

DISTRICT OF SEHELTT

Bylaw No. 563, 2018

A bylaw to adopt the Financial Plan for the years 2018 to 2022

WHEREAS Section 165 of the *Community Charter*, SBC Chapter 26, 2003 requires that Council adopt an annual Financial Plan;

NOW THEREFORE, the Council of the District of Sechelt in open meeting assembled hereby enacts as follows:

Title

1. This bylaw may be cited as "District of Sechelt 2018-2022 Financial Plan Bylaw No. 563, 2018".

Provisions

2. 'Schedule A', Schedule B' and 'Schedule C' attached to and forming part of this bylaw is hereby adopted as the Financial Plan of the District of Sechelt for the five (5) year period from 2018 – 2022.
3. Pursuant to Section 165 of the *Community Charter* the Council of the District of Sechelt has prepared a Statement of Revenue and Tax Policy as shown in 'Schedule D' attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS 18th DAY OF April, 2018

READ A SECOND TIME THIS 18th DAY OF April, 2018

READ A THIRD TIME THIS 18th DAY OF April, 2018

ADOPTED THIS 2nd DAY OF May, 2018



Mayor



Corporate Officer

I hereby certify this to be a true and accurate copy of "District of Sechelt 2018-2022 Financial Plan Bylaw No. 563, 2018".

Corporate Officer

District of Sechelt 2018 - 2022 General Fund Operating Plan

SCHEDULE A

	2018	2019	2020	2021	2022
Revenue:					
Property tax	8,358,123	9,012,916	9,511,379	10,071,025	10,536,256
Property tax from growth	154,265	170,248	183,663	193,901	205,299
Fees, rates and sale of services	3,090,810	3,082,650	3,101,867	3,121,468	3,141,461
Investment income	360,988	378,908	397,722	417,476	438,220
Grants and donations	1,066,084	1,028,884	1,028,884	1,028,884	1,028,884
Other revenue	24,015	24,495	24,985	25,485	25,995
Total revenue	13,054,285	13,698,101	14,248,500	14,858,239	15,376,115
Expenses:					
General government	2,791,057	2,848,715	2,900,337	3,027,874	3,044,723
Planning and development	1,276,161	1,299,085	1,322,465	1,327,271	1,332,173
Community services	1,782,726	1,822,976	1,864,349	1,890,123	1,916,757
Public works	2,312,840	2,074,353	2,115,841	2,134,418	2,153,367
Facilities	645,016	638,377	628,182	636,154	644,287
Police services	2,112,436	2,186,643	2,262,416	2,335,427	2,412,537
Solid waste	942,000	960,840	980,057	999,658	1,019,651
Total expenses	11,862,236	11,830,989	12,073,647	12,350,925	12,523,495
Net operating activity	1,192,049	1,867,112	2,174,853	2,507,314	2,852,620
Amortization	2,730,405	2,730,405	2,730,405	2,730,405	2,730,405
Principle on debenture debt	485,530	582,443	608,637	645,473	680,373
Transfer to (from) reserves	125,496	409,156	409,156	409,156	409,156
Transfer to (from) capital	457,373	725,513	1,007,060	1,302,685	1,613,091
Reduction of capital equity	(2,730,405)	(2,730,405)	(2,730,405)	(2,730,405)	(2,730,405)
Transfer to (from) surplus	123,650	150,000	150,000	150,000	150,000
Estimated surplus balance	294,145	444,145	594,145	744,145	894,145
Property Tax increase	5.78%	8.19%	5.53%	5.88%	4.62%

District of Sechelt 2018 - 2022 Sewer Fund Operating Plan

SCHEDULE B

	2018	2019	2020	2021	2022
Revenue					
Sewer user fee	1,458,093	1,530,998	1,530,998	1,530,998	1,561,618
Parcel tax	904,200	964,200	1,024,200	1,084,200	1,144,200
Fees, rates and sale of services	180,500	180,500	180,500	180,500	180,500
Grants	100,000	100,000	100,000	100,000	100,000
Total revenue	2,642,793	2,775,698	2,835,698	2,895,698	2,986,318
Expenses					
Wages and benefits	451,821	460,857	470,074	470,074	470,074
Contract services	116,500	118,830	121,207	123,631	126,104
Professional development	16,420	16,748	17,083	17,425	17,774
Supplies	399,400	407,388	415,536	423,847	432,324
Debenture interest	120,838	120,838	120,838	120,838	120,838
Other expenses	205,400	209,508	213,698	217,972	222,331
Reallocation of admin. costs	374,362	381,849	389,486	397,276	405,222
Total expenses	1,684,741	1,716,018	1,747,922	1,771,063	1,794,667
Net operating activity	958,052	1,059,680	1,087,776	1,124,635	1,191,651
Amortization	1,156,200	1,156,200	1,156,200	1,156,200	1,156,200
Principle on debenture debt	740,770	740,770	740,770	740,770	740,770
Transfer to (from) capital	1,222,976	385,437	220,000	280,000	340,000
Reduction of capital equity	(1,156,200)	(1,156,200)	(1,156,200)	(1,156,200)	(1,156,200)
Transfer to (from) surplus	(1,005,694)	(66,527)	127,006	103,865	110,881
Estimated surplus (deficit) balance	274,107	207,580	334,586	438,451	549,332
Levy increase	0%	5%	0%	0%	2%

Project	Funding Source	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Vehicles / Equipment						
Public Works Excavator (Unit #17 Replacement)	Equipment Replace Reserve	25,000				
	MFA Financing	110,000				
Engineering Vehicle (New)	Equipment Replace Reserve		40,000			
Truck Replacement - 550	Equipment Replace Reserve		85,000			
Vehicle Replacement (Unit #5 Replacement)	Equipment Replace Reserve		30,000			

Parks / Community Infrastructure						
Chapman Trails - Section 56	Gas Tax Reserve	17,000				
Eagle View Rd. - Chapman Rd. Pedestrian Access Way	Gas Tax Reserve	15,000				
Nestman Beach Access - Phase II	Gas Tax Reserve	10,000				
Selma Park Beach Lookout	Gas Tax Reserve	9,500				
Wildlife Resistant Garbage Cans (Davis Bay)	Gas Tax Reserve	15,000				
Derby Beach Lookout	Gas Tax Reserve		9,500			
Landscaping - Civic Square	Gas Tax Reserve		15,000			
Kinnikinnick Dug-Out Roofs	Gas Tax Reserve		10,000			
Cowrie Street Trees Electrical Outlets	Capital Reserve		14,000			
Acacia Park Hydro Connection	Capital Reserve		10,000			
Cowrie Street Electrical Outlets	Capital Reserve		9,000			
Dog Park	Development Cost Charges		99,000			
	Capital Reserve		1,000			
Trail Bay Waterfront - Trail to Ocean Ave Community Park	Development Cost Charges		172,260			
	Capital Reserve		1,740			
Suncoaster Trail (Roberts Creek - Airport)	Development Cost Charges		123,750			
	Capital Reserve		126,250			
Ebbtide Park	Development Cost Charges			424,710		
	Capital Reserve			4,290		

District of Sechelt 2018 - 2022 Capital Plan

SCHEDULE C

Project	Funding Source	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Kinnikinnick Forest - Accessible Trail Upgrades	Development Cost Charges			151,223		
	Capital Reserve			459,777		
Chapman Creek Trail Expansion - Brookman to Selma Park	Development Cost Charges				174,735	
	Capital Reserve				178,265	
Quarry Park - Silverstone Development	Development Cost Charges				346,500	
	Capital Reserve				3,500	
Esplanade Waterfront Trail - Burnett to Allan	Development Cost Charges				431,640	
	Capital Reserve				4,360	
West Sechelt All Weather Soccer Field	Development Cost Charges					1,979,010
	Capital Reserve					19,990

Facilities						
Public Works/Parks Building	MFA Financing	1,736,871				
	Public Works Yard reserve	927,536				
Roof Replacement at Municipal Office	MFA Financing	93,973				
RCMP Facility Reception Area	Public Safety reserve	98,658				
	Grants & Contributions	151,610				
Rockwood Drainage Issues	Grants & Contributions	11,257				
Mechanical Refit Design Report - Hall/Library	Capital Reserve	6,000				

Information						
Technology						
ERP - Enterprise Resource Planning	Capital reserve	79,614	52,000	60,000		
Computer Hardware Replacements/Upgrades	Capital reserve	15,000	20,000	20,000	20,000	20,000
IT Infrastructure Maintenance/Enhancement	Equipment Replace Reserve	80,000		30,000	30,000	30,000
New Council Technology	Capital reserve	8,000				

Drainage						
Trail Bay Outfall Upgrades	Capital reserve	46,737				
	Development Cost Charges	15,372				
Trail Ave Storm Trunk Line - Ebbtide to Pebble Cres	Capital reserve	2,500				
	Development Cost Charges	247,500				

Project	Funding Source	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Sandy Hook Drainage	Capital Reserve		200,000			
Trail Ave Storm Upgrades - Anchor to Turnstone	Development Cost Charges		99,000			
	Capital reserve		1,000			
Gale Ave (BG C1)	Development Cost Charges				48,015	
	Capital reserve				48,985	
Medusa (MED L9:12)	Development Cost Charges				49,005	
	Capital reserve				49,995	
Fairway Duck Pond (BG C2)	Development Cost Charges				99,000	
	Capital reserve				101,000	
Wakefield (WAK C5)	Development Cost Charges				175,230	
	Capital reserve				178,770	

Roads						
Marine Way Retaining Wall	Public Safety Reserve	173,442				
Trail Avenue Alignment & Safety Improvements (Design)	Gas Tax Reserve	1,256				
	Development Cost Charges	124,327				
Wakefield Road Culvert Replacement	Capital Reserve	500,000				
Trail Avenue Construction P1: Teredo St to Anchor	Development Cost Charges	2,475,000				
	Capital Reserve	25,000				
Paving program per Mcelhenney	MFA Financing		250,000	250,000	250,000	
	Capital Reserve					250,000
Upgrade Trail to Arterial - Anchor to Turnstone	Development Cost Charges		1,485,000			
	Capital Reserve		15,000			
Wharf St Cul-De-Sac - Teredo to Boulevard	Gas Tax Reserve			100,000		
Inlet Ave Rd Upgrades - Cowrie to Dolphin	Capital Reserve			400,000		
Winward Lane - Trail Ave to Ocean Ave	Capital Reserve			100,000		
Sechelt Inlet Rd Sidewalk & Streetlights Saltgrass Lane to Dusty	Development Cost Charges				141,075	
	Capital Reserve				48,925	
Medusa St Sidewalk and Streetlights	Gas Tax Reserve				150,000	
Upgrade 1/2 of Nickerson Rd to Collector - Oracle Rd to	Development Cost Charges					408,375
	Capital Reserve					4,125

Project	Funding Source	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Norwest Bay Road Streetlights (Emerson to Mason Rd)	Gas Tax Reserve					125,000
Dolphin Ave Streetlights (Trail Ave to Ocean Ave)	Gas Tax Reserve					75,000

Sidewalks & Walkways						
Ballie Road Sidewalk	Gas Tax Reserve	35,000				
Hwy 101 Sidewalk - Bay Road to Pier 17	Gas Tax Reserve	250,000				
	Grants & Contributions	250,000				
Wharf Ave Sidewalk - Cowrie & Dolphin (Design)	Gas Tax Reserve	50,000				
RRFB at Ocean and Cowrie	Capital Reserve		35,000			
	Grants & Contributions		35,000			
RRFB at Derby and Norwest Bay	Capital Reserve		35,000			
	Grants & Contributions		35,000			
Dolphin Ave Sidewalk - Cowrie & Dolphin (Design)	Gas Tax Reserve		50,000			
Pedestrian Access Way - Wilson Rd. - Gun Club Rd.	Capital Reserve		4,000			
Wharf Ave Sidewalk - Cowrie & Dolphin (Construction)	Gas Tax Reserve		350,000			
Bay Rd Sidewalk	Gas Tax Reserve		150,000			
Anchor Road Sidewalk	Gas Tax Reserve			175,000		
Mason Rd Walkway/Bicycle Lane - Norvan Rd to Hwy 101	Gas Tax Reserve			70,000		
Jasper Rd Sidewalk - Mills Rd to Norwest Bay Rd	Gas Tax Reserve			120,000		
Trail Ave Sidewalks - Turnstone to Binnacle	Gas Tax Reserve				50,000	
Mason Rd Sidewalk - Norwest Bay Rd to Norvan	Gas Tax Reserve				200,000	
Dolphin St Sidewalk - Trail Ave to Ocean Ave	Gas Tax Reserve					100,000

Project	Funding Source	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Bay Road Sidewalk, Curb and Gutter, Streetlights from Hwy 101 to Eagleview Road	Gas Tax Reserve					225,000

Sewer Collection & Treatment						
Wakefield Road Sewer Expansion - Area A06	Sewer reserve	910,348				
	Grants & Contributions	1,219,938				
Harbour Way to Lookout Sewer Expansion - Area A02	Sewer reserve	346,634				
	Grants & Contributions	1,681,711				
Trail Ave Sewer Relocation - Cowrie to Teredo	Sewer reserve	25,000				
Scada Equipment Purchase	Sewer reserve	30,000				
Additional Membrane Filters	Sewer Reserve	80,000	16,000	16,000		
3/4 Ton Truck (Unit #33 Replacement)	Sewer Reserve	35,000				
Chemical Storage Area (Design)	Sewer Reserve	35,000				
Shelter for Septage Receiver at Dusty Rd	Sewer reserve	15,000				
Spare PLC Components (Inventory)	Sewer Reserve	12,000				
Upsize Main - MH 4095 - Wakefield Lift Station	Sewer Reserve		32,187			
	Development Cost Charges		92,813			
Wakefield Lift Station Cabinet Repairs	Sewer reserve		10,000			
Chemical Storage Area (Construction)	Sewer reserve		100,000			
Wakefield Lift Station Upgrades	Sewer Reserve		227,250			
	Development Cost Charges		222,750			
Roof Replacement - Dusty Rd Building	Sewer Reserve			12,000		
Upsize main - MH 4720 to MH 4710	Sewer Reserve			2,250		
	Development Cost Charges			222,750		
Marine Way Siphon Upgrades - MH 4745 to MH 4540	Sewer Reserve			1,000		
	Development Cost Charges			99,000		
Gravity Sewer Main Upgrades - MH 4745 to MH 4765	Sewer Reserve			1,750		

District of Sechelt 2018 - 2022 Capital Plan

SCHEDULE C

Project	Funding Source	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
	Development Cost Charges			173,250		
Upsize Main - MH 4730 to MH 4720	Development Cost Charges				123,750	
	Sewer reserve				1,250	
Replace Pumps - Mackenzie Marina Lift Station	Development Cost Charges				153,450	
	Sewer Reserve				156,550	
Replace Norwest Bay Rd Lift Station	Development Cost Charges				334,125	
	Sewer Reserve				115,875	
Upsize Shoreline Siphon	Development Cost Charges					108,900
	Sewer Reserve					1,100
Trunk Expansion	Development Cost Charges					544,500
	Sewer Reserve					5,500
Sanitary Sewer Upgrade - Dolphin St to Inlet Ave, Inlet Ave to	Development Cost Charges					198,000
	Sewer Reserve					2,000
Sechelt Inlet Rd Sanitary Sewer Extension - Saltgrass to Dusty	Sewer Reserve					200,000
Sanitary Sewer Upgrade Teredo St - Ambulance Station to	Development Cost Charges					297,000
	Sewer Reserve					3,000
Reclaimed Water Treatment and Distribution	Grants & Contributions					1,500,000

Total funding						
Capital reserve	682,851	523,990	1,044,067	633,800	294,115	
Equipment Replace Reserve	105,000	155,000	30,000	30,000	30,000	
MFA Financing	1,940,844	250,000	250,000	250,000	-	
Gas Tax Reserve	402,756	584,500	465,000	400,000	525,000	
Public Safety reserve	272,100	-	-	-	-	
Development Cost Charges	2,862,199	2,294,573	1,070,933	2,076,525	3,535,785	
Public Works Yard reserve	927,536	-	-	-	-	
Grants & Contributions	3,314,516	70,000	-	-	1,500,000	
Sewer Reserve	1,488,982	385,437	33,000	273,675	211,600	
Grand Total	11,996,783	4,263,500	2,893,000	3,664,000	6,096,500	

Revenue distribution

The proportion of total operating revenue proposed to come from each revenue source:

Property tax	8,512,388	54.23%
Parcel tax	904,200	5.76%
Fees, rates and sale of services	4,729,403	30.13%
Investment income	360,988	2.30%
Grants and donations	1,166,084	7.43%
Other revenue	24,015	0.15%
	<hr/> 15,697,078 <hr/>	100.00% <hr/>

Property tax

The distribution of property taxes among property classes:

Residential	85.44%
Utilities	1.26%
Industrial	0.67%
Business	12.27%
Managed forest	0.05%
Seasonal/recreational	0.29%
Farm	0.02%
	<hr/> 100.00% <hr/>

Permissive tax exemptions

In accordance with Section 224 of the Community Charter the District Council exercises discretion in granting partial or full exemptions from taxation for specific properties. The 2017 permissive property tax exemptions have been categorized into four areas:

Place of Worship - defined as land that is considered reasonably necessary in connection with the public worship or for land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that council considers is necessary to land or improvements so used or occupied or a residence (Manse) and ancillary buildings located on the same property as the church, and the land upon which they stand.

Community Services – defined as land and improvements that are owned or held by charitable, philanthropic or other not for profit corporation, and that Council considers are used for a purpose that is directly related to the needs of the residents of the District of Sechelt, or the Sunshine Coast, where such services are regional in nature.

Recreational Facilities - defined this as land and improvements owned or held by an athletic or service club or association. This property may be used as a public park, recreation ground, or for public athletic or recreational purposes.

Municipal Property - defined this as land and improvements that are owned or held by a municipality, regional district or other local authority, and that Council considers are used for a purpose of the local authority and would be statutorily exempt if not for another use.

User fees

Parcel taxes are assessed to fund expenses more appropriately funded by parcel taxes rather than assessment based taxes.

User Fees and Charges are used to recover costs from those who specifically benefit from the service provided. The District regularly reviews its user fees and charges to ensure a correlation with actual costs.