

Agenda
Special Trustee Meeting of the
Salt Spring Island Fire Protection District

Meeting will be held as follows:

Date: October 9, 2018

Time: 5:30 P.M.

Place: Training Room, Ganges Fire Hall
105 Fulford-Ganges Road

1. Call to order
2. Approval of Agenda
3. Old Business
 - 3.1. Approve 2019 Operating Fund Budget
4. Bylaws
 - 4.1. Bylaw No. 135, Fire Protection Taxation Bylaw 2019 (second reading)
5. Adjournment

PLEASE NOTE LOCATION –TRAINING ROOM, GANGES FIRE HALL

2019 Operating Budget Worksheet

Salt Spring Island Fire Protection District						
	2017 Actual	Actual 12 Months ending May 2018	Operating 2017 Budget	Operating 2018 Budget	Operating 2019 Budget	
1						
2	Income					
3	Interest General	\$12,583.14	\$13,894.50	\$8,000.00	\$8,000.00	\$9,000.00
4	Interest CWRFF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Miscellaneous Income	\$165,864.44	\$167,637.65	\$0.00	\$0.00	\$0.00
6	Tax Revenue - Capital Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Tax Revenue - LTD Interest	\$19,742.38	\$19,742.38	\$0.00	\$0.00	\$0.00
8	Tax Revenue- LTD Retirement	\$149,963.95	\$149,963.95	\$0.00	\$0.00	\$0.00
9	Tax Revenue	\$2,475,000.00	\$2,517,500.00	\$2,475,000.00	\$2,577,000.00	\$3,160,000.00
10	Total Income	\$2,823,153.91	\$2,868,738.48	\$2,483,000.00	\$2,585,000.00	\$3,169,000.00
11						
12	Administration Expenses					
13	Advertising	\$316.00	\$551.00	\$2,000.00	\$2,000.00	\$1,000.00
14	Audit & Related Fees	\$9,600.00	\$14,000.00	\$5,500.00	\$10,000.00	\$10,000.00
15	Bank Charges	\$863.19	\$831.71	\$700.00	\$1,000.00	\$1,000.00
16	Communications - Phone	\$15,212.68	\$16,579.48	\$15,000.00	\$14,000.00	\$15,000.00
17	Convention	\$3,498.06	\$2,938.02	\$5,000.00	\$5,000.00	\$4,000.00
18	Dues & Subscriptions	\$6,593.46	\$7,018.39	\$2,500.00	\$3,500.00	\$2,500.00
19	Freight/Postage	\$4,646.47	\$5,546.14	\$4,000.00	\$4,000.00	\$5,000.00
20	Insurance	\$43,780.53	\$40,716.00	\$35,000.00	\$48,000.00	\$47,000.00
21	Technical Support	\$29,934.50	\$29,638.50	\$15,000.00	\$30,000.00	\$30,000.00
22	Licenses, leases & Rentals	\$5,270.00	\$5,215.00	\$7,000.00	\$7,000.00	\$6,000.00
23	Marketing	\$393.06	\$429.51	\$1,000.00	\$1,000.00	\$1,000.00
24	Office Supplies & Equipment	\$18,402.70	\$16,614.14	\$12,000.00	\$12,000.00	\$14,000.00
25	Professional Development - Excluded Staff	\$735.04	\$4,397.72	\$2,000.00	\$5,000.00	\$5,000.00
26	Total Administration Expenses	\$139,245.69	\$144,475.61	\$106,700.00	\$142,500.00	\$141,500.00
27						
28	Amortization	\$160,768.06	\$160,768.06	\$0.00	\$0.00	\$0.00
29						
30	Operating Expenses					
31						
32	Clothing - Career	\$3,515.45	\$2,608.72	\$7,000.00	\$7,000.00	\$5,000.00
33	Clothing - Paid on Call	\$7,202.45	\$9,895.18	\$10,000.00	\$10,000.00	\$11,500.00
34	Clothing - Protective	\$13,971.30	\$29,871.66	\$4,000.00	\$24,000.00	\$26,000.00
35	Computer, Hardware, Software & Supplies	\$8,544.47	\$8,175.49	\$1,500.00	\$2,500.00	\$2,500.00
36	Employee/ POC Recognition	\$5,344.39	\$3,002.19	\$5,000.00	\$5,000.00	\$5,000.00
37	Equipment Purchase - Small Tools	\$20,652.72	\$16,837.74	\$8,000.00	\$8,000.00	\$8,000.00
38	Equipment - Repair & Maintenance	\$7,410.01	\$10,438.93	\$9,000.00	\$6,500.00	\$7,000.00
39	Fire Department Record System	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
40	Fire Fighter Employee Assistance Plan	\$2,095.55	\$4,265.55	\$2,000.00	\$3,000.00	\$3,000.00
41	Fire Prevention & Public Education	\$4,669.06	\$4,232.91	\$5,000.00	\$6,500.00	\$5,000.00
42	Fire Station Repair & Maintenance	\$17,092.76	\$9,342.65	\$25,000.00	\$12,500.00	\$12,000.00
43	Fire Station Utilities	\$27,557.88	\$27,955.78	\$28,000.00	\$26,000.00	\$28,500.00
44	First Responder	\$9,202.69	\$9,143.36	\$10,000.00	\$10,000.00	\$10,000.00
45	Foam	\$2,612.82	\$2,612.82	\$3,000.00	\$3,000.00	\$3,000.00
46	Hydrant Install/Repair	\$31.54	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00
47	Landscaping	\$6,998.81	\$7,010.81	\$6,600.00	\$6,600.00	\$7,000.00
48	Major Incident	\$8,797.91	\$8,797.91	\$0.00	\$0.00	\$0.00
49	Miscellaneous	\$261.00	\$295.62	\$0.00	\$0.00	\$0.00
50	Radio Equipment Repair & Supplies	\$1,835.73	\$1,988.87	\$5,500.00	\$2,000.00	\$1,000.00
51	SCBA	\$8,114.67	\$8,931.08	\$11,000.00	\$11,000.00	\$10,000.00
52	Supplies & Sundries	\$7,632.32	\$8,066.88	\$6,500.00	\$7,000.00	\$7,000.00
53	Training - Paid-on-call & Career	\$45,915.87	\$53,430.00	\$70,000.00	\$60,000.00	\$60,000.00
54	Vehicle Operating	\$86,498.56	\$62,690.66	\$90,000.00	\$90,000.00	\$90,000.00
54A	Paod-on-call recruitment & Retention	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
54B	Health & Wellness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55	Total Operating Expenses	\$295,957.96	\$298,594.81	\$310,600.00	\$313,100.00	\$316,000.00
56						
57	Trustee Expenses					
58	Administration Support	\$3,746.00	\$3,266.00	\$9,000.00	\$9,000.00	\$4,000.00
59	Advertising/Election	\$10,710.23	\$3,297.47	\$6,000.00	\$6,000.00	\$6,000.00
60	Annual Dinner	\$5,318.15	\$614.13	\$5,000.00	\$5,000.00	\$6,000.00
61	Consulting Fees	\$850.00	\$12,545.80	\$15,000.00	\$15,000.00	\$6,000.00
62	Fireworks	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
63	Legal	\$10,229.34	\$187.25	\$25,000.00	\$10,000.00	\$5,000.00
64	Labour Relations	\$0.00	\$409.88	\$0.00	\$60,000.00	\$55,000.00
65	Communications & Miscellaneous	\$152.93	\$640.44	\$0.00	\$10,000.00	\$5,000.00
65A	New Fire Hall Planning & Public Engagement	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
66	Total Trustee Expenses	\$33,506.65	\$23,460.97	\$62,500.00	\$117,500.00	\$114,500.00
67						
68	Interest - LTD	\$16,696.67	\$16,696.67	\$0.00	\$0.00	\$0.00
69						
70	Wage & Related Expenses					
71	Career/Excluded/Casual Staff Wages & Salaries	\$1,448,038.82	\$1,451,393.26	\$1,288,050.00	\$1,376,250.00	\$1,446,500.00
72	Paid-on-call Members Wages	\$179,730.32	\$199,368.44	\$296,300.00	\$214,000.00	\$246,700.00
73	Total Wages	\$1,627,769.14	\$1,650,761.70	\$1,586,350.00	\$1,590,250.00	\$1,693,200.00
74	Statutory & Group Benefits					
75	Employer CPP Expense	\$33,646.33	\$34,105.68	\$28,125.00	\$28,600.00	\$34,000.00
76	Employer EI Expense	\$16,492.54	\$16,991.66	\$15,075.00	\$13,450.00	\$15,250.00
77	Group Life, AD&D & WCB	\$30,051.10	\$40,642.41	\$42,500.00	\$45,500.00	\$48,750.00
78	BC Medical Services Plan	\$13,500.00	\$10,687.50	\$17,800.00	\$17,100.00	\$42,750.00
79	Employee Group Health, Dental Plans & LTD	\$78,589.24	\$71,508.31	\$74,500.00	\$61,250.00	\$68,000.00
80	HUB Health Benefits (POC members)	\$31,009.44	\$40,204.89	\$38,000.00	\$34,000.00	\$34,000.00
81	Employer Registered Pension Plan	\$166,713.83	\$167,912.95	\$179,100.00	\$172,250.00	\$183,500.00
82	Matching RRSP	\$8,505.41	\$12,133.70	\$22,000.00	\$13,250.00	\$10,000.00
83	Employee Allowances	\$1,179.15	\$1,774.68	\$0.00	\$350.00	\$1,000.00
84	Total Statutory & Group Benefits	\$379,687.04	\$395,961.78	\$417,100.00	\$385,750.00	\$437,250.00
85	Total Wages & Benefits	\$2,007,456.18	\$2,046,723.48	\$2,003,450.00	\$1,976,000.00	\$2,130,450.00
86						
87	Extraordinary Expense/ Contingency Reserve	\$0.00	\$0.00	\$50,000.00	\$30,000.00	\$27,000.00
88						
89	Total Expenses	\$2,653,631.21	\$2,690,719.60	\$2,533,250.00	\$2,579,100.00	\$2,729,450.00
90	Surplus Before Capital Expenses	\$169,522.70	\$178,018.88	-\$50,250.00	\$5,900.00	\$439,550.00
91						
92	Capital Expenses Funded from Operating Funds					
93	Small Capital	\$6,126.70	\$23,002.70	\$25,000.00	\$44,000.00	\$110,500.00
94	Major Apparatus	\$52,736.00	\$52,736.00	\$0.00	\$0.00	\$0.00
95	Transfer to Capital Works Renewal Reserve Fund (Apparatus)	\$0.00	\$0.00	\$0.00	\$0.00	\$137,350.00
96	Transfer to Fire Hall Replacement Reserve Fund (New Fire Hall)	\$0.00	\$0.00	\$0.00	\$50,000.00	\$300,000.00
96A	Transfer to General Purpose Reserve Fund (Halls 2 & 3 Remediation)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
96B	Transfer to General Purpose Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
97	Total Capital Expenses from Operating Funds	\$58,862.70	\$75,738.70	\$25,000.00	\$94,000.00	\$547,850.00
98						
99	Principal Payments - LTD	\$149,963.95	\$149,963.95	\$0.00	\$0.00	\$0.00
100						
101	General Operating Fund " Cash Surplus"	\$121,464.11	\$113,084.29	-\$75,250.00	-\$88,100.00	-\$108,300.00

\$50k prior yrs

\$60k prior yrs

Salt Spring Island Fire Protection District

BYLAW NO. 135

A bylaw for levying taxes on the land and improvements within the District for fire protection purposes.

THE TRUSTEES of the Salt Spring Island Fire Protection District in open meeting assembled ENACTS AS FOLLOWS:

1. The sum of three million one hundred and sixty thousand Dollars (\$3,160,000) is required by the Improvement District for fire protection purposes in the year 2019.
2. A tax at a rate determined to be necessary to raise the aforesaid sum is hereby levied for the year 2019 on all land and improvements as defined in the School Act, within the Improvement District in accordance with section 756 of the *Local Government Act*.
3. The said taxes shall be due and payable as provided in the Taxation (Rural Area) Act and if delinquent shall bear interest at the rate set out under the Taxation (Rural Area) Act until paid or recovered.
4. This bylaw may be cited as the "Fire Protection Taxation Bylaw 2019".

INTRODUCED and given first reading by the Trustees on the 11th day of September, 2018.

RECONSIDERED and finally passed by the Trustees on the _____ day of _____, 2018.

Chair of the Trustees

Corporate Administrator for the Trustees

I hereby certify that this is a true copy of Bylaw No. 135

Corporate Administrator for the Trustees