



2018 – 2022
Five Year Financial Plan

Received at the March 21, 2018 Special Council meeting

**DRAFT 2018 – 2022 Five Year Financial Plan
Table of Contents**

Draft Financial Plan Bylaw	1
Consolidated Summary	2
Debt Servicing and Reserve Transfers.....	3
Revenues	4
General Government Capital	6
Capital Plan – 2018	7
Capital Plan – 2019	8
Capital Plan – 2020	9
Capital Plan – 2021	10
Capital Plan – 2022	11
Council, CAO, Human Resources, Reception and Building	12
Corporate Services	13
Financial Services	14
Development Services	15
Community Safety	17
Sewer Fund	21
Sewer Expansion.....	23
Reserve Funds	24

District of Sooke
Draft Financial Plan 2018 - 2022
Draft Bylaw

	2018	2019	2020	2021	2022
	Funding Sources				
Property Taxes	7,600,012	8,017,047	8,510,969	9,064,151	9,394,117
Parcel Taxes	1,836,792	1,882,712	2,426,780	2,475,024	2,524,475
Fees and Charges	1,678,633	1,663,982	1,753,341	1,755,208	1,757,085
Other Sources	5,523,857	5,977,966	9,654,501	4,480,566	4,503,447
Transfer from Own Funds	3,915,472	3,187,479	1,730,888	2,009,963	919,029

	<u>20,554,767</u>	<u>20,729,186</u>	<u>24,076,478</u>	<u>19,784,913</u>	<u>19,098,153</u>
Expenditures					
Debt - Principal and Interest	1,015,526	1,221,375	1,452,946	1,306,603	1,296,614
Capital Expenditures	4,658,412	4,264,850	6,600,750	2,441,650	1,399,650
Transfer to Own Funds	1,788,338	1,609,780	1,832,730	1,804,563	2,120,042
Other Municipal Purposes	13,092,490	13,633,181	14,190,052	14,232,097	14,281,847

Funding Source	2018	2019	2020	2021	2022
	%	%	%	%	%

Property Taxes	36.97%	38.68%	35.35%	45.81%	49.19%
Parcel Taxes	8.94%	9.08%	10.08%	12.51%	13.22%
Fees and Charges	8.17%	8.03%	7.28%	8.87%	9.20%
Other Sources	26.87%	28.84%	40.10%	22.65%	23.58%
Transfer from Own Funds	19.05%	15.38%	7.19%	10.16%	4.81%

**District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Consolidated Summary**

	2018	2019	2020	2021	2022
Funding Sources:					
<i>% Increase in property taxes</i>	2.52%	2.53%	3.92%	3.97%	1.99%
Municipal general property taxes	7,337,216	7,792,047	8,849,151	8,849,151	9,244,117
Non market change	262,796	225,000	225,000	215,000	150,000
Total municipal taxes	7,600,012	8,017,047	8,510,969	9,064,151	9,394,117
Sewer Fund Parcel Taxes	1,836,792	1,882,712	1,929,780	1,978,024	2,027,475
Sewer Expansion Parcel Taxes	-	-	497,000	497,000	497,000
Total Parcel Taxes	1,836,792	1,882,712	2,426,780	2,475,024	2,524,475
Net taxes available for municipal purposes	252,500	252,500	252,500	252,500	252,500
Government transfers and grants - Capital	115,000	-	-	-	-
Government transfers and grants - Operating	1,294,886	1,311,965	1,311,965	1,311,965	1,311,965
Investment income	60,000	60,000	60,000	60,000	60,000
Proceeds from borrowing - Capital	460,000	700,000	-	-	-
Proceeds from borrowing - Sewer Fund	750,000	1,000,000	700,000	-	-
Proceeds from borrowing - Sewer Expansion	-	-	4,500,000	-	-
Offset for amortization	2,601,471	2,653,501	2,830,036	2,856,101	2,878,982
Total Other Sources	5,523,857	5,977,966	9,654,501	4,480,566	4,503,447
Sales and user fees	92,750	77,750	77,750	77,750	77,750
Penalties and fines	160,000	160,000	160,000	160,000	160,000
Developer cost charges (Roads)	200,000	200,000	200,000	200,000	200,000
Licenses and permits	661,043	659,543	659,543	659,543	659,543
Developer cost charges (Sewer)	180,000	180,000	180,000	180,000	180,000
Sewer Fund Serviceability Fees	15,000	15,000	15,000	15,000	15,000
Sewer Fund generation charges	369,840	371,689	373,548	375,415	377,292
Sewer Expansion generation charges	-	-	87,500	87,500	87,500
Total Fees and Charges	1,678,633	1,663,982	1,753,341	1,755,208	1,757,085
Transfers from Own Funds	3,915,472	3,187,479	1,730,888	2,009,963	919,029
Total Funding Sources:	20,554,767	20,729,186	24,076,478	19,784,913	19,098,153
Expenditures:					
Debt Servicing:					
- General Government	306,053	301,083	296,113	149,770	149,770
- Fire Department	97,593	242,600	242,600	242,600	242,600
- Sewer Fund	611,880	677,692	721,763	721,763	711,774
- Sewer Expansion	-	192,470	192,470	192,470	192,470
Total Debt Servicing	1,015,526	1,221,375	1,452,946	1,306,603	1,296,614
Capital Expenditures:					
- General Government	3,182,212	2,794,850	1,229,750	1,986,650	1,389,650
- Sewer Fund	1,476,200	1,470,000	871,000	455,000	10,000
- Sewer Expansion	-	-	4,500,000	-	-
Total Capital Expenditures	4,658,412	4,264,850	6,600,750	2,441,650	1,399,650
Transfers to Reserves	1,788,338	1,609,780	1,832,730	1,804,563	2,120,042
Other Municipal Purposes:					
Council	466,487	458,430	462,962	462,514	464,618
CAO's Office	424,972	471,906	431,906	431,526	431,526
Human Resources / Office Administration	250,209	299,966	299,966	300,261	300,260
Corporate Services	415,186	512,353	515,646	515,780	515,780
Financial Services	1,023,508	1,071,140	1,053,479	1,060,961	1,053,961
Development Services	2,092,953	2,177,235	2,167,392	2,160,076	2,171,083
Community Safety	4,113,870	4,344,257	4,381,159	4,395,537	4,416,278
Amortization	2,601,471	2,653,501	2,830,036	2,856,101	2,878,982
Sewer Operations	1,703,833	1,644,392	2,047,515	2,049,342	2,049,360
Total Other Municipal Purposes:	13,092,490	13,633,181	14,190,052	14,232,097	14,281,847
Total Expenditures:	20,554,767	20,729,186	24,076,478	19,784,913	19,098,153

**District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Debt Servicing and Reserve Transfers**

	2018	2019	2020	2021	2022
Debt servicing					
MFA lease (Fire - equipment and vehicles) - principal	-	52,338	52,338	52,338	52,338
MFA lease (Fire - equipment and vehicles) - interest	-	12,000	12,000	12,000	12,000
Provincial Debt (Fire - Ladder Truck) - principal	20,723	20,723	20,723	20,723	20,723
Provincial Debt (Fire - Ladder Truck) - interest	27,892	27,892	27,892	27,892	27,892
MFA loan (50% Fire and 50% General - building) - principal and interest	-	-	-	-	-
MFA loan (50% Fire and 50% General - building) - interest	-	-	-	-	-
MFA Equip. Financing (Fire - vehicles) - principal	36,228	95,897	95,897	95,897	95,897
MFA Equip. Financing (Fire - vehicles) - interest	12,750	33,750	33,750	33,750	33,750
MFA loan (General - road program) - principal	-	-	-	-	-
MFA loan (General - road program) - interest	-	-	-	-	-
Total Fire Department Debt Servicing	97,593	242,600	242,600	242,600	242,600
MFA Equip. Financing (Dev. Service Vehicle) - principal	6,527	6,527	6,527	6,527	6,527
MFA Equip. Financing (Dev. Service Vehicle) - interest	630	630	630	630	630
MFA loan (General - property purchase) - principal	284,000	284,000	284,000	142,000	142,000
MFA loan (General - property purchase) - interest	14,896	9,926	4,956	613	613
Total General Government Debt Servicing	306,053	301,083	296,113	149,770	149,770
Total Debt Servicing	403,646	543,683	538,713	392,370	392,370
Funded by:					
Capital Asset Replacement Reserve	36,228	95,897	95,897	95,897	95,897
Property Tax	68,522	153,860	153,860	153,860	153,860
Accumulated Surplus	298,896	298,926	288,986	142,613	142,613
	403,646	543,683	538,713	392,370	392,370
Transfers to reserve funds					
Fire Equipment Reserve Fund (2017 includes wildfire net revenue)	80,000	30,000	75,000	-	-
SPA Reserve	12,000	12,000	12,000	12,000	12,000
Capital Works Reserve (GST)	10,000	20,000	50,000	50,000	150,000
Capital Improvement Financing Reserve	12,000	12,000	12,000	12,000	12,000
Sewer Reserve Fund	94,680	97,047	114,114	101,960	220,663
Sewer Expansion Reserve Fund	23,285	-	-	-	-
Seniors/Youth Facility Reserve	50,000	-	-	-	-
Capital Asset Replacement Reserve (Minimum per Bylaw)	13,007	13,268	14,150	14,281	14,395
Capital Asset Replacement Reserve (Recommended additional)	225,000	130,000	260,000	300,000	300,000
Carbon Tax Rebate	1,800	1,800	1,800	1,800	1,800
Casino revenues	260,000	260,000	260,000	260,000	260,000
Future Policing Costs	85,000	85,000	85,000	85,000	85,000
Road DCCS	200,000	200,000	200,000	200,000	200,000
Wastewater DCCS	180,000	180,000	180,000	188,857	295,519
Gas Tax revenues to Gas Tax Reserve	541,586	568,665	568,665	568,665	568,665
Total transfers to reserve funds	1,798,338	1,609,780	1,832,730	1,804,563	2,120,042
Transfers from own funds					
Transfers from reserves for general capital (capital sheet)	2,143,212	2,094,850	987,000	1,170,000	370,000
Transfers from reserves for general capital (debt principal)	36,228	95,897	95,897	95,897	95,897
Transfers from reserves for operating (snow removal)	10,000	10,000	10,000	10,000	10,000
Transfers from reserves for operating (asset management - Gas Tax)	25,000	10,000	5,000	5,000	5,000
Transfer from reserves for debt principal (Sewer DCC)	295,519	295,519	295,519	295,519	295,519
Transfers from reserves for sewer capital	619,442	324,211	48,516	290,934	-
Total from reserves	3,129,401	2,830,477	1,441,932	1,867,350	776,416
Transfers from surplus for general capital (debt servicing)	288,896	293,926	288,956	142,613	142,613
Transfers from surplus for general capital	200,000	-	-	-	-
Transfers from surplus for operations	287,175	63,076	-	-	-
Total from surplus	786,071	357,002	288,956	142,613	142,613
Total transfers from own funds	3,915,472	3,187,479	1,730,888	2,009,963	919,029

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Revenues

	2018	2019	2020	2021	2022
Net Taxes available for municipal purposes					
Utility tax 1%	167,000	167,000	167,000	167,000	167,000
Grants in lieu of taxes	35,000	35,000	35,000	35,000	35,000
East Sooke Fire Protection - Local Service Tax	44,500	44,500	44,500	44,500	44,500
School tax administration fee	6,000	6,000	6,000	6,000	6,000
School District	4,684,038	4,684,038	4,684,038	4,684,038	4,684,038
Regional Hospital District	673,519	673,519	673,519	673,519	673,519
Capital Regional District	2,963,089	2,963,089	2,963,089	2,963,089	2,963,089
BC Assessment Authority	136,660	136,660	136,660	136,660	136,660
Municipal Finance Authority	443	443	443	443	443
BC Transit	639,016	639,016	639,016	639,016	639,016
Vancouver Island Regional Library	618,006	630,366	642,973	655,833	668,950
School District	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)
Regional Hospital District	(673,519)	(673,519)	(673,519)	(673,519)	(673,519)
Capital Regional District	(2,963,089)	(2,963,089)	(2,963,089)	(2,963,089)	(2,963,089)
BC Assessment Authority	(136,660)	(136,660)	(136,660)	(136,660)	(136,660)
Municipal Finance Authority	(443)	(443)	(443)	(443)	(443)
BC Transit	(639,016)	(639,016)	(639,016)	(639,016)	(639,016)
Vancouver Island Regional Library	(618,006)	(630,366)	(642,973)	(655,833)	(668,950)
	252,500	252,500	252,500	252,500	252,500
Sales and user fees					
Financial and tax info services	14,000	14,000	14,000	14,000	14,000
NSF charges	500	500	500	500	500
Boat Launch Fees	15,000	15,000	15,000	15,000	15,000
Criminal Record Checks	18,000	18,000	18,000	18,000	18,000
Miscellaneous	2,000	2,000	2,000	2,000	2,000
Cost recovery - Administration	1,500	1,500	1,500	1,500	1,500
Cost recovery - Fire	22,000	7,000	7,000	7,000	7,000
Cost recovery - Engineering	1,200	1,200	1,200	1,200	1,200
Cost recovery - Rec & Culture	4,000	4,000	4,000	4,000	4,000
First Nations	13,050	13,050	13,050	13,050	13,050
School Site Acquisition Fees	1,500	1,500	1,500	1,500	1,500
	92,750	77,750	77,750	77,750	77,750

	2018	2019	2020	2021	2022
Revenues					
Government Transfers and grants - Operating					
Small Community Protection grant	350,000	350,000	350,000	350,000	350,000
Traffic Fine revenue sharing	85,000	85,000	85,000	85,000	85,000
Asset Management Grants (FCM / UBCM)	15,000	15,000	15,000	15,000	15,000
Provincial Climate Action Rebate Incentive	1,800	1,800	1,800	1,800	1,800
Street lighting cost sharing	1,500	1,500	1,500	1,500	1,500
Gas Tax Community Works grant	541,586	568,665	568,665	568,665	568,665
Casino revenue	260,000	260,000	260,000	260,000	260,000
SRCHN / VIHA MOU	30,000	30,000	30,000	30,000	30,000
	1,284,886	1,311,965	1,311,965	1,311,965	1,311,965
Government Transfers and grants - Capital					
	115,000	-	-	-	-
	115,000				
Investment income					
Interest	60,000	60,000	60,000	60,000	60,000
	60,000	60,000	60,000	60,000	60,000
Penalties and fines					
Interest	35,000	35,000	35,000	35,000	35,000
Penalties	125,000	125,000	125,000	125,000	125,000
	160,000	160,000	160,000	160,000	160,000
Licenses, permits and other					
Business licenses	65,000	65,000	65,000	65,000	65,000
Subdivision fees	70,000	70,000	70,000	70,000	70,000
Rezoning fees	70,000	70,000	70,000	70,000	70,000
Delivery vehicle licenses	3,107	3,107	3,107	3,107	3,107
Building Permit Fees	400,000	400,000	400,000	400,000	400,000
Title search	1,436	1,436	1,436	1,436	1,436
Miscellaneous	10,500	9,000	9,000	9,000	9,000
Plumbing Permit Fees	30,000	30,000	30,000	30,000	30,000
Development permits	10,000	10,000	10,000	10,000	10,000
Development variance permits	1,000	1,000	1,000	1,000	1,000
	661,043	659,543	659,543	659,543	659,543
Developer Cost Charges					
DCC - Roads	200,000	200,000	200,000	200,000	200,000
	200,000	200,000	200,000	200,000	200,000
Total	2,826,179	2,721,758	2,721,758	2,721,758	2,721,758

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
General Government Capital

	2018	2019	2020	2021	2022
Revenues					
Transfers from Reserves					
Fire Equipment Reserve	201,200	30,000	-	75,000	-
Casino Reserve Fund	630,732	350,000	240,000	85,000	160,000
SPA Reserve	10,000	10,000	10,000	10,000	10,000
Capital Works Reserve (GST)	44,640	-	60,000	50,000	-
DCC Road Reserve	150,000	800,000	-	-	-
Community Works Reserve (Gas Tax)	585,640	739,000	504,000	750,000	200,000
Parks Reserve	-	-	-	-	-
Revenue Smoothing Reserve	-	-	-	-	-
Capital Asset Replacement Reserve	521,000	165,850	173,000	200,000	-
Capital Improvement Financing Reserve	-	-	-	-	-
Other	2,143,212	2,094,850	987,000	1,170,000	370,000
Government Grants	115,000	-	-	-	-
Proceeds from borrowing	460,000	700,000	-	-	-
Transfer from Surplus	200,000	-	-	-	-
Taxation - Transfer from General Operating	264,000	-	242,750	816,650	1,019,650
Total Revenues	3,182,212	2,794,850	1,229,750	1,986,650	1,389,650
Expenditures					
Council (Sooke Program for the Arts)	10,000	10,000	10,000	10,000	10,000
General Government	132,000	34,550	30,550	22,550	35,550
Buildings	405,000	60,000	45,000	45,000	110,000
Fire Department	626,200	806,300	110,200	825,100	50,100
Engineering	1,639,012	1,724,000	874,000	924,000	1,024,000
Community Projects	300,000	100,000	100,000	150,000	100,000
Parks Department Equipment	70,000	60,000	60,000	10,000	60,000
Total Expenditures	3,182,212	2,794,850	1,229,750	1,986,650	1,389,650

District of Sooke
Draft Financial Plan 2018 - 2022
2018 Capital Plan

Department	Project Name	2018	Funding Sources												
			Gen Ops	Taxes	FER	Casino	GST	Road DCC	Gas Tax	Capital Ass't	SPA Reserve	Borrowing	Revenue Smoothing Reserve	Grants	
Council	Arts Related Projects	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
General Government (Hardware/Software)	Computer Equipment Replacement Plan Tempestie Modules (carry over) Operating Software Phone system	41,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		36,000	30,000	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	HVAC units Building Condition Assessment Building Plumbing/Drainage/Sprinklers Office Furniture and Equipment Accessibility Assessment / Lift Modification Building Repairs/Renovations	132,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		40,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Critical Equipment Replacement SPU Type 2 Trailer Forestry Suppression Utility HD Pickup (Replace Squad 1, 208) Tender Truck (Replace T1, 202)	56,200	-	56,200	-	-	-	-	-	-	-	-	-	-	-
		35,000	-	35,000	-	-	-	-	-	-	-	-	-	-	-
Engineering	Carry Overs: Electric Car Charging Station (Terminal #1) Denhamiel Creek Crossing Study (est \$55K, \$5K "New") Sooke River Rd Drainage Public Space Enhancement (whiflin spit upgrades) Public Space Enhancement (broonhill park equip.) New: Denhamiel Creek Crossing Study (additional) Murray Rd Staircase Five Year Road Improvement Program Beaton Road and Sidewalk Design (RFP) Oter Pt to Hope Centre Sidewalk Design (RFP) Charters Road Design (RFP) Phillips Rd Sightlines (RFP) Gateway Rd Design Grant to Eustice School Traffic Action Plan Sooke River Rd (Drainage - additional) Kennedy Street South (Drainage) Development Services Vehicle Street Light Installation Program Speed Sign Trailer Transit Stops enhancements	80,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-
		150,000	150,000	-	-	-	-	-	-	-	-	-	-	-	-
Community Projects	Gains Park Staircase and Trail (Kennedy Street) Firmwood Park Trail Connection Possession Point - Access to Water Brooks Park - Pirate Ship Replacement JMP Bathroom Whiflin Spit Study Seniors Youth Centre	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		10,000	-	-	-	-	-	-	-	-	-	-	-	-	
Parks Department	Parks Dept. Equipment	300,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		70,000	-	-	-	-	-	-	-	-	-	-	-	-	
Total		3,182,212	200,000	264,000	201,200	630,732	44,640	150,000	585,640	521,000	10,000	460,000	-	115,000	

District of Sooke
Draft Financial Plan 2018 - 2022
2019 Capital Plan

Department	Project Name	2019	Funding Sources									
			Gen Ops Surplus	Taxes	Proceeds from borrowing	FEER	Casino	Road DCC	Gas Tax	Capital Asset Replacement	SPA Reserve	
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-	-	-	10,000
General Government	Computer Equipment Replacement Plan Phone System	26,550	-	-	-	-	-	-	-	-	26,550	-
		8,000	-	-	-	-	-	-	-	-	8,000	-
		34,550	-	-	-	-	-	-	-	-	34,550	-
Buildings	Dist. Parking Lot, Fire Hall 2 drain system Council Chamber upgrades	50,000	-	-	-	-	-	-	50,000	-	-	-
		10,000	-	-	-	-	-	-	10,000	-	-	-
		60,000	-	-	-	-	-	-	60,000	-	-	-
Fire Department	Critical Equipment Replacement Utility 2 Hall (Replace Squad 2, 210) Replacement of Engine 3 (201)	-	-	-	-	-	-	-	-	-	31,300	-
		31,300	-	-	-	-	-	-	45,000	-	31,300	-
		75,000	-	-	-	-	-	-	45,000	-	-	-
		700,000	-	-	700,000	30,000	-	-	45,000	-	31,300	-
		806,300	-	-	700,000	30,000	-	-	45,000	-	31,300	-
Engineering	Charters Road Beaton Road and Sidewalk Five Year Road Program Grant Road Drainage Thrup Road Drainage Streetlight Installation Program Transit Stop Enhancements	700,000	-	-	-	-	-	700,000	-	-	-	-
		100,000	-	-	-	-	100,000	-	-	-	-	-
		700,000	-	-	-	200,000	-	500,000	-	-	-	-
		100,000	-	-	-	50,000	-	50,000	-	-	50,000	-
		100,000	-	-	-	-	-	12,000	-	-	50,000	-
		12,000	-	-	-	-	-	12,000	-	-	-	-
		1,724,000	-	-	-	-	800,000	574,000	-	100,000	-	
Community Projects	Ed Macgregor - retaining wall Kaitasin - access to water Memorial Wall - whitfin spit	15,000	-	-	-	-	-	-	-	-	-	-
		35,000	-	-	-	15,000	-	-	-	-	-	
		50,000	-	-	-	35,000	-	-	-	-	-	
		100,000	-	-	-	50,000	-	-	-	-	-	
		100,000	-	-	-	100,000	-	-	-	-	-	
Parks Department	Parks Dept. Equipment	60,000	-	-	-	-	-	-	60,000	-	-	-
		60,000	-	-	-	-	-	-	60,000	-	-	-
Total		2,794,850	-	-	700,000	30,000	350,000	800,000	739,000	165,850	10,000	

District of Sooke
Draft Financial Plan 2018 - 2022
2020 Capital Plan

Department	Project Name	2020	Funding Sources						
			Gen Ops Surplus	Taxes	Casino	GST	Road DCC	Gas Tax	Capital Ass't SPA Replacemnt Reserve
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-
Finance	Computer Equipment Replacement Plan Phone system	22,550	-	22,550	-	-	-	-	8,000
		8,000	-	-	-	-	-	-	8,000
Buildings	Carpets / Flooring FH 2 Door / Septic Furniture replacement	20,000	-	20,000	-	-	-	-	-
		10,000	-	10,000	-	-	-	-	-
Fire Department	Critical Equipment Replacement Replacement of Car 1 (211)	-	-	-	-	-	-	-	-
		55,200	-	55,200	-	-	-	55,000	-
Engineering	Five Year Road Program Rainwater Infrastructure Streetlight Installation Program Transit Stop Enhancements	700,000	-	120,000	200,000	-	330,000	50,000	-
		150,000	-	-	-	150,000	12,000	12,000	-
Community Projects	Welcome to Sooke Sign - illumination Whiffin Spit - resurfacing Whiffin Spit - vault toilet replacement Dog Park/Run	8,000	-	-	3,200	4,800	-	-	-
		50,000	-	-	20,000	30,000	-	-	-
Parks Department	Paks Dept. Equipment	25,000	-	-	10,000	15,000	-	-	-
		17,000	-	-	6,800	10,200	-	-	-
Total		100,000	-	-	40,000	60,000	-	-	-
		60,000	-	-	-	-	-	60,000	-
		1,229,750	-	242,750	240,000	60,000	-	504,000	173,000
									10,000

District of Sooke
 Draft Financial Plan 2018 - 2022
 2021 Capital Plan

Department	Project Name	2021	Funding Sources							
			Gen Ops Surplus	Taxes	FER	Casino	GST	Gas Tax	Capital Asset Replacement	SPA Reserve
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-	10,000
Finance	Computer Equipment Replacement Plan	22,550	-	22,550	-	-	-	-	-	-
		22,550	-	22,550	-	-	-	-	-	-
Buildings	Carpets / Flooring FH 2 Door / Septic Furniture replacement	20,000	-	20,000	-	-	-	-	-	-
		10,000	-	10,000	-	-	-	-	-	-
		45,000	-	45,000	-	-	-	-	-	-
Fire Department	Critical Equipment Replacement Command Vehicle (Replace BATT1, 209) Rescue Pumper (Current E2 in 2021, 204)	-	-	-	-	-	-	-	-	-
		50,100	-	50,100	-	-	-	-	-	-
		825,100	-	550,100	75,000	-	-	-	200,000	-
Engineering	Five Year Road Program Rainwater Infrastructure Streetlight Installation Program Transit Stop Enhancements	700,000	-	-	-	-	-	700,000	-	-
		200,000	-	100,000	-	-	50,000	50,000	-	-
		12,000	-	12,000	-	-	-	-	-	-
		924,000	-	124,000	-	-	50,000	750,000	-	-
Community Projects	Broomhill Splash Park Replacement	150,000	-	75,000	75,000	-	-	-	-	
Parks Department	Parks Dept Equipment	10,000	-	-	10,000	-	-	-	-	
Total		1,986,650	-	816,650	75,000	85,000	50,000	750,000	200,000	10,000

District of Sooke
Draft Financial Plan 2018 - 2022
2022 Capital Plan

Department	Project Name	2022	Funding Sources				
			Gen Ops Surplus	Taxes	Casino	Gas Tax	SPA Reserve
Council	Arts Advisory Panel	10,000	-	-	-	-	10,000
		10,000	-	-	-	-	10,000
Finance	Computer Equipment Replacement Plan	35,550	-	35,550	-	-	-
		35,550	-	35,550	-	-	-
Buildings	HVAC FH 2 Capital Maintenance Admin and FH 1	50,000	-	50,000	-	-	-
		10,000	-	10,000	-	-	-
		50,000	-	50,000	-	-	-
Fire Department	Critical Equipment Replacement	-	-	50,100	-	-	-
		50,100	-	50,100	-	-	-
Engineering	Five Year Road Program Rainwater Infrastructure Streetlight Installation Program Transit Stop Enhancements	700,000	-	500,000	-	200,000	-
		300,000	-	300,000	-	-	-
		12,000	-	12,000	-	-	-
		12,000	-	12,000	-	-	-
Community Projects	Parks Trailhead - fountain/toilet/bike racks	1,024,000	-	824,000	-	200,000	-
		100,000	-	-	100,000	-	-
Parks Equipment	Parks Dept. Equipment	60,000	-	-	60,000	-	-
		60,000	-	-	60,000	-	-
Total		1,389,650	-	1,019,650	160,000	200,000	10,000

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Council, CAO, Human Resources, Reception and Building

	2018	2019	2020	2021	2022
Council					
Salaries	81,300	81,300	81,300	81,300	81,300
Benefits	1,600	1,600	1,600	1,600	1,600
Travel/conferences/education	27,600	27,600	27,600	27,600	27,600
Public and Government relations	6,500	6,500	6,500	6,500	6,500
Primary Health Care Services Working Group	5,000	5,000	5,000	5,000	5,000
Events (Levee, Parade)	10,000	10,000	10,000	10,000	10,000
Sponsorships	2,500	2,500	2,500	2,500	2,500
Communities in Bloom	2,500	-	2,500	-	-
Contingency	35,000	35,000	35,000	35,000	35,000
Annual Grants	51,937	50,437	50,437	50,437	50,437
Community Grants	50,000	50,000	50,000	50,000	50,000
CRD Arts Development Services	32,400	32,400	32,400	32,400	32,400
Special Account for Local Charities	8,000	-	-	-	-
Canada Day Fireworks	3,000	3,000	3,000	3,000	3,000
Sooke Fine Arts Society	7,000	7,000	7,000	7,000	7,000
Sooke Christmas Bureau	15,000	15,000	15,000	15,000	15,000
	<u>339,337</u>	<u>327,337</u>	<u>329,837</u>	<u>327,337</u>	<u>327,337</u>
Community Service Agreements:					
Sooke Region Community Health Initiative	22,500	22,950	23,409	23,877	24,385
Sooke Region Community Health Network MOU VIHA	30,000	30,000	30,000	30,000	30,000
Sooke Community Association	28,000	28,560	29,131	29,714	30,308
Sooke Region Tourism Association	23,000	23,460	23,929	24,408	24,896
Visitor Information Centre	23,650	26,123	26,645	27,178	27,722
	<u>127,150</u>	<u>131,093</u>	<u>133,115</u>	<u>135,177</u>	<u>137,281</u>
Total Community Service Agreements	466,487	458,430	462,952	462,514	464,618
CAO's Office					
Salaries	140,000	140,000	140,000	140,000	140,000
Benefits	26,370	26,370	26,370	25,938	25,938
Less: Allocation to Sewer Fund	(19,701)	(19,964)	(19,964)	(19,913)	(19,913)
Travel	3,500	3,500	3,500	3,500	3,500
Memberships	2,000	2,000	2,000	2,000	2,000
Professional Development	10,000	10,000	10,000	10,000	10,000
Legal	125,000	125,000	125,000	125,000	125,000
Strategic Plan	15,000	15,000	-	-	-
OCP	-	-	-	-	-
Long-term Plans and Studies	45,000	45,000	20,000	20,000	20,000
Operating Contingency	125,000	125,000	125,000	125,000	125,000
Total CAO's Office	424,972	471,906	431,906	431,526	431,526
Office Administration (HR, Reception and Property Maintenance)					
Salaries	128,401	187,077	187,077	187,077	187,076
Benefits	39,224	48,453	48,453	48,787	48,787
Less: Allocation to Sewer Fund	(20,115)	(28,264)	(28,264)	(28,304)	(28,304)
Memberships	750	750	750	750	750
Professional Development	2,500	2,500	2,500	2,500	2,500
Recruitment costs	5,000	5,000	5,000	5,000	5,000
Software	3,900	3,900	3,900	3,900	3,900
Occupational Health and Safety	3,600	3,600	3,600	3,600	3,600
Water	600	600	600	600	600
Electricity	14,000	14,000	14,000	14,000	14,000
Waste removal	1,800	1,800	1,800	1,800	1,800
Snow and Ice Removal	5,000	5,000	5,000	5,000	5,000
Security	550	550	550	550	550
Property maintenance	65,000	55,000	55,000	55,000	55,000
	<u>250,209</u>	<u>299,966</u>	<u>299,966</u>	<u>300,261</u>	<u>300,260</u>

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Corporate Services

	2018	2019	2020	2021	2022
Corporate Services					
Salaries	272,313	369,799	369,799	369,799	369,799
Benefits	65,057	85,092	88,834	88,985	88,985
Less: Allocation to Sewer Fund	(40,484)	(54,587)	(55,036)	(55,054)	(55,054)
Professional Development	17,500	17,500	17,500	17,500	17,500
Memberships	2,500	2,500	2,500	2,500	2,500
Hospitality and meals	1,700	1,700	1,700	1,700	1,700
Elections	12,500	6,250	6,250	6,250	6,250
Legislative Dues/Subscriptions	1,500	1,500	1,500	1,500	1,500
Advertising/Communications	32,000	32,000	32,000	32,000	32,000
Freight/courier	600	600	600	600	600
Postage	6,000	6,000	6,000	6,000	6,000
Office supplies	20,000	20,000	20,000	20,000	20,000
Subscriptions and Corporate Memberships	9,000	9,000	9,000	9,000	9,000
Records management and ofsite storage	10,000	10,000	10,000	10,000	10,000
Operating supplies	5,000	5,000	5,000	5,000	5,000
Subtotal before amortization	415,186	512,353	515,646	515,780	515,780
Amortization - General Government	147,449	150,398	151,902	153,000	153,000
Total Corporate Services	\$ 562,635	\$ 662,752	\$ 667,549	\$ 668,780	\$ 1,102,608

**District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Financial Services**

	2018	2019	2020	2021	2022
Financial Services					
Financial Administration:					
Salaries	327,383	395,711	389,461	389,961	389,961
Benefits	75,559	92,209	91,411	91,491	91,491
Less: Allocation to Sewer Fund	(100,735)	(121,980)	(120,218)	(120,363)	(120,363)
Professional Development	6,000	6,000	6,000	6,000	6,000
Memberships	2,200	2,200	2,200	2,200	2,200
Tax adjustments	1,500	1,500	1,500	1,500	1,500
Banking	9,000	9,000	9,000	9,000	9,000
Property Tax Interest Expense (prepayment)	5,300	5,300	5,300	5,300	5,300
Tax forms and supplies	8,600	8,600	8,600	8,600	8,600
Property Tax Stabilization contingency	12,000	12,000	12,000	12,000	12,000
Interest on Refundable Deposits	5,000	5,000	5,000	5,000	5,000
Audit	40,000	40,000	40,000	40,000	40,000
Less: Allocation to Sewer Fund	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Insurance premiums (property and liability)	125,000	125,000	125,000	125,000	125,000
Less: Allocation to Sewer Fund	(62,500)	(62,500)	(62,500)	(62,500)	(62,500)
Insurance contingency	10,000	10,000	10,000	10,000	10,000
Insurance claims	12,000	12,000	12,000	12,000	12,000
	466,306	530,040	524,754	525,189	525,189
Geographic Information Services					
Salaries	152,140	152,140	152,140	152,140	152,140
Benefits	35,024	36,223	36,223	36,254	36,254
Less: Allocation to Sewer Fund	(46,791)	(47,091)	(47,091)	(47,099)	(47,099)
Specialty Office Supplies	800	800	800	800	800
Professional Development	3,500	2,500	2,500	2,500	2,500
Asset Management Strategy/Plans and Training	25,000	10,000	5,000	5,000	5,000
Data acquisition and consulting	10,000	10,000	10,000	10,000	10,000
	179,673	164,573	159,573	159,596	159,596
Information Technology					
Salaries	152,140	152,140	152,140	152,140	152,140
Benefits	35,024	36,223	36,223	36,254	36,254
Less: Allocation to Sewer Fund	(46,791)	(47,091)	(47,091)	(47,099)	(47,099)
Professional Development	8,900	8,900	8,900	8,900	8,900
Telephone	17,000	17,000	17,000	17,000	17,000
Copy/service charges	4,500	4,500	4,500	4,500	4,500
Equipment lease/rental	27,680	30,680	30,680	30,680	30,680
Website maintenance	2,000	2,000	2,000	2,000	2,000
Software Licensing	89,075	85,175	77,800	83,800	77,800
Staff IT Software Training	6,300	6,300	6,300	6,300	6,300
LAN/PC's/Networking/Internet	81,700	80,700	80,700	81,700	80,700
	377,528	376,528	369,153	376,176	369,176
Total Financial Services	1,023,508	1,071,140	1,053,479	1,060,961	1,053,961

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Development Services

	2018	2019	2020	2021	2022
Development Services					
Engineering Operations					
Salaries	213,965	232,851	232,851	233,351	233,351
Benefits	48,798	57,448	56,200	57,711	57,711
Vehicle Insurance	2,800	2,800	2,800	2,800	2,800
Vehicle Maintenance	1,000	1,000	1,000	1,000	1,000
Fuel	500	500	500	500	500
Specialty office supplies	500	500	500	500	500
Travel	500	500	500	500	500
Professional Development	12,000	12,000	12,000	12,000	12,000
Memberships	1,000	1,000	1,000	1,000	1,000
Consulting	10,000	10,000	10,000	10,000	10,000
	291,063	318,599	317,351	319,362	319,362
Contract Services					
Highway Maintenance Contract	256,166	260,008	263,908	267,867	271,885
Line Painting and Signage	21,000	20,000	20,000	20,000	20,000
Rainwater Infrastructure Maintenance	80,000	100,000	100,000	100,000	100,000
DCC Bylaw Review - Roads	50,000		-	-	-
Public Works Yard Maintenance	5,000	5,000	5,000	5,000	5,000
	412,166	385,008	388,908	392,867	396,885
Street lighting and Traffic control					
Street lighting electricity - BC Hydro	89,250	93,713	98,398	103,318	108,484
Street lighting electricity - District	31,500	33,075	34,729	36,465	38,288
Street lighting contracted maintenance - District	8,500	8,500	8,500	8,500	8,500
Traffic lights electricity	3,500	3,500	3,500	3,500	3,500
Crossing guards	14,000	14,000	14,000	14,000	14,000
	146,750	152,788	159,127	165,783	172,772
Planning					
Salaries	270,540	285,760	275,049	275,049	275,049
Benefits	62,313	69,924	68,172	68,439	68,439
Contractor	15,000	-	-	-	-
Specialty office supplies	1,400	1,400	1,400	1,400	1,400
Travel	500	500	500	500	500
Professional Development	7,500	7,500	7,500	7,500	7,500
Memberships	1,100	1,100	1,100	1,100	1,100
	358,352	366,184	353,722	353,988	353,988

	2018	2019	2020	2021	2022
Development Services					
Subdivision					
Salaries	188,141	181,141	176,141	176,141	176,141
Benefits	30,323	32,247	32,122	31,985	31,985
Approving Officer	-	50,000	50,000	50,000	50,000
Professional Development	2,000	2,000	2,000	2,000	2,000
Memberships	500	500	500	500	500
	220,964	265,888	260,763	260,626	260,626
Community Spaces					
Parks salaries	379,922	399,089	399,089	377,276	377,276
Parks benefits	82,037	89,980	88,733	90,474	90,474
Parks Materials and Supplies	55,000	55,000	55,000	55,000	55,000
Parks Data and Telephone	2,250	2,250	2,250	2,250	2,250
Parks Office Expenses	2,500	2,500	2,500	2,500	2,500
Parks Vehicle Fuel	5,500	5,500	5,500	5,500	5,500
Parks Maintenance	2,500	2,500	2,500	2,500	2,500
Parks Memberships and Dues	750	750	750	750	750
Parks Training	3,000	3,000	3,000	3,000	3,000
Parks PPE and Immunization	5,000	5,000	5,000	5,000	5,000
Works Yard electricity	7,500	7,500	7,500	7,500	7,500
Hazardous vegetation control	25,000	25,000	25,000	25,000	25,000
Community Clean Up Events	5,000	5,000	5,000	5,000	5,000
Banners	8,200	8,200	8,200	8,200	8,200
Seasonal Adornment	30,000	30,000	30,000	30,000	30,000
Boat Launch Parking Lease	18,000	18,000	18,000	18,000	18,000
Boat Launch operating and Maintenance	7,000	5,000	5,000	5,000	5,000
Downtown Parking Lease	24,000	24,000	24,000	24,000	24,000
Harbourway Walkway License	500	500	500	500	500
	663,659	688,769	687,521	667,450	667,450
Subtotal before amortization	2,092,953	2,177,235	2,167,392	2,160,076	2,171,083
Amortization					
Amortization - Recreation and Culture	135,154	137,857	139,235	140,628	142,034
Amortization - Engineering Services	1,467,187	1,496,531	1,511,496	1,526,611	1,541,877
Amortization - Storm Sewer	108,572	110,744	111,851	112,970	114,099
Total Amortization	1,710,913	1,745,131	1,762,583	1,780,208	1,798,010
Total Development Services	3,803,866	3,922,366	3,929,975	3,940,284	3,969,094

**District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Community Safety**

	2018	2019	2020	2021	2022
Community Safety					
Policing					
Contract with RCMP	1,980,073	1,980,073	1,980,073	1,980,073	2,437,661
Police Based Victims Services	8,323	8,323	8,323	8,323	8,323
Integrated and Regional Costs	7,000	7,000	7,000	7,000	7,000
Mobile Youth Services Team	3,500	3,500	3,500	3,500	3,500
Source Information	5,000	5,000	5,000	5,000	5,000
	2,003,896	2,003,896	2,003,896	2,003,896	2,034,304
Emergency Program					
Supplies	8,000	8,000	8,000	8,000	8,000
Office supplies	800	800	800	800	800
EOC radio operations	2,000	2,000	2,000	2,000	2,000
Emergency Program Vehicle Maintenance	1,000	1,000	1,000	1,000	1,000
Communications	1,400	1,400	1,400	1,400	1,400
Professional Development	3,000	3,000	3,000	3,000	3,000
Volunteer Training General	1,600	1,600	1,600	1,600	1,600
Annual Exercise	2,000	2,000	2,000	2,000	2,000
Emergency planning - outside services (ESS Director)	4,200	4,200	4,200	4,200	4,200
	24,000	24,000	24,000	24,000	24,000
Bylaw					
Salaries	145,959	179,167	179,167	179,167	179,167
Benefits	36,494	45,169	45,169	45,193	45,193
Professional Development	2,000	2,000	2,000	2,000	2,000
Protective Clothing/Gear	2,000	2,000	2,000	2,000	2,000
Supplies	1,000	1,000	1,000	1,000	1,000
Memberships	500	500	500	500	500
Vehicle Insurance	1,100	1,100	1,100	1,100	1,100
Vehicle Fuel	1,500	1,500	1,500	1,500	1,500
Vehicle Maintenance	1,000	1,000	1,000	1,000	1,000
	191,553	233,436	233,436	233,461	233,461
Building Department					
Salaries	299,794	320,044	320,044	320,044	320,044
Benefits	71,463	79,883	79,883	80,017	80,017
Supplies	1,500	1,500	1,500	1,500	1,500
Professional Development	5,000	5,000	2,500	2,500	2,500
Memberships	1,000	1,000	1,000	1,000	1,000
Vehicle maintenance	1,000	1,000	1,000	1,000	1,000
Vehicle Fuel	700	700	700	700	700
Vehicle insurance	900	900	900	900	900
	381,357	410,027	407,527	407,661	397,995

Community Safety**2018****2019****2020****2021****2022****Fire Department****Administration**

Salaries	635,420
Benefits	162,150
Operating supplies	4,000
Office supplies	2,000
Office equipment leases	2,000
Staff Training	12,000
OH&S training	1,000
Memberships	1,500
Subscriptions	2,100
Hospitality - operating supplies	4,000
Appreciation Dinner	13,000
Total	839,170

839,170**983,049****1,008,476****1,022,695****1,022,695****Volunteer Firefighters**

Duty officer remuneration	33,310
First response duty remuneration	27,779
Relief worker wages/remuneration	77,773
Volunteer Performance Incentive	35,000
Volunteer Association Payment	37,779
EAP Benefits	1,512
WCB Benefits	450
Medical testing	2,900
Recruitment	3,000
Total	219,503

219,503**226,458****233,433****233,433****233,433****Training**

Courses and certifications	34,000
Travel and expenses	2,000
Driver certification / air brakes	500
Audio visual repair and replacement	500
Operating supplies	1,855
Total	38,855

38,855**42,855****44,855****44,855****44,855****Telecommunications**

CREST	55,000
Telephone and Data services	5,000
Radio and pager maintenance	1,000
Repairs general	2,500
Total	63,500

63,500**68,500****73,500****73,500****73,500****Inspections and Prevention**

Operating supplies	1,000
Community Education	2,000
Total	3,000

3,000**3,000****3,000****3,000****3,000**

Community Safety

Station Maintenance

Fire Hall #1

Security	1,200
Hydro	14,000
Gas	5,500
Water	1,800
General Maintenance and servicing	6,000
Garbage and recycle	2,400
Janitorial	11,000

Fire Hall #2

Security	1,200
Hydro	2,500
Water	300
General Maintenance and servicing	3,000
Janitorial	2,500

Vehicle maintenance and operating

Fuel	15,000
Vehicle maintenance general	30,000
Insurance premiums	17,136
Tire replacement	4,000
Repairs or fabrication	4,500

Debt Servicing (see Debt Servicing and Transfers)

Equipment maintenance

Operation and Maintenance	26,000
SCBA maintenance	10,000
SCBA Cylinder Replacement Program	10,500
SCBA Units	50,000
Small tools and equipment replacement	5,000
Other outside services	4,000

Protective Clothing

Turnout gear replacement	33,000
Turnout gear repair	5,000
Turnout gear operating supplies	5,000

Uniforms

Dress uniforms and regalia	8,000
----------------------------	-------

	2018	2019	2020	2021	2022
Station Maintenance					
<u>Fire Hall #1</u>					
Security	1,200	1,200	1,200	1,200	1,200
Hydro	14,000	14,000	14,000	14,000	14,000
Gas	5,500	5,500	5,500	5,500	5,500
Water	1,800	1,800	1,800	1,800	1,800
General Maintenance and servicing	6,000	6,000	6,000	6,000	6,000
Garbage and recycle	2,400	2,400	2,400	2,400	2,400
Janitorial	11,000	11,000	11,000	11,000	11,000
	41,900	41,900	41,900	41,900	41,900
<u>Fire Hall #2</u>					
Security	1,200	1,200	1,200	1,200	1,200
Hydro	2,500	2,500	2,500	2,500	2,500
Water	300	300	300	300	300
General Maintenance and servicing	3,000	3,000	3,000	3,000	3,000
Janitorial	2,500	2,500	2,500	2,500	2,500
	9,500	9,500	9,500	9,500	9,500
Vehicle maintenance and operating					
Fuel	15,000	15,000	15,000	15,000	15,000
Vehicle maintenance general	30,000	30,000	30,000	30,000	30,000
Insurance premiums	17,136	17,136	17,136	17,136	17,136
Tire replacement	4,000	4,000	4,000	4,000	4,000
Repairs or fabrication	4,500	4,500	4,500	4,500	4,500
	70,636	70,636	70,636	70,636	70,636
Debt Servicing (see Debt Servicing and Transfers)	97,593	242,600	242,600	242,600	155,845
Equipment maintenance					
Operation and Maintenance	26,000	26,000	26,000	26,000	26,000
SCBA maintenance	10,000	10,000	10,000	10,000	10,000
SCBA Cylinder Replacement Program	10,500	10,500	10,500	10,500	10,500
SCBA Units	50,000	50,000	50,000	50,000	50,000
Small tools and equipment replacement	5,000	5,000	5,000	5,000	5,000
Other outside services	4,000	4,000	4,000	4,000	4,000
	105,500	105,500	105,500	105,500	105,500
Protective Clothing					
Turnout gear replacement	33,000	33,000	33,000	33,000	33,000
Turnout gear repair	5,000	5,000	5,000	5,000	5,000
Turnout gear operating supplies	5,000	5,000	5,000	5,000	5,000
	43,000	43,000	43,000	43,000	43,000
Uniforms					
Dress uniforms and regalia	8,000	8,000	8,000	8,000	8,000

	2018	2019	2020	2021	2022
Community Safety					
Stationwear and boots	10,000	10,000	10,000	10,000	10,000
Cleaning and repair	2,500	2,500	2,500	2,500	2,500
	20,500	20,500	20,500	20,500	20,500
Other					
Medical supplies	8,000	8,000	8,000	8,000	8,000
Snow and Ice Removal	5,000	5,000	5,000	5,000	5,000
East Sooke Fire Contract	45,000	45,000	45,000	45,000	45,000
	58,000	58,000	58,000	58,000	58,000
Total Fire Department and ESS	1,634,657	1,915,498	1,954,900	1,969,119	1,882,364
Total Community Safety, before amortization	4,211,463	4,586,857	4,623,759	4,638,137	4,572,123
Less Debt Servicing (shown separately)	(97,593)	(242,600)	(242,600)	(242,600)	(155,845)
Subtotal before amortization	4,113,870	4,344,257	4,381,159	4,395,537	4,416,278
Amortization - Community Safety	254,987	260,087	262,687	265,000	265,000
Total Community Safety (less debt)	4,368,857	4,604,344	4,643,846	4,660,537	4,681,278

**District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Sewer Fund**

	2018	2019	2020	2021	2022
Sewer Fund Revenues					
Operating					
Parcel Tax	1,742,112	1,785,665	1,830,306	1,876,064	1,922,966
Parcel Tax - capital charge (new)	94,680	97,047	99,473	101,960	104,509
Sewer Generation Charge	1,836,792	1,882,712	1,929,780	1,978,024	2,027,475
DCC - Wastewater	369,840	371,689	373,548	375,415	377,292
Serviceability Fees	180,000	180,000	180,000	180,000	180,000
Proceeds from Borrowing	15,000	15,000	15,000	15,000	15,000
Transfer from Sewer Reserve	750,000	1,000,000	700,000	-	-
Transfer from DCC Wastewater Reserve	619,442	324,211	48,516	290,934	-
Amortization offset	295,519	295,519	295,519	295,519	295,519
Total Revenues	4,066,593	4,069,131	3,542,362	3,134,892	2,895,286
	488,122	497,885	502,864	507,892	512,971
	4,554,715	4,567,016	4,045,226	3,642,785	3,408,257
Expenditures					
Operating					
Salaries	395,938	420,105	420,105	420,105	420,105
Benefits	87,160	98,432	97,185	98,414	98,414
Operator overtime	67,996	67,996	67,996	67,996	67,996
	551,094	586,533	585,286	586,515	586,515
Operating costs:					
Contractors and Consultants	350,000	350,000	350,000	350,000	350,000
Materials and Supplies	49,615	49,615	49,615	49,615	49,615
Serviceability Studies	15,000	15,000	15,000	15,000	15,000
Freight and Courier	2,100	2,100	2,100	2,100	2,100
Chemicals	102,000	102,000	102,000	102,000	102,000
Vehicle Insurance	5,000	5,000	5,000	5,000	5,000
Licenses	1,200	1,200	1,200	1,200	1,200
Hydro Charges	85,285	85,285	85,285	85,285	85,285
Water Charges	3,000	3,000	3,000	3,000	3,000
Telephones and Data lines	18,585	18,585	18,585	18,585	18,585
Stationary, Printing and Office Expenses	2,500	2,500	2,500	2,500	2,500
Office machines and Furniture	2,000	2,000	2,000	2,000	2,000
Software	2,000	2,000	2,000	2,000	2,000
Computer Charges	3,000	3,000	3,000	3,000	3,000
Vehicle Fuel	4,200	4,200	4,200	4,200	4,200

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Sewer Expansion

	2018	2019	2020	2021	2022
Sewer Expansion Estimate					
Revenues					
Operating					
Parcel Tax	-	-	497,000	497,000	497,000
Sewer Generation Fees	-	-	87,500	87,500	87,500
Connection Fees	-	-	-	-	-
Proceeds from Borrowing	-	-	4,500,000	-	-
DCC - Wastewater	-	-	-	-	-
Amortization offset	-	-	-	-	-
Total Revenues	-	-	5,084,500	584,500	584,500
			150,000	150,000	150,000
			5,234,500	734,500	734,500
Expenditures					
Operating					
Contractors and Consultants	-	-	257,500	257,500	257,500
Materials and Supplies	-	-	46,720	46,720	46,720
Freight and Courier	-	-	2,000	2,000	2,000
Chemicals	-	-	48,110	48,110	48,110
Licenses	-	-	1,200	1,200	1,200
Hydro Charges	-	-	25,000	25,000	25,000
Water Charges	-	-	6,500	6,500	6,500
Software	-	-	2,000	2,000	2,000
Computer Charges	-	-	3,000	3,000	3,000
Amortization	-	-	392,030	392,030	392,030
Total Operating Expenditures	-	-	150,000	150,000	150,000
			542,030	542,030	542,030
Sewer Debt					
MFA Long Term debt - principal repayment	-	-	87,170	87,170	87,170
MFA Long Term debt - interest repayment	-	-	105,300	105,300	105,300
Total Sewer Debt	-	-	192,470	192,470	192,470
Capital					
Expansion Project	-	-	4,500,000	-	-
Total Capital expenditures	-	-	4,500,000	-	-
Total expenditures	-	-	5,234,500	734,500	734,500
Sewer Fund Surplus (deficit)	-	-	-	-	-

District of Sooke
Draft 2018 to 2022 Five Year Financial Plan
Reserve Funds

Description	2018	2019	2020	2021	2022
Fire Protection Reserve					
Opening Balance	130,448	9,248	9,248	84,248	9,248
Transfer In	80,000	30,000	75,000	-	-
Transfer Out	(201,200)	(30,000)	-	(75,000)	-
Interest	-	-	-	-	-
Closing Balance	9,248	9,248	84,248	9,248	9,248
Park Land Reserve					
Opening Balance	206,777	206,777	206,777	206,777	206,777
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	206,777	206,777	206,777	206,777	206,777
Land Sale Reserve					
Opening Balance	72,351	72,351	72,351	72,351	72,351
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	72,351	72,351	72,351	72,351	72,351
Casino Revenue Reserve					
Opening Balance	497,236	126,504	36,504	56,504	231,504
Transfer In	260,000	260,000	260,000	260,000	260,000
Transfer Out	(630,732)	(350,000)	(240,000)	(85,000)	(160,000)
Interest	-	-	-	-	-
Closing Balance	126,504	36,504	56,504	231,504	331,504
Sooke Program Arts Reserve					
Opening Balance	60,348	62,348	64,348	66,348	68,348
Transfer In	12,000	12,000	12,000	12,000	12,000
Transfer Out	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest	-	-	-	-	-
Closing Balance	62,348	64,348	66,348	68,348	70,348

Seniors/Youth Facility Reserve									
Opening Balance	200,677		250,677		250,677		250,677		250,677
Transfer In (from Casino)	50,000		-		-		-		-
Transfer Out	-		-		-		-		-
Interest	-		-		-		-		-
Closing Balance	250,677		250,677		250,677		250,677		250,677
Capital Works Reserve (GST)									
Opening Balance	55,465		20,825		40,825		30,825		30,825
Transfer In	10,000		20,000		50,000		50,000		150,000
Transfer Out	(44,640)		-		(60,000)		(50,000)		-
Interest	-		-		-		-		-
Closing Balance	20,825		40,825		30,825		30,825		180,825
Emergency Road Repair and Snow Removal									
Opening Balance	177,138		167,138		157,138		147,138		137,138
Transfer In	-		-		-		-		-
Transfer Out	(10,000)		(10,000)		(10,000)		(10,000)		(10,000)
Interest	-		-		-		-		-
Closing Balance	167,138		157,138		147,138		137,138		127,138
Capital Improvement Financing Reserve									
Opening Balance	75,461		87,461		99,461		111,461		123,461
Transfer In	12,000		12,000		12,000		12,000		12,000
Transfer Out	-		-		-		-		-
Interest	-		-		-		-		-
Closing Balance	87,461		99,461		111,461		123,461		135,461
Community Amenities Reserve									
Opening Balance	122,720		122,720		122,720		122,720		122,720
Transfer In	-		-		-		-		-
Transfer Out	-		-		-		-		-
Interest	-		-		-		-		-
Closing Balance	122,720		122,720		122,720		122,720		122,720
Playing Field Reserve									
Opening Balance	403,017		403,017		403,017		403,017		403,017
Transfer In	-		-		-		-		-
Transfer Out	-		-		-		-		-
Interest	-		-		-		-		-
Closing Balance	403,017		403,017		403,017		403,017		403,017

Capital Asset Replacement Reserve							
Opening Balance	568,482	249,261	130,782	136,035	154,419	154,419	372,917
Transfer In	238,007	143,268	274,150	200,000	314,281	314,281	314,395
Transfer Out	(557,228)	(261,747)	(268,897)	(268,897)	(295,897)	(295,897)	(95,897)
Interest	-	-	-	-	-	-	-
Closing Balance	249,261	130,782	136,035	154,419	154,419	154,419	372,917
Road DCC Reserve							
Opening Balance	2,258,793	2,308,793	1,708,793	1,908,793	1,908,793	1,908,793	2,108,793
Transfer In	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Transfer Out	(150,000)	(800,000)	(800,000)	-	-	-	-
Interest	-	-	-	-	-	-	-
Closing Balance	2,308,793	1,708,793	1,908,793	2,108,793	2,108,793	2,108,793	2,308,793
Wastewater DCC Reserve							
Opening Balance	443,219	327,700	212,181	96,662	96,662	96,662	-
Transfer In	180,000	180,000	180,000	180,000	198,857	198,857	295,519
Transfer Out	(295,519)	(295,519)	(295,519)	(295,519)	(295,519)	(295,519)	(295,519)
Interest	-	-	-	-	-	-	-
Closing Balance	327,700	212,181	96,662	96,662	96,662	96,662	-
Community Works Reserve (Gas Tax)							
Opening Balance	403,741	334,687	154,352	214,018	214,018	214,018	27,683
Transfer In	541,586	568,665	568,665	568,665	568,665	568,665	568,665
Transfer Out	(610,640)	(749,000)	(509,000)	(755,000)	(755,000)	(755,000)	(205,000)
Interest	-	-	-	-	-	-	-
Closing Balance	334,687	154,352	214,018	214,018	214,018	214,018	391,348
Sewer Reserve Fund							
Opening Balance	946,571	421,809	194,645	260,243	260,243	260,243	71,269
Transfer In	94,680	97,047	114,114	114,114	101,960	101,960	220,663
Transfer Out	(619,442)	(324,211)	(48,516)	(48,516)	(290,934)	(290,934)	-
Interest	-	-	-	-	-	-	-
Closing Balance	421,809	194,645	260,243	260,243	260,243	260,243	291,932
Sewer Expansion Reserve Fund							
Opening Balance	25,200	48,465	48,465	48,465	48,465	48,465	48,465
Transfer In	23,265	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Closing Balance	48,465	48,465	48,465	48,465	48,465	48,465	48,465
Revenue Smoothing Reserve							
Opening Balance	71,000	71,000	71,000	71,000	71,000	71,000	71,000
Transfer In	-	-	-	-	-	-	-

Transfer Out	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Closing Balance	71,000	71,000	71,000	71,000	71,000	71,000	71,000
Reserve for Future Policing Costs							
Opening Balance	173,615	258,615	343,615	428,615	513,615	513,615	513,615
Transfer In	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Transfer Out	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Closing Balance	258,615	343,615	428,615	513,615	513,615	513,615	598,615
Carbon Tax Rebate Reserve Fund							
Opening Balance	7,077	8,877	10,677	12,477	14,277	14,277	14,277
Transfer In	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Transfer Out	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Closing Balance	8,877	10,677	12,477	14,277	14,277	14,277	16,077
Other Reserves (see Financial Statements)							
Opening Balance	320,157	320,157	320,157	320,157	320,157	320,157	320,157
Transfer In	-	-	-	-	-	-	-
Transfer Out (Note 1)	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Closing Balance	320,157	320,157	320,157	320,157	320,157	320,157	320,157
Opening Balance							
Transfers to Reserves	6,899,336	5,558,273	4,337,576	4,728,374	4,728,374	4,665,586	4,665,586
Transfers from Reserves	1,788,338	1,609,780	1,832,730	1,832,730	1,804,563	1,804,563	2,120,042
Interest	(3,129,401)	(2,830,477)	(1,441,932)	(1,441,932)	(1,867,350)	(1,867,350)	(776,416)
Closing Balance	5,558,273	4,337,576	4,728,374	4,728,374	4,665,586	4,665,586	6,009,213