

**DISTRICT OF FORT ST. JAMES**

**FINANCIAL PLAN**

**BYLAW NO. 860, 2008**

A bylaw to authorize the Financial Plan for the years 2008 to 2012.

The Council of the District of Fort St. James enacts as follows:

1. Schedule "A" attached to and forming part of this bylaw is adopted as the Financial Plan for the District of Fort St. James for General Revenue Fund purposes.
2. Schedule "B" attached to and forming part of this bylaw is adopted as the Financial Plan for the District of Fort St. James for Waterworks Utility purposes.
3. Schedule "C" attached to and forming part of this bylaw is adopted as the Financial Plan for the District of Fort St. James for Sewer Utility purposes.
4. Schedule "D" attached to and forming part of this bylaw is adopted as the Financial Plan for the District of Fort St. James for General, Water, and Sewer Capital Funds purposes.
5. Schedule "E" attached to and forming part of this bylaw is adopted as the Financial Plan for the District of Fort St. James for Reserve Fund purposes.
6. Schedule "F" attached to and forming part of this Bylaw is adopted as the Financial Plan for the District of Fort St. James for Revenue Tax Policy purposes.
7. This bylaw may be cited as "Financial Plan Bylaw No. 860, 2008".

READ A FIRST, SECOND, AND THIRD TIME THIS 9<sup>th</sup> DAY OF APRIL, 2008.

ADOPTED THIS 14<sup>th</sup> DAY OF MAY, 2008.

\_\_\_\_\_  
Rob MacDougall, Mayor

\_\_\_\_\_  
Nigel Black, CAO

Certified a True Copy of "Financial Plan Bylaw No. 860, 2008."

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Nigel Black, CAO

**DISTRICT OF FORT ST. JAMES**  
**FINANCIAL PLAN BYLAW NO. 860, 2008**  
**Appendix "A" - General Fund**

	2008	2009	2010	2011	2012
<b>REVENUES</b>					
Property Tax					
Municipal	\$1,403,705	\$1,438,797	\$1,474,768	\$1,511,637	\$1,549,428
Over Gov't	\$1,191,090	\$1,220,867	\$1,251,388	\$1,282,673	\$1,314,740
Fees and Charges					
Licences & Permits	\$28,000	\$28,588	\$29,190	\$29,807	\$30,440
Rentals and Leases	\$53,382	\$53,657	\$53,939	\$54,228	\$54,524
Sale of Services	\$401,200	\$406,685	\$412,307	\$418,070	\$423,977
Borrowing Proceeds	\$0	\$0	\$0	\$0	\$0
Other Revenue					
Interest/Penalties	\$30,000	\$27,500	\$27,500	\$27,500	\$27,500
Grants in Lieu of Tax	\$195,588	\$200,690	\$205,926	\$211,300	\$216,814
Other Gov't Grants	\$1,064,352	\$699,978	\$583,367	\$586,171	\$585,356
Community Forest	\$600,000	\$640,000	\$640,000	\$640,000	\$640,000
Other	\$16,548	\$16,644	\$16,743	\$16,844	\$16,947
Transfers from Funds					
Reserve Funds	\$97,027	\$99,452	\$101,938	\$104,487	\$107,099
Other Funds	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500
Surplus	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$5,119,392</b>	<b>\$4,871,358</b>	<b>\$4,835,566</b>	<b>\$4,921,217</b>	<b>\$5,005,325</b>
<b>EXPENDITURES</b>					
Debt Interest	\$23,244	\$20,384	\$18,947	\$18,900	\$18,900
Debt Principal	\$119,963	\$88,929	\$18,344	\$9,073	\$9,073
Municipal Services					
General Government	\$1,030,043	\$745,064	\$759,845	\$774,999	\$790,531
Protective Services	\$644,075	\$352,625	\$356,390	\$363,397	\$370,117
Public Works	\$684,051	\$666,349	\$674,259	\$690,576	\$707,314
Sanitation	\$94,436	\$96,285	\$98,179	\$100,121	\$102,112
Parks and Recreation	\$287,419	\$277,566	\$284,031	\$290,657	\$297,448
Library	\$91,257	\$94,868	\$96,776	\$98,732	\$100,737
Other	\$7,354	\$7,538	\$7,727	\$7,920	\$8,118
Other Gov't Remittances	\$1,191,090	\$1,220,867	\$1,251,388	\$1,282,674	\$1,314,739
Transfers to Funds					
To Reserve Funds	\$151,810	\$26,810	\$506,810	\$666,810	\$666,810
To Capital Fund	\$794,650	\$1,254,000	\$533,000	\$253,000	\$328,000
To Surplus	\$0	\$20,073	\$229,870	\$364,358	\$291,426
<b>Total Expenditures</b>	<b>\$5,119,392</b>	<b>\$4,871,358</b>	<b>\$4,835,566</b>	<b>\$4,921,217</b>	<b>\$5,005,325</b>

**DISTRICT OF FORT ST. JAMES**  
**FINANCIAL PLAN BYLAW NO. 860, 2008**  
**Appendix "B" - Water Fund**

	2008	2009	2010	2011	2012
<b>REVENUES</b>					
Property Tax	\$32,542	\$32,543	\$32,544	\$32,544	\$32,544
Fees and Charges	\$149,100	\$201,100	\$201,100	\$201,100	\$201,100
Other Revenue	\$18,000	\$21,200	\$21,240	\$21,240	\$21,240
Transfers from Funds					
Reserve Funds	\$0	\$0	\$0	\$0	\$0
Other Funds	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$199,642</b>	<b>\$254,843</b>	<b>\$254,884</b>	<b>\$254,884</b>	<b>\$254,884</b>
<b>EXPENDITURES</b>					
Debt Interest	\$0	\$0	\$25,000	25,000	25,000
Debt Principal	\$0	\$0	\$5,000	5,000	5,000
Municipal Water Services	\$123,897	\$166,650	\$199,473	\$204,116	\$208,875
Transfers to Funds					
To Reserve Funds	\$0	\$0	\$0	\$0	\$0
To Surplus	\$52,745	\$73,193	\$10,411	5,768	1,009
To Water Capital Fund	\$23,000	\$15,000	\$15,000	\$15,000	\$15,000
<b>Total Expenditures</b>	<b>\$199,642</b>	<b>\$254,843</b>	<b>\$254,884</b>	<b>\$254,884</b>	<b>\$254,884</b>

**DISTRICT OF FORT ST. JAMES  
FINANCIAL PLAN BYLAW NO. 860, 2008**

**Appendix "C" - Sewer Fund**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>REVENUES</b>					
Property Tax	\$31,716	\$31,710	\$31,702	\$31,702	\$31,702
Fees and Charges	\$152,670	\$152,670	\$152,670	\$152,670	\$152,670
Other Revenue	\$26,800	\$27,005	\$27,215	\$27,431	\$27,651
Transfers from Funds					
Reserve Funds	\$0	\$0	\$0	\$0	\$0
Other Funds	\$0	\$0	\$0	\$0	\$0
Surplus	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$211,186</b>	<b>\$211,385</b>	<b>\$211,587</b>	<b>\$211,803</b>	<b>\$212,023</b>
<b>EXPENDITURES</b>					
Debt Interest	\$0	\$0	\$0	\$0	\$0
Debt Principal	\$0	\$0	\$0	\$0	\$0
Municipal Sewer Services	\$139,811	\$142,528	\$145,312	\$148,167	\$151,091
Transfers to Funds					
To Reserve Funds	\$0	\$0	\$0	\$0	\$0
To Surplus	0	68,857	66,275	63,636	60,932
To Sewer Capital	71,375	0	0	0	0
<b>Total Expenditures</b>	<b>\$211,186</b>	<b>\$211,385</b>	<b>\$211,587</b>	<b>\$211,803</b>	<b>\$212,023</b>

DISTRICT OF FORT ST. JAMES  
 FINANCIAL PLAN BYLAW NO. 860, 2008  
 Appendix "D" - Capital Expenditure Plan

	2008	2009	2010	2011	2012	Total	Operating	Reserves	Other	Surplus	Debt	Grants	Total
<b><u>General Capital Fund</u></b>													
General Government	\$106,500	\$4,000	\$0	\$5,000	\$5,000	\$120,500	\$96,500	\$24,000	\$0	\$0	\$0	\$0	\$120,500
Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Protection	\$76,000	\$460,000	\$18,000	\$18,000	\$8,000	\$580,000	\$575,000	\$0	\$0	\$0	\$0	\$5,000	\$580,000
Public Works	\$519,000	\$275,000	\$355,000	\$205,000	\$290,000	\$1,644,000	\$1,602,000	\$0	\$42,000	\$0	\$0	\$0	\$1,644,000
Parks & Recreation	\$791,000	\$3,460,000	\$160,000	\$25,000	\$25,000	\$4,461,000	\$889,150	\$1,292,000	\$50,000	\$0	\$0	\$2,228,850	\$4,461,000
<b><u>Water Capital Fund</u></b>													
Water Supply	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Water Lines	\$23,000	\$15,000	\$15,000	\$15,000	\$15,000	\$83,000	\$83,000	\$0	\$0	\$0	\$0	\$0	\$83,000
Water Treatment	\$0	\$3,000,000	\$0	\$0	\$0	\$3,000,000	\$0	\$320,919	\$1,000,000	\$300,000	\$379,081	\$1,000,000	\$3,000,000
<b><u>Sewer Capital Fund</u></b>													
Lift Stations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Collection and Disposal	\$77,500	\$0	\$0	\$0	\$0	\$77,500	\$71,375	\$0	\$0	\$6,125	\$0	\$0	\$77,500
Lagoon	\$113,000	\$0	\$0	\$0	\$0	\$113,000	\$0	\$0	\$0	\$113,000	\$0	\$0	\$113,000
<b>Total</b>	<b>\$1,706,000</b>	<b>\$7,214,000</b>	<b>\$548,000</b>	<b>\$268,000</b>	<b>\$343,000</b>	<b>\$10,079,000</b>	<b>\$3,317,025</b>	<b>\$1,636,919</b>	<b>\$1,092,000</b>	<b>\$419,125</b>	<b>\$379,081</b>	<b>\$3,234,850</b>	<b>\$10,079,000</b>
Operating	\$889,025	\$1,269,000	\$548,000	\$268,000	\$343,000	\$3,317,025							
Reserves	\$156,000	\$1,480,919	\$0	\$0	\$0	\$1,636,919							
Other	\$67,000	\$1,025,000	\$0	\$0	\$0	\$1,092,000							
Surplus	\$119,125	\$300,000	\$0	\$0	\$0	\$419,125							
Debt	\$0	\$379,081	\$0	\$0	\$0	\$379,081							
Grants	\$474,850	\$2,760,000	\$0	\$0	\$0	\$3,234,850							
<b>Total</b>	<b>\$1,706,000</b>	<b>\$7,214,000</b>	<b>\$548,000</b>	<b>\$268,000</b>	<b>\$343,000</b>	<b>\$10,079,000</b>							

**DISTRICT OF FORT ST. JAMES  
FINANCIAL PLAN BYLAW NO. 860, 2008**

**Appendix "E" - Reserve Fund**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>REVENUES</b>					
Interest	\$42,946	\$44,340	\$9,232	\$15,747	\$65,107
Other Revenue	\$131,785	\$0	\$0	\$0	\$0
Transfers from Funds					
Surplus	\$0	\$1,311,941	\$0	\$0	\$0
Other Funds	\$125,750	\$750	\$475,750	\$640,750	\$649,688
<b>Total Revenue</b>	<b>\$300,481</b>	<b>\$1,357,031</b>	<b>\$484,982</b>	<b>\$656,497</b>	<b>\$714,795</b>
<b>EXPENDITURES</b>					
Transfers to Funds					
To General Fund	\$97,027	\$99,452	\$101,938	\$104,487	\$107,099
To Capital	\$157,000	\$1,257,579	\$320,919	\$0	\$0
To Surplus	\$46,454	\$0	\$62,125	\$552,010	\$607,696
<b>Total Expenditures</b>	<b>\$300,481</b>	<b>\$1,357,031</b>	<b>\$484,982</b>	<b>\$656,497</b>	<b>\$714,795</b>

**DISTRICT OF FORT ST. JAMES**  
**FINANCIAL PLAN BYLAW NO. 860, 2008**  
**Appendix "F" - Revenue and Tax Policy**

**Existing Revenue and Tax Policy:**

The District of Fort St. James currently has no established policy on revenue or tax rates.  
Current practice sees tax revenue set based on need to operate and purchase capital net of other sources.  
The Tax Levy is generally considered by Council in terms of a percentage increase or decrease over the following year  
Property Tax Class rates are compared to other similar municipalities to ensure they are within reason  
Council will generally consider the overall tax burden of representative properties in comparison to previous years.

Property Taxes are currently set based on the following proportions:

<b>Property Class</b>	<b>Percentage</b>
Residential	25.80
Utility	1.97
Heavy Industrial	54.78
Light Industrial	0.48
Commercial	16.91
Rec/Non-profit Farm	0.05

The District of Fort St. James uses permissive exemption for church and recreational property only.

**Future Revenue and Tax Policy:**

The District of Fort St. James will be developing a formal policy to meet our requirements for 2009.