KITIMAT

A Marvel of Nature and Industry

SPECIAL MEETING OF COUNCIL
MEETING TO BE HELD IN THE COUNCIL CHAMBERS, 606 MOUNTAINVIEW SQUARE ON MONDAY, APRIL 29, 2024, AT 7:00 P.M.

Public Participation

The public can view the livestream of Council meetings on our Council Meeting Livestream webpage.

The public may attend in person. To participate electronically please contact the district office at (250) 632-8900 or email dok@kitimat.ca before 4:30 p.m. the day of the meeting.

	1. Call to Order
Page 3	2. Delegations – Kitimat General Hospital Foundation Smile Cookie Campaign (1.1.2.1.1)
	3. Public Input / Questions on Agenda Items
	4. Media Inquiries - For Clarification Only
	5. Adoption of Agenda
Page 7	6. Report – 2024 Budget Deliberations Report #8 (2.10.3.1)

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DELEGATION NOTICE

Date:	April 24, 2024
File No:	1.1.2.1.1
To:	Warren Waycheshen, CAO – for Mayor and Council
From:	Tracy Tavares, Director of Corporate Administration
Delegation:	Kitimat General Hospital Foundation
Topic:	Smile Cookie Campaign
Request Type:	For Information Only
Presentation:	N/A

Representatives from the Kitimat General Hospital Foundation will be in attendance to inform Council on the Tim Hortons Smile Cookie Campaign.

Attachment(s): Attachment A – Email dated April 25, 2024, from Cynthia Medeiros, Executive Director of Kitimat General Hospital Foundation.

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From: Cynthia Medeiros
To: DL_Administration
Cc:
Subject: KGHF Attendance at Council
Date: April 25, 2024 12:22:28 AM
Attachments:

Good Afternoon,

The Kitimat General Hospital Foundation would like to attend the April 29th Council meeting. Laurel D'Andrea (President) and Cynthia Medeiros (Executive Director) would like to attend and bring "Smile Cookies" for Mayor, Council and Staff.

April 29th to May 5th is "Smile Cookie Week" and all the proceeds from the purchase of Smile Cookies at Tim Horton's will be donated back to the Kitimat General Hospital Foundation.

This year the foundation goal will be to raise enough money to purchase a Lucas Chest Compression Device that has been requested by the staff in the Emergency Department at the Kitimat Hospital. This device is applied to a patient to maintain high quality chest compressions. This has been show to improve the quality of chest compressions during prolonged resuscitation attempts.

This piece of equipment is often used for transport in larger centres but for our ER where there are often singular nurses on shift the Lucas device can alleviate t he burden on staff by automating chest compressions. This allows medical professionals to focus on other critical aspects of patient care, such as administering medications or coordinating with emergency services.

The purpose of our visit is to bring cookies for Mayor, Council and staff but also promote and provide information about our campaign.

I look forward to hearing from you regarding this.

Sincerely,

Cynthia Medeiros, Executive Director

KITIMAT GENERAL HOSPITAL FOUNDATION

920 Lahakas Blvd S
Kitimat, BC V8C 2S3
executivedirector@kghf.ca

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COUNCIL REPORT

Date:	April 24, 2024
File:	2.10.3.1
To:	Mayor and Council
From:	Warren Waycheshen, CAO
Re:	2024 Budget Deliberations – Report 8
Applicant:	N/A
Location:	N/A

Recommendation:

Action: That Council provide input and direction on the 2024 budget items in preparation of the five-year Financial Plan and Property Tax bylaws being considered for first three readings on May 6, 2024.

Recommended Motion: To be determined through discussion and from the options below.

Background:

Revenues and Expenses (Attachment A):

At the April 15, 2024, regular meeting the following was adopted:

THAT the 2024 property tax rate bylaw be set at an increase of 4%.

THAT the Flat Tax rate for the 2024 year be set at $723, equal to the 2023 Flat Tax rate of $695 plus a 4.0% adjustment for budget increases.

THAT the operating and capital budgets, as amended, be approved for developing the Five-Year Financial Plan and Tax Rates Bylaws for Council consideration.

Expenses: Previously there was $220,000 in unallocated funds that had been reduced to $195,000 by the approved $25,000 My Mountain Co-op grant. At the April 15, 2024, meeting a further portion of these funds were allocated for projects:

1.	Nechako Trail Improvement:	$15,000
2.	Hirsch Creek Trail Improvement:	$28,000
3.	Fire Training Prop Replacements:	$15,000
	Total	$58,000

This leaves ($195,000 - $58,000 =) $137,000 in unallocated funds that may be used for funding other expenses, increasing reserves, funding capital projects or reducing taxation.

Other services: As noted above, these unallocated funds may be used for a number of reasons, for example, a Social Development Coordinator or Biologist position, and these do not have to be decided when the budget is adopted – the deliberations and conclusions can be made later in the year as long as the funds are not used for other purposes.

1. Social Development Coordinator: The District received a grant from the Northern Development Initiative Trust to fund a Social Development Coordinator for one year, which expired mid-November 2023. This was a contract position with the Kitimat Community Services Society. If Council wishes to provide further funding for this position, either as a District employee or through a contract with a local service provider, an application can be made to the Northern Development Initiatives Trust (NDIT) Healthy Communities Fund for funding of up to $100,000 annually for a term of up to three years (the District would be required to provide 10% of the costs). If successful, once the funding ends the District will need to decide to continue offering the services (at the same, increased or reduced levels) or end it. Alternatively, if Council requires more information a decision to apply for the NDIT can be deferred until the May 6 meeting to make the May 10 deadline, wait until the next intake in August, or decline applying to the grant and fully fund the position (now or at a later date).

   Staff are aware of at least six other communities with a similar position and the position is complex due to the varying and changing issues related to vulnerable populations. A draft document noting general responsibilities is attached as background (Attachment B).

   If Council wishes to apply to the NDIT Healthy Communities Fund, deadline May 10, 2024, the following is put forward for consideration: **THAT an application be made to the Northern Development Initiative Trust Northern Healthy Communities Capacity Building Fund for a Social Development Coordinator position for the maximum funding level of $100,000. AND THAT the District of Kitimat provides $15,000 annually towards the position.**

   If Council wishes to add the position to the budget the following is provided for consideration: **THAT a Social Development Coordinator position or contract be added to the 2024 operational budget** (for a term and/or cost to be determined).

2. Biologist position/contract: Biologist position (this section includes input and discussion from a motion that was proposed at the April 15, 2024 meeting): a biologist position has been discussed and the position or contract could assess day-to-day District operations or projects, for example, to assess locations for nesting birds. Projects or other referrals would include assessing the plans or proposed environmental certificate conditions for projects proposed in Kitimat, for example, a pipeline, although the District often receives funding from the proponents to perform a third party review of their studies and plans. Currently the District engages with external companies to perform the third party reviews and report the findings back to us. The position or contract could also proactively research issues, for example, the findings from the investigation into the deaths of 7,500 migratory birds at the Canaport LNG Limited Partnership facility. If it is a staff position, the expectation is specialized consultants will still be required for some projects due to the diversity and complexity of assessments and projects.

   If Council wishes to add the position to the budget the following is provided for consideration: **THAT a Biologist** (or other discipline) **position or contract be added to the 2024 operational budget** (for a term and/or cost to be determined).

   If Council wishes to add environmental activities to the budget the following is provided for consideration: **THAT an Environmental Activities section be added to the 2024 operational budget** (for a term and/or cost to be determined).

Alternative Options:

If Council wishes to make any other amendments to the plan during the meeting the following motion is offered for Council consideration:

> **THAT** (TBD) **be** (removed/added/reported back) **for the 2024 budget.**

2024 Capital Budget Items (Attachment C): the capital budget items (Attachment B) are funded from reserves, grants and $1,547,050 utilized from current year revenues (this does not include the $137,000 noted above).

Updated list of capital projects:

1. Fire Training Prop Replacements (Line 13): $15,000

2. Nechako Trail Improvement (Line 66): $15,000

3. Hirsch Creek Trail Improvement (Line 67): $28,000

4. Complete Communities grant (Line 73): $90,000
   This is a fully funded planning grant from the UBCM that the District received Council approval to submit on December 18, 2023. The revenues and expenses offset and there is no budget impact to be absorbed.

5. Haisla Bridge Replacement (Line 77): $1,468,642
   The final costs for the Haisla Bridge replacement are now estimated and the remaining funding to complete the Haisla Bridge replacement will be provided from the existing bridge exemption credit in the property tax revitalization tax bylaw, meaning there will be no costs allocated to the District.

If Council wishes to make any changes to the capital projects the following is put forward for consideration: **THAT** (project to be determined) **be** (added, removed or amended) **from the 2024 Capital Budget.**

Reserve Balances (Attachment D): The Province has announced the North West Resource Benefits Alliance (RBA) will receive $50 M per year for five years ($250 M in total), but the allocation between the 18 municipalities and three regional districts has not been determined and there is no allocation or estimates included in the budget or shown in the reserves. The RBA will provide an additional funding source for projects and infrastructure and when the allocations are determined later this year the first-year funds will be distributed. Depending on the District's funding allocation and timing, staff may bring forward an amended budget after approval of the financial plan.

2024 Financial Plan Objectives and Policies (Attachment E): As required by the *Community Charter*, a draft objectives and policies for the financial plan is attached. The draft reflects the current budget and may be amended as per Council direction before it comes back as part of the bylaw.

Timing For Adopting Bylaws: The five-year financial plan and property tax bylaws must be adopted before 15 May. Staff will bring the bylaws for consideration for three readings on May 6, and adoption at a special meeting May 13 (Monday).

Budget Implications: Establishing the 2024 Municipal budget.

"SLT"
Director of Finance
Initials

Budgeted: **Unbudgeted:**

Council Initiative/Other Relevant Plans:

The annual budget provides the direction for District operations.

Strategic Plan (2023-2026)
Priority 4 – Infrastructure, Services and Human Resources
Priority 5 - Social Wellbeing
Goals: A health community with strong social bonds and services that meet community needs.

Community Energy and Emissions Plan
Not Considered

Housing Action Plan and Needs Assessment
Not Considered

Kitimat Age-Friendly Assessment Report and Action Plan
Not Considered

Kitimat Cycle Network Plan
Not Considered

Kitimat Poverty Reduction Strategy
Not Considered

Leisure Services Master Plan
Not Considered

Minette Bay West Concept Plan
Not Considered

Official Community Plan (and Downtown Design Guidelines)
Not Considered

Solid Waste Action Plan
Not Considered

Water Conservation Plan
Not Considered

BC Transit Future Services Plan
Not Considered

"Warren Waycheshen"
Submitted by
Warren Waycheshen
Chief Administrative Officer

Attachment(s):
Attachment A - 2023 – 2024 Revenue and General Operating Expenses summary
Attachment B – Draft Social Development Program Coordinator General Responsibilities
Attachment C - 2024 Capital Budget
Attachment D - 2024 Reserve balances
Attachment E – Draft Financial Plan Objectives and Policies

	2023 Budget	2024 Budget	$ Change	% Change
Revenue				
Taxation and grants in lieu	36,380,994	39,490,509	3,109,515	8.5%
Utility Tax	638,807	623,972	(14,835)	-2.3%
Sale of Services	1,905,322	2,274,113	368,791	19.4%
Water Utility Rates	717,569	733,000	15,431	2.2%
Revenue from own sources	1,284,740	3,981,818	2,697,078	209.9%
Return on investments	568,500	614,500	46,000	8.1%
Contributions from other governments	3,632,582	3,445,232	(187,350)	-5.2%
Total Revenue	**45,128,514**	**51,163,144**	**6,034,630**	**13.4%**

	2023 Budget	2024 Budget	$ Change	% Change
GENERAL OPERATING EXPENSES				
General Government	**7,785,126**	**8,797,898**	**1,012,772**	**13.0%**
Council	544,087	594,102	50,015	9.2%
Administration	1,024,857	1,331,091	306,234	29.9%
Corporate Services	1,605,937	1,960,221	354,284	22.1%
Finance, Purchasing, Stores	1,588,645	1,673,750	85,105	5.4%
Information Technology	658,386	822,185	163,799	24.9%
Grants	2,363,214	2,416,549	53,336	2.3%
Protective Services	**9,303,491**	**10,251,422**	**947,931**	**10.2%**
RCMP	3,380,095	3,762,374	382,279	11.3%
Fire Department	4,980,532	5,348,706	368,174	7.4%
Building/Bylaw	679,500	856,003	176,503	26.0%
Animal Control	263,364	284,339	20,975	8.0%
Public Works	**10,157,287**	**10,400,648**	**243,361**	**2.4%**
PWY - Roads and Streetlights	5,662,256	5,681,000	18,744	0.3%
Public Transport	1,030,831	1,137,898	107,067	10.4%
Traffic lights, signs, bridges	229,000	196,500	(32,500)	-14.2%
Building	603,200	642,000	38,800	6.4%
Landscaping & Grass Management	362,000	370,000	8,000	2.2%
Sewer Operations	594,000	630,140	36,140	6.1%
Water Operations	1,483,500	1,540,110	56,610	3.8%
Cemetery Operations	192,500	203,000	10,500	5.5%
Engineering	**3,307,271**	**3,999,861**	**692,590**	**20.9%**
Engineering	1,293,500	1,399,161	105,661	8.2%
Landfill / Residental Refuse Collection	2,013,771	2,600,700	586,929	29.1%
Community Planning & Development	**858,082**	**804,625**	**(53,457)**	**-6.2%**
Economic Development	**808,493**	**1,401,056**	**592,563**	**73.3%**
Economic Development	651,282	1,243,056	591,774	90.9%
Chamber of Commerce	157,211	158,000	789	0.5%
Recreation and Cultural Services	**7,097,802**	**7,718,946**	**621,144**	**8.8%**
Recreation Facilities & Parks	6,362,781	6,944,207	581,426	9.1%
Kitimat Youth Centre	144,894	190,345	45,451	31.4%
Gardening	359,627	381,116	21,489	6.0%
Community Promotion	230,500	203,278	(27,222)	-11.8%
Transfer to Reserves	**4,761,623**	**3,839,970**	**(921,653)**	**-19.4%**
Capital Projects		**2,401,669**		
Total Expenses	**44,079,175**	**49,616,095**	**5,536,919**	**12.6%**
		1,547,050	Currently to Capital Budget	

April 24, 2024

SOCIAL DEVELOPMENT PROGRAM COORDINATOR

GENERAL RESPONSIBILITIES:

1) Establish partnerships across the community with agencies who provide social services for the purpose of completing an inventory of the services paid by government and delivered locally. The database will include: populations served by the contract, eligibility criteria for accessing, etc. This is specific to the scope of services paid for by government and not what agencies often do beyond the scope. This database will be used by the District of Kitimat for gap analysis to lobby/advocate for future programs/services and to strengthen ongoing policy framework around social health.
2) Works directly with the District of Kitimat to create low-income housing spaces.
3) Works in conjunction with Salon A staff to identify service needs of vulnerable populations. Ensures these individuals understand the resources available to them and makes referrals as appropriate. Tracks the utilization/follow through of the referrals and documents outcomes.
4) Establishes a "By Name List" (Homeless Count) source: Canadian Alliance to End Homelessness
5) Identifies barriers/gaps relating to client need and existing service. This could include wait times to access service or recognizing a service does not exist or client did not follow through.
6) Records all data to develop a profile of client needs, available services and gaps.
7) Attends applicable community meetings and hosts community focus groups/planning meetings.
8) Provides education and makes recommendations on policy and future programming priorities as related to issues of community well-being including housing and homelessness, poverty reduction and food security, community safety, mental health and addictions and youth.
9) Prepares and delivers reports and presentations to Council and if requested to other government agencies or community groups (Northern Health, federal or provincial Ministries).
10) Lobbies government to fund service gaps at a local level within the structure of existing non-profits.
11) Provide support/advice to community plans, social infrastructure projects, community grants and related initiatives.
12) Ongoing consultation with community committees to identify emerging needs and coordinate plans.

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	C	E	G	H	I	J	M	N	AE	AF	AG
1	I	C	C	C	C	C	C	C	C	C	C
2		Approved									
3		Carryover with Revised $'s					2024 CAPITAL BUDGET				
4		Carryover	FIRST	CUMULATIVE	PREVIOUSLY	2024 BUDGET	REVENUE	RESERVES	GRANT	LOAN	OTHER
5		New 2024	YEAR IN	BUDGET	APPROVED	REQUEST	FUND	RFFE			
6	Page		BUDGET		BUDGET						
7		**FIRE DEPARTMENT**									
8	1	FIRE - Detailed Design for Public Safety Building Replacement	2022	862,500	562,500	300,000		300,000			
9	3	FIRE - Multi-Purpose Response Vehicle	2022	500,000	500,000	-		-			
10	7	FIRE - Signal Upgrades	2021	25,000	25,000	-		-			
11	No Sheet	FIRE - Emergency Support Services Equipment and Training	2024	14,427	-	14,427			14,427		
12	No Sheet	FIRE - Emergency Disaster and Management Act Indigenous Engagement	2024	40,000	-	40,000			40,000		
13		FIRE - Training Prop Replacements	2024	15,000	-	15,000	15,000				
14		Total Fire Department		1,456,927	1,087,500	369,427	15,000	300,000	54,427	0	0
15		**RCMP DETACHMENT**									
16	11	RCMP - Replace Boilers & Expansion Tank	2022	75,000	60,000	15,000		15,000			
17		Total RCMP		75,000	60,000	15,000	0	15,000	0	0	0
18		**MUSEUM & LIBRARY**									
19	13	MUS - HVAC Replacement - Design only	2022	60,000	60,000	-		-			
20	15	LIB - Front Entrance Improvements & Repair Ext Walls	2019	112,000	112,000	-		-			
21	17	LIB - Prefeasibility Study for HVAC System	2023	70,000	50,000	20,000	20,000	0			
22		Total Museum, Library & MET		242,000	222,000	20,000	20,000	0	0	0	0
23		**GENERAL GOVERNMENT**									
24	19	GG - Information Systems Network Infrastructure	2020	425,000	370,000	55,000		55,000			
25	21	GG - Asset Management Policy Development	2022	60,000	60,000	-		-			
26	25	GG - Software Update (i.e. Cityreporter)	2020	40,000	40,000	-		-			
27		Total General Government		525,000	470,000	55,000	0	55,000	0	0	0
28		**LEISURE SERVICES DEPARTMENT**									
29		*RIVERLODGE*									
30	27	R/L - Heater Replacement (Yr 1 of 2)	2021	60,000	60,000	-		-			
31	29	R/L - Replace Flat Roofing	2021	50,000	50,000	-		-			
32	31	R/L - HVAC Assessment	2023	75,000	75,000	-		-			
33	33	R/L - Upgrade Distribution of Power - Design & Study	2020	100,000	100,000	-		-			
34	35	R/L - Expansion Tank (BAS)	2018	25,000	25,000	-		-			
35	37	R/L - Hardwood Flooring	2024	188,000	-	188,000	188,000				
36	39	R/L - Replace Domestic Water Piping - Construction	2024	100,000	-	100,000	100,000				
37		Total Riverlodge		598,000	310,000	288,000	288,000	0	0	0	0
38		*TAMITIK ARENA*									
39	18	TAM - Compressor Room and MCC Replacement	2021	250,000	250,000	-		-			
40	43	TAM - Hydro Box Concrete - Engineering Design	2023	30,000	30,000	-		-			
41	45	TAM - Expansion Tank (BAS)	2019	25,000	25,000	-		-			
42	47	TAM - Sound System Repairs (Incl KIR, POOL & R/L)	2023	38,000	38,000	-		-			
44		Total Tamitik Arena		343,000	343,000	0	0	0	0	0	0
45		*TAMITIK POOL*									
46	49	POOL - Replacement of Air Handling Unit 7 (BAS)	2020	284,000	284,000	-		-			
47	51	POOL - Feasibility Study Update	2022	200,000	200,000	-		-			
48	53	POOL - Replace Metal Cladding (wall facing library)	2023	100,000	100,000	-		-			
49	55	POOL - Fluid Cooling Unit Replacement	2023	95,000	60,000	35,000	35,000	-			
50	57	POOL - LED Lighting	2020	300,000	300,000	-		-			
51	61	POOL - Security Cameras	2023	25,000	25,000	-		-			
52	63	POOL - Replace Domestic Hot Water Storage Tank and Heat Exchanger	2024	30,000	-	30,000	30,000				
53		Total Tamitik Pool		1,034,000	969,000	65,000	65,000	0	0	0	0
54		*KITIMAT ICE RINK*									
55	65	KIR - Glulam Beam Dry Rot Repair	2023	100,000	100,000	-		-			
56	67	KIR - Repaint Exposed Structural Elements (BAS)	2021	30,000	30,000	-		-			
57	69	KIR - Cladding Replacement (BAS)	2023	90,000	90,000	-		-			
58	71	KIR - Replace Flat Roofing (South Roof)	2024	180,000	-	180,000	56,534	123,466			

Attachment C

	C	E	G	H	I	J	M	N	AE	AF	AG
1	I	C	C	C	C	C	C	C	C	C	C
2		Approved									
3		Carryover with Revised $'s					**2024 CAPITAL BUDGET**				
4		Carryover	FIRST	CUMULATIVE	PREVIOUSLY	2024 BUDGET	REVENUE	RESERVES	GRANT	LOAN	OTHER
5		New 2024	YEAR IN	BUDGET	APPROVED	REQUEST	FUND	RFFE			
6	Page		BUDGET		BUDGET						
59		**Total Kitimat Ice Rink**		**400,000**	**220,000**	**180,000**	**56,534**	**123,466**	**0**	**0**	**0**
60		***GARDENING PROJECTS***									
61											
62		***OUTDOORS***									
63	73	**OUT - Spray Park Option - beside Tamitik**	2022	100,000	100,000	-		-			
64	75	**OUT - Radley Park Completion of Phase 1**	2020	380,530	380,530	-		-			
65	77	**OUT - Paver Stones**	2023	15,000	15,000	-		-			
66	No Sheet	**OUT - Nechako Trail Improvement**	2024	15,000	-	15,000	15,000				
67	No Sheet	**OUT - Hirsch Creek Trail Improvement**	2024	28,000	-	28,000	28,000				
68		**Total Outdoors**		**538,530**	**495,530**	**43,000**	**43,000**	**0**	**0**	**0**	**0**
69		**TOTAL LEISURE SERVICES**		**2,913,530**	**2,337,530**	**576,000**	**452,534**	**123,466**	**0**	**0**	**0**
70		**PLANNING & ECONOMIC DEVELOPMENT**									
71	79	**PLN - Projects for 2024**	2024	188,492	188,492	-		-	188,492		
72	No Sheet	**PLN - Rural Economic Diversification & Infrastructure Program**	2024	100,000	-	100,000		-	80,000		20,000
73	No Sheet	**PLN - Complete Communities**	2024	90,000	-	90,000		-	90,000		
74				**378,492**	**188,492**	**190,000**	**0**	**0**	**358,492**	**0**	**20,000**
75		**ENGINEERING/ OPERATIONS DEPARTMENT**									
76		**TRANSPORTATION AND OTHERS**									
77	No Sheet	**ENG - Haisla Bridge Replacement**	2019	57,933,185	56,464,543	1,468,642		-			1,468,642
78	No Sheet	**ENG - 24 Hour Daycare**	2020	3,978,100	3,978,100	-		-			
79	81	**ENG - CEEP / Active Transportation Initiatives - Bike Racks**	2022	30,000	30,000	-		-			
80	83	**ENG - Engineering Design & Construction Specifications**	2019	35,000	35,000	-		-			
81	85	**ENG - Flood Level Mapping - Public Consultation & Mitigation Options**	2019	563,181	563,181	-		-			
82	87	**ENG - Traffic Control Camera**	2016	215,000	215,000	-		-			
83	89	**ENG - Flashing Crosswalks & Criteria - 2 instead of 4 for 25K?**	2021	81,982	81,982	-		-			
84	91	**ENG - Walkways Reconstruction Program**	2022	330,000	330,000	-		-			
85	93	**ENG - Smith St Slope Stability Investigation**	2022	400,000	250,000	150,000		150,000			
86	97	**ENG - Kildala Dyke Feasibility Study**	2023	225,000	225,000	-		-			
87	99	**ENG - Cable Car Connectivity Feasibility Study**	2023	30,000	30,000	-		-			
88	101	**ENG - Haisla Blvd & Nalabila & Village & HWY 37 Intersection Feasibility Study**	2023	40,000	40,000	-		-			
89	103	**ENG - Airpark Taxiway, Apron, Parking Lot Asphalt**	2023	539,437	539,437	-		-			
90	No Sheet	**ENG - Lower Dyke Road**	2023	319,000	319,000	-		-			
91	105	**PWY - Fleet Replacement Program (Carryover)**	2021	520,000	520,000	-		-			
92	No Sheet	**PWY - Fleet Replacement Program (Carryover)**	2023	700,000	700,000	-		-			
93	109	**PWY - Bulk DEF Tank**	2022	45,000	45,000	-		-			
94	111	**ENG - Minette Bay West Construction - Phase 1 Dock**	2024	1,150,000	-	1,150,000		-	700,000		450,000
95	113	**ENG - SCADA Upgrade**	2024	150,000	-	150,000	140,000	10,000			
96	No Sheet	**ENG - Haisla Blvd Walkway - Phase 1 - 255m**	2024	650,000	-	650,000		195,000	455,000		
97	117	**PWY - 2024 Fleet Replacement Program**	2024	960,000	-	960,000		960,000			
98				**68,894,885**	**64,366,243**	**4,528,642**	**140,000**	**1,315,000**	**1,155,000**	**0**	**1,918,642**
99		**SEWER UTILITY**									
100	120	**SEW - PCC Brushing and Access Road**	2019	100,000	100,000	-		-			
101	123	**SEW - Sewer Master Plan**	2019	45,000	45,000	-		-			
102	125	**SEW - Storm Master Plan**	2022	130,000	130,000	-		-			
103	127	**SEW - Gyrfalcon Lift Station Design & Replacement**	2022	75,000	75,000	-		-			
104	No Sheet	**SEW - Gyrfalcon Backflow Preventors**	2022	40,000	40,000	-		-			
105	No Sheet	**SEW - Service Centre Lift Station - Redesign**	2023	75,000	75,000	-		-			
106				**465,000**	**465,000**	**0**	**0**	**0**	**0**	**0**	**0**
107		**BUILDINGS**									
108	129	**BLD - Condition Assessment Old Humane- Feasibility Study**	2023	50,000	50,000	-		-			
109	131	**BLD - Courthouse HVAC**	2019	503,000	503,000	-		-			

		C	E	G	H	I	J	M	N	AE	AF	AG
1		I	C	C	C	C	C	C	C	C	C	C
2			Approved									
3			Carryover with Revised $'s					2024 CAPITAL BUDGET				
4			Carryover	FIRST	CUMULATIVE	PREVIOUSLY	2024 BUDGET	REVENUE	RESERVES	GRANT	LOAN	OTHER
5			New 2024	YEAR IN	BUDGET	APPROVED	REQUEST	FUND	RFFE			
6		Page		BUDGET		BUDGET						
110		133	BLD - Courthouse Plumbing Upgrade for Cells	2022	5,000	5,000	-		-			
111		135	BLD - PWY Mechanics Shop HVAC	2022	337,000	337,000	-		-			
112		137	BLD - New Humane Society Septic Tank/Field - Design	2022	10,000	10,000	-		-			
113		139	BLD - PWY Air Handling System - Design & Construction Estimates	2024	30,000	-	30,000	8,351	21,649			
114		141	BLD - PWY Waterbay Overhead Door	2024	100,000	-	100,000	100,000	-			
115		143	BLD - New Animal Shelter Replace Overhead Doors	2024	30,000	-	30,000	30,000	-			
116		145	BLD - Nechako Centre Demolition	2024	400,000	-	400,000	400,000	-			
117					**1,465,000**	**905,000**	**560,000**	**538,351**	**21,649**	**0**	**0**	**0**
118			ENVIRONMENTAL / OTHER									
119		147	ENV - Landfill Conformance Upgrade Plans & Improvements	2020	500,000	500,000	-		-			
120		151	ENV - Waste management plan	2020	300,000	300,000	-		-			
121		153	ENV - Self Haul Drop Off - Design	2023	300,000	300,000	-		-			
122		155	ENV - Organics Facility	2022	2,899,818	2,899,818	-		-	910,384		1,534,242
123					**3,999,818**	**3,999,818**	**0**	**0**	**0**	**910,384**	**0**	**1,534,242**
124			WATER UTILITY									
125		157	WAT - Water System Upgrades	2018	15,000,000	9,524,185	5,475,815		-	5,991,061	6,257,849	
126		159	WAT - Service Centre Water Main Improvements Design	2022	125,000	125,000	-		-			
127		161	WAT - Relocate Truck Fill	2023	75,000	75,000	-		-			
128		163	WAT - Cable Car Reservoir - Structural Repair Design	2023	60,000	60,000	-		-			
129		165	WAT - Water System Pump House #7 - Pump 7A Rebuild	2023	90,000	90,000	-		-			
130		115	WAT - Gull St - Hydrant Replacement & Pigging	2024	30,000	-	30,000	30,000	-			
131		167	WAT - Skeena St - Hydrant Replacement & Pigging	2024	60,000	-	60,000	60,000	-			
132			WAT - Skeena St - Water Main Connection to Columbia	2024	900,000	-	900,000	276,165	623,835			
133					**16,340,000**	**9,874,185**	**6,465,815**	**366,165**	**623,835**	**5,991,061**	**6,257,849**	**0**
134			CEMETERY									
135		169	CEM - Columbarium	2021	55,000	40,000	15,000	15,000	-			
136					**55,000**	**40,000**	**15,000**	**15,000**	**0**	**0**	**0**	**0**
137												
138			**Total Engineering Services**		**33,286,518**	**23,185,703**	**10,100,815**	**1,059,516**	**1,960,484**	**8,056,445**	**6,257,849**	**1,984,242**
139												
140			**TOTAL CAPITAL**		**96,810,652**	**84,015,768**	**12,794,884**	**1,547,050**	**2,453,950**	**8,469,364**	**6,257,849**	**3,472,884**

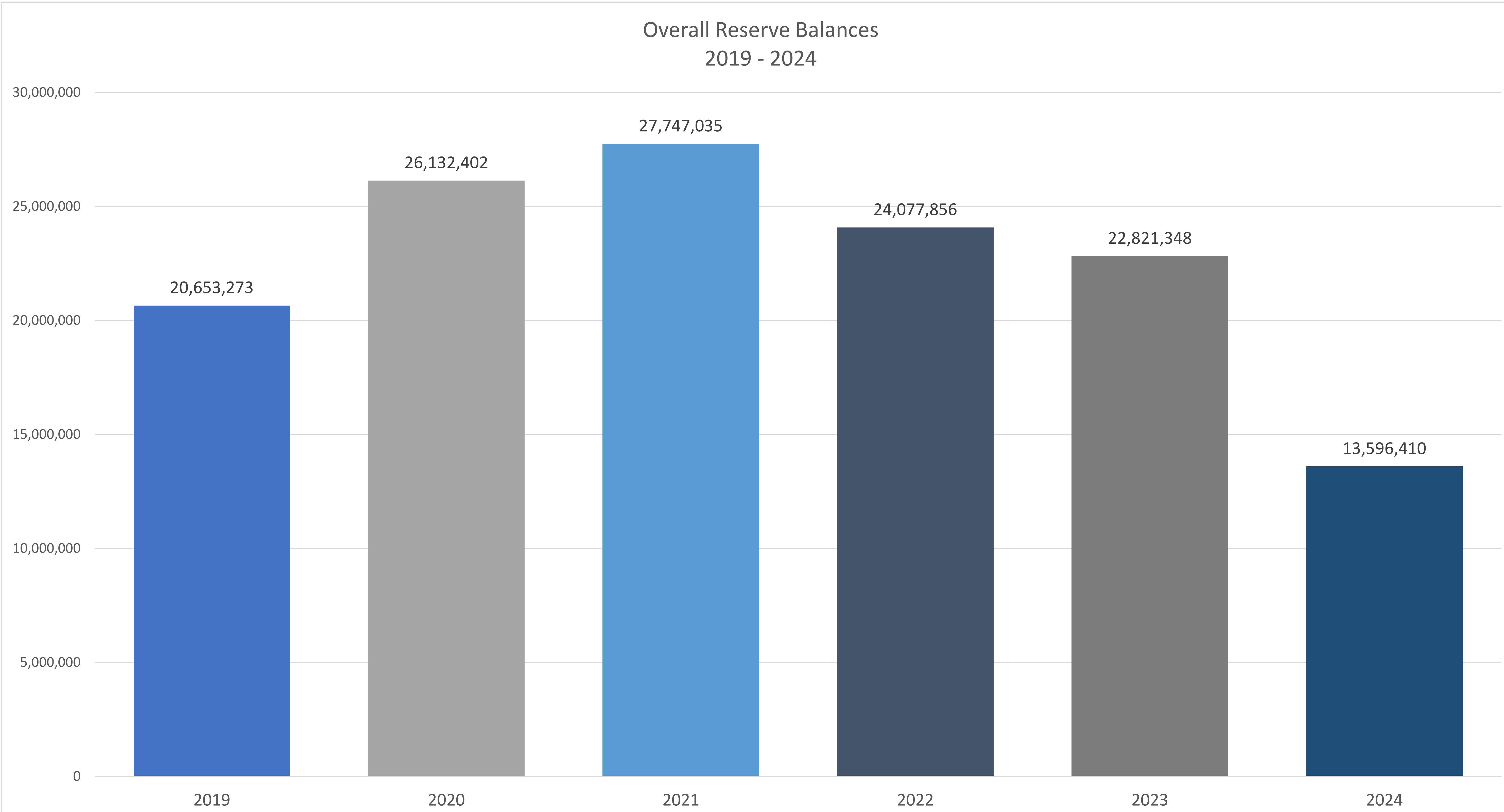
Page	Alternate Project Initiatives - Not in 2024 Budget	Budget Request
171	**FIRE - Heavy Rescue Shoring Equipment**	155,000
173	**FIRE - Mobile CAD Replacement**	15,000
175	**FIRE - Training Structure Exterior Staircase**	25,000
177	**FIRE - Drone**	30,000
179	**FIRE - UTV/ATV Response Vehicle**	35,000
183	**FIRE - Self-Contained Breathing Apparatus Replacement**	550,000
187	**FIRE - Multi-Purpose Response Vehicle - Wildfire Structure Protection Unit**	215,000
191	**MUS - Replace Cladding Design**	25,000
193	**R/L - Bunkhouse Ramp Snow Melt Replacement**	120,000
195	**R/L - Tennis Courts Repaving and Conversion to Pickle Ball Courts**	850,000
197	**TAM - Concourse LED Light Conversion (BAS)**	50,000
199	**TAM - Racquet Courts Outside Wall Weather Proof (BAS)**	80,000
201	**TAM - Stair Lift (PWD)**	145,000
203	**TAM - Replace Dry Sprinkler System (BAS)**	180,000
205	**TAM - Arena Hand Rails (Year 1 of 2)**	54,000
207	**TAM - Replace Flat Roofing (Lower East and West Elevation Roofs)**	30,000
209	**TAM - Replace Domestic Hot Water Tank and Heat Exchanger with On Demand System**	30,000
211	**POOL - AHU Sock Replacement**	198,000
213	**POOL - Rear Windows**	168,000
215	**POOL - Windows - Upper Lobby**	95,000
217	**POOL - Waterslide Deck Drains**	95,000
219	**POOL - Steam Room**	170,000
221	**POOL - Heat Pump Replacement**	750,000
223	**POOL - Sand Filter Replacement**	450,000
225	**KIR - Digital Marquee Board**	72,000
227	**KIR - Arena Flooring (BAS)**	132,000
229	**KIR - Dasher boards (BAS)**	460,000
231	**KIR - Electrical Panels and MCC**	300,000
233	**OUT - Radley Park Expansion (15 Sites)**	1,250,000
235	**OUT - Bear Aware**	36,000
237	**OUT - Lions Park**	250,000
239	**OUT - SK8 Park and Tennis Courts**	1,185,000
241	**OUT - Dog Park - Up the hill**	200,000
243	**OUT - Electronic Messaging Board**	210,000
245	**OUT - Nechako Tennis Court Fence Change**	65,000
247	**OUT - Stikine Park Replacement**	250,000
253	**OUT - Chilko Park Structure**	75,000
255	**OUT - Roy Wilcox Neighbourhood Park**	240,000
	OUT - Wozney Park	300,000
257	**ENG - Residential Street Reconstruction (Eagle)**	2,500,000
259	**ENG - Walkway Kingfisher to Ptarmigan**	1,365,000
	ENG - Skeena Street Reconstruction	2,750,000
261	**BLD - Chamber of Commerce Roof**	125,000
263	**BLD - Nechako Centre Demolition**	900,000
265	**ENV - Self Haul Drop Off - Construction**	2,250,000
267	**WAT - Skeena St to Columbia Ave Connection**	900,000
267	**CEM - Pit Toilet**	65,000
	Total Alternative Projects	**20,395,000**

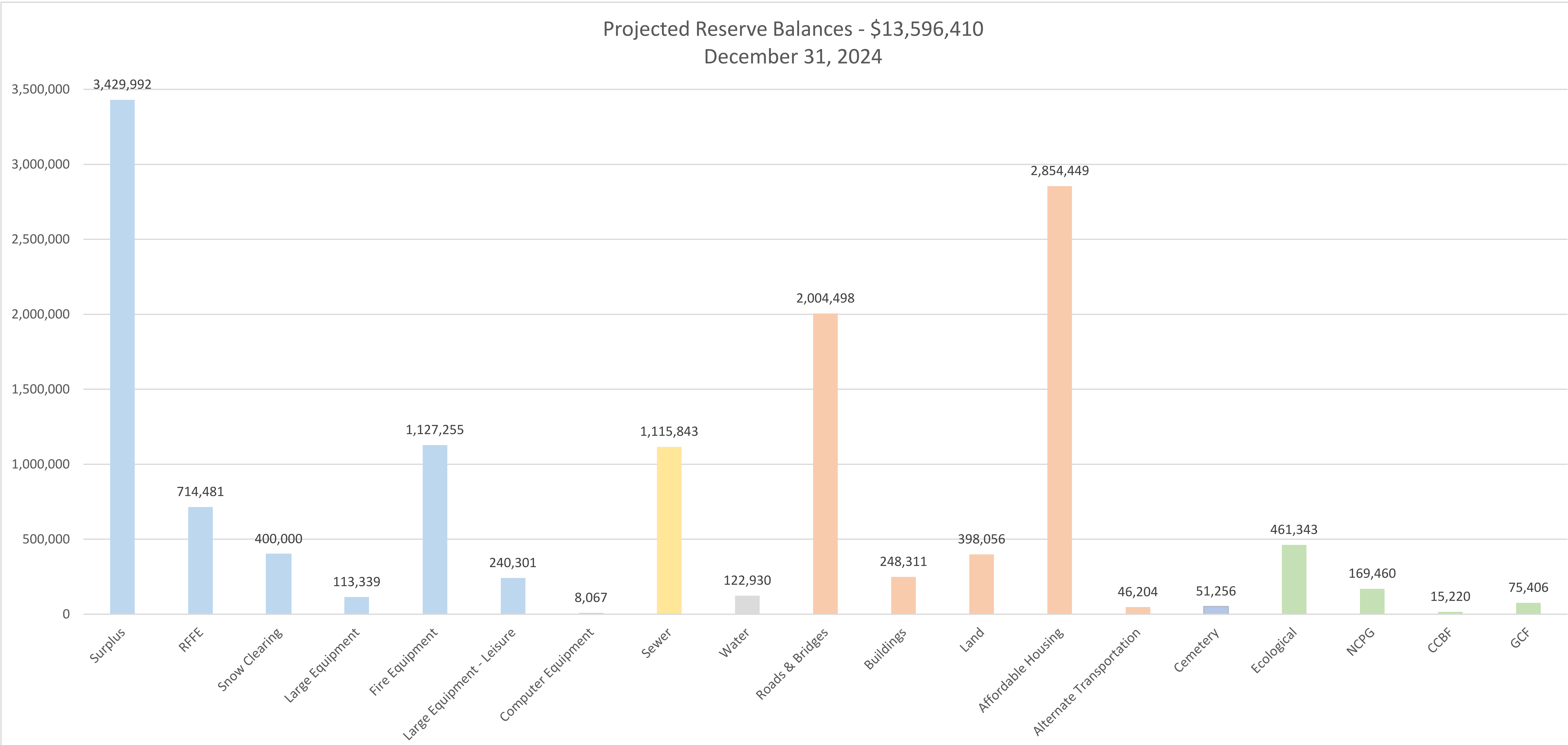
DISTRICT OF KITIMAT
RESERVES AND RESERVE FUNDS 2023

SUMMARY OF RESERVE FUNDS	Dec-31 2022	2023 Add	2023 Subtract	Dec-31 2023	2024 Add	2024 Subtract	Dec-31 2024
FUND 1: GENERAL							
Account 1-9000-00-910							
SURPLUS - ACCUMULATED 1-9000-00-910	(3,429,992)	0	0	(3,429,992)	0	0	(3,429,992)
Account 1-8900-00-800							
RESERVE FOR FUTURE EXPENDITURES	(3,901,454)	(2,441,712)	2,681,736	(3,661,430)	(2,587,990)	5,534,939	(714,481)
Account 1-8900-00-801							
RESERVE FOR SNOW CLEARING	(400,000)	0	0	(400,000)	0	0	(400,000)
Account 1-8900-00-803							
RESERVE FOR LARGE EQUIPMENT	(373,339)	(1,200,000)	345,000	(1,228,339)	(915,000)	2,030,000	(113,339)
Account 1-8900-00-804							
RESERVE FOR FIRE EQUIPMENT	(1,259,215)	(230,409)	92,778	(1,396,846)	(230,409)	500,000	(1,127,255)
Account 1-8900-00-805							
RESERVE FOR LARGE EQUIPMENT - LEISURE	(180,301)	(30,000)	0	(210,301)	(30,000)	0	(240,301)
Account 1-8900-00-806							
RESERVE FOR COMPUTER EQUIPMENT	(420,452)	(80,000)	527,385	26,933	(90,000)	55,000	(8,067)
SUBTOTAL	**(9,964,753)**	**(3,982,121)**	**3,646,899**	**(10,299,975)**	**(3,853,399)**	**8,119,939**	**(6,033,435)**
FUND 2: SEWER							
Account 2-9000-00-910							
SURPLUS	(929,794)	(70,000)	328,916	(670,878)	0	307,662	(363,217)
Account 2-8900-00-800							
RESERVE FOR FUTURE EXPENDITURES-SEWER	(261,026)	0	249,000	(12,026)	0	0	(12,026)
Account 2-8900-00-850							
RESERVE FOR BYLAW 1660 IMPROVEMENTS	(740,600)	0	0	(740,600)	0	0	(740,600)
SUBTOTAL	**(1,931,420)**	**(70,000)**	**577,916**	**(1,423,504)**	**0**	**307,662**	**(1,115,843)**
FUND 3: WATER							
Account 3-9000-00-910							
SURPLUS	(112,883)	0		(112,883)	0	0	(112,883)
Account 3-8900-00-800							
PUMP 6B/BACKUP POWER DESIGN	0	0	0	0	0	0	0
Account 3-8900-00-840							
RESERVE FOR HYDRANT CAPITAL EXPENSE	(10,047)	0	0	(10,047)	0	0	(10,047)
SUBTOTAL	**(122,930)**	**0**	**0**	**(122,930)**	**0**	**0**	**(122,930)**

DISTRICT OF KITIMAT
RESERVES AND RESERVE FUNDS 2023

	B	F	G	H	I	J	K	L
3		Dec-31	2023		Dec-31	2024		Dec-31
4		2022	Add	Subtract	2023	Add	Subtract	2024
56								
57	**FUND 6: RESERVE FUNDS**							
58								
59	**Account 6-9000-00-910**							
60	ROADS & BRIDGES - CAPITAL	(2,004,498)	0	0	(2,004,498)	0	0	(2,004,498)
61	BUILDINGS - CAPITAL	(463,835)	0	2,265	(461,570)	0	213,259	(248,311)
62	LAND - CAPITAL	(1,830,056)	0	1,432,000	(398,056)	0	0	(398,056)
63	AFFORDABLE HOUSING RESERVE FUND BYLAW 1856	(3,104,449)	0	250,000	(2,854,449)	0	0	(2,854,449)
64	ALTERNATE TRANSPORTATION	(46,204)	0	0	(46,204)	0	0	(46,204)
65								
66	**SUBTOTAL**	**(7,449,042)**	**0**	**1,684,265**	**(5,764,777)**	**0**	**213,259**	**(5,551,518)**
67								
68	**FUND 7: CEMETERY CARE FUND**							
69								
70	**Account 7-9000-00-910**							
71	CEMETERY CARE FUND	**(51,256)**	**0**	**0**	**(51,256)**	**0**	**0**	**(51,256)**
72								
73	**OTHER RESERVE FUNDS**							
74								
75	**Account 1-8900-00-802**							
76	ECOLOGICAL	(350,000)	0	0	(350,000)	(111,343)	0	(461,343)
77								
78	NORTHERN CAPITAL & PLANNING GRANT	(407,446)	0	74,770	(332,676)	0	163,216	(169,460)
79								
80	**Account 1-4300-00-431**							
81	CANADA COMMUNITY BUILDING FUND	(3,801,009)	(434,072)	2,000,630	(2,234,451)	(435,000)	2,654,231	(15,220)
82								
83	**Account 1-4300-00-429**							
84	GROWING COMMUNITY FUNDS	0	(2,968,000)	726,220	(2,241,780)	0	2,166,374	(75,406)
85								
86	**SUBTOTAL**	**(4,558,455)**	**(3,402,072)**	**2,801,621**	**(5,158,906)**	**(546,343)**	**4,983,820**	**(721,429)**
87								
88	**TOTAL**	**(24,077,856)**	**(7,454,193)**	**8,710,700**	**(22,821,348)**	**(4,399,742)**	**13,624,680**	**(13,596,410)**


Overall Reserve Balances
2019 - 2024
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
20,653,273
26,132,402
27,747,035
24,077,856
22,821,348
13,596,410
2019
2020
2021
2022
2023
2024


Projected Reserve Balances - $13,596,410
December 31, 2024
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
3,429,992
714,481
400,000
113,339
1,127,255
240,301
8,067
1,115,843
122,930
2,004,498
248,311
398,056
2,854,449
46,204
51,256
461,343
169,460
15,220
75,406
Surplus
RFFE
Snow Clearing
Large Equipment
Fire Equipment
Large Equipment - Leisure
Computer Equipment
Sewer
Water
Roads & Bridges
Buildings
Land
Affordable Housing
Alternate Transportation
Cemetery
Ecological
NCPG
CCBF
GCF

DISTRICT OF KITIMAT
2024 FINANCIAL PLAN

OBJECTIVES AND POLICIES

AS PER SECTIONS 165 & 197 OF THE *COMMUNITY CHARTER*

BYLAW NO. XXXX, 2024

The following statements of objectives and policies are to comply with Sections 165 & 197 of the *Community Charter*.

A. OVERALL MUNICIPAL OBJECTIVES

1. To raise revenues sufficient to cover all expected expenditures and financial requirements of the municipality (Years 2-5 are estimates and will be finalized in their respective years) is consistent with the mission statement of the Municipality:

   "To facilitate a high quality of community life for citizens of all ages." and,

   "To provide high quality municipal services at the lowest possible cost".

2. To provide municipal services at a sufficiently wide variety and high level to facilitate the recruitment and retention of necessary employees for the major industries upon which the municipality is based, and supporting services businesses, and to offset, more or less, the perceived disadvantages to employee recruitment and retention of the community's remote location.

3. To encourage and foster cultural diversity.

4. To encourage a community balance among recreational opportunity, environmental integrity, and industrial growth.

5. To foster industrial and business development and tourism through the promotion of the natural business advantages of the area and community.

6. To encourage the retention and recruitment of retirees to the community.

7. To respect taxpayers ability to pay and to keep tax increases reasonably in line with inflationary cost increases.

B. OBJECTIVES FOR SOURCES OF REVENUES

There are two basic methods of raising revenues for municipal services:

1. Taxation
2. User pay

There are numerous options of each and/or mixtures of both.

1. Taxation

In general, taxation is the preferred method if the service has broad public benefit regardless of the quantity of the service any individual citizen consumes, and if market rationing of the quantity consumed is either unnecessary or undesirable.

For instance, if the marginal cost of consumption is zero or close to zero, there is little need to ration consumption through user fees. The next amount consumed does not add any extra cost.

As well, if consumption of the service provides a benefit to others, it is undesirable to discourage consumption through user fees, and taxation is the preferred revenue choice.

2. User Pay

User pay is preferable when the marginal costs of consumption is positive so that the more consumed the higher the cost of the service, and/or if there is no broad public benefit accruing to those who do not consume the service.

User pay therefore is a method of rationing the service and of controlling costs. It is seen as equitable as it does not impart costs on those who do not benefit from the provision of the service, either directly or indirectly.

The District of Kitimat recognizes that an important objective is to offset the location disadvantages of the community's remoteness and wet climate in order to attract and retain a qualified workforce for the large complex industries for which the municipality was established and to attract and retain retirees to the community.

Therefore an important objective is to ensure that consumption of quality services, particularly recreation, is not discouraged by price. This was done at the request of major industry prior to 1983 to create and maintain the most livable of communities. As well this objective remains critical in the fostering of the community to persons on fixed incomes seeking high quality of life in their senior years.

Accordingly, the policy for sources of funding is as follows.

C. POLICY FOR SOURCES OF FUNDING

- To have user fees, where applied, to enhance responsible consumption of municipal services while promoting the public benefit of maximum participation in healthy activities provided by the community, and yet not create a financial barrier to the access and enjoyment of municipal facilities and services to all citizens;

- For recreation facilities and services is to recover 17-22% of total cost of providing such services;

- For water which incurs a marginal cost of production only after a significant use as the reticulation system can deliver more water than the community can consume and there is no raw water supply shortage, user pay shall be less than the 5 year average of operating costs;

- All other services will be funded by taxation supplemented by vigorous pursuit of grant funding.

The following is the Proportion of Revenues in 2024 from each source: (to be updated)

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	77.19%	$39,490,509
Utility revenue tax	1.22%	$623,972
User fees and charges	5.89%	$3,007,113
Revenue from own sources	8.98%	$4,596,318
Government grants	6.72%	$3,445,232
Total	**100%**	**$51,163,144**

D. OBJECTIVES FOR TAX APPORTIONMENT AMONG ASSESSMENT CLASSES

a. To set Residential taxes in the lowest quartile of municipalities in British Columbia and Commercial taxes in the lowest quartile of North Central municipalities in British Columbia, to foster the development of retail and commercial services, and to assist with the recruitment and retention of quality industrial employees, employees for supporting commercial businesses, and the retention and recruitment of retirees.

b. To have the Light Industry property tax rates in the midrange of municipalities in British Columbia.

c. To seek other industries to provide for a reduction in property tax rates as assessments and the number of properties increase.

E. POLICIES FOR TAX APPORTIONMENT

The following policies are to advance the above municipal objectives:

1. POLICY FOR TAX APPORTIONMENT AMONG PROPERTY CLASSES:

In pursuit of the above objectives, the policy of the District of Kitimat for the apportionment of municipal property tax burden will be, in the approximate ranges, as follows:

a. Class One Residential ....12 - 25%
b. Class Two Utility, As per Local Government Act.............. ..0.1 – 1.5%
c. Class Four Major Industry.. 60 – 80%
d. Class Five Light Industry... 1 – 10%
e. Class Six Business and Commercial .... 5 – 12%

Class 2 is as per the *Local Government Act* and is limited by $40/1,000 or 2.5 times Class 6 rates. The target range for the apportionment of taxes is kept deliberately broad to accommodate the construction of significant new projects that have been announced.

2. CALCULATED 2024 TAX APPORTIONMENT AND RATES

Class	**2022 Actual**	**2023 Actual**	**2024 Calculated**	**2024 Dollar Value**
One – Residential	15.51%	14.75%	14.03%	$5,538,665
Two – Utility	0.49%	1.05%	1.26%	$497,480
Four - Major Industry	75.24%	75.29%	75.64%	$29,869,973
Five - Light Industry	1.02%	0.94%	0.93%	$366,288
Six - Business/Commercial	7.67%	7.92%	8.10%	$3,199,684
Other	0.05%	0.05%	0.05%	$18,419
Total	**100%**	**100%**	**100%**	**$39,490,509**

F. OBJECTIVES OF PERMISSIVE TAX EXEMPTIONS

(SECTION 224 OF THE COMMUNITY CHARTER)

Permissive tax exemptions, allowed by Section 224 of the Community Charter, will be considered to encourage activities consistent with the quality of life objectives of the municipality; which provide direct access and benefit to the public; and which would otherwise be provided by the municipality.

G. POLICY FOR SECTION 224 EXEMPTIONS

Section 224 permissive tax exemptions may be granted at the discretion of Council, in the following circumstances:

a. To activities provided by Not for Profit organizations that provide public access to services consistent with the mission of the municipality which would otherwise be provided by the municipality.

b. To activities provided by private citizens who provide public access to services consistent with the mission of the municipality which would otherwise be provided by the municipality.

H. REVITALIZATION TAX EXEMPTIONS

(SECTION 226 OF THE COMMUNITY CHARTER)

Revitalization tax exemptions, allowed by Section 226 of the Community Charter, has been implemented to encourage new industry or commerce as well as new buildings or improvements in existing buildings that support environmental, economic, social, beautification or other Council objectives.

I. COMMUNITY SUSTAINABILITY PLANNING

- To support long term financial and community sustainability.

Long term financial planning is paramount for ensuring financial sustainability and resilience for communities. Establishing a community sustainability and resiliency reserve allows Council to mitigate the impact of revenue fluctuations and economic downturns. This reserve enables Council to maintain essential services and critical infrastructure, uphold long-term fiscal health, and safeguard the well-being of current and future residents.

This new objective is presented for Council consideration for implementation in the 2025 financial plan.

J. ASSET REPLACEMENT PLANNING

- To support financial sustainability and provide predictable funding for asset replacement.

Council recognizes there is an asset funding gap and has started sustainable financial planning by directing staff to develop an asset management plan. The asset funding gap represents a critical and widespread challenge for municipalities. Consistent funding, primarily from a reserve, will mitigate the risk of asset failure, asset obsolescence and maintain operational continuity.

This new objective is presented for Council consideration for implementation in the 2025 financial plan.