

CITY OF FORT ST. JOHN

BYLAW NO. 2578, 2023

A BYLAW OF THE CITY OF FORT ST. JOHN TO PROVIDE AN OPERATING FUNDS FIVE YEAR FINANCIAL PLAN PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

WHEREAS, Section 165 of the *Community Charter* requires Council, before the fifteenth of May in each year to cause to be prepared and adopted annually by bylaw, a Five Year Financial Plan.

NOW THEREFORE, the Council of the City of Fort St. John in open meeting assembled, enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as “Five Year Financial Plan Bylaw No. 2578, 2023”.

ENACTMENT

2. THAT, the Five Year Financial Plan hereto annexed and marked as Schedule ‘A’ and Schedule ‘B’ is hereby approved and authorized and shall stand as the estimates of Revenue and Expenditure for the years 2023 to 2027 until altered or amended by Council.

READ A FIRST TIME THIS 13 DAY OF FEBRUARY, 2023

READ A SECOND TIME THIS 13 DAY OF FEBRUARY, 2023

READ A THIRD TIME THIS 13 DAY OF FEBRUARY, 2023

ADOPTED THIS 13th DAY OF MARCH, 2023
BY 2/3 MAJORITY OF COUNCIL

LILIA HANSEN
MAYOR

BONNIE MCCUE
CORPORATE OFFICER

City of Fort St. John
Five Year Financial Plan Bylaw 2578, 2023
Schedule "A"

City of Fort St. John
Five Year Financial Plan Bylaw
Schedule "A"

	2023	2024	2025	2026	2027
REVENUE					
% Taxation to Total Revenue	39.54%	40.41%	41.13%	41.60%	40.78%
Property Taxation	\$ 38,042,094	\$ 39,168,112	\$ 40,193,737	\$ 41,032,880	\$ 41,891,247
Sale of Services	\$ 15,167,806	\$ 15,368,036	\$ 15,711,935	\$ 15,966,902	\$ 16,186,590
Government Transfers	\$ 30,595,294	\$ 30,854,478	\$ 30,471,663	\$ 30,571,301	\$ 30,431,987
Interest Income	\$ 1,758,500	\$ 1,433,500	\$ 1,358,500	\$ 1,333,500	\$ 1,233,500
Other Revenue	\$ 10,657,739	\$ 10,103,282	\$ 9,979,732	\$ 9,739,043	\$ 12,972,212
TOTAL REVENUE	\$ 96,221,433	\$ 96,927,408	\$ 97,715,567	\$ 98,643,626	\$ 102,715,536
EXPENSES					
General Government Services	10,394,544	9,988,841	9,766,863	10,130,105	9,938,228
Environmental Development	977,355	997,207	1,044,926	1,044,221	1,063,359
Parks, Recreation & Cultural	16,145,375	14,547,516	14,142,212	14,272,899	17,541,751
Cemetery	261,371	264,609	275,295	272,445	276,482
Garbage and recycling	1,286,384	1,308,745	1,336,243	1,421,788	1,383,967
Protective Services	17,045,180	17,284,174	17,832,742	17,868,877	18,144,605
Transit Services	3,175,000	3,405,000	3,525,000	3,655,000	3,795,000
Transportation Services	6,394,989	6,442,531	6,616,955	6,576,901	6,521,212
Water Utility	3,789,853	3,762,938	3,837,041	3,827,809	3,862,605
Sewer Utility	1,526,851	1,507,946	1,557,921	1,547,682	1,570,604
Amortization Expense	13,741,100	13,861,150	13,911,200	14,011,250	14,116,250
Debt Servicing (Interest & Principle)	3,972,382	3,965,265	3,881,731	3,878,590	3,780,629
TOTAL EXPENSES	\$ 78,710,384	\$ 77,335,922	\$ 77,728,129	\$ 78,507,567	\$ 81,994,692
ANNUAL (SURPLUS) DEFICIT	\$ 17,511,049	\$ 19,591,486	\$ 19,987,438	\$ 20,136,059	\$ 20,720,844
RESERVES, CAPITAL AND DEBT					
Transfer from Reserves	(3,654,405)	(1,913,663)	(1,128,000)	(1,118,000)	(1,118,000)
Transfer from Accumulated Surplus	(13,741,100)	(13,861,150)	(13,911,200)	(14,011,250)	(14,116,250)
Transfers to Reserves	34,906,554	35,366,299	35,026,638	35,265,309	35,955,094
TOTAL EXPENDITURES	\$ 17,511,049	\$ 19,591,486	\$ 19,987,438	\$ 20,136,059	\$ 20,720,844
Revenues					
Total Revenue	96,221,433	96,927,408	97,715,567	98,643,626	102,715,536
Transfer from Reserves	3,654,405	1,913,663	1,128,000	1,118,000	1,118,000
Transfer from Accumulated Surplus *	13,741,100	13,861,150	13,911,200	14,011,250	14,116,250
Collection for Other Governments	16,476,000	16,551,000	16,651,000	16,801,000	16,851,000
	130,092,938	129,253,221	129,405,767	130,573,876	134,800,786
(* to offset Amortization)					
Expenses					
Total Expenses	78,710,384	77,335,922	77,728,129	78,507,567	81,994,692
Transfer to Reserves	34,906,554	35,366,299	35,026,638	35,265,309	35,955,094
Tax Requisitions	16,476,000	16,551,000	16,651,000	16,801,000	16,851,000
	130,092,938	129,253,221	129,405,767	130,573,876	134,800,786

City of Fort St. John
Five Year Financial Plan Bylaw 2578, 2023
SCHEDULE “B”

STATEMENT OF OBJECTIVES & POLICIES

In accordance with Section 165(3.1) of the *Community Charter*, the Municipal Council of the City of Fort St. John is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

- a) The proportion of total revenue that is proposed to come from each of the funding sources described in Section 165(7) of the *Community Charter*;
- b) The distribution of property taxes among the property classes; and
- c) The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2023. Property taxes generally form the greatest proportion of revenue. Property taxation is the primary revenue source for the City, with the five year financial plan showing this percentage as low as 39.54%, and as high as 41.60%.

User fees and charges form the second largest portion of planned revenue. This revenue source is for services that can be measured and charged on a user pay basis. These services are mainly for water, sewer and solid waste, but also include recreation user fees and items such as building permits, business licenses, and transit.

OBJECTIVES

- Sustainable service levels and funding
- Predictable property taxes and fees
- Maintain physical assets in good state of repair

POLICIES

- The City will review all user fees annually
- The City has implemented Development Cost Charges and will review additional Development Cost Charges
- The City will continue to apply for grant funding to support projects and initiatives
- The City will initiate partnerships and other measures that will diversify revenues in order to provided services and opportunities to the community that may have not otherwise been possible

City of Fort St. John
Five Year Financial Plan Bylaw 2578, 2023
SCHEDULE “B”

Table 1: Sources of Revenue

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Revenue Source	% of Total Revenue	Dollar Value
Property Taxation	39.54%	\$ 38,042,094
Sale of Services	15.76%	\$ 15,167,806
Government Transfers	31.80%	\$ 30,595,294
Interest Income	1.83%	\$ 1,758,500
Other Revenue	11.08%	\$ 10,657,739
Total	100.00%	\$ 96,221,433

DISTRIBUTION OF PROPERTY TAX RATES

Table 2 outlines the distribution of property taxes among the property classes. The Business and other class (6) and Residential (1) provide the largest proportion of property tax revenue.

OBJECTIVES

- To maintain tax rate ratios to achieve fairness and equity for all property classes
- Consult with Major Industry with regards to the tax policy

POLICIES

- The City will monitor the shifts in assessments when setting the tax rates so as not to penalize a particular class
- The City will continue formulating a Tax Policy that is fair and equitable for all property classes

City of Fort St. John
Five Year Financial Plan Bylaw 2578, 2023
SCHEDULE “B”

Table 2: Distribution of Property Taxes

Property Class	% of Total Property Taxes	Dollar Value
Residential (1)	38.19%	\$ 14,527,720
Utilities (2)	0.52%	\$ 196,519
Heavy Industrial (4)	1.81%	\$ 688,276
Light Industrial (5)	1.57%	\$ 595,901
Business (6)	45.98%	\$ 17,491,786
Seasonal/Rec (8)	0.53%	\$ 201,831
Farm (9)	0.00%	\$ 442
Property Taxation - Transit	4.06%	\$ 1,545,500
Local Area Service	5.07%	\$ 1,928,575
1% Taxes	1.03%	\$ 390,544
Grants in Lieu of Taxes	1.25%	\$ 475,000
Total	100.00%	\$ 38,042,094

PERMISSIVE TAX EXEMPTIONS

The City updated the permissive tax exemption bylaws in 2022 for the 2023 taxation year. These bylaws provide the approval of permissive tax exemptions and the majority of them are for a three year term.

OBJECTIVES

- To annually consider providing permissive tax exemptions on the criteria as outlined in the *Community Charter*

POLICIES

- Guidelines have been established to provide consistent and equal consideration for all applicants
- The City is under no obligation to grant a permissive tax exemption