CITY OF WILLIAMS LAKE
COUNCIL REPORT

DATE OF REPORT:	December 8, 2025
DATE & TYPE OF MEETING:	December 16, 2025 Regular Council Meeting
AUTHOR:	**Vitali Kozubenko, Chief Financial Officer**
SUBJECT:	**2026 CAPITAL PLAN – EARLY BUDGET APPROVALS**
FILE:	**1700-01 (2026)**

Recommendation

That Council give early budget approval to initiate the new projects recommended by staff prior to the approval of the 2026-2030 Financial Plan Bylaw, and commit that these new projects, along with taxation, reserve usage or other funding measures required to fund the projects, would be approved in the 2026-2030 Financial Plan Bylaw.

Purpose

The purpose of this report is to present projects requested by staff for early budget approval.

Discussion

Background

According to *Community Charter*, Section 173, a municipality must not make an expenditure other than one authorized by a financial plan or in emergency.

Community Charter, Section 165 requires that Council adopt its financial plan annually by bylaw. The financial plan bylaw is expected to be in place by mid-April or early in May.

Discussion

The City of Williams Lake, due to its geographical location and local weather patterns, has a relatively short construction and projects season – it usually starts once the snow melts, and the ground is dry, and ends with the onset of an early frost. Furthermore, the supply chain situation at the moment is such that equipment and materials ordered arrive to the City weeks or even months after an order is placed.

To fully utilize the construction season and due to other rationale presented below, staff have requested that the following projects from the 2026 preliminary capital plan be given early approvals, prior to the approval of 2026-2030 Financial Plan Bylaw in May 2026 (project numbering is as in the detailed Capital Plan presented in City's budgeting system Questica).

Council should note that staff is requesting almost 100% of the non-grant-dependent capital budget as early approval, and by giving early approval Council commits that these new projects, along with taxation, reserve usage or other funding measures required to fund the projects, would be approved in the 2026-2030 Financial Plan Bylaw.

Projects Requested for Early Approval:

The list of projects requested by staff for early approval is presented below, giving description of the project, amount requested and rationale for making the request.

Project No.	Project Name	Project Amount	Rationale for Early Approval Request
2026-Cemetary-01	Cemetery Columbarium.	$90,000	It takes 6-8 months to build once ordered, and staff want to get this going as soon as possible to ensure that the project can be completed prior to 2027.
2026-Equipment-01	PW - Mid-size Pickup Truck with Dump Box (replaces 111)	$90,000	**Equipment:** To tender and order equipment so the City can receive units within the calendar year.
2026-Equipment-02	PW - 4x4 Pickup Trucks - 3 units (replaces 136, 137, 138)	$300,000	Same as for **Equipment** above.
2026-Equipment-03	Replacement of Building Inspection SUV (replaces 55)	$60,000	Same as for **Equipment** above.
2026-Equipment-04	Portable Air Compressor and Jack Hammer (replace 961)	$90,000	Same as for **Equipment** above.
2026-Equipment-05	14-foot Dump Trailer	$20,000	Same as for **Equipment** above.
2026-Equipment-06	PW-Electric Forklift (replace 300)	$90,000	Same as for **Equipment** above.
2026-Facilities-01	Replace City Hall Boilers.	$50,000	Staff are hoping to have this done as soon as possible so the City don't suffer any break downs in its systems.
2026-Facilities-02	Replace Alarm Systems in the Buildings (City Hall and other)	$65,000	Staff are hoping to have this done as soon as possible so the City don't suffer any break downs in its systems.
2026-Fire Department-02	Community Wellbeing and Safety – Contractor.	$105,000	Early approval is needed to ensure the service continues without interruption beyond December 2025. Without secured funding, the role will lapse, creating a gap in service delivery and weakening Council endorsed initiatives such as the Community Safety Task Force. Approving funding now preserves continuity, protects community safety, and sustains valuable inter agency collaboration.

Project No.	Project Name	Project Amount	Rationale for Early Approval Request
2026-IT-02	Asset Management Software	$90,000	The request is to allow the Asset Management Software Project to begin in Q1 2026, ensuring the software can be procured, implemented, and fully operational by the end of 2026. Without early approval, the regular budget cycle would delay funding until May, pushing implementation into late 2026 or early 2027. One of the purposes of the Asset Management software is to support the 2027 capital planning process and improve risk-based decision making.
2026-2027-Other-02	Development Cost Charges Bylaw	$60,000	To tender early and get best pricing.
2026-Parks-02	Kiwanis Park All Rubber Replacement	$175,000	So staff can schedule the company up for May or June to come in a replace all the rubber under the toys, the company is out of Vancouver and is very busy, so the earlier staff can book the better it will be for the City.
2026-Parks-07	New Parks and Recreation Master Plan	$150,000	Having the new masterplan complete is critical for park improvements initiatives.
2026-2035-Roads-01	Annual Paving Rehabilitation and Water Saddle Replacement	$1,785,000	To tender early and get best pricing, as well as an early start on construction.
2026-Roads-05	5th Avenue South Reconstruction - Design	$50,000	Having the design for 5th Avenue complete is critical in coordinating the frontage improvements already approved and scheduled by Denisiqi.
2026-Water-04	Western Ave A Reservoir Relining	$180,000	Once approved going to tender as soon as possible will allow for competitive bidding process and more time for staff to accommodate the down time of a reservoir. Ideally work would be done before summer during peak demand for water.

Project No.	Project Name	Project Amount	Rationale for Early Approval Request
2026-Water-05	Scout Island Water Main Replacement (West Side 18" Water Main)	$465,175.70	Once approved the process to apply and obtain permits from Environmental and Interior Health departments can take a period. Also, the earlier we can go to tender with this project will give us a better chance to obtain best value cost wise for bidding. The job will require special scheduling due to the work taking place in an area with environmental impact considerations so this will allow companies bidding the job to schedule works around our requirements.
	Total for Early Approval:	**$3,915,176**	

Options

The following options are presented for Council's consideration:

Option 1. Approve all management requests.

Pros – Proposed capital projects can be started and completed early.

Cons – Council must make an early commitment to funding the project by taxation, reserve usage, etc.

Option 2. Approve only some of the management requests that are deemed most critical.

Pros – Only most critical capital projects can be started and completed early. Council will have flexibility to review other taxation and reserve commitments later, closer to taxation bylaw review.

Cons – Some projects may be delayed in completion.

Option 3. Do not approve early, delay approval to bylaw approval time.

Pros – Council will have flexibility to consider spending vs. taxation/reserve usage at the same time.

Cons – Projects may be delayed in completion.

Financial Considerations (Cost and Resource Allocation)

☒ Yes – Commitment to funding projects costs and commitment to implementing funding measures to fund requested projects in the body of the report.

☐ N/A

Legislative Considerations (Applicable Policies and/or Bylaws)

☐ Yes – *Community Charter*, Sections 165 – Financial Plan, and Section 173 – Limit on Expenditures.

☒ N/A

This project aligns with the following Strategic Priority Areas:

- ☐ Collaboration and Partnerships
- ☐ Indigenous Relations
- ☐ Livability / Positive Atmosphere
- ☐ Housing
- ☐ Infrastructure
- ☐ Organizational Effectiveness

OR

- ☒ **Core Service (not identified in Focus Areas, but necessary local government function)*

Other Implications (Environmental/Social/Economic)

- ☐ Yes (explain)
- ☒ N/A

This report has been prepared in consultation with:

Report was prepared based on requests from senior management team.

Approved for Agenda by:

Chief Administrative Officer

Respectfully submitted,

Vitali Kozubenko
Chief Financial Officer