

# AGENDA

## *SPECIAL MEETING OF COUNCIL*

**Thursday, May 15, 2014**

**9:00 a.m.**

**George Fraser Room, Ucluelet Community Centre  
500 Matterson Drive,  
Ucluelet, B.C.**

**Council Members:**

Mayor Bill Irving

Councillor Dario Corlazzoli

Councillor Geoff Lyons

Councillor Sally Mole

Councillor Randy Oliwa



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**SPECIAL COUNCIL MEETING AGENDA**

May 15, 2014 at 9:00 am  
George Fraser Room, Ucluelet Community Centre  
500 Matterson Drive, Ucluelet, BC

<p><b>ADOPTION OF MINUTES:</b> N/A</p>	
<p><b>CORRESPONDENCE:</b> None</p>	
<p><b>INFORMATION ITEMS:</b> None</p>	
<p><b>REPORTS:</b> None</p>	
<p><b>LEGISLATION:</b></p> <p><b>L-1 Fourth Reading of Bylaw No.1169, 2014 - Five Year Financial Plan for 2014 to 2018</b> Jeanette O'Connor, Chief Financial Officer</p> <p><b>L-2 Fourth Reading of Bylaw No.1170, 2014 - 2014 Tax Rate</b> Jeanette O'Connor, Chief Financial Officer</p>	
<p><b>ADJOURNMENT</b></p>	
<p><b>RESOLVE INTO CLOSED SESSION</b></p> <p><i><b>Notice:</b> This meeting may be closed to the public only where items for consideration meet the requirements of Section 90 of the Community Charter.</i></p>	

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## STAFF REPORT TO COUNCIL

Council Meeting: MAY 15, 2014  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JEANETTE O'CONNOR

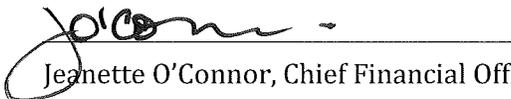
**FILE NO:** 1700-03 2014

**SUBJECT:** 2014 FIVE YEAR FINANCIAL PLAN

**RECOMMENDATION(S):**

1. **THAT** Council give Fourth Reading and Adoption to the District of Ucluelet Five Year Financial Plan Bylaw No. 1169, 2014.

**Respectfully submitted:**



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Jeanette O'Connor, Chief Financial Officer

**DISTRICT OF UCLUELET**

**Bylaw No. 1169, 2014**

A Bylaw to Adopt a Five-Year Financial Plan  
For the Period 2014 to 2018 inclusive

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**WHEREAS** the *Community Charter* requires a Municipality to prepare and adopt a financial plan, by bylaw, before May 15<sup>th</sup> in each year.

**THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. Schedules "A", "B", and "C" attached hereto and forming part of this Bylaw are hereby declared to be the Five Year Financial Plan of the District of Ucluelet for the years 2014 to 2018.
2. It shall be lawful for the Chief Financial Officer to pay from time to time the amounts which become necessary to the services and debt requirements mentioned in Schedule "A", attached hereto and forming part of this Bylaw.
3. All payments from Municipal Revenue for the current year made prior to the passage of this Bylaw are hereby ratified and confirmed.
4. This Bylaw may be cited for all purposes as the "**District of Ucluelet Five Year Financial Plan Bylaw No. 1169, 2014.**"

**READ A FIRST TIME** this 13<sup>th</sup> day of **May, 2014.**

**READ A SECOND TIME** this 13<sup>th</sup> day of **May, 2014.**

**READ A THIRD TIME** this 13<sup>th</sup> day of **May, 2014.**

**ADOPTED** this xx day of **May, 2014.**

**RECONSIDERED, FINALLY PASSED AND ADOPTED** by the Municipal Council, signed by the Mayor and the Corporate Officer, and sealed with the Seal of Corporation this xx day of **May, 2014.**

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Mayor  
Bill Irving

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CAO  
Andrew Yeates

Schedule "A"  
 "District of Ucluelet 2014 - 2018 Five Year Financial Plan  
 Bylaw No. 1169, 2014"

	2014 Forecast	2015 Forecast	2016 Forecast	2017 Forecast	2018 Forecast
<b>REVENUE</b>					
Property Taxes	\$2,477,314	\$2,551,630	\$2,628,180	\$2,707,030	\$2,788,240
1% Utility Taxes	37,779	38,600	39,400	40,200	40,900
Federal/Provincial in place of taxes	32,300	32,300	32,300	32,300	32,300
<b>Taxes</b>	<b>2,547,393</b>	2,622,530	2,699,880	2,779,530	2,861,440
Sale of services	639,365	680,565	695,660	708,581	719,682
Penalties and Interest earned	153,050	133,050	132,050	131,050	130,050
Grants and donations	358,193	310,005	401,005	311,005	281,005
Deferred revenues recognized (DCC, other)	126,500	196,700	187,200	32,200	5,000
Water sale of services	565,500	574,860	584,410	594,340	604,460
Sewer sale of services	513,000	520,800	528,750	536,870	545,150
<b>Total revenue</b>	<b>4,903,001</b>	5,038,510	5,228,955	5,093,576	5,146,787
	-23.96%				
<b>EXPENSE</b>					
Interest payments	82,860	83,360	83,360	83,360	83,360
Amortization expenses	970,000	970,000	970,000	970,000	970,000
General Government	1,077,516	1,007,561	940,363	965,532	985,209
Protective services	431,418	355,180	348,880	356,460	355,640
Transportation services	542,281	510,792	500,850	519,859	513,373
Environmental health (Garbage/recycling))	31,000	31,530	32,060	32,590	33,100
Harbour	361,030	348,682	351,732	354,661	357,389
Cemetery	17,620	17,870	18,120	18,500	18,890
Environmental development (Planning)	313,422	257,270	283,170	244,790	248,490
Recreation and cultural services	1,033,394	1,028,540	1,101,210	996,790	998,210
Water operations	458,610	464,678	454,112	443,456	455,925
Sewer operations	248,254	274,819	254,413	263,951	263,362
<b>Total expense</b>	<b>5,567,405</b>	5,350,282	5,338,270	5,249,949	5,282,948
	25.65%	-3.90%	-0.22%	-1.65%	0.63%
Surplus (deficit) carry forward to page 2	(\$664,404)	(\$311,772)	(\$109,315)	(\$156,373)	(\$136,161)

Schedule "A"  
 "District of Ucluelet 2014 - 2018 Five Year Financial Plan  
 Bylaw No. 1169, 2014"  
 (page 2)

	2014 Forecast	2015 Forecast	2016 Forecast	2017 Forecast	2018 Forecast
Surplus (deficit) brought forward from page 1	(\$664,404)	(\$311,772)	(\$109,315)	(\$156,373)	(\$136,161)
<b>ADD</b>					
Add back amortization	970,000	970,000	970,000	970,000	970,000
Long term debt (and lease recognition) proceeds	12,000	-	30,000	530,000	30,000
Transfers from (to) equity accounts	588,011	252,834	336,402	23,435	(215,267)
<b>Total additions</b>	<b>1,570,011</b>	<b>1,222,834</b>	<b>1,336,402</b>	<b>1,523,435</b>	<b>784,733</b>
<b>DEDUCT</b>					
Principal payments debt	116,525	103,562	93,382	119,562	95,572
<u>Acquisitions of tangible capital assets</u>					
General Fund:					
Administration/Finance	20,000	12,500	30,000	30,000	10,000
Protective services	35,100	61,000	-	521,000	-
Transportation services	151,432	135,000	210,000	175,000	170,000
Enviro Health: Cemetery	32,000	16,000	12,500	12,500	12,500
Enviro Dev: Planning	27,000	15,000	-	-	-
Recreation	19,000	20,000	138,205	-	61,500
Parks	32,850	83,000	88,000	74,000	44,000
Culture	54,900	-	-	-	-
<b>Total General Fund</b>	<b>372,282</b>	<b>342,500</b>	<b>478,705</b>	<b>812,500</b>	<b>298,000</b>
Water Fund	389,000	215,000	205,000	285,000	155,000
Sewer Fund	27,800	250,000	450,000	150,000	100,000
<b>Acquisitions of tangible capital assets</b>	<b>789,082</b>	<b>807,500</b>	<b>1,133,705</b>	<b>1,247,500</b>	<b>553,000</b>
<b>Total deductions</b>	<b>905,607</b>	<b>911,062</b>	<b>1,227,087</b>	<b>1,367,062</b>	<b>648,572</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Schedule "B"  
 "District of Ucluelet 2014 - 2018 Five Year Financial Plan  
 Bylaw No. 1169, 2014"

Proportions of Total Revenue

Revenue Source	% of Total Revenue
Property Value Taxes	55.0%
Parcel Taxes	4.0%
User Fees & Charges	35.0%
Other Sources	6.0%
Proceeds from Borrowing	0.0%
<b>TOTAL</b>	<b>100.0%</b>

**Distribution of Property Tax between Property Classes**

Tax Revenue Source	% of Total Tax Revenue
Residential (1)	65.1%
Utilities (2)	0.7%
Business (6)	33.8%
Recreation/Non-Profit (8)	0.4%
<b>TOTAL</b>	<b>100.0%</b>

Schedule "C"  
"District of Ucluelet 2014 - 2018 Five Year Financial Plan  
Bylaw No. 1169, 2014"

Use of Permissive Exemptions

The District of Ucluelet applies the concepts of the Community Charter when Granting Permissive Exemptions. The District Council recognizes there are organizations in our community which further Council's objectives of an enhanced quality of life for community residents, and that these services are delivered at the most economical rates. The purpose for the exemptions is stated as follows:

*"Council recognizes there are organizations and groups in our community who provide worthwhile programs and services to our residents. It is in the best interest of the community to ensure these services continue to be provided. Given the lack of resource funding for some organizations and projects it is our belief that we can support our community by offering a limited dollar amount of grants to be considered each year. A municipality cannot be expected to support those organizations that provide services, which in our opinion are in the area of responsibility held by senior levels of government."*



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 15, 2014  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

**FILE NO:** 1970-02

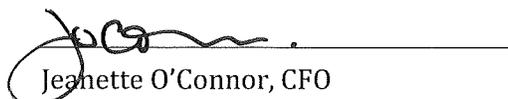
**SUBJECT:** 2014 TAX RATES BYLAW

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**RECOMMENDATION(S):**

1. **THAT** Council gives Fourth Reading and Adoption to the 2014 Tax Rate Bylaw No. 1170, 2014.

**Respectfully submitted:**

  
Jeanette O'Connor, CFO

**DISTRICT OF UCLUELET**

**BYLAW NO. 1170, 2014**

“A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library, Regional Hospital, and Regional District Purposes for the year 2014”

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**WHEREAS** the *Community Charter* requires a Council to, by bylaw, impose property value taxes for the year by establishing tax rates;

**NOW THEREFORE** the Council of the District of Ucluelet enacts as follows:

Title

1. This bylaw may be cited as "Annual Tax Rates Bylaw No. 1170, 2014".

Tax Rates

2. The following taxes rates are hereby imposed and levied for the year 2014:
  - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule “A” attached hereto and forming a part of this bylaw.
  - II. General Municipal Debt - For Debt purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column II of Schedule “A” attached hereto and forming a part of this bylaw.
  - III. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column III of Schedule “A” attached hereto and forming a part of this bylaw.
  - IV. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column IV of Schedule “A” attached hereto and forming a part of this bylaw.
  - V. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column V of Schedule “A”, attached hereto and forming a part of this bylaw.

Effective Date

3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2014.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
5. There shall be added to the unpaid taxes levied for the year 2014, in respect of each parcel of land and improvements thereon on the real property tax roll, five percent (5%) of the amount unpaid as of the third day of July, 2014, and an additional five percent (5%) on the first day of October, 2014.

**READ A FIRST TIME** this **13th** day of **MAY, 2014**.

**READ A SECOND TIME** this **13th** day of **MAY, 2014**.

**READ A THIRD TIME** this **13th** day of **MAY, 2014**.

**ADOPTED** this **xx<sup>th</sup>** day of **MAY, 2014**.

**CERTIFIED CORRECT;** "Annual Tax Rates Bylaw No. 1170, 2014".

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Bill Irving  
Mayor

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Andrew Yeates  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto affixed  
in the presence of:

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Andrew Yeates  
Corporate Officer

## Bylaw No. 1170, 2014

## District of Ucluelet

## Schedule A

2014 Tax Rates (Dollars of Tax per \$1,000 Taxable Value)

	I	II	III	IV	V
Property Class	General Municipal	Debt	Regional District of Alberni Clayoquot	Regional Hospital District	Library
Residential	4.5639	0.2792	0.4244	0.3506	0.187
Utilities	37.6936	2.3064	1.4855	1.227	1.2785
Business Other	12.0106	0.7349	1.0398	0.8589	0.4923
Recreation/Non- Profit	11.017	0.674	0.4244	0.3506	0.3338