



DISTRICT OF UCLUELET

2021 BUDGET PLANNING OPERATING BUDGETS

FEBRUARY 25, 2021



District of Ucluelet Five-Year Financial Plan (2021 – 2025)

December 3, 2020, Thursday, 2:00

January 21, 2021, Thursday, 2:00 – Projects Discussions

February 25, 2021, Thursday, 2:00 - Operations by Department

March 18, 2021, Thursday, 2:00

April 14, 2021, Wednesday, Regular Council Meeting, 3:30pm

April 15 – April 26, 2021 Public Input Period

- All Budget-related materials will be available on website and public input can be submitted via email at communityinput@ucluelet.ca
- **Note:** *Public Presentation of budget are expected to be online only due to ongoing restrictions on public gathering per physical distancing protocols related to reducing the spread of COVID-19*

April 27, 2021 – Tuesday, Regular Council Meeting, 3:30pm

May 11, 2021, Tuesday, Regular Council Meeting, 3:30pm

NOTE: Bylaw's must be adopted prior to May 15, 2021

All meetings can be viewed live on the [District of Ucluelet's YouTube Channel](#).

Questions and input may be sent to communityinput@ucluelet.ca at any time.



Budget Overviews

District of Ucluelet Departments

Community Planning

Fire and Emergency Services

Recreation & Tourism

Finance and Corp Services

Public Works and Parks

Water and Sewer



Community Planning Budget

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)

COMMUNITY PLANNING	2020 COVID-19 Revision	2021
Revenue		
Zoning & Development	\$19,800	\$27,700
Business Licences	\$0	\$106,000
Dog Licences	\$2,000	\$2,000
Building Permits	\$25,000	\$50,000
Other Permits & Fees	\$3,350	\$3,850
Grants/Reserves	\$168,000	\$68,500
Covid Restart Funds	\$0	\$100,000
Total Revenue	\$218,150	\$358,050



Community Planning Budget

PLANNING	2020 COVID-19 Revision	2021
Expenditures		
Planning	\$335,710	\$359,270
Building Inspection	\$50,777	\$121,993
Bylaw Enforcement	\$121,145	\$173,360
Total Core	\$507,632	\$654,623
Non Capital Projects	\$168,000	\$118,500
Total Community Planning	\$675,632	\$773,123

- New staffing includes Seasonal Bylaw Officer or RCMP Reservist
- 1FT Building Inspector* overlapping with existing PT Inspector
- Increased clerical support
- Significant workload increases due to development
- Working through backlog of long range planning & regulatory bylaw updates.
- The \$146,991 increase is partially funded by COVID-19 Restart Grant



Fire and Emergency Services Budget

FIRE	2020 COVID-19 Revision	2021
Revenue		
Grants	\$50,000	\$32,468
Service Agreements/EMBC	\$24,510	\$49,949
Total Revenue	\$74,510	\$82,417
Expenditures		
Fire Admin	\$125,730	\$123,749
Training & Retention	\$51,000	\$44,000
Fire Operations	\$107,020	\$126,500
Emergency Services	\$22,380	\$19,200
Total Core Exp	\$306,130	\$313,449
Non Capital Projects	\$50,000	\$44,468*
Total Fire and Emergency Services	\$356,130	\$357,917

- Increased Revenue for service agreements and EMBC road rescue
- \$25k Evacuation Route Plan and \$7,468 EOC training (funded)
- \$12k Fire Hall Study* (option of \$22k from BCF for grant ready study)
- Operations includes \$10k transfer to fire dept. reserves



Recreation & Tourism Budget

Core Services:

- Community Programming
- Community Health
- Community Special Events (partnerships)
- Facilities (asset management)
- Beautification
- Projects (tourism, pathways, signage)
- Alternative Programming
- Support for community services

RECREATION	2020 COVID-19 Revision	2021
Revenues		
Sales of Service	\$222,202	\$298,129
Grants	\$750	\$33,913
RMI Grant	\$0	\$146,898
Covid Restart Grant	\$0	\$110,911
Total Revenue	\$222,952	\$589,851

- Slowly increasing programming aligning with Public Health Order – strong restart
- Rental revenue still limited
- COVID-19 Restart Grant is for projected loss of revenue from a “normal” year to a pandemic year.
- Includes Tourism Master Plan



Recreation & Tourism Budget

RECREATION	2020 COVID-19 Revision	2021
Expenditures		
Recreation Admin	\$536,964	\$588,435
Facilities & Fleet	\$133,250	\$155,892
Activities and Programs	\$56,600	\$85,900
Events	\$46,000	\$78,780
Total Core Exp	\$772,814	\$909,007
Non Capital Projects	\$21,733	\$108,311
Total Recreation Exp	\$794,547	\$1,017,318

- Corresponding increases in all area as recreation begins to open back up.
- Extra costs with PPE, cleaning protocols, casual labour, temporary Janitorial position and the addition of fleet costs for Janitorial staff.
- Events are being budget for but PHO or virtual dependent.



Small Craft Harbour Budget

FINANCE & CORPORATE SERVICES	2020 COVID-19 Revision	2021
Revenue		
Small Craft Harbour	\$322,930	\$325,910
Whiskey Dock	\$17,000	\$12,000
52 Steps	\$9,000	\$7,000
Total Revenue	\$348,930	\$344,910
Expenditures		
Small Craft Harbour	\$237,566	\$276,647
Whiskey Dock	\$16,500	\$18,500
52 Steps	\$5,000	\$4,000
Total Expenditures	\$259,066	\$299,147

- This allows for transfer to the Small Craft Harbour reserve fund for projects
- SCH budget is self funded



Finance & Corporate Services Budget

Core Services Finance:

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

Core Services Corporate:

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

FINANCE & CORPORATE SERVICES	2020 COVID-19 Revision	2021
Revenue (incl MRDT)	\$88,100	\$338,100
Expenditures		
Finance Operating	\$410,640	\$414,654
Corporate Operating	\$538,944	\$586,005
Information Technology	\$106,936	\$116,001
Total Core Exp	\$1,056,520	\$1,116,660
MRDT	\$0	\$250,000
Total Expenditures	\$1,056,520	\$1,366,660

- Higher support and hardware costs in Info Tech as well as increased security
- Includes more admin support
- New staff housing



Corporate Services Budget

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 COVID-19 Revision	2021
Council Salaries & Benefits	\$141,850	\$144,585
Council dues, fees, subs	\$2,900	\$2,900
Council Conf/Meeting/Training	\$24,800	\$25,000
Council Promotion	\$17,110	\$17,110
Grants in Aid	\$20,000	\$20,400
Council Contributions	\$44,778	\$46,100
Elections/Referendums	\$10,000	\$10,000
Economic Development	\$35,000	\$35,000
Total Council	\$296,438	\$301,095

- Unspent funds from 2020 Referendum are carried over. 2 possible referendums in 2021.



Public Works Budget

Core Services:

- Maintenance of municipal roads and sidewalks
- Repairs to municipal infrastructure
- 24 hour 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 COVID-19 Revision	2021
Revenue	\$10,375	\$10,375
Expenditures		
Public Works Admin	\$301,172	\$320,435
Roads	\$219,121	\$249,523
Sidewalks	\$18,800	\$8,000
Fleet & Equipment	\$91,847	\$97,912
Storm Drainage	\$25,133	\$33,318
Solid Waste	\$10,000	66,949
Cemetery	\$9,300	\$12,442
TOTALS	\$675,373	\$788,579

- Contracted services expected to be higher in 2021



Parks

Core Services:

- Community Health
- Beautification
- Playgrounds
- Trails & Green Spaces
- Projects (tourism, parks, pathways, facilities)

PARKS	2020 COVID-19 Revision	2021
Expenditures		
Parks Admin	\$449,327	\$557,780
Parks and Open Spaces	\$103,720	\$150,580
Fleet	\$22,000	\$33,460
Total Parks	\$575,047	\$741,820

- Increase from the 2020 Pre COVID-19 budget is 17% (\$102,530)
- New FT Parks Labourer position added for 2021



Water Operations Budget

Core Services:

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

WATER	2020 COVID-19 Revision	2021
Revenue		
Sales of Service	\$736,300	\$747,655
Expenditures		
Water Admin	\$189,417	\$225,675
Distribution	\$641,534	\$707,839
Treatment	\$63,262	\$69,723
Fleet	\$18,000	\$18,000
TOTALS	\$912,213	\$1,021,237

- Reservoir cleaning, Chlorine analyzers
- Meters and highway connections



Sewer Operations Budget

Core Services:

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

SEWER	2020 COVID-19 Revision	2021
Revenue		
Sales of Service	\$592,000	\$642,518
Expenditures		
Sewer Admin	\$159,087	\$193,722
Sewer Collection	\$17,024	\$17,124
Sewer Distribution	\$177,605	\$184,691
Treatment	\$139,082	\$149,959
Fleet	\$22,500	\$22,500
Sewer Master Plan	\$90,000	\$90,000
TOTALS	\$605,298	\$657,996

- Sewer Master Plan



BUDGET PROCESS NEXT STEPS

Feb

- Operations by Department

Mar

- ACRD Service Delivery Presentation
- Taxation and Final Review of Projects/Operations

Apr

- Draft Budget 1-2 Readings
- Public Input Period

Public input welcome at any time at
communityinput@ucluelet.ca

