



**Public Input
Information Package**

September 17, 2018 at 7:00 pm
Sooke Council Chamber
2225 Otter Point Road, Sooke, BC

Proposed Bylaw:	<i>Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018</i>
Financial Plan Amendment:	The purpose of the <i>Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018</i> is to identify the funds for repayment of the five-year loan for the water tender truck (Fire Dept.).

Information Package Contents	Page #
1. Notice to adopt <i>Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018</i> published in the Sooke News Mirror September 5 & 12, 2018.	1
2. <i>Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018</i> at third reading.	3
3. DRAFT Council minutes and resolution dated August 13, 2018.	7
4. Staff Report to Council, dated August 13, 2018. <ul style="list-style-type: none">• Report Cover• Bylaw No. 719 (697-02)• 2018 – 2022 Amended Five Year Financial Plan	9
5. Amendment to <i>Five Year Financial Plan Bylaw, 2018</i> . <ul style="list-style-type: none">• <i>Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018</i>	15
6. Bylaw No. 697, <i>Five Year Financial Plan Bylaw, 2018</i> .	18

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



2205 Otter Point Road, Sooke

Phone: 250-642-1634

Fax: 250-642-0541

email: info@sooke.ca

website: www.sooke.ca

Notice to Adopt Bylaw No. 719 (697-02), 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. 719 (697-02), 2018*, at the **September 17, 2018**, Regular Council meeting.

Date: **Monday, September 17, 2018**
Meeting Time: 7:00 p.m.
Place: **District of Sooke, Council Chambers
2225 Otter Point Road, 3rd Floor**

The purpose of the Bylaw is to identify the funds for repayment of the five-year loan for the water tender truck (fire dept).

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, September 5, 2018 until Monday, September 17, 2018, on the District's website www.sooke.ca, as well at the front reception on the 1st 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. 719 (697-02), 2018* at the Regular Council meeting scheduled for 7:00 p.m. on Monday, September 17, 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, September 17, 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:

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info@sooke.ca

Fax:

250-642-0541



**DISTRICT OF SOOKE
FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW
BYLAW No. 719**

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

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 Amendment Bylaw No. 719 (697-02), 2018*.
2. Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018* is hereby amended by 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 and SECOND and THIRD time, the 13th day of August, 2018,

ADOPTED the ___ day of _____, 2018.

Certified Correct:

Maja Tait
Mayor

Carolyn Mushata
Corporate Officer

SCHEDULE A

Funding Sources	2018	2019	2020	2021	2022
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	3,744,611	2,870,314	1,457,255	1,519,301	693,912
	<u>20,433,829</u>	<u>20,580,532</u>	<u>24,101,823</u>	<u>19,574,294</u>	<u>19,220,640</u>

Expenditures

Debt - Principal and Interest	913,088	1,186,347	1,417,918	1,271,575	1,271,575
Capital Expenditures	4,820,492	4,264,850	6,600,750	2,441,650	1,399,650
Transfer to Own Funds	1,725,947	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>20,433,829</u>	<u>20,580,532</u>	<u>24,101,823</u>	<u>19,574,294</u>	<u>19,220,640</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	37.20%	38.87%	35.27%	46.12%	49.00%
Parcel Taxes	9.13%	9.84%	11.09%	13.94%	14.49%
Fees and Charges	8.31%	8.29%	7.54%	9.29%	9.47%
Other Sources	27.03%	29.05%	40.06%	22.89%	23.43%
Transfer from Own Funds	18.33%	13.95%	6.05%	7.76%	3.61%

9.8. **Five Year Financial Plan Amendment Bylaw No. 719 (697-02) - Fire Tender Vehicle MFA Borrowing**

Councillor Pearson returned to the meeting at 8:12 p.m.

Funding requirements for the purchase of a water tender for the Fire Department through the Equipment Purchasing Program over five years, and amend Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018*.

2018-402

MOVED by Councillor Parkinson, seconded by Councillor Logins:

THAT the Council of the District of Sooke authorize up to \$425,000 be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing a new Water Tender Truck for the Fire Department;

AND THAT the loan be repaid within 5 years, with no right of renewal.

CARRIED.

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

Absent: Councillor Reay

2018-403

MOVED by Councillor Parkinson, seconded by Councillor Logins:

THAT Council give First, Second and Third reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018*.

CARRIED.

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

Absent: Councillor Reay

DRAFT Minutes - Scheduled for Adoption September 17, 2018



Fire Tender Vehicle MFA Borrowing

RECOMMENDATION:

1) THAT the Council of the District of Sooke authorize up to \$425,000 be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing a new Water Tender Truck for the Fire Department; and

THAT the loan be repaid within 5 years, with no right of renewal.

2) THAT Council give First, Second and Third reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018*.

Previous Council Action:

Council authorized the purchase of the water tender truck at the January 29, 2018 regular Council meeting.

Report:

The original intent to fund the purchase of the water tender was to finance it over ten years. Staff have now become aware of an Equipment Purchasing Program through the Municipal Finance Authority (MFA) which would see repayment over five (5 years) and save significant interest on the loan.

In order to participate in the Equipment Purchasing Program, a resolution of Council is required (as recommended) and an amendment to the Financial Plan bylaw is required. The Financial Plan bylaw is attached for information and three readings are recommended. In accordance with legislative requirements, the amendment will be advertised for public input at the next Council meeting.

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 anytime.

Budget/Financial Impacts:

Financial Impacts are detailed in Attachment 1 - Bylaw No. 719 and Attachment 2 - Amended 2018 to 2022 Five Year Financial Plan

Attached Documents:

719 (697-2) Financial Plan Amendment Bylaw 2018
2018-2022 Amended Five Year Financial Plan



DISTRICT OF SOOKE
FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW
BYLAW No. 719

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

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 Amendment Bylaw No. 719, 2018 (697-2)*.
2. Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018* is hereby amended by 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 and SECOND and THIRD time, the 13th day of August, 2018,

ADOPTED the XX day of XXXXX, 2018.

Certified Correct:

Maja Tait
Mayor

Carolyn Mushata
Corporate Officer

SCHEDULE A

Funding Sources	2018	2019	2020	2021	2022
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	3,744,611	2,870,314	1,457,255	1,519,301	693,912
	<u>20,433,829</u>	<u>20,580,532</u>	<u>24,101,823</u>	<u>19,574,294</u>	<u>19,220,640</u>

Expenditures

Debt - Principal and Interest	913,088	1,186,347	1,417,918	1,271,575	1,271,575
Capital Expenditures	4,820,492	4,264,850	6,600,750	2,441,650	1,399,650
Transfer to Own Funds	1,725,947	1,512,733	1,922,849	1,623,746	2,262,359
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	<u>20,433,829</u>	<u>20,580,532</u>	<u>24,101,823</u>	<u>19,574,294</u>	<u>19,220,640</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

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Proportion of funding by source

Funding Source	2018 %	2019 %	2020 %	2021 %	2022 %
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Parcel Taxes	9.13%	9.84%	11.09%	13.94%	14.49%
Fees and Charges	8.31%	8.29%	7.54%	9.29%	9.47%
Other Sources	27.03%	29.05%	40.06%	22.89%	23.43%
Transfer from Own Funds	18.33%	13.95%	6.05%	7.76%	3.61%

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

	<u>2018</u>		<u>2019</u>		<u>2020</u>		<u>2021</u>		<u>2022</u>
Funding Sources:									
<i>% increase in property taxes</i>	2.79%		2.27%		3.44%		3.68%		2.67%
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
Total municipal taxes	7,601,900		7,999,377		8,499,711		9,027,464		9,418,339
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
Total Parcel Taxes	1,865,486		2,026,134		2,673,954		2,728,378		2,784,162
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
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	389,181		414,448		436,610		438,793		440,987
Sewer Expansion generation charges	-		-		87,500		87,500		87,500
Total Fees and Charges	1,697,974		1,706,741		1,816,403		1,818,586		1,820,780
Transfers from Own Funds	3,744,611		2,870,314		1,457,255		1,519,301		693,912
Total Funding Sources:	20,433,829		20,580,532		24,101,823		19,574,294		19,220,640
Expenditures:									
Debt Servicing:		Funded by Tax							
- General Government	306,053	-	301,083		296,113		149,770		149,770
- Fire Department	71,085	68,522	283,502		283,502		283,502		283,502
- Sewer Fund	535,950	-	601,762		645,833		645,833		645,833
- Sewer Expansion	-	-	-		192,470		192,470		192,470
Total Debt Servicing	913,088	68,522	1,186,347		1,417,918		1,271,575		1,271,575
Capital Expenditures:									
- General Government	3,344,292	314,000	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	4,820,492	314,000	4,264,850		6,600,750		2,441,650		1,399,650
Transfers to Reserves	1,725,947	284,469	1,512,733		1,922,849		1,623,746		2,262,359
Other Municipal Purposes:									
Council	490,987	490,987	490,930		495,452		495,014		497,118
CAO's Office	332,490	332,490	373,552		338,752		338,376		338,376
Human Resources / Office Administration	272,445	225,711	285,560		285,560		285,851		285,850
Corporate Services	396,433	364,933	566,940		570,682		570,834		570,834
Financial Services	1,122,583	591,083	1,183,028		1,166,130		1,172,778		1,166,688
Development Services	2,017,569	1,724,934	2,102,851		2,093,008		2,121,076		2,132,083
Community Safety	4,113,870	3,204,770	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	1,626,451	-	1,615,983		1,999,527		2,001,756		2,000,846
Total Other Municipal Purposes:	12,974,301	6,934,909	13,616,602		14,160,306		14,237,323		14,287,056
Total Expenditures:	20,433,829	7,601,900	20,580,532		24,101,823		19,574,294		19,220,640



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

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


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, SECOND and THIRD time the 23rd day of July, 2018.


PUBLIC INPUT held the 13th day of August, 2018.

ADOPTED the 13th day of August, 2018.



Maja Tait
Mayor

Certified Correct:



Carolyn Mushata
Corporate Officer

SCHEDULE A

Funding Sources	2018	2019	2020	2021	2022
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
	20,450,243	20,539,630	24,060,921	19,533,392	19,179,738
Expenditures					
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
	20,450,243	20,539,630	24,060,921	19,533,392	19,179,738

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%



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 5th day of April, 2018.

READ a THIRD time the 9th day of April, 2018,

ADOPTED the 23rd day of April, 2018.



Maja Tait
Mayor

Certified Correct:



Carolyn Mushata
Corporate Officer

SCHEDULE A

Funding Sources	2018	2019	2020	2021	2022
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	3,648,945	2,829,412	1,416,353	1,478,399	653,010
	20,338,163	20,539,630	24,060,921	19,533,392	19,179,738

Expenditures

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
	20,338,163	20,539,630	24,060,921	19,533,392	19,179,738

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	37.38%	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%
Total	100.00%

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.