t Service L	.evel		
Details	Background, just	ification, and	impact if not approve	ed. For FTE req	uests incli	ude posit	ion title a	nd type.		
		-	re compliance with p nagement and clima		-				-	t. To be
		GI.	GI December 1			Fi	nancial Pl	an		<b>*</b> 1
		GL	GL Description	n ,	2024	2025	2026	2027	2028	Total
Previously approved base	costs									0
Incremental costs for appr	roval	1-242-1459	Contracted Ser	vices	60000					60000
										0
							_		_	0
					60000	0	0	0	0	,
Funding Sources			Grants		60000					60000
			Reserves							0
			Grants							0
					60000	0	0	0	0	

Merritt FLOURISH UNDER THE SUN	2024 - 2	2028 Op	perating o	FTE	Rec	ques	t			
Budget Request										
Request	WASP Communit									
Department	Fire	Prior	ity	ouncil Str	rategic Pri	ority				
Details	Background, justi	fication, and imp	pact if not approved. Fo	r FTE req	uests inclu	ıde posit	ion title a	nd type.		
	Wasp sells sprinkl units.	lers to municipal	ities at wholesale cost,	we marki	up and cap	ture pro	fit selling	sprinklers	. Estimate	ed 100
						Fi	nancial Pl	an		
		GL	GL Description		2024	2025	2026	2027	2028	Total
Previously approved base	costs									0
Incremental costs for app	roval		Inventory for resale		20000					20000
					***************************************					0
										0
					20000	0	0	0	0	
Funding Sources			User Fees		20000					20000
			Reserves							0
			Grants							0
					20000	0	0	0	0	

### **Corporate Services**

Budget Request	<b>.</b>		a:									
Project Name and ID	Firewall and Swite	cnes for N										
Department	IT		Reaso	n for Requ	est	Capital Re	enewal or I	Required	Replacem	ent		
Request Linked To	Another Project		Comm	ents								
Pre-Approval Date			Econo	mic Life								
Details	Business case incl (including impact This project will in	to operat	ions and	residents	if project	not appro	ved)	' '		ŕ	,	
	building.		Fi	nancial Pla	an .		Strate	gic Planni	ng and Ri	sk Manag	ement	
	building.	2024	Fii 2025	nancial Pla	an 2027	2028	Strate 2029	gic Planni 2030	ng and Ri	sk Manag 2032	ement 2033	Tot
Capital Cost		<b>2024 24000</b>				2028						
Operating Costs						2028						
Operating Costs						2028						240 0 0
Operating Costs		24000	2025	2026	2027		2029	2030	2031	2032	2033	240 0
Operating Costs (if applicable)	GL	24000				2028						240 0 0 0
Capital Cost Operating Costs (if applicable) Funding Sources	GL Tax Levy	24000	2025	2026	2027		2029	2030	2031	2032	2033	240 0 0 0
Operating Costs (if applicable)	GL	24000	2025	2026	2027		2029	2030	2031	2032	2033	0

## Merritt

## 2024 - 2028 Operating or FTE Request

## **Budget Request**

Request Seasonal Staff Member - Support Cleanup in Parks for Unhoused Camps

Department Administration Priority Service Level Enhancement

Details Background, justification, and impact if not approved. For FTE requests include position title and type.

> This seasonal position will support the ability to respond to bylaw infractions and concerns during the summer months while maintaining park standards and access residents expect. Initial and ongoing training required for bylaw enforcement team (conflict resolution, sharps, approaching unhoused residents, mental health).

	GL	GL Description		Fir	nancial Pla	an		Total
	GL	GL Description	2024	2025	2026	2027	2028	TOLAI
Previously approved base costs								0
Incremental costs for approval	1-2-263-1200	Personnel	36,494	37,954	39,472	41,051	42,693	197665
	1-2-263-1520	Training	5,000	5,000	5,000	5,000	5,000	25000
								0
			41,494	42,954	44,472	46,051	47,693	
Funding Sources		Tax Levy	41,494	42,954	44,472	46,051	47,693	222665
		Other						0
		Other						0
			41,494	42,954	44,472	46,051	47,693	

FLOURISH UNDER THE SUN	2024 - 2028	Operating	or FTE Request
Budget Request			
Request	Create Election Reserve wi	th Annual Contributions to	ward four year cycle
Department	Administration	Priority	Other
Details	Background, justification, a	and impact if not approved	For FTE requests include position title and type.
			ons will smooth out tax burden in election years. This includes budget updated pending confirmation of municipal cost for electronic voting.
			Financial Plan

	GL	GL Description		Fi	nancial Pl	an		Total
	GL	GL Description	2024	2025	2026	2027	2028	TOLAI
Previously approved base costs								0
Incremental costs for approval		Election Reserve	11,000	11,000	11,000	11,000	11,000	55000
								0
								0
			11000	11000	11000	11000	11000	
Funding Sources		Tax Levy						0
		Other						0
		Other						0
			0	0	0	0	0	

### **Development Services**

Merritt FLOURISH UNDER THE SUN	2024 - 2	2028	Ор	erating o	r FTE	E Rec	ques	it			
Budget Request											
Request	Building Bylaw Up	odate									
Department	Development Serv	vices	Priority	,	Required t	to Maintai	n Current	Service L	.evel		
Details	Background, justi	fication, a	nd impa	ct if not approved.	For FTE req	uests inclu	ude positi	ion title a	nd type.		
		aced on lo	cal gove	e past 20 years and rnments in the nex res.	-	_		-			-
		G	L	GL Description			Fi	nancial Pl			Total
Book to the control of the						2024	2025	2026	2027	2028	
Previously approved bas								1			0
Incremental costs for ap	proval			Consulting		30000					30000 0
											0
						30000	0	0	0	0	
Funding Sources				Tax Levy		30000					30000
				Reserves							0
				Grants				1	1	4	
				Giants		30000	0	0	0	0	0

## Merritt

## 2024 - 2028 Operating or FTE Request

### **Budget Request**

Request Senior Planner (Subdivisions) + Clerk Role Made Permanent

Department Development Services Priority Service Level Enhancement

Details Background, justification, and impact if not approved. For FTE requests include position title and type.

Merritt has seen exponential interest in subdivision development both from local developers and from experienced developers from the coast and Alberta. In order to achieve a high quality of service for the development community, the department is seeking funding for an experienced Senior Planner with at least 3-5 years experience processing and reviewing subdivisions. Many developers with applications currently in the department have little to no experience applying for subdivisions and require a lot of communication back and forth. Our current bylaws are challenging to interpret and navigate from a staff and community perspective. Having an experienced subdivision planner on staff will help guide the team to effectively review, process, and communicate regulations to the public. This role will work closely with the Director/Approving Officer to lead the team through the updating of the Subdivision and Development Servicing Bylaw, the Development Procedures Bylaw, the DCC's bylaw, and update application forms and internal procedures to support clear and consistent communication and expectations to the development community.

Planning Clerk will support the team in e-permitting, support records management as a strategic initiative, and to become familiar with Quickscribe (online live legislative tool). This also supports succession planning and coverage at the front counter.

	GL	Cl Description		Fin	ancial Pla	n		Total
	GL	GL Description	2024	2025	2026	2027	2028	TOLAI
Previously approved base costs								0
Incremental costs for approval		Personnel	138897	199988	207987	216307	224959	988138
								0
								0
			138897	199988	207987	216307	224959	
Funding Sources		Tax Levy	138897	199988	207987	216307	224959	988138
								0
								0
			138897	199988	207987	216307	224959	

### **Community Services**

Merritt FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	oital	Req	uest						
Budget Request												
Project Name and ID	Cadet Hall Annu	nciator Pai	nel									
Department	Recreation		Reaso	n for Requ	uest	Safety Re	quirement					
Request Linked To	Specific Master F	Plan	Comm	ents		Installing	a Fire surp	ression m	onitoring	system		
Pre-Approval Date			Econo	mic Life								
Details	Business case ind (including impac			•				the proje	ct is nece	ssary in a	given yea	r, and risks
	This was a requi			nancial Pl		,			·	sk Manag		
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-773-1459	5500										5500
<b>Operating Costs</b>												0
(if applicable)												0
		0	0	0	0	0	0	0	0	0	0	0
Funding Courses	DCCs		ı	1	1				]	1	3	•
Funding Sources	Debt											0
	Tax Levy											0
		0	0	0	0	0	0	0	0	0	0	

## Merritt 2024 - 2033 Capital Request

Budget Request												
Project Name and ID	Park bathroom r	enovation	s									
Department	Parks		Reaso	า for Requ	iest	Service Le	vel Enhan	ement				
Request Linked To	Specific Master P	Plan	Comm	ents		Getting ru	ın down					
Pre-Approval Date			Econo	mic Life								
Details	Business case including impact			•				the proje	ct is nece	ssary in a	given yea	r, and risks
	This would be a y	yearly inte	rior renov	ation to	a differen	t park evei	y year. Toi	lets, sink	s, paint, c	ounters		
	61		Fi	nancial Pl	an		Strate	gic Planni	ng and Ri	sk Manag	ement	<b></b>
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-735-1459	9500	9500	9500	9500							38000
<b>Operating Costs</b>												0
(if applicable)												0
												0
		0	0	0	0	0	0	0	0	0	0	
Funding Sources	DCCs									ļ		0
	Debt											0
	Taylong	1	I	1	1	1 3			1	1		
	Tax Levy	0	0	0	0	0	0	0	0	0	0	0



48000

Merritt FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	ital	Req	uest						
Budget Request												
Project Name and ID	City Hall Floresco	ent lights r	eplaceme	nt								
Department	Recreation		Reason	for Requ	uest	Service Le	evel Enhan	cement				
Request Linked To	Specific Master I	Plan	Comm	ents		Replacing	the flores	cent light	s and ball	asts with	LED units	
Pre-Approval Date			Econoi	mic Life								
Details	Business case inc (including impac					7		the proje	ct is nece	ssary in a	given yea	r, and risks
	This cost would	cover the e	entire buil	ding (bot	h floors, i	ncluding t	he rental u	nits)				
	GL		Fi	nancial Pl	an		Strate	gic Plann	ing and Ri	sk Manag	ement	Total
Capital Cost	1-6-190-1556	2024	2025 48000	2026	2027	2028	2029	2030	2031	2032	2033	48000
Operating Costs												0
(if applicable)												0
												0
		0	0	0	0	0	0	0	0	0	0	1
Funding Sources	Grants		48000		-							48000
	Debt		1			1		1			1	0



Tax Levy

Merritt FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	oital	Req	uest						
<b>Budget Request</b>												
Project Name and ID	Civic Center Enti	re new roo	of includin	ng flat sec	tion							
Department	Recreation		Reaso	n for Requ	uest	Capital Re	enewal or I	Required	Replacem	ent		
Request Linked To	Specific Master I	Plan	Comm	ents		The curre	nt roofing	is starting	to break	down		
Pre-Approval Date			Econo	mic Life								
Details	Business case ind (including impac			•				the proje	ct is neces	ssary in a	given yea	r, and risks
	The aged asphal	t shingles a	are going	to require	e replacem	ent in the	next coup	le years.	Staff will i	monitor fo	or leaks	
	GL		Fi	nancial Pl					ng and Ri		ement	Total
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Capital Cost	1-6-750-1556			<u> </u>	95000							95000
Operating Costs												0
(if applicable)												0
								_			_	0
		0	0	0	0	0	0	0	0	0	0	
Funding Sources	DCCs											
	Debt				1				1			0
	Tax Levy		·	-								0 0 0



Duuget	reque	S.	
Project	Name	and	ID

Civic Center Flooring replacement in Auditorium

Department

Recreation **Reason for Request** 

**Request Linked To** 

Comments

Capital Renewal or Required Replacement

Specific Master Plan **Pre-Approval Date** 

**Economic Life** 

Old flooring has been patched and in need of major repairs

Details

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

Old flooring has been patched in several locations and is in need of major repairs. This is the original floor in the building.

**Capital Cost Operating Costs** 

**Funding Sources** 

	Fir	nancial Pla	an		Strate	gic Planni	ng and Ri	sk Manag	ement	Tota
2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOLA
110000										11000
										0
										0
										0
0	0	0	0	0	0	0	0	0	0	
										0
										0
										0
0	0	0	0	0	0	0	0	0	0	
	0	2024 2025 110000 0 0	2024 2025 2026 110000 0 0 0	2024         2025         2026         2027           110000         0         0         0           0         0         0         0	2024         2025         2026         2027         2028           110000         0         0         0         0           0         0         0         0         0	2024   2025   2026   2027   2028   2029	2024   2025   2026   2027   2028   2029   2030	2024         2025         2026         2027         2028         2029         2030         2031           110000         0 <td< td=""><td>2024         2025         2026         2027         2028         2029         2030         2031         2032           110000         0</td><td>2024         2025         2026         2027         2028         2029         2030         2031         2032         2033           110000         0</td></td<>	2024         2025         2026         2027         2028         2029         2030         2031         2032           110000         0	2024         2025         2026         2027         2028         2029         2030         2031         2032         2033           110000         0



## 2024 - 2033 Capital Request

### **Budget Request**

**Project Name and ID** 

Department

**Request Linked To Pre-Approval Date**  Specific Master Plan

Civic Center Ice machine replacement

**Reason for Request** 

Capital Renewal or Required Replacement

Recreation

Comments **Economic Life**  The ice machine is operating past it's life expectancy

**Details** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

Ageing ice machine requires replacement. Several repairs have been completed on the unit. Don't want to be without it.

**Capital Cost** Operating Costs (if applicable)

Funding Sources
-----------------

GL		Fir	nancial Pl	an		Strate	gic Planni	ng and Ri	sk Manag	ement
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1-6-750-1556	5000									
	0	0	0	0	0	0	0	0	0	0
DCCs										
Debt										
Tax Levy										
	0	0	0	0	0	0	0	0	0	0



### **Budget Request**

**Project Name and ID** 

Department

**Request Linked To Pre-Approval Date**  Civic Center New Siding around entire building

Recreation **Reason for Request** 

Specific Master Plan Comments Capital Renewal or Required Replacement The current siding is starting to break down

**Economic Life** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks Details (including impact to operations and residents if project not approved)

The aged vinyl siding has several cracks and is looking very worn out. Fire Smart siding options are being considered

**Capital Cost Operating Costs** 

**Funding Sources** 

GL		Fi	nancial Pla	an		Strate	gic Planni	ng and Ri	sk Manag	ement	Total
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOLAI
1-6-750-1556			140000								140000
											0
											0
											0
	0	0	0	0	0	0	0	0	0	0	
DCCs											0
Debt											0
Tax Levy											0
	0	0	0	0	0	0	0	0	0	0	



## 2024 - 2033 Capital Request

### **Budget Request**

**Project Name and ID** 

Department

**Request Linked To** 

**Pre-Approval Date** 

Civic Center Re-Key entire building (Master key system)

Recreation **Reason for Request** 

Specific Master Plan Comments **Economic Life** 

Safety Requirement

The current system of keyed doors needs to be redone

**Details** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

The entire building has multiple doors with different key access. The past practice of handing out keys to renters has ended

**Capital Cost** Operating Costs (if applicable)

<b>Funding</b>	Sources

GL		Fi	nancial Pl	an		Strate	gic Planni	ng and Ri	sk Manag	ement
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1-6-750-1556		8500								
	0	0	0	0	0	0	0	0	0	0
DCCs										
Debt										
Tax Levy										
	0	0	0	0	0	0	0	0	0	0



Budget Request	
Project Name and ID	Civic Center Round table replacement

Request Linked To
Pre-Approval Date

Department

**Details** 

Recreation Reason for Request
Specific Master Plan Comments

Capital Renewal or Required Replacement

Almost all of the tables are cracked around the outside edges

Total

30000

0 0 0

0

0

Total

7000

0 0 0

0

0

Economic Life

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

Ageing round tables are showing several cracks around the outer edges. This is also a safety issue for staff setting them up.

Capital Cost
Operating Costs
(if applicable)

**Funding Sources** 

**Financial Plan Strategic Planning and Risk Management** GL 2024 2025 2026 2027 2028 2029 2031 2032 2033 1-6-750-1556 15000 15000 0 0 0 0 0 0 0 0 0 DCCs Debt Tax Levy

alle.
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Merritt

### 2024 - 2033 Capital Request

### **Budget Request**

Project Name and ID CPO Buildir

Department Recreation

Request Linked To Specific Master Plan

Request Linked To Pre-Approval Date CPO Building Annunciator Panel
Recreation Rea

Reason for Request
Comments

**Financial Plan** 

**Economic Life** 

Safety Requirement

Installing a Fire surpression monitoring system

Strategic Planning and Risk Management

Details

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

This was a requirement that was over looked for several years. The monitoring system in place does not meet NFPA code

Capital Cost
Operating Costs
(if applicable)

**Funding Sources** 

		2025	2026	2027	2028	2029	2030	2031	2032
1-6-779-1459	7000								
	0	0	0	0	0	0	0	0	0
DCCs									
Debt									
Tax Levy									
	0	0	0	0	0	0	0	0	0



## Merritt 2024 - 2033 Capital Request

Thousand Graphic Title 3000			
Budget Request			
Project Name and ID	Gym equipment replaceme	nt	
Department	Parks	Reason for Request	Service Level Enhancement
Request Linked To	Specific Master Plan	Comments	Getting run down
Pre-Approval Date		Economic Life	
Details		ectives and anticipated outo ions and residents if project	comes/benefits, why the project is necessary in a given year, and risks anot approved)
	This would be the start bac	k up of the gym equipment	replacement in the NVAC gym. Some of this equipment is original.

**Capital Cost** Operating Costs (if applicable)

**Funding Sources** 

		Fir	nancial Pl	an		Strategic Planning and Risk Management						
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Tot	
1-6-740-1556	8500	8500	8500	9000	9000						4350	
											0	
											0	
											0	
	0	0	0	0	0	0	0	0	0	0		
DCCs											0	
Debt											0	
Tax Levy											0	
	0	0	0	0	0	0	0	0	0	0		



## Merritt 2024 - 2033 Capital Request

FLOURISH UNDER THE SUN		Capital Iteq	
Budget Request			
Project Name and ID	Lawn Bowling building Ann	unciator Panel	
Department	Recreation	Reason for Request	Safety Requirement
Request Linked To	Specific Master Plan	Comments	Installing a Fire surpression monitoring system
Pre-Approval Date		Economic Life	
Details	~ .	ectives and anticipated out ions and residents if project	comes/benefits, why the project is necessary in a given year, and risks and approved)
	This was a requirement tha	t was over looked for sever	al years. The monitoring system in place does not meet NFPA code

**Capital Cost** Operating Costs (if applicable)

**Funding Sources** 

GL		Fi	nancial Pl	an		Strategic Planning and Risk Management						
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033		
1-6-776-1459	7000											
	0	0	0	0	0	0	0	0	0	0		
DCCs												
Debt												
Tax Levy												
	0	0	0	0	0	0	0	0	0	0		



### **Budget Request**

**Project Name and ID** 

Department

**Request Linked To Pre-Approval Date**  NVAC - Installation of acoustic noise baffles

Recreation **Reason for Request** 

Specific Master Plan Comments Old sound baffle measures were taken down and never replaced

**Economic Life** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

The facility on a busy day is deafening. The past sails that acted as sound baffles and helped a little were never replaced

**Capital Cost Operating Costs** 

**Funding Sources** 

GL		Fi	nancial P	lan		Strate	Total				
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	iotai
1-6-740-1556				125000							125000
											0
							<u> </u>				0
											0
	0	0	0	0	0	0	0	0	0	0	
DCCs				I			T				0
Debt											0
Tax Levy											0
	0	0	0	0	0	0	0	0	0	0	

Safety Requirement



## 2024 - 2033 Capital Request

### **Budget Request**

**Project Name and ID** 

Department

**Request Linked To** 

**Pre-Approval Date** 

NVAC - Mezzinine floor in Mechanical Rm BUILD

Recreation **Reason for Request** 

Specific Master Plan

Comments Structural damage was identified

**Economic Life** 

**Details** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

Safety Requirement

Estimates based on Engineered design to remove and rebuild the failing concrete mezz slab in the back mechanical room.

**Capital Cost** Operating Costs (if applicable)

Fun	ding	Sou	rcas
· uii	ullig	JUU	

CI		Fi	nancial Pla	an		Strate	gic Planni	ing and Ri	sk Manag	ement	- Total
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOLAI
1-6-740-1556		200000	200000								400000
											0
											0
											0
	0	0	0	0	0	0	0	0	0	0	
DCCs											0
Debt											0
Tax Levy											0
	0	0	0	0	0	0	0	0	0	0	



FLOURISH UNDER THE SUN	2024 - 2		Car									
Budget Request												
Project Name and ID	NVAC - Mezzinin	e floor in I	Mechanio	cal Rm DE	SIGN							
Department	Recreation		Reaso	n for Requ	uest	Safety Re	quirement					
Request Linked To	Specific Master P	lan	Comm	ents		Structura	l damage v	vas ident	ified			
Pre-Approval Date			Econo	mic Life								
Details		dusiness case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and including impact to operations and residents if project not approved)										
	Required Enginee	ered desigr	n to repla	ace the fai	ling conc	rete mezz s	lab in the	back med	hanical ro	oom.		
	GL		Fi	nancial Pl	an		Strate	gic Plann	ing and Ri	sk Manag	ement	- Total
Combal Com	4.6.740.4450	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	CEOOO

**Capital Cost** Operating Costs (if applicable)

**Funding Sources** 

GL		Fir	nancial Pl	an		Strate	Total				
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOLAI
1-6-740-1459	65000										65000
											0
											0
											0
	0	0	0	0	0	0	0	0	0	0	
DCCs											0
Debt											0
Tax Levy											0
	0	0	0	0	0	0	0	0	0	0	

Merritt

## 2024 - 2033 Capital Request

Budget Request			
Project Name and ID	NVAC - Pool shower tiles a	nd valve replacement	
Department	Recreation	Reason for Request	Capital Renewal or Required Replacement
Request Linked To	Specific Master Plan	Comments	Valves are failing and tile needs to be replaced at the same time
Pre-Approval Date		Economic Life	
Details	•	jectives and anticipated out	comes/benefits, why the project is necessary in a given year, and risks

Valves are failing and tile needs to be replaced at the same time. The area around the valve will be damaged when the valves are replaced.

	GL		Financial Plan					Strategic Planning and Risk Management				
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-740-1556		99000									99000
Operating Costs												0
(if applicable)												0
												0
		0	0	0	0	0	0	0	0	0	0	
Funding Sources	DCCs											0
	Debt											0
	Tax Levy											0
		0	0	0	0	0	0	0	0	0	0	
	1.02009	0	0	0	0	0	0	0	0	0	0	Ĭ



Bud	get	Req	uest	1
-----	-----	-----	------	---

**Project Name and ID** 

Department

**Request Linked To Pre-Approval Date**  NVAC - Replacement of the sound system

Recreation **Reason for Request** 

Specific Master Plan Comments Capital Renewal or Required Replacement

The sound system in the facility has extended past its expectedlife span

**Economic Life** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks Details (including impact to operations and residents if project not approved)

The Aquatic sound system is in need of replacement. Different parts have been replaced through the past decades.

**Capital Cost Operating Costs** 

**Funding Sources** 

GL		Fit	nancial Pl	an		Strate	gic Planni	ng and Ri	sk Manag	ement	Total
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOtal
1-6-740-1556	24000										24000
											0
									\		0
											0
	0	0	0	0	0	0	0	0	0	0	
DCCs											0
Debt				ĺ							0
Tax Levy											0
	0	0	0	0	0	0	0	0	0	0	



## 2024 - 2033 Capital Request

**Economic Life** 

### **Budget Request**

**Project Name and ID** 

Department

**Request Linked To** 

**Pre-Approval Date** 

NVAC - Replacement of the viewing deck tile floor Recreation **Reason for Request** 

Specific Master Plan Comments Safety Requirement

Tiles are showing their age with several busted around the railing posts

**Details** 

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

The tile flooring requires replacement due to several damaged areas. The railing posts will also be re-secured.

**Capital Cost** Operating Costs (if applicable)

Fun	din	n Sn		200
run	ulli	E 30	uit	

GL		Fir	nancial Pl	an		Strategic Planning and Risk Management						
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	-	
1-6-740-1556		16000										
	0	0	0	0	0	0	0	0	0	0		
DCCs												
Debt												
Tax Levy												
	0	0	0	0	0	0	0	0	0	0		



METTILL FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	oital	Req	uest						
Budget Request												
Project Name and ID	NVAC - Slide rep	lacement										
Department	Recreation		Reasor	for Requ	est	Safety Re	quirement					
Request Linked To	Specific Master F	Plan	Comm	ents		The slide	is not in go	od shape	and cont	inues to r	equire rep	pairs
Pre-Approval Date			Econor	mic Life								
Details	Business case ind (including impac	•		•				the proje	ct is neces	ssary in a	given yea	r, and risks
	Cracks in the fou	indation o	f the slide	have bee	n repaire	d but cont	tinue to ret	urn.				
	GL		Fir	nancial Pla	an		Strate	gic Planni	ng and Ri	sk Manag	ement	Total
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-740-1556		58000									58000
<b>Operating Costs</b>												0
(if applicable)												0
												0
		0	0	0	0	0	0	0	0	0	0	7
Funding Sources	DCCs											0



Tax Levy

Merritt FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	oital	Req	uest						
Budget Request												
Project Name and ID	NVAC - Spray pu	mps and m	notors									
Department	Recreation		Reaso	n for Requ	est	Capital R	enewal or I	Required	Replacem	nent		
Request Linked To	Specific Master I	Plan	Comm	ents		Past the I	recommen	ded life sp	an			
Pre-Approval Date			Econo	mic Life								
Details		usiness case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks including impact to operations and residents if project not approved)										
	Required replace	ement befo		top worki		raering/de	·	·	·	rational d		
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-740-1556			41000								41000
<b>Operating Costs</b>												0
(if applicable)												0
		0	0	0	0	0	0	0	0	0	0	0
Funding Sources	DCCs											0
	Debt											0
	Tax Levy											0
		0	0	0	0	0	0	0	0	0	0	



Merritt FLOURISH UNDER THE SUN	2024 - 2	2033	Сар	ital	Req	uest						
Budget Request												
Project Name and ID	NVAC - Tots pool	compress	or									
Department	Recreation		Reasor	າ for Requ	uest	Capital Re	enewal or I	Required	Replacem	ent		
Request Linked To	Specific Master P	lan	Comm	ents		Past the r	ecommen	ded life sp	oan			
Pre-Approval Date			Econor	mic Life								
Details		dusiness case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks including impact to operations and residents if project not approved)										r, and risks
	Required replace	ment befo	·	top worki		rdering/de	·	·	·	rational d		
	GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Capital Cost	1-6-740-1556		14000									14000
<b>Operating Costs</b>												0
(if applicable)												0
		0	0	0	0	0	0	0	0	0	0	U
Funding Sources	DCCs											0
	Debt											0
	Tax Levy											0
		0	0	0	0	0	0	0	0	0	0	



Merritt FLOURISH UNDER THE SUN	2024 - 2	2033	Cap	oital	Req	uest						
Budget Request												
Project Name and ID	NVMA & NVAC G	as Reduct	ion Gran	t Study								
Department	Recreation		Reaso	n for Requ	est	Capital Re	enewal or	Required	Replacem	nent		
Request Linked To	Specific Master P	lan	Comm	ents		75% grant	approved	l, further	25% upor	n complet	ion of a pr	oject
Pre-Approval Date			Econo	mic Life								
Details	Business case inc (including impact							the proje	ect is nece	ssary in a	given year	r, and risks
	This study will ide	entify cost	saving p	rojects tha	it can be	completed	l to greatly	reduce g	gas consur	mption. 7	5% grant fu	ınded
			-	nancial Pla			Ctroto	aia Dlann	ing and Di	ick Manac		
	GL	2024	2025	2026	2027	2028	2029	2030	ing and Ri 2031	2032	2033	Total
Capital Cost	1-6-760-1459	50000										50000

		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Capital Cost	1-6-760-1459	50000										
Capital Cost Operating Costs (if applicable)												
		0	0	0	0	0	0	0	0	0	0	
Funding Sources	DCCs											
	Debt											
	Tax Levy											
		0	0	0	0	0	0	0	0	0	0	

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID** NVMA concrete floor and brine lines replacement Department Recreation Reason for Request **Capital Renewal or Required Replacement** Request Linked To Specific Master Plan The current system will be reaching its end of life Comments **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) The current brine line system and concrete floor (under ice) would have to be removed and replaced. **Financial Plan Strategic Planning and Risk Management** GL Total 2024 2025 2026 2027 2028 2031 **Capital Cost** 1-6-760-1556 2300000 2300000 **Operating Costs** 0 0 0 0 0 0 0 0 0 0 DCCs **Funding Sources** Debt Tax Levy

### Merritt 2024 - 2033 Capital Request Budget Request **Project Name and ID NVMA Dehumidifier Replacement** Department Recreation **Reason for Request Capital Renewal or Required Replacement** Request Linked To Specific Master Plan The current system has reached it's end of life Comments **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) The current system was identified to be operating at 30% capacity. This unit has a 3 month order/delivery wait. Financial Plan **Strategic Planning and Risk Management** Total 2024 2025 2026 2027 2028 2029 2030 2031 2032 1-6-760-1556 **Capital Cost** 33500 33500 **Operating Costs** 0 0 0 0 0 0 0 0 **Funding Sources** DCCs 0 Debt 0 Tax Levy 0

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID** NVMA HVAC # 1 Replacement Department Recreation **Reason for Request** Safety Requirement **Request Linked To** Specific Master Plan Comments The current system has reached it's end of life **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) The current system was identified to have cracks in it and requires replacement. This is a 8 month order/delivery wait. **Financial Plan Strategic Planning and Risk Management** GL Total 2024 2025 2026 2027 2028 2030 2031 **Capital Cost** 1-6-760-1556 38000 38000 **Operating Costs** 0 0 0 0 0 0 0 0 0 0 0 DCCs **Funding Sources** Debt Tax Levy

### Merritt 2024 - 2033 Capital Request **Budget Request Project Name and ID NVMA Players bench widening** Department Recreation **Reason for Request Service Level Enhancement** Specific Master Plan To address the lack of room on the benches **Request Linked To** Comments **Pre-Approval Date Economic Life** Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks **Details** (including impact to operations and residents if project not approved) The lack of space on the benches has players seated on the steps leading down to the old dressing rooms. **Strategic Planning and Risk Management** GL Total 2024 2025 2026 2027 2028 2030 2031 2032 2029 2033 **Capital Cost** 1-6-760-1459 18500 18500 **Operating Costs** 0 0 0 0 0 0 0 0 0 **Funding Sources** DCCs 0 Debt 0 0 Tax Levy

# Merritt FLOURISH UNDER THE SUN Budget Request Project Name and ID

## 2024 - 2033 Capital Request

Budget Request										
Project Name and ID	NVMA Walkway flooring re	placement/paint								
Department	Recreation	Reason for Request	Capital Renewal or Required Replacement							
Request Linked To	Specific Master Plan	Comments	The current flooring is showing its age and will require replacement							

Pre-Approval Date Economic Life

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

The current flooring behind the seating areas in the arena is showing its age and has been spot repaired. It will need to be replaced

Capital Cost
Operating Costs
(if applicable)

Details

**Funding Sources** 

GL		Fi	nancial Pl	an		Strategic Planning and Risk Management						
GL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033		
1-6-760-1556					80000							
	0	0	0	0	0	0	0	0	0	0		
DCCs												
Debt												
Tax Levy												
	0	0	0	0	0	0	0	0	0	0		

## Merritt

## 2024 - 2033 Capital Request

Budget Request			
Project Name and ID	Park Buildings Exterior LED	Lighting Project	
Department	Recreation	Reason for Request	Safety Requirement
Request Linked To	Specific Master Plan	Comments	To address staff and citizen safety around our faciliities
Pre-Approval Date		Economic Life	

Details

Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)

Lack of lighting outside our facilites was identifed by the City JOSH committee. Bathroom cleaning contractors also mentioned it

	GL		Fit	nancial Pl	an		Strategic Planning and Risk Managemer					: Total
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL
Capital Cost	1-6-735-1556	16500										16500
Operating Costs												0
(if applicable)												0
												0
		0	0	0	0	0	0	0	0	0	0	
Funding Sources	DCCs											0
	Debt											0
	Tax Levy											0
		0	0	0	0	0	0	0	0	0	0	



Merritt FLOURISH UNDER THE SUN	2024 - 3	2033	Cap	oital	Req	uest							
Budget Request													
Project Name and ID	Rotary Park Bandshell gate enclosure												
Department	Recreation		Reaso	n for Requ	iest	Safety Re	quirement						
Request Linked To	Specific Master F	Comm	ents		To address the camping and vandalism in the bandshell								
Pre-Approval Date		Econo	mic Life										
Details	Business case including objectives and anticipated outcomes/benefits, why the project is necessary in a given year, and risks (including impact to operations and residents if project not approved)												
	To address/eliminate the camping and vandalism in the bandshell covered area.												
	GL	2024	2025	nancial Pla 2026	2027	2028	2029	2030	2031	sk Manag 2032	2033	Total	
Capital Cost	1-6-735-1556			16000								16000	
Operating Costs												0	
(if applicable)												0	
		0	0	0	0	0	0	0	0	0	0	0	
Funding Courses	DCCs	0	1	T		T		U	1	T	0	•	
Funding Sources	Debt											0	
	Tax Levy											0	
		0	0	0	0	0	0	0	0	0	0		

### **CAO Office**

## Merritt

## 2024 - 2028 Operating or FTE Request

<b>Budget Request</b>	
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Request Communication Contracted Services

Department Administration Priority Service Level Enhancement

Details Background, justification, and impact if not approved. For FTE requests include position title and type.

As the Corporate Services department has lost some staff capacity, some funding needs to be allocated to contractor services. This includes (1) web development management services to conduct periodic security updates, back-ups, and fixes. Estimated budget: \$5000 includes maintenance and some occasional minor projects to resolve issues and improve analytics. (2) Video and photo library needs to be improved. Much of the content is out-of-date, not usable for legal reasons, poor quality, or simply not reflective of Merritt. We recommend a program to hire/pay for photography and raw video from local photographers or resident submissions. Suggested budget of \$10,000 would enable the initiation of a video communications program. (3) Recommend hiring an external contractor and/or co-up student to assist with core tasks and improved communications. Applications for funding for a co-op student will be made. Grant funds have yet to be identified. Budget up to \$10,000. Total budget request: \$17,000 - \$25,000 for contractor services.

	GL	GL GL Description		Total				
	GL	GL Description	2024	2025	2026	2027	2028	Total
Previously approved base costs								0
Incremental costs for approval		1-2-135-1459	25000	25000	25000	25000	25000	125000
								0
								0
			25000	25000	25000	25000	25000	
Funding Sources		Tax Levy	25000	25000	25000	25000	25000	125000
		Other						0
		Other						0
			25000	25000	25000	25000	25000	