

THE CORPORATION OF THE VILLAGE OF MONTROSE

BYLAW #663

A BYLAW TO ADOPT A FINANCIAL PLAN FOR THE PERIOD OF 2008 to 2012

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 2008-2012**"

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) Built-in redundancy;
 - (c) 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 raised to maintain the value of assets;
 - (b) Service quality priority over service quantity;
 - (c) 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;
 - (e) General government.
4. (1) "Tertiary Service" means a service of a special nature identified by Council to which the following criteria apply:
 - (a) Funding capped for the duration of the service;
 - (b) Borrowing by referendum only;
 - (c) Interruptible projects.
- (2) Tertiary Services shall include:
 - (a) Social and Cultural Services.

REVENUE POLICIES

5. (1) Usage fees shall be the primary source of funding for the garbage collection and disposal service.
- (2) User fees shall be the source of funding for:
 - (a) Approximately 60% of the operations and maintenance cost of the water system;
 - (b) Approximately 60% of the operations and maintenance cost of the sewer system.
7. (1) Parcel taxes shall be the source of funding for:
 - (a) Approximately 40% of the operations and maintenance cost of the water system;
 - (b) Approximately 40% of the operations and maintenance cost of the sewer

system;

- (c) 100% of the capital costs of the water, sewer and storm drain systems.
- (d) 100% of the costs of community development projects.
- (e) 100% of the costs of transportation 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.

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
- (3) All excess revenues accrued in the General Operating Fund, Water Operating Fund and/or the Sewer Operating Fund shall be transferred to an appropriate Reserve Fund.
- 10. (1) The planned revenues for the years 2008 to 2012 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 2008 to 2012 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 2008 to 2012 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 2008 to 2012 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 18 th day of February, 2008
READ A SECOND TIME	this 18 th day of February, 2008
PUBLIC CONSULTATION WORKSHOP HELD	this 21 st day of April, 2008
READ A THIRD TIME	this 21 st day of April, 2008
RECONSIDERED AND FINALLY ADOPTED	this 5 th day of May, 2008

Mayor

Corporate Officer

Certified a true copy of Bylaw #663, as adopted

Corporate Officer

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SCHEDULE "A" – GENERAL FUND REVENUES

	2007 BUDGET	2007 PRE AUDIT	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET
TAXES							
Ad Valorem Taxes	84,970	84,974	67,330	65,000	70,000	75,000	79,000
Drainage Parcel Taxes	10,250	10,340	10,670	10,600	10,600	10,700	11,000
Road Parcel Taxes	10,530	10,534	11,450	11,500	12,000	12,000	12,000
Community Development Parcel Taxes	4,580	4,580	4,580	4,600	4,600	4,600	4,600
Utility Taxes	99,850	99,844	100,760	100,000	100,000	100,000	100,000
Grant in Lieu of Taxes	2,600	2,547	2,600	2,600	2,600	2,600	2,600
TOTAL TAXES	212,780	212,819	197,390	194,300	199,800	204,900	209,200
SALE OF SERVICES							
Garbage Service	16,040	17,242	15,935	17,000	17,000	17,500	18,000
Other Services	3,500	7,830	3,500	3,500	3,500	3,600	3,600
TOTAL SALE OF SERVICES	500	702	500	600	600	600	600
	20,040	25,774	19,935	21,100	21,100	21,700	22,200
OTHER REVENUES FROM OWN SOURCES							
Licenses & Permits							
Rentals	4,600	17,346	4,600	5,000	5,000	5,000	5,500
Miscellaneous	53,990	54,243	54,965	55,000	55,000	55,000	56,000
TOTAL REVENUES FROM OWN SOURCES	34,300	50,629	34,600	30,000	30,000	32,000	32,000
	92,890	122,218	94,165	90,000	90,000	92,000	93,500
UNCONDITIONAL TRANSFERS							
	291,500	291,481	354,000	354,000	354,000	354,000	354,000
CONDITIONAL TRANSFERS							
	102,000	108,960	133,750	115,000	120,000	120,000	120,000
INTERNAL TRANSFER							
Water Fund Administration							
Sewer Fund Administration	32,590	32,590	47,150	45,000	47,000	48,000	48,000
Other Transfers	49,130	49,135	98,165	95,000	97,000	98,000	98,000
TOTAL INTERNAL TRANSFERS	89,000	28,000	103,900	70,000	70,000	75,000	75,000
	170,720	109,725	249,215	210,000	214,000	221,000	221,000
COLLECTIONS FOR OTHERS							
	540,705	540,514	619,150	600,000	600,000	615,000	622,000
<u>TOTAL GENERAL FUND REVENUES</u>	<u>1,430,635</u>	<u>1,411,491</u>	<u>1,667,605</u>	<u>1,584,400</u>	<u>1,598,900</u>	<u>1,628,600</u>	<u>1,641,900</u>

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SCHEDULE "B" – GENERAL FUND EXPENDITURES

	2007 BUDGET	2007 PRE AUDIT	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET	20012 BUDGET
GENERAL GOVERNMENT SERVICES							
Legislative	20,500	19,211	20,500	21,500	22,000	22,500	23,000
General Administration	228,520	191,385	323,260	325,000	330,000	335,000	340,000
Other General Government Services	46,950	48,128	56,900	55,000	55,000	55,000	57,000
TOTAL GENERAL GOVT SERVICES	295,970	258,724	400,660	401,500	407,000	412,500	420,000
PROTECTIVE SERVICES							
Bylaw Enforcement	9,000	7,166	9,250	11,700	11,900	12,500	13,000
Other Protective Services	8,865	9,682	11,165	11,000	12,000	12,000	12,500
TOTAL PROTECTIVE SERVICES	17,865	16,848	20,415	22,700	23,900	24,500	25,500
TRANSPORTATION SERVICES							
Equipment Operation & Maintenance	25,870	25,392	25,745	28,000	29,000	30,000	30,000
Workshop	10,780	8,637	11,700	11,600	12,000	12,000	12,000
General Public Works	2,090	3,963	3,980	5,000	5,000	5,000	5,000
Road Maintenance	58,580	42,817	49,870	55,000	55,000	57,000	58,500
Traffic Services	13,280	14,541	13,750	15,200	15,200	15,200	15,200
TOTAL TRANSPORTATION SERVICES	110,600	95,350	105,045	109,800	116,200	119,200	120,700
ENVIRONMENTAL HEALTH SERVICES	32,625	29,276	26,565	34,400	34,600	35,000	35,000
ENVIRONMENTAL DEVELOPMENT	9,500	4,879	23,000	10,000	10,000	10,000	10,000
RECREATION & CULTURAL SERVICES							
Recreation Commission	8,120	11,285	8,725	8,000	8,000	8,100	8,200
Community Hall	16,930	12,724	16,615	17,500	17,700	17,800	18,000
Parks	39,250	37,115	35,315	40,000	41,000	42,000	43,000
TOTAL RECREATION & CULTURE	64,300	61,124	60,655	65,500	66,700	67,900	69,200
FISCAL SERVICES							
Debt Servicing	16,630	16,633	5,045	10,000	10,000	15,000	15,000
Transfer to Other Funds	50,040	129,300	188,500	75,500	75,500	54,500	52,500
Transfer of Taxes Collected for Others	553,905	554,190	634,320	600,000	600,000	615,000	619,000
TOTAL FISCAL SERVICES	620,575	700,123	827,865	685,500	685,500	684,500	686,500
CAPITAL PROJECTS							
Administration	0	1,665	6,500	10,000	10,000	10,000	10,000
Public Works	224,700	175,180	168,200	225,000	225,000	245,000	245,000
Recreation	54,500	60,097	28,700	20,000	20,000	20,000	20,000
TOTAL CAPITAL PROJECTS	279,200	236,942	203,400	255,000	255,000	275,000	275,000
<u>TOTAL GENERAL EXPENDITURES</u>	<u>1,430,635</u>	<u>1,403,266</u>	<u>1,667,605</u>	<u>1,584,400</u>	<u>1,598,900</u>	<u>1,628,600</u>	<u>1,641,900</u>
General Fund Surplus (Deficit)	0	8,225	0	0	0	0	0
Consolidated Funds Surplus (Deficit)	0	45,390	0	0	0	0	0

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SCHEDULE "C" – WATER FUND REVENUES & EXPENDITURES

	2007 BUDGET	2007 PRE-AUDIT	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET
<u>WATER FUND REVENUES</u>							
TAXES	99,380	99,386	100,760	100,000	105,000	105,000	110,000
SALE OF SERVICES	87,940	90,579	101,795	95,000	100,000	100,000	100,000
OTHER REVENUES	563,950	3,900	727,650	35,500	35,500	14,500	12,500
<u>TOTAL WATER FUND REVENUES</u>	<u>751,270</u>	<u>193,865</u>	<u>930,205</u>	<u>230,500</u>	<u>240,500</u>	<u>219,500</u>	<u>222,500</u>
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	2007 BUDGET	2007 PRE-AUDIT	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET
<u>WATER FUND EXPENDITURES</u>							
GENERAL GOVERNMENT SERVICES	39,170	36,888	55,725	53,000	55,000	55,000	57,000
ENVIRONMENTAL HEALTH SERVICES							
Water Supply & Distribution System							
Pumping	41,270	24,986	30,670	35,000	37,000	37,000	39,000
Water Supply and Distribution	20,230	17,064	24,210	25,500	26,000	26,000	27,000
TOTAL ENVIRONMENTAL HEALTH	61,500	42,050	54,880	60,500	63,000	63,000	66,000
ENVIRONEMNTAL DEVELOPMENT	15,000	0	15,000	10,000	12,000	0	0
FISCAL SERVICES							
Debt Servicing							
Long-Term Interest	9,400	9,420	9,400	20,000	20,000	20,000	20,000
Principal Installments	36,200	36,195	36,200	50,000	50,000	50,000	50,000
Total Debt Servicing	0	0	0	0	0	0	0
TOTAL FISCAL SERVICES	45,600	45,615	45,600	70,000	70,000	70,000	70,000
TOTAL CAPITAL PROJECTS	590,000	23,468	759,000	37,000	40,500	31,500	29,500
<u>TOTAL WATER FUND EXPENDITURES</u>	<u>751,270</u>	<u>148,021</u>	<u>930,205</u>	<u>230,500</u>	<u>240,500</u>	<u>219,500</u>	<u>222,500</u>
SURPLUS (DEFICIT)	0	45,844	0	0	0	0	0

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SCHEDULE "D" – SEWER FUND REVENUES & EXPENDITURES

	2007 BUDGET	2007 PRE-AUDIT	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET
<u>SEWER FUND REVENUES</u>							
TAXES	33,220	33,142	52,320	52,000	52,000	54,000	56,000
SALE OF SERVICES	114,800	117,858	121,205	122,000	123,000	123,000	125,000
INTERNAL TRANSFERS	0	0	50,000	15,000	15,000	15,000	15,000
<u>TOTAL SEWER FUND REVENUES</u>	<u>148,020</u>	<u>151,000</u>	<u>223,525</u>	<u>189,000</u>	<u>190,000</u>	<u>192,000</u>	<u>196,000</u>

	2007 BUDGET	2007 PRE-AUDIT	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET
<u>SEWER FUND EXPENDITURES</u>							
GENERAL GOVERNMENT SERVICES	49,140	53,093	102,670	98,500	100,000	100,000	102,000
ENVIRONMENTAL HEALTH SERVICES							
Collection System Maintenance	7,160	8,612	11,450	13,900	15,000	15,000	16,000
Lift Station Maintenance	15,360	16,753	16,340	16,000	17,000	17,000	17,000
Sewage Treatment Plant	52,230	62,588	43,765	43,800	46,000	48,000	49,000
<u>TOTAL ENVIRONMENTAL HEALTH</u>	<u>74,750</u>	<u>87,953</u>	<u>71,555</u>	<u>73,700</u>	<u>78,000</u>	<u>80,000</u>	<u>82,000</u>
FISCAL SERVICES							
Debt Servicing							
Long-Term Interest	7,740	7,741	4,200	4,200	0	0	0
Principal Installments	10,890	10,892	6,100	6,100	0	0	0
Total Debt Servicing	0	0	0	0	0	0	0
<u>TOTAL FISCAL SERVICES</u>	<u>18,630</u>	<u>18,633</u>	<u>10,300</u>	<u>10,300</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL CAPITAL PROJECTS</u>	<u>5,500</u>	<u>0</u>	<u>39,000</u>	<u>6,500</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
<u>TOTAL SEWER FUND EXPENDITURES</u>	<u>148,020</u>	<u>159,679</u>	<u>223,525</u>	<u>189,000</u>	<u>190,000</u>	<u>192,000</u>	<u>196,000</u>
SURPLUS (DEFICIT)	0	(8,679)	0	0	0	0	0