



## Public Input Information Package

**August 13, 2018 at 7:00 pm**

Sooke Council Chamber  
2225 Otter Point Road, Sooke, BC

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<b>Proposed Bylaw:</b>	<b>Bylaw No. 716, <i>Five Year Financial Plan Amendment Bylaw (697-01), 2018</i></b>
<b>Financial Plan Amendment:</b>	The purpose of Bylaw No. 716, <i>Five Year Financial Plan Amendment Bylaw (697-01), 2018</i> is to add additional funding for the Sooke River Road drainage project, funding for a Transportation Master Plan, and include budget transfers to fund a Parks and Trails Master Plan.

### Information Package Contents

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2. Bylaw No. 716, *Five Year Financial Plan Amendment Bylaw (697-01), 2018* at third reading **3**
3. Staff Report to Council, dated July 23, 2018. **7**
  - 2018 – 2022 Amended Five Year Financial Plan
4. DRAFT Council minutes and resolution, dated July 23, 2018. **13**
5. Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018* **15**

*Please note that written and verbal submissions will  
become part of the public record.*





2205 Otter Point Road, Sooke

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## Notice to Adopt Bylaw No. 716 (697-01), 2018 Financial Plan Amendment

Notice is hereby given that the District of Sooke Council will consider the adoption of the *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*, at the **August 13, 2018**, Regular Council meeting.

Date: **Monday, August 13, 2018**

Meeting Time: 7:00 p.m.

Place: **District of Sooke, Council Chambers  
2225 Otter Point Road, 3<sup>rd</sup> Floor**

The purpose of the Bylaw is to add additional funding for the Sooke River Road drainage project, funding for a Transportation Master Plan, and include budget transfers to fund a Parks and Trails Master Plan.

Copies of the proposed bylaw amendments along with copies of adopted Bylaw No. 697 the *Five Year Financial Plan Bylaw, 2018*, (2018-2022), are available for public inspection starting Wednesday, August 1, 2018 until Monday, August 13, 2018, on the District's website [www.sooke.ca](http://www.sooke.ca), as well at the front reception on the 1<sup>st</sup> floor of the District of Sooke Municipal Hall, between the hours of 8:30 a.m. and 4:30 p.m., excluding weekends and statutory holidays.

**Note:** There will be an opportunity for public submissions with respect to the *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018* at the Regular Council meeting scheduled for 7:00 p.m. on Monday, August 13, 2018 at the District of Sooke Council Chambers. You may also wish to convey your submission in writing to the Corporate Officer, no later than 12:00 p.m. (noon), on Monday, August 13, 2018.

Submissions may be forwarded in the following ways:

Mail or delivery to: Corporate Officer  
District of Sooke  
2205 Otter Point Road  
Sooke, BC V9Z 1J2

Email: [info@sooke.ca](mailto:info@sooke.ca)  
Fax: 250-642-0541





## **DISTRICT OF SOOKE FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW No. 716**

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A bylaw to amend the Five Year Financial Plan for the years 2018-2022.

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The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as *Five Year Financial Plan Amendment Bylaw No.716 (697-01), 2018*.
2. Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018* is hereby amended by the deleting Schedules A and B and replacing them with new Schedules A and B which are attached to and form part of this bylaw.

READ a FIRST time the 23<sup>rd</sup> day of July, 2018.

READ a SECOND time the 23<sup>rd</sup> day of July, 2018.

READ a THIRD time the 23<sup>rd</sup> day of July, 2018.

ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2018.

**Certified Correct:**

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Maja Tait  
Mayor

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Carolyn Mushata  
Corporate Officer

## SCHEDULE A

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Property Taxes	7,601,900	7,999,377	8,499,711	9,027,464	9,418,339
Parcel Taxes	1,865,486	2,026,134	2,673,954	2,728,378	2,784,162
Fees and Charges	1,697,974	1,706,741	1,816,403	1,818,586	1,820,780
Other Sources	5,523,857	5,977,966	9,654,501	4,480,566	4,503,447
Transfer from Own Funds	3,761,025	2,829,412	1,416,353	1,478,399	653,010
	<u>20,450,243</u>	<u>20,539,630</u>	<u>24,060,921</u>	<u>19,533,392</u>	<u>19,179,738</u>
<b>Expenditures</b>					
Debt - Principal and Interest	939,596	1,145,445	1,377,016	1,230,673	1,230,673
Capital Expenditures	4,820,492	4,264,850	6,600,750	2,441,650	1,399,650
Transfer to Own Funds	1,715,853	1,512,733	1,922,849	1,623,746	2,262,359
Other Municipal Purposes	12,974,301	13,616,602	14,160,306	14,237,323	14,287,056
	<u>20,450,243</u>	<u>20,539,630</u>	<u>24,060,921</u>	<u>19,533,392</u>	<u>19,179,738</u>

## **SCHEDULE B**

### **2018 Financial Plan Statement**

The District of Sooke adopted Policy No. 5.5, *Revenue, Tax and Budget Policy, 2008* on October 6, 2008. The policy guides the District of Sooke property tax, fees and charges, capital asset management and budget stabilization goals and objectives.

### **Distribution of Revenues**

In accordance with section 165(3.1) of the *Community Charter* the proportion of total revenue derived from each revenue source is as follows:

#### **Proportion of funding by source**

Funding Source	2018 %	2019 %	2020 %	2021 %	2022 %
Property Taxes	37.17%	38.95%	35.33%	46.22%	49.11%
Parcel Taxes	9.12%	9.86%	11.11%	13.97%	14.52%
Fees and Charges	8.30%	8.31%	7.55%	9.31%	9.49%
Other Sources	27.01%	29.10%	40.13%	22.94%	23.48%
Transfer from Own Funds	18.39%	13.78%	5.89%	7.57%	3.40%







## Financial Plan Bylaw Amendment

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### **RECOMMENDATION:**

THAT Council give First, Second and Third reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

### **Report Summary:**

Bylaw No. 716 includes adjustments as directed by council to transfer the following budgets: \$35,000 from Community Washroom and \$25,000 from Whiffin Spit Study to new capital budget entitled 2018 Parks and Trails Master Plan; \$50,000 from Charters Road Design and \$50,000 from Other Municipal Purposes to new capital budget 2018 Transportation Master Plan; and \$112,080 from Operating Fund Surplus to Sooke River Road Drainage Project.

### **Previous Council Action:**

June 25, 2018 Council meeting resolutions directed staff to amend the 2018 to 2022 Five Year Financial Plan for the following items:

- Fund a new \$60,000 budget entitled 2018 Parks and Trails Master Plan with \$35,000 from Community Washrooms budget and \$25,000 from Whiffin Spit Study budget.
- Fund a new \$100,000 budget entitled 2018 Transportation Master Plan with \$50,000 from Charters Road Design (RFP) and \$50,000 from Other Municipal Purposes - DCC Bylaw Review
- Transfer \$112,080 to Sooke River Road Drainage Project from Operating Fund Surplus

### **Legal Impacts:**

Community Charter Section 165 indicates the municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted and for certainty, the financial plan may be amended by bylaw at any time.

### **Budget/Financial Impacts:**

Financial Impacts are detailed in Attachment 1 - Bylaw No. 716 and Attachment 2 - Amended 2018 to 2022 Five Year Financial Plan

### **Attached Documents:**

[2018-2022 Amended Five Year Financial Plan](#)

[Bylaw No. 716 \(697-1\) 2018 - Five Year Financial Plan Amendment](#)

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

	2018	2019	2020	2021	2022
<b>Funding Sources:</b>					
<i>% increase in property taxes</i>	<i>2.79%</i>	<i>2.27%</i>	<i>3.44%</i>	<i>3.68%</i>	<i>2.67%</i>
Municipal general property taxes	7,356,900	7,774,377	8,274,711	8,812,464	9,268,339
Non market change	245,000	225,000	225,000	215,000	150,000
<b>Total municipal taxes</b>	<b>7,601,900</b>	<b>7,999,377</b>	<b>8,499,711</b>	<b>9,027,464</b>	<b>9,418,339</b>
Sewer Fund Parcel Taxes	1,865,486	2,026,134	2,176,954	2,231,378	2,287,162
Sewer Expansion Parcel Taxes	-	-	497,000	497,000	497,000
<b>Total Parcel Taxes</b>	<b>1,865,486</b>	<b>2,026,134</b>	<b>2,673,954</b>	<b>2,728,378</b>	<b>2,784,162</b>
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	1,284,886	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
<b>Total Other Sources</b>	<b>5,523,857</b>	<b>5,977,966</b>	<b>9,654,501</b>	<b>4,480,566</b>	<b>4,503,447</b>
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	389,181	414,448	436,610	438,793	440,987
Sewer Expansion generation charges	-	-	87,500	87,500	87,500
<b>Total Fees and Charges</b>	<b>1,697,974</b>	<b>1,706,741</b>	<b>1,816,403</b>	<b>1,818,586</b>	<b>1,820,780</b>
<b>Transfers from Own Funds</b>	<b>3,761,025</b>	<b>2,829,412</b>	<b>1,416,353</b>	<b>1,478,399</b>	<b>653,010</b>
<b>Total Funding Sources:</b>	<b>20,450,243</b>	<b>20,539,630</b>	<b>24,060,921</b>	<b>19,533,392</b>	<b>19,179,738</b>
<b>Expenditures:</b>					
<b>Debt Servicing:</b>		<b>Funded by Tax</b>			
- General Government	306,053	-	301,083	149,770	149,770
- Fire Department	97,593	68,522	242,600	242,600	242,600
- Sewer Fund	535,950	-	601,762	645,833	645,833
- Sewer Expansion	-	-	-	192,470	192,470
<b>Total Debt Servicing</b>	<b>939,596</b>	<b>68,522</b>	<b>1,145,445</b>	<b>1,230,673</b>	<b>1,230,673</b>
<b>Capital Expenditures:</b>					
- General Government	3,344,292	314,000	2,794,850	1,986,650	1,389,650
- Sewer Fund	1,476,200	-	1,470,000	871,000	10,000
- Sewer Expansion	-	-	-	-	-
<b>Total Capital Expenditures</b>	<b>4,820,492</b>	<b>314,000</b>	<b>4,264,850</b>	<b>2,441,650</b>	<b>1,399,650</b>
<b>Transfers to Reserves</b>	<b>1,715,853</b>	<b>284,469</b>	<b>1,512,733</b>	<b>1,623,746</b>	<b>2,262,359</b>
<b>Other Municipal Purposes:</b>					
Council	490,987	490,987	490,930	495,014	497,118
CAO's Office	332,490	332,490	373,552	338,376	338,376
Human Resources / Office Administration	272,445	225,711	285,560	285,851	285,850
Corporate Services	396,433	364,933	566,940	570,682	570,834
Financial Services	1,122,583	591,083	1,183,028	1,172,778	1,166,688
Development Services	2,017,569	1,724,934	2,102,851	2,121,076	2,132,083
Community Safety	4,113,870	3,204,770	4,344,257	4,395,537	4,416,278
Amortization	2,601,471	-	2,653,501	2,856,101	2,878,982
Sewer Operations	1,626,451	-	1,615,983	1,999,527	2,000,846
<b>Total Other Municipal Purposes:</b>	<b>12,974,301</b>	<b>6,934,909</b>	<b>13,616,602</b>	<b>14,237,323</b>	<b>14,287,056</b>
<b>Total Expenditures:</b>	<b>20,450,243</b>	<b>7,601,900</b>	<b>20,539,630</b>	<b>19,533,392</b>	<b>19,179,738</b>



## **DISTRICT OF SOOKE FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW No. 716**

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A bylaw to amend the Five Year Financial Plan for the years 2018-2022.

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The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as *Five Year Financial Plan Amendment Bylaw No.716 (697-01), 2018*.
2. Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018* is hereby amended by the deleting Schedules A and B and replacing them with new Schedules A and B which are attached to and form part of this bylaw.

READ a FIRST time the \_\_\_\_ day of \_\_\_\_\_, 2018.

READ a SECOND time the \_\_\_\_ day of \_\_\_\_\_, 2018.

READ a THIRD time the \_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2018.

**Certified Correct:**

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Maja Tait  
Mayor

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Carolyn Mushata  
Corporate Officer

## SCHEDULE A

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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Transfer from Own Funds	3,761,025	2,829,412	1,416,353	1,478,399	653,010
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Debt - Principal and Interest	939,596	1,145,445	1,377,016	1,230,673	1,230,673
Capital Expenditures	4,820,492	4,264,850	6,600,750	2,441,650	1,399,650
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## **SCHEDULE B**

### **2018 Financial Plan Statement**

The District of Sooke adopted Policy No. 5.5, *Revenue, Tax and Budget Policy, 2008* on October 6, 2008. The policy guides the District of Sooke property tax, fees and charges, capital asset management and budget stabilization goals and objectives.

### **Distribution of Revenues**

In accordance with section 165(3.1) of the *Community Charter* the proportion of total revenue derived from each revenue source is as follows:

#### **Proportion of funding by source**

Funding Source	<b>2018</b> %	<b>2019</b> %	<b>2020</b> %	<b>2021</b> %	<b>2022</b> %
Property Taxes	37.17%	38.95%	35.33%	46.22%	49.11%
Parcel Taxes	9.12%	9.86%	11.11%	13.97%	14.52%
Fees and Charges	8.30%	8.31%	7.55%	9.31%	9.49%
Other Sources	27.01%	29.10%	40.13%	22.94%	23.48%
Transfer from Own Funds	18.39%	13.78%	5.89%	7.57%	3.40%





MINUTES  
District of Sooke  
Regular Council Meeting  
July 23, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson  
Councillor Reay

**ABSENT:**

Councillor Berger

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Carolyn Mushata, Director of Corporate Services  
Ivy Campbell, Head of Planning  
Jennifer Royer-Collard, Corporate Services Assistant

**GUEST:**

Staff Sergeant Jeff McArthur

5.2. **Bylaw No. 716 (697-01) - Financial Plan Bylaw Amendment**

A bylaw to amend Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018*, replacing Schedules A and B.  
RPT -2018-0105, 1880-05,

The Chief Administrative Officer provided an overview of the written staff report, highlighting the following budget changes:

- A new Parks and Trails Master Plan budget for \$60,000 - transfers include \$35,000 from Community Washrooms and \$25,000 from Whiffin Spit Study.
- A new Transportation Master Plan budget for \$100,000 - transfers include \$50,000 from Charters Road Design and \$50,000 from Other Municipal Purposes-DCC Bylaw Review.
- The Sooke River Road Drainage Project for \$112,050 from the Operating Fund Surplus.

**2018-359**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give First reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger

**2018-360**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give Second reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger

**2018-361**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give Third reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger





**DISTRICT OF SOOKE**  
**FIVE YEAR FINANCIAL PLAN BYLAW**  
**BYLAW No. 697**

A bylaw to adopt the financial plan to cover the fiscal period from  
January 1, 2018 to December 31, 2022.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This bylaw is cited as the *Five Year Financial Plan Bylaw, 2018*.
2. The financial plan attached as *Schedule A* to this Bylaw is adopted as the financial plan for the District of Sooke for the period commencing January 1, 2018 and ending December 31, 2022.
3. The Council of the District of Sooke may authorize the transfer of funds from one category to another category of the financial plan.
4. All cheques drawn on the bank must be signed by a designated official of the administration and countersigned by either the Mayor or one authorized Councillor.
5. All payments already made from municipal revenues for the current year are ratified and confirmed.
6. The financial plan attached as *Schedule B* to this bylaw shows the proportion of total revenue that comes from different funding sources, the distribution of property taxes among the property classes and the use of permissive tax exemptions.
7. This Bylaw has full force and effect from January 1, 2018 until amended, repealed or replaced.

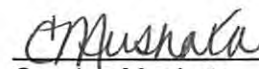
READ a FIRST and SECOND time, the 5<sup>th</sup> day of April, 2018.

READ a THIRD time the 9<sup>th</sup> day of April, 2018,

ADOPTED the 23<sup>rd</sup> day of April, 2018.

  
Maja Tait  
Mayor

**Certified Correct:**

  
Carolyn Mushata  
Corporate Officer

## SCHEDULE A

<b>Funding Sources</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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	<u>20,338,163</u>	<u>20,539,630</u>	<u>24,060,921</u>	<u>19,533,392</u>	<u>19,179,738</u>
<b>Expenditures</b>					
Debt - Principal and Interest	939,596	1,145,445	1,377,016	1,230,673	1,230,673
Capital Expenditures	4,658,412	4,264,850	6,600,750	2,441,650	1,399,650
Transfer to Own Funds	1,715,853	1,512,733	1,922,849	1,623,746	2,262,359
Other Municipal Purposes	13,024,301	13,616,602	14,160,306	14,237,323	14,287,056
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## SCHEDULE B

### 2018 Financial Plan Statement

The District of Sooke adopted Policy No. 5.5, *Revenue, Tax and Budget Policy, 2008* on October 6, 2008. The policy guides the District of Sooke property tax, fees and charges, capital asset management and budget stabilization goals and objectives.

### Distribution of Revenues

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#### Proportion of funding by source

Funding Source	2018 %	2019 %	2020 %	2021 %	2022 %
Property Taxes	37.38%	38.95%	35.33%	46.22%	49.11%
Parcel Taxes	9.17%	9.86%	11.11%	13.97%	14.52%
Fees and Charges	8.35%	8.31%	7.55%	9.31%	9.49%
Other Sources	27.16%	29.10%	40.13%	22.94%	23.48%
Transfer from Own Funds	17.94%	13.78%	5.89%	7.57%	3.40%

### Distribution of Property Tax Revenues

The distribution of property taxes among property classes is as follows:

Property Class	% Property Tax
Residential (1)	85.30%
Utilities (2)	0.08%
Light Industry (5)	0.88%
Business and Other (6)	13.38%
Managed Forest (7)	0.12%
Non-profit/Recreation (8)	0.22%
Farm (9)	0.02%
<b>Total</b>	<b>100.00%</b>

## **SCHEDULE B (cont'd)**

### **Permissive and Revitalization Tax Exemptions**

District of Sooke Bylaw No. 338, *Permissive Tax Exemption for Public Parks and Recreation Grounds, Not for Profit Corporations and Public Authorities Bylaw, 2007*, as amended, provides a 10 year permissive tax exemption to qualifying non-profit entities.

District of Sooke Bylaw No. 348, *Revitalization Tax Exemption Bylaw 2008*, as amended, provides a revitalization tax exemption to encourage the revitalization of the District of Sooke through the development of a commercial hotel, motel or lodge facilities. No revitalization tax exemptions have been granted to date.