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REGULAR COUNCIL MEETING AGENDA

OPEN PORTION at 7:00 pm

November 14, 2016

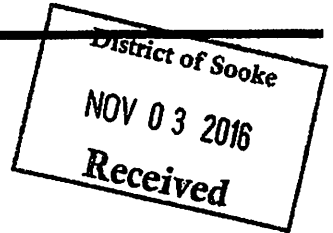
Council Chamber

2225 Otter Point Road, Sooke, B.C.

INTRODUCTION OF NEW BUSINESS/ SUPPLEMENTARY INFORMATION		
C-9 <i>New Business</i>	Correspondence for Action <ul style="list-style-type: none">Email from the Honorable Stephanie Cadieux, regarding Adoption Awareness Month (November 3, 2016).	1
B-1 <i>Supplementary Information</i>	Bylaw No. 658, <i>Financial Plan Amendment Bylaw</i> <ul style="list-style-type: none">Supplemental Information for 2016-2020 Financial Plan Bylaw Amendment.	3

Constance MacDonald

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Wednesday, November 02, 2016 11:14 AM
To: Info
Subject: Letter from the Honourable Stephanie Cadieux



VIA E-MAIL
Ref: 229940

Her Worship Mayor Maja Tait and Council
District of Sooke
E-mail: info@sooke.ca

Original to File No. 0400-20	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	Maja
Council <input checked="" type="checkbox"/>	Council
CAO <input checked="" type="checkbox"/>	Teresa
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

Dear Mayor Tait and Council:

November is Adoption Awareness Month, and British Columbia is making history as the first province in Canada to design and launch an online tool that will streamline the adoptions process for waiting families and help ensure kids find the loving homes that they deserve, sooner.

Created with input from the Adoptive Families Association of British Columbia (AFABC), 'Adopt BC Kids' provides a personalized and user-friendly platform for adoptive families to view their application process, track what documents have been received and better understand next steps. A built-in matching service ensures that matching criteria between a prospective parent and adoptee is automatically flagged, connecting waiting children and teens with forever homes, faster. Anyone interested in becoming an adoptive parent can begin their journey online at: www.gov.bc.ca/adoptbckids.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past 10 years, an annual average of approximately 270 children have been adopted in British Columbia, but there are still approximately 1,000 children and youth in government care who are waiting for a forever home. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with the AFABC, we are working to find those 1,000 families. The 1000familiesbc campaign is our joint effort to connect waiting children with caring families. Please help us raise awareness on Facebook and Twitter by using the hashtag #1000familiesbc or by directing members of your community to 1000familiesbc.com.

There are many other ways you can celebrate adoptive families and help raise awareness of adoption, for example by creating an adoption display in your office or helping to promote the celebration events for adoptive families in your community throughout the month of November.

The AFABC's representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://gov.bc.ca/howtoadopt>.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and find loving homes for British Columbia's waiting children and youth.

**District of Sooke
Amended Financial Plan 2016 - 2020
Summary of Adjustments**

General Government Changes	Note	2016	2017	2018	2019	2020
Corporate Services - Salaries and Benefits	1	35,871	74,081	74,081	74,081	74,081
Corporate Services - CAO Contingency	2	126,500	-	-	-	-
Special Services - Boat Launch parking lease	3	10,500	18,000	18,000	18,000	18,000
Special Services - Downtown parking lease	4	14,000	24,000	24,000	24,000	24,000
Special Services - Boat Launch trail	3	17,248	-	-	-	-
		204,119	116,081	116,081	116,081	116,081
General government expenditures, original budget		2,567,241	2,465,129	2,382,223	2,364,174	2,398,842
General government expenditures, changes		204,119	116,081	116,081	116,081	116,081
General government expenditures, amended budget		2,771,360	2,581,210	2,498,304	2,480,255	2,514,923
Protective Services Changes						
Fire Department - Salaries and Benefits	5	16,034	63,147	26,817	26,817	26,817
Protective services expenditures, original budget		3,242,765	3,440,600	3,496,960	3,538,662	3,572,251
Protective services expenditures, changes		16,034	63,147	26,817	26,817	26,817
Protective services expenditures, amended budget		3,258,799	3,503,747	3,523,777	3,565,479	3,599,068
Development Services Changes						
Engineering Operations - Salaries and Benefits	6	51,349	-	-	-	-
Planning Operations - Salaries and Benefits	7	14,313	58,760	58,760	58,760	58,760
Community Spaces - Parks Salaries and Benefits	8	-	242,097	242,097	242,097	242,097
Community Spaces - Parks operating supplies	8	13,635	91,007	89,444	96,010	102,707
Community Spaces - Public space maintenance	8	-	(229,602)	(229,602)	(229,602)	(229,602)
Community Spaces - Community clean up	8	-	(58,750)	(58,750)	(58,750)	(58,750)
Community Spaces - Seasonal Adornment	9	30,000	-	-	-	-
		109,297	103,512	101,949	108,515	115,212
Development Services expenditures, original budget		3,593,487	3,595,875	3,625,276	3,686,764	3,700,655
Development Services expenditures, changes		109,297	103,512	101,949	108,515	115,212
Development Services expenditures, amended budget		3,702,784	3,699,387	3,727,225	3,795,279	3,815,867

Notes:

1. Human Resources Administration Assistant added.
2. Increase for contract costs related to Interim Fire Chief (Morwenna Holdings), Strategic Planning (Innova) and Shadow West Security.
3. Boat Launch parking lease at Maple Ave South. Trail costs from parking area to West Coast Rd.
4. Parking lease at Otter Pt. Road.
5. Adjustments related to new Fire Dept Clerk and Fire Chief.
6. Wastewater manager in Engineering until transition, then in Sewer Fund.
7. Part-time planner position added.
8. Parks related costs coming in house Jan 2017. Related previous contracts removed. Positions added include 2 full time and 2 seasonal staff. Operating includes materials and supplies, IT, office expenses, machines and furniture, vehicle fuel, maintenance, memberships, travel, tuition/training, PPE and immunization.
9. Tree in roundabout, banners and lights.

**District of Sooke
Amended Financial Plan 2016 - 2020
Summary of Adjustments**

Sewer Fund Changes	Note	2016	2017	2018	2019	2020
Revenue Adjustments:						
Adjustments to Parcel Taxes	1	(25,344)	-	-	-	-
Adjustments to Sewer Generation Charges	1	29,373	29,373	29,373	29,373	29,373
Reduction in Wastewater DCCs	2	(80,462)	-	-	-	-
Removal of Transfer from AARF Reserve Account	3	(60,000)	(46,000)	(60,000)	(60,000)	(60,000)
Reduction in Transfer from Future Sewer Expenditures	4	(150,000)	-	-	-	-
Total Revenue Increase (Decrease)		(286,433)	(16,627)	(30,627)	(30,627)	(30,627)
Expenditure Adjustments:						
Termination of Epcor Operations Agreement	5	(258,274)	(1,161,258)	(1,184,484)	(1,208,173)	(1,232,337)
Salaries and Benefits	6	85,540	547,143	547,143	547,143	547,143
Operating costs	7	130,908	490,575	490,575	490,575	490,575
Removal of DCC Bylaw cost item	8	(10,000)	-	-	-	-
Adjustment to Plans and non-capital improvements	8	(7,500)	-	-	-	-
Adjustment to Non DCC Capital Projects	4	(150,000)	205,000	88,000	85,000	60,000
Asset Management Report	9	33,666	-	-	-	-
Long Term Planning Report	9	65,000	-	-	-	-
Adjustment to Rehabilitation, Repairs and maintenance	9	40,000	-	-	-	-
Removal of AARF Reserve Contribution	3	(67,000)	(67,000)	(67,000)	(67,000)	(67,000)
Reduction in Transfer to DCC Wastewater Reserve	2	(80,462)	-	-	-	-
Total Expenditure Increase (Decrease)		(218,122)	14,460	(125,766)	(152,455)	(201,619)
Net Impact to Sewer Fund Surplus		(68,311)	(31,087)	95,139	121,828	170,992
Sewer Fund Surplus, original budget		243,377	220,608	199,882	108,693	84,529
Net Impact to Sewer Fund Surplus (above)		(68,311)	(31,087)	95,139	121,828	170,992
Sewer Fund Surplus, amended budget		175,066	189,521	295,021	230,521	255,521
Reserve for Future Sewer Expenditures						
Opening Balance		301,424	219,801	440,409	640,291	748,984
Transfer in per original budget		243,377	220,608	199,882	108,693	84,529
Transfer out per original budget		(325,000)	-	-	-	-
Closing Balance, original budget		219,801	440,409	640,291	748,984	833,513
Opening Balance		301,424	301,490	491,011	786,032	1,016,553
Transfer in per amended budget		175,066	189,521	295,021	230,521	255,521
Transfer out per amended budget		(175,000)	-	-	-	-
Closing Balance, amended budget		301,490	491,011	786,032	1,016,553	1,272,074

Notes:

1. Adjustments to actual to account for corrections to existing folios, additions of new folios and PILT changes.
2. Adjustment to actual anticipated DCCs for 2016 (lower than anticipated new subdivisions in 2016)
3. No longer required (was part of Epcor agreement)
4. Actual costs for 2016 lower due to management of centrifuge costs. Offset by new costs for Epcor assets purchased and other required minor capital improvements.
5. Epcor contract terminated effective Sept 30, 2016.
6. Staffing costs for in-house operations (Manager, Lead Operator, two Operators and Admin Assistant).
7. Costs for in-house operations. Includes: contractors and consultants, materials and supplies, freight and courier, chemicals, licenses, hydro, water, telephone and data lines, stationary and printing, office machines and furniture, software, computer charges, vehicle fuel, vehicle maintenance memberships and professional dues, employee recognition, travel, and training/tuition.
8. Items not required for 2016.
9. New costs for 2016 (additional minor capital repairs, new required management reports).

**District of Sooke
Amended Financial Plan 2016 - 2020
Summary of Adjustments**

<u>Capital Expenditures Changes</u>	<u>Note</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Building - Sprinklers	1	(67,000)	67,000	-	-	-
Building - Roof de-mossing	2	7,500	-	-	-	-
Fire Department - Equipment replacement	3	-	(67,000)	(12,000)	(12,000)	(12,000)
Fire Department - Replacement of SCBA	3	-	(195,000)	-	-	-
Fire Department - SCBA Cylinder Replacement Program	3	9,600	16,000	16,000	-	-
Fire Department - SCBA Units	3	49,000	49,000	49,000	49,000	49,000
Fire Department - Saw replacement	3	5,000	-	-	-	-
Fire Department - Rescue chainsaws	3	2,000	-	-	-	-
Fire Department - Ventilation fans	3	4,800	-	-	-	-
Engineering - Roundabout / TC Project	4	146,936	-	-	-	-
Engineering - Road and Sidewalk Improvement Program	5	-	-	-	-	-
Engineering - Sidewalk Improvement	6	(50,000)	50,000	-	-	-
Engineering - Turf Field Project	6	(700,000)	700,000	-	-	-
Engineering - Fish Cleaning Station	7	2,800	-	-	-	-
Engineering - Sunriver staircase	8	20,000	-	-	-	-
Engineering - Gillespie Road Culvert	8	50,000	-	-	-	-
Engineering - Church Road alignment	8	25,000	-	-	-	-
Engineering - Streetlight Installation Program	9	26,707	-	-	-	-
Engineering - Parks building renovations	10	16,968	8,000	-	-	-
Engineering - Parks equipment	10	-	54,367	38,467	38,467	38,467
Engineering - Replacement vehicle	11	(23,000)	-	-	-	-
Engineering - Transit stop enhancements	8	8,000	-	-	-	-
		(465,689)	682,367	91,467	75,467	75,467
Capital expenditures, original budget		4,616,928	2,067,618	3,072,552	3,338,979	2,185,762
Capital expenditures, changes	12	(465,689)	682,367	91,467	75,467	75,467
Capital expenditures, amended budget		4,151,239	2,749,985	3,164,019	3,414,446	2,261,229

Notes

1. Remaining project costs to be incurred in 2017 (assessment costs in 2016).
2. Additional costs over original budget. Entire building roof done.
3. Equipment items per Interim Fire Chief report to Council (removed previously budgeted amounts).
4. Additional costs incurred related to paving, sewer reconnections and Mariners Village works (Mariners works mainly recovered from letter of credit).
5. Budget is the same but projects changed (projects listed on 2016 Capital page and include Grant Rd, Otter Pt Rd, Golledge, Phillips and West Coast Rd).
6. Costs will not be incurred in 2016. Moved to 2017.
7. Cost incurred due to termination of contract with Boat Launch operator.
8. New items for 2016 identified by Development Services as priorities for the year. Transit stop additional items identified during the year.
9. Costs to install lights at DOS parking lot.
10. Parks services coming in house in Jan 2017. Changes required to existing building at works yard. Capital equipment being added in 2017 mainly will be leased and includes one tonne truck, plow, Kubota with backhoe/forks/mower, Trailers and Mowers.
11. Vehicle not required (Epcor assets purchased covers this off).
12. Note that above changes impact capital reserves according, see Capital Plan sheets for 2016 to 2020 for reserve drawdowns.

**District of Sooke
Amended Financial Plan 2016 - 2020
Summary of Adjustments**

Funding Sources changes (not including Sewer Fund)	Note	2016	2017	2018	2019	2020
Sales and user fees	1	68,922	-	-	-	-
Developer cost charges	2	(236,750)	-	-	-	-
Licenses and permits	3	100,000	100,000	100,000	100,000	100,000
Sewer operating revenue	4	(311,433)	(16,627)	(30,627)	(30,627)	(30,627)
Government transfers and grants	5	38,500	-	-	-	-
Transfers from reserves for capital	6	(556,164)	682,367	91,467	75,467	75,467
Transfers from surplus (capital)	6	48,268	-	-	-	-
Transfers from surplus	7	164,235	185,740	147,847	154,413	161,110
		(684,422)	951,480	308,687	299,253	305,950
Funding Sources, original budget		19,126,749	16,462,677	17,459,008	17,941,279	16,986,189
Funding Sources, changes		(684,422)	951,480	308,687	299,253	305,950
Funding Sources, amended budget		18,442,327	17,414,157	17,767,695	18,240,532	17,292,139

Notes

1. Right of Way sale (Kennedy Rd) in 2016.
2. Reduced to actual anticipated road DCCs (less new developments in 2016 than estimated).
3. Increase to reflect actual activity in 2016 and anticipated in future years.
4. Sewer Fund changes noted on separate Sewer Fund changes page.
5. ICBC grants related to Road and Sidewalk Improvements.
6. Capital changes noted on separate capital sheet. See also Capital Plan detail sheets for 2016 to 2020.
7. Increase in transfer related to operating cost changes in General government, Protective, and Development Services (taxes not adjusted in amended budget).