

THE CORPORATION OF THE VILLAGE OF MONTROSE

**BYLAW # 610**

A BYLAW TO ADOPT A FINANCIAL PLAN FOR THE PERIOD OF 2004 to 2008

WHEREAS section 165 of the *Community Charter* SBC Chap. 26 requires that Council adopt a financial plan for a period of five years, and

NOW THEREFORE, the Council of the Village of Montrose, in open meeting assembled, hereby ENACTS AS FOLLOWS:

**SHORT TITLE**

1. (1) This Bylaw may be cited as the **"MONTROSE FINANCIAL PLAN 2004-2008"**

**SERVICE PRIORITY POLICIES**

2. (1) "Essential Service" means a service to which the following criteria apply:
  - (a) Revenues raised to meet the demands of the service;
  - (b) Reserves maintained to provide for emergency funds;
  - (c) Reserves maintained for the replacement of plant and equipment;
  - (d) Maximum 12-month response for replacement and upgrading work;
  - (e) Built-in redundancy;
  - (f) Borrowing to be authorized if current revenues are inadequate.(2) Essential Services shall include:
  - (a) The domestic water system;
  - (b) The sanitary sewer system;
  - (c) The storm drain system.
3. (1) "Secondary Service" means a service to which the following criteria apply:
  - a. Funding capped at a rate per capita for the Village population;
  - b. Reserves established to retain current year surpluses;
  - c. Service quality priority over service quantity;
  - d. Borrowing only as approved through the budget process.(2) Secondary Services shall include:
  - (a) Parks, playgrounds, and playing fields;
  - (b) Municipal buildings;
  - (c) Road system;
  - (d) Solid waste removal.
4. (1) "Tertiary Service" means a service to which the following criteria apply:
  - (a) Funding capped at a rate per capita for the Village population;
  - (b) Key task scheduling;
  - (c) Surpluses to higher priorities;
  - (d) Borrowing by referendum only;
  - (e) Interruptible projects.(2) Tertiary Services shall include:
  - (a) General Governance;
  - (b) Social Services.
5. (1) "Exceptional Service" means a service of a special nature identified by Council, to be provided by the municipality for a fixed term.

**REVENUE POLICIES**

6. (1) Direct user fees shall be the source of funding for:
  - (a) Part of the operations and maintenance cost of the water system;
  - (b) Part of the operations and maintenance cost of the sewer system;
  - (c) 65% of the operations and maintenance cost of the garbage service.

- (2) Flat user fees shall be the source of funding for:
  - (a) Part of the operations and maintenance cost of the water system;
  - (b) Part of the operations and maintenance cost of the sewer system.
- 7. (1) Parcel taxes shall be the source of funding for:
  - (a) Not less than 25% of the operations and maintenance cost of the water system;
  - (b) Not less than 15% of the operations and maintenance cost of the sewer system;
  - (c) 100% of the capital cost of the storm drain system.
  - (d) 100% of the cost of exceptional services.
- 8. (1) Ad valorem taxes shall be the default source of funding for all services for which no designated source of funding is identified in this Bylaw.
- (2) Surpluses from the Water Operating Fund and the Sewer Operating Fund shall be transferred as revenues to the General Operating Fund.

**GENERAL MATTERS**

- 9. (1) For the purpose of this Bylaw, the funding sources and levels indicated shall be considered target levels to be achieved over the term of this financial plan.
- (2) All excess revenues or excess expenditures accrued in the Water Operating Fund or the Sewer Operating Fund over the course of a fiscal year shall be transferred to the General Operating Fund.
- 10. (1) The planned revenues for the years 2004 to 2008 relating to the General Operating Fund shall be those recorded on Schedule "A" attached to, and forming part of this Bylaw.
- (2) The planned expenditures for the years 2004 to 2008 relating to the General Operating Fund shall be those recorded on Schedule "B" attached to, and forming part of this Bylaw.
- (3) The planned revenues and expenditures for the years 2004 to 2008 relating to the Water Operating Fund shall be those recorded on Schedule "C" attached to, and forming part of this Bylaw.
- (4) The planned revenues and expenditures for the years 2004 to 2008 relating to the Sewer Operating Fund shall be those recorded on Schedule "D" attached to, and forming part of this Bylaw.

**ENACTMENT**

- 11. (1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME	this 17 <sup>th</sup> day of February, 2004
PUBLIC CONSULTATION WORKSHOP HELD	this 17 <sup>th</sup> day of March, 2004
READ A SECOND TIME	this 6 <sup>th</sup> day of April, 2004
READ A THIRD TIME	this 6 <sup>th</sup> day of April, 2004
RECONSIDERED AND FINALLY ADOPTED	this 20 <sup>th</sup> day of April, 2004

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Mayor

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Village Clerk

Certified a true copy of Bylaw # 610, as adopted

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Village Clerk

## THE CORPORATION OF THE VILLAGE OF MONTROSE

**BYLAW # 610**

## SCHEDULE "A" – GENERAL FUND REVENUES

	2004 BUDGET	2005 BUDGET	2006 BUDGET	2007 BUDGET	2008 BUDGET
<b>TAXES</b>					
Ad Valorem Taxes	103,600	104,900	125,600	125,600	159,700
Drainage Parcel Taxes	13,000	13,000	13,000	13,000	13,000
Recycling Parcel Taxes	11,700	11,700	11,700	11,700	11,700
Community Development Parcel Taxes	12,000	12,000	12,000	12,000	12,000
Utility Taxes	9,800	9,800	9,800	9,800	9,800
Grant in Lieu of Taxes	2,600	2,600	2,600	2,600	2,600
<b>TOTAL TAXES</b>	<b>152,700</b>	<b>154,000</b>	<b>174,700</b>	<b>174,700</b>	<b>208,800</b>
<b>SALE OF SERVICES</b>					
Garbage Service	15,000	15,000	15,000	15,000	15,000
Other Services	9,500	9,500	9,500	9,500	9,500
<b>TOTAL SALE OF SERVICES</b>	<b>24,500</b>	<b>24,500</b>	<b>24,500</b>	<b>24,500</b>	<b>24,500</b>
<b>OTHER REVENUES FROM OWN SOURCES</b>					
Licenses & Permits	3,600	3,600	3,600	3,600	3,600
Rentals	52,300	52,300	52,300	52,300	52,300
Miscellaneous	20,700	20,700	20,700	20,700	20,700
<b>TOTAL REVENUES FROM OWN SOURCES</b>	<b>76,600</b>	<b>76,600</b>	<b>76,600</b>	<b>76,600</b>	<b>76,600</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b>170,100</b>	<b>170,100</b>	<b>170,100</b>	<b>170,100</b>	<b>170,100</b>
<b>CONDITIONAL TRANSFERS</b>	<b>52,800</b>	<b>52,800</b>	<b>77,300</b>	<b>77,300</b>	<b>77,300</b>
<b>INTERNAL TRANSFER</b>					
Water Fund Administration	12,400	14,600	14,900	15,200	15,500
Sewer Fund Administration	36,500	37,200	38,000	38,700	39,500
Future Capital Expenditures Reserve	0	0	0	0	0
Recreation Capital Reserve	0	0	0	0	0
Transfer from Water Fund	71,400	34,600	19,900	18,300	0
Transfer from Sewer Fund	4,800	27,000	12,900	10,900	0
<b>TOTAL INTERNAL TRANSFERS</b>	<b>125,100</b>	<b>113,400</b>	<b>85,700</b>	<b>83,100</b>	<b>55,000</b>
<b>COLLECTIONS FOR OTHERS</b>	<b>499,900</b>	<b>499,900</b>	<b>499,900</b>	<b>499,900</b>	<b>499,900</b>
<b><u>TOTAL GENERAL FUND REVENUES</u></b>	<b><u>1,101,700</u></b>	<b><u>1,091,300</u></b>	<b><u>1,108,800</u></b>	<b><u>1,106,200</u></b>	<b><u>1,112,200</u></b>

## THE CORPORATION OF THE VILLAGE OF MONTROSE

**BYLAW # 610**

## SCHEDULE "B" – GENERAL FUND EXPENDITURES

	2004 BUDGET	2005 BUDGET	2006 BUDGET	2007 BUDGET	2008 BUDGET
<b>GENERAL GOVERNMENT SERVICES</b>					
Legislative	17,800	18,200	18,500	18,900	19,300
General Administration	165,000	168,300	171,700	175,100	178,600
Other General Government Services	37,100	37,800	38,600	39,400	40,200
<b>TOTAL GENERAL GOVT SERVICES</b>	<b>219,900</b>	<b>224,300</b>	<b>228,800</b>	<b>233,400</b>	<b>238,100</b>
<b>PROTECTIVE SERVICES</b>					
Bylaw Enforcement	4,100	4,200	4,300	4,400	4,400
Other Protective Services	7,300	7,400	7,600	7,700	7,900
<b>TOTAL PROTECTIVE SERVICES</b>	<b>11,400</b>	<b>11,600</b>	<b>11,900</b>	<b>12,100</b>	<b>12,300</b>
<b>TRANSPORTATION SERVICES</b>					
Equipment Operation & Maintenance	24,400	24,900	25,400	25,900	26,400
Workshop	10,300	10,500	10,700	10,900	11,100
Road Maintenance	46,600	47,500	48,500	49,500	50,400
Traffic Services	13,200	13,500	13,700	14,000	14,300
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>94,500</b>	<b>96,400</b>	<b>98,300</b>	<b>100,300</b>	<b>102,200</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>	<b>39,500</b>	<b>40,300</b>	<b>41,100</b>	<b>41,900</b>	<b>42,800</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>	<b>20,000</b>	<b>20,400</b>	<b>20,800</b>	<b>21,200</b>	<b>21,600</b>
<b>RECREATION &amp; CULTURAL SERVICES</b>					
Recreation Commission	13,100	13,400	13,600	13,900	14,200
Community Hall	15,400	15,700	16,000	16,300	16,700
Parks	27,200	27,700	28,300	28,900	29,400
MCCERCS	5,900	6,000	6,100	6,300	6,400
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>61,600</b>	<b>62,800</b>	<b>64,000</b>	<b>65,400</b>	<b>66,700</b>
<b>FISCAL SERVICES</b>					
Debt Servicing	31,900	28,700	28,700	19,400	13,100
Transfer to Water Fund	0	0	0	0	0
Transfer to Sewer Fund	0	0	0	0	0
Transfer to Reserves	22,000	6,900	15,300	12,600	15,500
Transfer of Taxes Collected for Others	499,900	499,900	499,900	499,900	499,900
<b>TOTAL FISCAL SERVICES</b>	<b>553,800</b>	<b>535,500</b>	<b>543,900</b>	<b>531,900</b>	<b>528,500</b>
<b>CAPITAL PROJECTS</b>					
Administration	0	5,000	5,000	5,000	5,000
Public Works	53,000	85,000	85,000	85,000	85,000
Community Development	4,000	5,000	5,000	5,000	5,000
Recreation	44,000	5,000	5,000	5,000	5,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>101,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>TOTAL GENERAL EXPENDITURES</u></b>	<b><u>1,101,700</u></b>	<b><u>1,091,300</u></b>	<b><u>1,108,800</u></b>	<b><u>1,106,200</u></b>	<b><u>1,112,200</u></b>
General Fund Surplus (Deficit)	0	0	0	0	0
Consolidated Funds Surplus (Deficit)	0	0	0	0	0

**BYLAW # 610****SCHEDULE "C" – WATER FUND REVENUES & EXPENDITURES**

	2004 BUDGET	2005 BUDGET	2006 BUDGET	2007 BUDGET	2008 BUDGET
<b>TAXES</b>	<b>48,000</b>	<b>44,000</b>	<b>38,000</b>	<b>32,000</b>	<b>26,000</b>
<b>SALE OF SERVICES</b>	<b>84,100</b>	<b>86,100</b>	<b>83,200</b>	<b>88,900</b>	<b>78,000</b>
<b>OTHER REVENUES</b>	<b>3,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEBENTURE PROCEEDS</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL WATER FUND REVENUES</u></b>	<b><u>336,000</u></b>	<b><u>130,100</u></b>	<b><u>121,200</u></b>	<b><u>120,900</u></b>	<b><u>104,000</u></b>
<b>GENERAL GOVERNMENT SERVICES</b>	<b>14,300</b>	<b>14,600</b>	<b>14,900</b>	<b>15,200</b>	<b>15,500</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
<b>Water Supply &amp; Distribution System</b>					
Pumping	33,500	34,200	34,900	35,600	36,300
Other System Maintenance	15,300	15,600	15,900	16,200	16,600
<b>Total Water Supply &amp; Distribution System</b>	<b>48,800</b>	<b>49,800</b>	<b>50,800</b>	<b>51,800</b>	<b>52,900</b>
<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>48,800</b>	<b>49,800</b>	<b>50,800</b>	<b>51,800</b>	<b>52,900</b>
<b>FISCAL SERVICES</b>					
<b>Debt Servicing</b>					
Long-Term Interest	0	9,700	9,700	9,700	9,700
Principal Installments	0	15,900	15,900	15,900	15,900
<b>Total Debt Servicing</b>	<b>0</b>	<b>25,600</b>	<b>25,600</b>	<b>25,600</b>	<b>25,600</b>
<b>Transfer to Future Reserves</b>	<b>0</b>	<b>500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Transfer to General Revenue Fund</b>	<b>71,400</b>	<b>34,600</b>	<b>19,900</b>	<b>18,300</b>	<b>0</b>
<b>TOTAL FISCAL SERVICES</b>	<b>71,400</b>	<b>60,700</b>	<b>50,500</b>	<b>48,900</b>	<b>30,600</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>201,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>TOTAL WATER FUND EXPENDITURES</u></b>	<b><u>336,000</u></b>	<b><u>130,100</u></b>	<b><u>121,200</u></b>	<b><u>120,900</u></b>	<b><u>104,000</u></b>
<b>SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**BYLAW # 610****SCHEDULE "D" – SEWER FUND REVENUES & EXPENDITURES**

	2004 BUDGET	2005 BUDGET	2006 BUDGET	2007 BUDGET	2008 BUDGET
<b>TAXES</b>	<b>41,500</b>	<b>41,500</b>	<b>37,300</b>	<b>35,300</b>	<b>33,300</b>
<b>SALE OF SERVICES</b>	<b>119,100</b>	<b>120,600</b>	<b>113,300</b>	<b>115,500</b>	<b>100,500</b>
<b>TRANSFER FROM GENERAL FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL SEWER FUND REVENUES</u></b>	<b><u>160,600</u></b>	<b><u>162,100</u></b>	<b><u>150,600</u></b>	<b><u>150,800</u></b>	<b><u>133,800</u></b>
<b>GENERAL GOVERNMENT SERVICES</b>	<b>36,500</b>	<b>37,200</b>	<b>38,000</b>	<b>38,700</b>	<b>39,500</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
<b>Sewage Collection &amp; Disposal</b>					
Collection System Maintenance	5,000	5,100	5,200	5,300	5,400
Lift Station Maintenance	13,500	13,800	14,000	14,300	14,600
Sewage Treatment Plant	49,900	50,900	51,900	53,000	54,000
<b>Total Sewage Collection &amp; Disposal</b>	<b>68,400</b>	<b>69,800</b>	<b>71,100</b>	<b>72,600</b>	<b>74,000</b>
<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>68,400</b>	<b>69,800</b>	<b>71,100</b>	<b>72,600</b>	<b>74,000</b>
<b>FISCAL SERVICES</b>					
<b>Debt Servicing</b>					
Long-Term Interest	16,100	10,300	7,700	7,700	4,200
Principal Installments	34,800	12,800	10,900	10,900	6,100
<b>Total Debt Servicing</b>	<b>50,900</b>	<b>23,100</b>	<b>18,600</b>	<b>18,600</b>	<b>10,300</b>
Transfer to Future Reserves	0	0	5,000	5,000	5,000
Transfer to General Revenue Fund	4,800	27,000	12,900	10,900	0
<b>TOTAL FISCAL SERVICES</b>	<b>55,700</b>	<b>50,100</b>	<b>36,500</b>	<b>34,500</b>	<b>15,300</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>TOTAL SEWER FUND EXPENDITURES</u></b>	<b><u>160,600</u></b>	<b><u>162,100</u></b>	<b><u>150,600</u></b>	<b><u>150,800</u></b>	<b><u>133,800</u></b>
<b>SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>