



DISTRICT OF UCLUELET

2020 BUDGET PLANNING OPERATING BUDGETS PUBLIC WORKS, SEWER AND WATER PROJECTS REVIEW

JANUARY 23, 2020



District of Ucluelet Five-Year Financial Plan (2020 – 2024)

Meeting Schedule

December 12, 2019, Wednesday, 2 – 5pm

- CFO PowerPoint Presentation - review of “Municipal Budgeting”.
- CAO Overview of department operations and staffing (in-camera).

January 23, 2020, Wednesday, 2 – 5pm

- Report on District Operating Budgets:
 - ✓ General, Water & Sewer.
- Review of Projects by department:
 - ✓ Public Works.

February 20, 2020, Wednesday, 2 – 5pm

- Review of Projects by department:
 - ✓ Planning & Development.
 - ✓ Parks & Recreation, Fire & Emergency Services.
 - ✓ Harbour, Corporate Services, Finance.

March 12, 2020, Wednesday, 2 – 5pm

- Operating and Projects Discussion.

Draft Budget Complete

April 14, 2020, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw - 1st, 2nd Reading
- Tax Rates Bylaw - 1st, 2nd Reading

April 16, 2020, 5pm – 8pm

- Public Presentation

April 28, 2020, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw – 3rd Reading
- Tax Rates Bylaw – 3rd Reading

May 12, 2020, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw – Adoption
- Tax Rates Bylaw – Adoption

NOTE: Bylaw’s MUST be adopted prior to May 15, 2020



Department Overviews

District of Ucluelet Departments

Community Planning

Fire and Emergency Services

Parks and Recreation

Finance and Corp Services

Public Works and SCH

Water and Sewer



Community Planning

Core Services:

- Current Planning - Development Applications
- Long Range Planning (bylaw updates)
- Property Inquiries
- Land Files
- Subdivision
- Building Permits + Inspections
- Bylaw Services
- Business Licensing
- Public Realm projects (parks, paths, roads, facilities)

PLANNING	2020	2019
Planning	\$375,710	\$338,330
Building Inspection	\$50,777	\$49,780
Bylaw Enforcement	\$149,145	\$145,965
<i>Total Core Planning</i>	\$575,632	\$534,075
	(7.8% increase of \$41,557)	
Non Capital Projects	\$246,500	\$50,000
TOTALS	\$822,132	\$584,075

- Demand for building inspection and bylaw service increasing.
- Significant continuing workload for land development inquiries in 2019.
- Current and potential development applications in 2020 = high demand of staff time.
- OCP adoption and Housing are priorities.
- Working through backlog of long range planning & regulatory bylaw updates.
- Operating budget includes (as of 2019) \$40,000 annual transfer to Special Projects reserve – to stabilize funding of core planning projects.



Fire and Emergency Services

Core Services:

- Fire Protection
- Fire Training
- Fire Inspections
- Emergency Program

FIRE	2020	2019
Fire Admin	\$125,730	\$143,906
Training & Retention	\$51,000	\$55,345
Fire Operations	\$107,020	\$79,640
Emergency Services	\$22,380	\$22,380
TOTALS	\$306,130 2% increase from 2019	\$301,271

- Permanent Fire Chief position initiated in 2019.
- Implementation of fire safety inspection program in 2020.
- Operations now includes \$10,000 transfer to vehicles reserves.
- Training officer contract work \$15,600.
- Member stipends \$15,000.



Parks and Recreation

Core Services:

- Community Programming
- Community Health
- Community Special Events (partnerships)
- Facilities (asset management)
- Trails & Green Spaces
- Beautification
- Playgrounds
- Projects (tourism, parks, pathways, facilities)

PARKS	2020	2019
Parks Admin	\$449,957	\$359,220
Parks and Open Spaces	\$189,333	\$179,283
Parks Total	\$639,290	\$538,503
RECREATION		
Recreation Admin	\$626,835	\$483,432
Facilities	\$74,260	\$78,370
Activities and Programs	\$125,800	\$97,770
Events	\$103,010	\$78,760
Rec Total	\$929,905	\$738,332
Total Parks & Rec	\$1,569,195	\$1,276,835

- 2020 will see transition of Parks aligning with PW.
- Continued increasing demand for facility use, particularly at UCC.
- Increased revenue in programming.
- New janitor position.
- New Parks Foreman and Trails labourer for Parks.
- Amphitrite work in 2020 will lead to new operating expenses in 2021.



Ukee Days Subsidy

THAT Council consider subsidizes children's midway games and rides for Ukee Days 2020 to the amount of \$14,000

Discussion points:

- As per the request from Council in June of 2019, Staff explored the possibility of subsidizing the gate admission for children for Ukee Days. This would ensure the rides and games are more affordable for families.
- The Recreation Department recommended that Council consider an alternative route of subsidizing Ukee Days for the children.
- It is proposed that the midway games and rides be subsidized so that children under 18 may purchase a wristband for \$10 providing access to unlimited rides and games for the weekend.
- Rides on average are \$3. Subsidy based on midway games/activities expenses from 2019.

Total Revenue 2019	Amount
Friday Night BBQ	\$1,976.00
Front Gate Total	\$17,980.65
Midway Games	\$10,739.75
Sponsorship Donations	\$33,525.55
Vendors	\$3,836.78
Extra Monies from Midway	\$43.00
Amateur Logger Sports	\$180.00
ANAF Security Contribution	\$1,000.00
Perfectmind & exchange	\$338.77
Total Gross Revenue 2019	\$69,620.50

Total Expenses 2019	Amount
Activities (midway games)	\$13,166.78
Grounds	\$21,750.66
Advertising	\$2,385.80
Contests	\$1,185.00
Music Fest	\$10,741.25
Misc/Equipment	\$10,548.09
Accommodation	\$1,285.30
Total Expenses 2019	\$61,062.88
Net Revenue Ukee Days 2019	\$8,557.62



Finance

Core Services:

- Accounting for transactions
- Treasury
- Taxation
- Financial Planning & Budgeting
- Procurement & Purchasing
- Fiscal Management
- Support Services

FINANCE	2020	2019
Finance Operating	\$369,450	\$455,330
TOTALS	\$369,450	\$455,330

- New purchasing & procurement policy in effect Jan 1, 2020
- New Finance Supervisor started April 1st, replacing outgoing retiree
- Department continues efforts to streamline processes
- New auditors appointed for 2020-2024



Corporate Services

Core Services:

- Council & Harbour Authority Meetings
- Council Support
- Committees of Council
- Records Management
- Bylaws
- Human Resources Support
- Corporate Communications
- Information Technology - Contracted Services

CORPORATE SERVICES	2020	2019
Corporate Operating	\$719,272	\$625,476
Economic Development	\$35,000	\$35,000
TOTALS	\$754,272	\$716,776

- Continue to build HR and Communications with new capacity.
- Continue to strengthen IT security and reliability.
- Improve records management.



Corporate Services

Council Operating

Core Budget Items:

- Council dues, fees, subscriptions
- Council travel, conventions and courses
- Council Promotion
- Grants in Aid
- Council in kind Contributions
- Elections

COUNCIL OPERATING	2020	2019
Council Salaries & Benefits	\$142,510	\$151,823
Council dues, fees, subs	\$2,050	\$2,050
Council Conf/Meeting/Training	\$35,000	\$35,000
Council Promotion	\$17,110	\$16,110
Grants in Aid	\$20,000	\$20,460
Council Contributions	\$40,000	\$45,190
Elections	\$0	\$10,000
TOTALS	\$256,670	\$280,633

- Fewer society liaison meetings provided savings.
- \$10,000 under election was set aside for Kennedy Lake referendum.



Public Works - General

Core Services:

- Maintenance of municipal roads and sidewalks
- repairs to municipal infrastructure
- 24 hours emergency services to the community
- Public Realm projects(parks, paths, roads, facilities)
- Records management data collection
- Facility maintenance
- Equipment maintenance
- Traffic Control
- Staff Admin/Training
- Public Enquiries

PUBLIC WORKS	2020	2019
Public Works Admin	\$301,172	\$307,104
Roads	\$219,121	\$182,000
Sidewalks	\$18,800	\$18,800
Fleet & Equipment	\$91,847	\$83,420
Storm Drainage	\$25,133	\$16,500
Cemetery	\$9,300	\$8,855
Small Craft Harbour	\$259,066	\$256,169
Solid Waste	\$10,000	\$10,000
TOTALS	\$934,439 (6% increase from 2019)	\$882,848

- New Director integrated in 2020.
- Wage and benefits allocation changes.
- Overall increase \$51,591.



Public Works - Water

Core Services:

- | | |
|------------------------------|---------------------------------------|
| • Purveyors of Water | • Infrastructure repairs |
| • Testing / Monitoring | • Facility Maintenance / pump repairs |
| • Provincial Reporting | • Connections / Metering |
| • Data Collection | • Emergency Planning |
| • 24 hour emergency response | • Flushing |

WATER	2020	2019
Water Admin	\$199,467	\$89,909
Distribution	\$651,034*	\$602,753
Treatment	\$63,262	\$40,555
Fleet	\$10,000	\$0
Projects – non capital	\$10,000	\$10,000
TOTALS	\$933,763	\$743,217
	(7% increase from 2019)	

* \$140k in distribution is carry over from 2019 already collected. The actual increase required overall is \$50,546 (7%).

- New Director position.
- Wage and benefits allocation changes.



Public Works - Sewer

Core Services:

- Testing / Monitoring
- Maintenance / Repairs
- Connections
- 24 hour emergency response
- Emergency Planning
- Federal / Provincial reporting
- Facility maintenance
- Pump repairs
- Treatment

SEWER	2020	2019
Sewer Admin	\$176,837	\$128,071
Sewer Collection	\$10,040	\$9,786
Sewer Distribution	\$241,389	\$207,890
Treatment	\$94,082	\$79,933
Fleet	\$14,500	\$0
Projects – non capital	\$90,000*	\$90,000
TOTALS	\$626,848 (7% increase from 2019)	\$515,680

- *\$77,826k of projects is carry over from 2019 already collected. The actual increase required overall is \$33,342 (7%).
- New Director position.
- New accounting software allocated wage and benefits.



Public Works – 2020 Projects

WATER PROJECTS	BUDGET	COMMENTS
Matterson Reservoir Upgrade	\$30,000	Valving system control component remaining.
Well upgrade	\$120,000	Well #4 VFD install early 2020/ Well #1 VFD
SCADA Water	\$55,000	LSCA Controls (Gas Tax) carry over
New Water Filtration System*	\$8M	Funded by grant, DCC funds and user fees Next slides outline proposed project
* NEW FUNDED ITEMS	\$8M	

SEWER AND STORM PROJECTS	BUDGET	COMMENTS
Bay Street Duplex Elimination	\$530,000	Station elimination, aux power, pathway access bay to marine
Sewer Master Plan /Storm	\$90,000	Initiated 2019 carry over
Lagoon	\$25,000	Complete in March 2020
SCADA sewer	\$35,000	Carry Over
* NEW FUNDED ITEMS	\$0	



Water Projects Implementation Timeline

Water Filtration Project includes:

1. Filtration at Bay Street treatment plan (2021-2022)
2. Filtration at Well Field (2023-2024)
3. 3rd Reservoir (2025)

Benefits

- All projects result in increased capacity.
- Water quality improvements to meet/exceed new Health guidelines.
- Fire system capacity improved.

Funding

- Prov/Fed CWWF grant application deadline February 26, 2020.
 - Total estimated project cost \$8M, \$6M grant and \$2M loan.
 - Costs including loan payment require 4.5% increase each year for 5 years.
 - Typical homeowner water bill will increase annually from \$300 to \$374 in 2024.
- Application requires Council resolution.



Water Worth Analysis

Rates can be decreased with DCCs from growth increases.

LFM - Base Scenario

