

**DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN
BYLAW NO. 1074, 2024**

A bylaw to enact the 2024 to 2028 Financial Plan for the District of Fort St. James.

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

1. This bylaw may be cited as “District of Fort St. James Financial Plan Bylaw No. 1074, 2024”.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. “Financial Plan Bylaw No. 1062, 2023” as amended is repealed.

READ A FIRST TIME THIS	17 th	DAY OF	APRIL	, 2024.
READ A SECOND TIME THIS	17 th	DAY OF	APRIL	, 2024.
READ A THIRD TIME THIS	17 th	DAY OF	APRIL	, 2024.
ADOPTED THIS	23 rd	DAY OF	APRIL	, 2024.

[Original Signed]

Mayor

[Original Signed]

Corporate Officer

DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN BYLAW NO. 1074, 2024
Schedule "A" - General Fund

The following is the Financial Plan for the District of Fort St. James for General Revenue Fund purposes.

REVENUES

	2024	2025	2026	2027	2028
<i>Property Tax</i>					
Municipal	3,658,075	3,841,717	3,917,823	3,995,451	4,074,631
Grants In Lieu of Tax	223,281	227,747	232,302	236,949	241,688
<i>Fees/Sale of Services</i>					
Protective Services	344,595	348,427	355,395	362,503	369,753
Environmental Services	153,419	156,487	159,617	162,809	166,065
Recreation Services	123,171	111,355	113,578	115,850	118,165
Licences and Permits	28,255	31,255	31,255	31,255	31,255
Rentals and Leases	56,225	60,520	62,511	63,203	63,908
Interest and Penalties	27,300	28,388	29,520	30,109	30,708
Other Fees and Charges	13,550	12,550	12,550	12,550	12,550
<i>Other Revenue</i>					
Community Forest Revenue					
Grants from Other Governments	1,035,074	662,494	662,494	662,494	662,494
Internal Transfers	430,627	440,527	449,339	458,326	467,493
From Prior Year Surplus					
From Reserve Funds	234,862	134,352			
Collected for Other Government	1,890,295	1,890,295	1,890,295	1,890,295	1,890,295
Other Grants and Donations	44,200	44,860	45,737	46,632	47,545
Total General Revenues	\$ 8,262,929	\$ 7,990,974	\$ 7,962,416	\$ 8,068,426	\$ 8,176,550

EXPENDITURES

	2024	2025	2026	2027	2028
<i>Municipal Services</i>					
General Government	1,809,922	1,681,617	1,740,351	1,763,767	1,806,137
Protective Services	870,440	718,561	736,308	746,331	764,631
Public Works	1,551,035	1,606,953	1,641,527	1,679,551	1,718,540
Environmental Services	136,107	143,954	146,833	149,769	152,765
Parks and Recreation	538,025	509,607	527,127	542,354	561,326
Library	294,227	301,496	307,525	313,675	319,951
Cemetery	24,702	22,012	22,452	22,901	23,359
Other Gov't Remittances	1,920,294	1,920,894	1,921,506	1,922,130	1,922,767
To Surplus					
Transfers to Reserve Funds	1,040,129	1,048,832	881,739	890,900	870,026
Transfer to Capital Fund	41,000				
<i>Debt servicing</i>					
Principal	17,755	17,755	17,755	17,755	17,755
Interest	19,293	19,293	19,293	19,293	19,293
Total General Expenditures	\$ 8,262,929	\$ 7,990,974	\$ 7,962,416	\$ 8,068,426	\$ 8,176,550

DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN BYLAW NO. 1074, 2024
Schedule "B" - Water Fund

The following is the Financial Plan for the District of Fort St. James for Waterworks Utility purposes.

REVENUES

	2024	2025	2026	2027	2028
Frontage Tax	35,000	35,000	35,000	35,000	35,000
Fees and Charges	369,724	387,329	405,660	424,899	445,095
Other Revenue	23,000	23,000	23,000	23,000	23,000
<i>Transfers from Funds</i>					
Reserve Funds					
Other Funds					
Surplus					
Total Revenues	\$ 427,724	\$ 445,329	\$ 463,660	\$ 482,899	\$ 503,095

EXPENDITURES

	2024	2025	2026	2027	2028
Water Supply & Distribution	346,027	362,051	368,852	375,808	382,921
<i>Transfers to Funds</i>					
To Reserve Funds	81,697	83,278	94,808	107,091	120,174
To Surplus					
To Capital Funds	0	0	0	0	0
Debt Servicing					
Principal	0	0	0	0	0
Interest	0	0	0	0	0
Total Expenditures	\$ 427,724	\$ 445,329	\$ 463,660	\$ 482,899	\$ 503,095

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DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN BYLAW NO. 1074, 2024
Schedule "C" - Sewer Fund

The following is the Financial Plan for the District of Fort St. James for Sewer Utility purposes.

REVENUES

	2024	2025	2026	2027	2028
Frontage Tax	34,000	34,000	34,000	34,000	35,360
Fees and Charges	366,586	384,415	403,136	422,793	442,073
Other Revenue	72,152	70,000	70,000	70,000	70,000
<i>Transfers from Funds</i>					
Reserve Funds	185,000				
Other Funds					
Surplus					
Total Revenue	\$ 657,738	\$ 488,415	\$ 507,136	\$ 526,793	\$ 547,433

EXPENDITURES

	2024	2025	2026	2027	2028
Sewer Collection and Treatment	587,621	374,893	381,938	389,139	396,505
<i>Transfers to Funds</i>					
To Reserve Funds	70,117	113,522	125,198	137,654	150,928
To Surplus	0	0	0	0	0
To Capital Funds	0	0	0	0	0
<i>Debt Servicing</i>					
Principal	0	0	0	0	0
Interest	0	0	0	0	0
Total Expenditures	\$ 657,738	\$ 488,415	\$ 507,136	\$ 526,793	\$ 547,433

DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN BYLAW NO. 1074, 2024
Schedule "D" - Capital Expenditure Plan

The following is the Financial Plan for the District of Fort St. James for General Capital, Water Capital, and Sewer Capital Funds purposes.

CAPITAL REVENUES

	2024	2025	2026	2027	2028
Reserve Funds	4,360,919	5,727,000	5,647,000	1,195,000	395,000
Surplus					
Operating	41,000				
Debt					
Grants	2,956,336	2,000,000	2,000,000	2,000,000	
Other Funds	27,700		25,000		
Total	\$ 7,385,955	\$ 7,727,000	\$ 7,672,000	\$ 3,195,000	\$ 395,000

CAPITAL EXPENDITURES

	2024	2025	2026	2027	2028
<u>General Fund</u>					
General Government	126,700				
Airport	471,259	2,300,000	2,300,000	2,300,000	
Library					
Protection	1,235,600				
Public Works	1,272,060	400,000	645,000	395,000	395,000
Parks & Recreation	3,228,836	2,300,000			
	6,334,455	5,000,000	2,945,000	2,695,000	395,000
<u>Water Fund</u>					
Water Supply	210,000	2,000,000			
Water Lines	841,500	727,000	727,000	500,000	
Truck Replacements					
Water Treatment					
	1,051,500	2,727,000	727,000	500,000	0
<u>Sewer Fund</u>					
Lift Stations					
SCADA System					
Collection and Disposal			4,000,000		
Truck Replacements					
Lagoon					
	0	0	4,000,000	0	0
Total	\$ 7,385,955	\$ 7,727,000	\$ 7,672,000	\$ 3,195,000	\$ 395,000

DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN BYLAW NO. 1074, 2024
Schedule "E" - Reserve Funds

The following is the Financial Plan for the District of Fort St. James for Reserve Fund purposes.

REVENUES

	2024	2025	2026	2027	2028
<i>Transfers from Funds to reserves</i>					
General Fund	1,191,943	1,245,632	1,101,745	1,135,645	1,141,128
Other Funds	0	0	0	0	0
Other Revenue	0	0	0	0	0
Interest	600,000	500,000	350,000	350,000	350,000
	\$ 1,791,943	\$ 1,745,632	\$ 1,451,745	\$ 1,485,645	\$ 1,491,128

EXPENDITURES

	2024	2025	2026	2027	2028
<i>Transfers to Funds</i>					
To General Fund	419,862	134,352	0	0	0
To Capital	4,360,919	5,727,000	5,647,000	1,195,000	395,000
To Surplus	0	0	0	0	0
	\$ 4,780,781	\$ 5,861,352	\$ 5,647,000	\$ 1,195,000	\$ 395,000

DISTRICT OF FORT ST. JAMES
FINANCIAL PLAN BYLAW NO. 1074, 2024
Schedule "F" - Revenue and Tax Policy

The following is the Financial Plan for the District of Fort St. James for Revenue Tax Policy purposes.

Funding Sources

The table below shows the proportion of total revenue proposed to be raised from each funding source in 2024.

Revenue Source	Percentage	Value
Property Taxes	41%	\$3,950,356
User Fees and Charges	15%	\$1,482,825
Other Sources	2%	\$167,052
Borrowing	0%	\$0
Government Grants	42%	\$3,991,410
Total	100%	\$9,591,643

Objective

Continue to maintain a fair and reasonable balance of funding sources.

Policy

The District will review the distribution of funding sources each year and compare them to other similar municipalities.

Distribution of Property Taxes

Property Taxes are distributed in the following proportions:

Property Class	Percentage	Value
Residential	20.25%	740,902
Utility	31.24%	1,142,724
Heavy Industrial	36.10%	1,320,565
Light Industrial	0.77%	28,219
Commercial	11.61%	424,747
Rec/Non-profit Farm	0.03%	1,040
Total	100%	\$3,658,197

Note: The above amounts do not include frontage taxes. Frontage taxes for the year 2024 are \$69,000.

Objective

To maintain an acceptable level of taxation in comparison to other municipalities of similar size and assessment base.

Policy

Current practice sees tax revenue set based on need to operate and purchase capital net of other sources.

The 2024 tax levy was based on a combination of operating needs and a rate review with surrounding communities.

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.

Permissive Tax Exemptions

Policy

The District of Fort St. James issues permissive tax exemptions for church, recreational and private school properties on an annual basis.

Council may adopt Revitalization Tax Exemption program bylaws for the purpose of stimulating economic development.