

THE CORPORATION OF THE CITY OF DAWSON CREEK

BYLAW NO. 4367

A bylaw of the Corporation of the City of Dawson Creek (hereinafter called "the City") respecting the Financial Plan for the years 2018 – 2022.

WHEREAS, pursuant to the *Community Charter*, the Council of the City must adopt a Five Year Financial Plan annually by bylaw.

AND WHEREAS, pursuant to requirements of the *Community Charter*, the Council of the City held a public consultation session regarding the proposed Financial Plan on March 12, 2018.

NOW THEREFORE, the Council of the City hereby **ENACTS AS FOLLOWS**:

1. This Bylaw may be cited for all purposes as the **“FINANCIAL PLAN BYLAW NO. 4367, 2018”**.
2. Schedules “A” and “B” are attached to and form part of this Bylaw.
3. Schedules “A” and “B” attached form the Financial Plan of the City of Dawson Creek for the year commencing January 1, 2018.
3. Financial Plan Bylaw No. 4355, 2017, is hereby repealed.

READ a first time this 2 day of May, 2018.

READ a second time this 2 day of May, 2018.

READ a third time this 2 day of May, 2018.

ADOPTED this 4 day of May, 2018.

CERTIFIED A TRUE AND CORRECT COPY of Bylaw No. 4367 cited as “FINANCIAL PLAN BYLAW NO. 4367, 2018.

Brenda Ginter
Director of Corporate Administration

The Corporate Seal of **THE CORPORATION OF THE CITY OF DAWSON CREEK** was affixed in the presence of:

Dale Bumstead - Mayor

Brenda Ginter - Director of Corporate Administration

SCHEDULE "A"

Description	2018	2019	2020	2021	2022
Operating Revenues	\$ 50,122,827	\$ 49,745,257	\$ 50,687,135	\$ 51,786,450	\$ 52,944,026
Collected on behalf of other governments	9,602,384	9,794,432	9,990,320	10,190,127	10,393,929
Capital Revenues	8,526,449	7,631,792	2,856,668	8,660,622	1,864,654
Statutory Reserve Revenues	10,179	10,383	10,590	10,802	11,018
Cemetery Reserve Revenues	4,065	4,146	4,229	4,314	4,400
Consolidated Revenues	68,265,904	67,186,010	63,548,943	70,652,314	65,218,028
Operating Expenditures (excluding principal paymen	38,522,780	39,264,798	39,966,898	40,714,484	41,461,135
Transfers to other governments	9,602,384	9,794,432	9,990,320	10,190,127	10,393,929
Capital Expenditures	24,025,940	12,071,240	8,260,048	14,453,292	8,010,542
Amortization of Capital Obligation	1,658,992	1,658,992	1,658,992	1,658,992	1,658,992
Consolidated Expenditures	73,810,096	62,789,461	59,876,258	67,016,895	61,524,599
Current Consolidated Revenue over Expenditures	-5,544,192	4,396,548	3,672,684	3,635,419	3,693,429
Debt Principal Repayment	2,388,049	2,293,166	2,165,376	2,158,912	2,158,912
Current Consolidated Surplus	-7,932,241	2,103,382	1,507,308	1,476,507	1,534,517
Opening Surplus	19,513,616	11,581,375	13,684,595	15,191,578	16,667,598
Accumulated Consolidated Surplus	11,581,375	13,684,757	15,191,903	16,668,085	18,202,115
General Municipal Taxes	16,868,990	17,498,477	18,040,780	18,540,339	19,044,167
Net Municipal Property Taxes	16,868,990	17,498,477	18,040,780	18,540,339	19,044,167
Net Collections for Other Governments	0	0	0	0	0
Grants in lieu	871,475	888,904	906,682	924,817	943,313
Policing Revenues	268,676	274,050	279,531	285,121	290,824
Fire Department Services	55,500	56,610	57,742	58,897	60,075
Building Inspection Fees	178,727	182,301	185,947	189,666	193,459
Business Licenses	207,511	211,662	215,895	220,213	224,617
BC Trans - BC Transit Receipts	122,533	124,984	127,483	130,033	132,634
Air Transportation	467,344	476,691	486,225	495,949	505,868
Environmental Waste Services	801,468	1,072,854	1,094,311	1,116,197	1,138,522
Cemetery Fees	51,510	52,540	53,591	54,663	55,756
Land Development Fees	7,140	7,283	7,428	7,577	7,729
User Fees	28,000	28,560	29,131	29,714	30,308
Climbing Wall Fees	20,400	20,808	21,224	21,649	22,082
Swimming Pool Fees	544,278	555,163	566,267	577,592	589,144
Recreation Program Fees	73,780	75,255	76,760	78,295	79,861
Arena Fees	444,855	453,752	462,827	472,084	481,525
Fees and Charges	3,271,722	3,592,513	3,664,363	3,737,650	3,812,404
Other Revenues	1,791,529	1,411,239	1,422,213	1,433,408	1,444,826
Government Transfers	17,263,410	16,082,834	16,161,182	16,432,524	16,750,494
Return on Investments	73,976	75,455	76,964	78,503	80,073
General Operating Revenues	40,141,101	39,549,422	40,272,184	41,147,242	42,075,277
Water Utility Revenues	5,644,646	5,757,539	5,872,690	5,990,143	6,109,946
Sewer Utility Revenues	4,337,080	4,438,297	4,542,261	4,649,065	4,758,803
Total Utility Revenues	9,981,726	10,195,836	10,414,951	10,639,209	10,868,750
Total Operating Revenues	50,122,827	49,745,257	50,687,135	51,786,450	52,944,026

SCHEDULE "A"

Description	2018	2019	2020	2021	2022
Legislative Expenditures	\$ 351,283	\$ 382,139	\$ 400,490	\$ 408,500	\$ 416,670
Administration	1,428,971	1,457,551	1,486,702	1,516,436	1,546,764
Finance Expenditures	1,032,462	1,058,862	1,081,069	1,103,751	1,126,919
IT Expenditures	1,067,175	1,088,518	1,110,288	1,132,494	1,155,144
Other General Expenditures	662,176	675,465	689,019	702,843	716,942
Election Expenditures	35,000	1,000	1,000	1,000	37,885
General Administrative Expenditures	4,577,067	4,663,534	4,768,568	4,865,024	5,000,325
Land Development Expenditures	441,605	450,437	459,446	468,635	478,008
Economic Development Expenditures	733,415	738,783	744,259	749,844	755,541
Energy Planning & Sustainability Expenditures	335,616	342,328	349,175	356,158	363,282
Environmental Development Expenditures	1,510,636	1,531,549	1,552,880	1,574,638	1,596,830
Environmental Waste Service Expenditures	969,741	1,244,893	1,270,183	1,295,972	1,322,268
Policing Expenditures	4,760,347	4,855,554	4,952,665	5,051,719	5,152,753
Fire Department Expenditures	3,392,836	3,460,693	3,529,907	3,600,505	3,672,515
Regulatory Service Expenditures	739,594	754,869	770,440	786,312	802,493
Protective Services Expenditures	8,892,778	9,071,116	9,253,012	9,438,536	9,627,761
Cemetery Maintenance Expenditures	111,518	113,996	116,520	119,088	121,704
Common Services	1,494,705	1,524,600	1,555,092	1,586,193	1,617,917
Public Works Expenditures	3,106,859	3,177,442	3,249,268	3,322,364	3,396,761
BC Transit Service Expenditures	772,052	787,493	803,243	819,308	835,694
Air Transportation Expenditures	1,126,075	1,151,287	1,176,948	1,203,070	1,229,663
Transportation Services Expenditures	6,499,692	6,640,821	6,784,550	6,930,936	7,080,035
Parks and Playground Expenditures	1,250,840	1,275,857	1,301,374	1,327,402	1,353,950
Community Grants and Fee for Service	201,752	205,787	209,903	214,101	218,383
Community Services Expenditures	350,286	357,292	364,438	371,726	379,161
CK Art Centre Building	177,131	180,673	184,287	187,973	191,732
Multiplex Expenditures	59,415	60,603	61,815	63,052	64,313
Encana Events Centre Expenditures	1,872,063	1,878,505	1,885,075	1,891,776	1,848,612
Lakota Centre Expenditures	103,700	105,774	107,889	110,047	112,248
Climbing Wall Expenditures	56,100	57,222	58,366	59,534	60,724
Kenn Borek Aquatic Centre Expenditures	1,889,631	1,927,424	1,965,972	2,005,292	2,045,398
Recreation Program Expenditures	952,178	822,272	842,687	863,431	884,512
Kin Arena Expenditures	436,621	445,353	454,261	463,346	472,613
Memorial Arena Expenditures	813,684	829,958	846,557	863,488	880,758
Exhibition Grounds Expenditures	112,590	114,842	117,139	119,481	121,871
Public Library Expenditures	647,009	659,949	673,148	686,611	700,343
Recreation Service Expenditures	8,923,001	8,921,512	9,072,911	9,227,260	9,334,617
Interest Expenditures	1,635,950	1,561,622	1,517,002	1,514,035	1,508,622
Principal Payments	2,388,049	2,293,166	2,165,376	2,158,912	2,158,912
Debt Services Expenditures	4,023,998	3,854,788	3,682,378	3,672,947	3,667,534
General Operating Expenditures	35,508,432	36,042,210	36,501,003	37,124,400	37,751,075
Water Utility Expenditures	3,671,844	3,748,867	3,827,358	3,907,349	3,988,871
Sewer Utility Expenditures	1,730,553	1,766,887	1,803,913	1,841,647	1,880,101
Total Operating Expenditures	\$ 40,910,829	\$ 41,557,964	\$ 42,132,274	\$ 42,873,396	\$ 43,620,047
Operating Surplus Before Transfers	9,211,998	8,187,294	8,554,861	8,913,054	9,323,979

SCHEDULE "A"

Description	2018	2019	2020	2021	2022
Debt Principal Adjustment to Transfers	-2,388,048	-2,293,166	-2,165,376	-2,158,912	-2,158,912
Debt Principal Transfers to Capital	\$ 2,388,048	\$ 2,293,166	\$ 2,165,376	\$ 2,158,912	\$ 2,158,912
Transfer to Carbon Reserve	397,458	405,407	413,515	421,786	430,221
Transfer from Carbon Reserve to Capital	-390,000	-390,000	-390,000	-390,000	-390,000
Transfer Adjustment to Carbon Reserve	-397,458	-405,407	-413,515	-421,786	-430,221
Transfer to Capital	-11,000,000	-7,100,000	-7,400,000	-7,700,000	-8,100,000
Transfer from Cemetery Fund	4,065	3,984	3,904	3,826	3,749
Transfer Surplus to Equipment Pool	-735,026	-749,727	-764,721	-780,016	-795,616
Total Transfers to Other Funds	-14,509,010	-10,528,909	-10,716,193	-11,025,102	-11,440,779
CURRENT OPERATING SURPLUS AFTER TRFERS	-3,306,421	-453,857	-409,472	-374,921	-388,109
Capital Funds					
General Capital Revenue	3,877,954	5,881,000	1,104,040	6,906,121	108,243
Water Capital Revenue	2,949,503	51,000	52,020	53,060	54,122
Sewer Capital Revenue	1,698,992	1,699,792	1,700,608	1,701,440	1,702,289
Total Capital Revenues	8,526,449	7,631,792	2,856,668	8,660,622	1,864,654
Transfer from Operating and Reserves	14,390,549	10,407,916	10,592,621	10,898,902	11,311,902
Total Capital Funding	22,916,998	18,039,708	13,449,289	19,559,523	13,176,556
Equipment Pool	1,002,160	607,090	1,073,398	645,342	1,132,642
Miscellaneous Equipment	937,486	930,000	675,000	1,120,000	0
Miscellaneous Projects	0	3,179,000	2,190,000	8,635,000	1,750,000
Buildings and Facilities	11,200,000	1,655,000	815,000	710,000	1,111,000
Roads and Streets	689,117	3,559,950	1,032,950	1,086,550	1,766,900
Sidewalks	75,000	0	0	0	0
Land Improvements	263,340	0	0	0	0
Parks and Playgrounds	125,000	0	0	0	0
General Fund Capital	14,292,103	9,931,040	5,786,348	12,196,892	5,760,542
Water Capital	6,718,877	1,050,000	1,050,000	950,000	1,150,000
Sewer Capital	3,014,960	1,090,200	1,423,700	1,306,400	1,100,000
Total Capital Expenditures	24,025,940	12,071,240	8,260,048	14,453,292	8,010,542
General Fund Services Depreciation	6,265,033	6,390,334	6,518,141	6,648,504	6,781,474
Water Fund Services Depreciation	1,002,312	1,022,358	1,042,805	1,063,661	1,084,934
Sewer Fund Services Depreciation	815,584	831,895	848,533	865,504	882,814
Total Depreciation	8,082,929	8,244,587	8,409,479	8,577,669	8,749,222
Depreciation Transfer	-6,265,033	-6,390,334	-6,518,141	-6,648,504	-6,781,474
Depreciation Transfer	-1,002,312	-1,022,358	-1,042,805	-1,063,661	-1,084,934
Depreciation Transfer	-815,584	-831,895	-848,533	-865,504	-882,814
Total Depreciation Transfer	-8,082,929	-8,244,587	-8,409,479	-8,577,669	-8,749,222
Amortization of Capital Obligation	1,658,992	1,658,992	1,658,992	1,658,992	1,658,992
Capital Surplus	-5,155,983	2,016,310	1,364,873	1,288,327	1,348,110
Other Statutory Reserve Revenue	10,179	10,383	10,590	10,802	11,018
Statutory Reserve Surplus	10,179	10,383	10,590	10,802	11,018
EP Transfers from Operating	735,026	749,727	764,721	780,016	795,616

SCHEDULE "A"

Description	2018	2019	2020	2021	2022
EP Transfer to Capital	-612,500	-624,750	-637,245	-649,990	-662,990
Equipment Pool Surplus	122,526	124,977	127,476	130,026	132,626
Cemetery Reserve Revenue	\$ 4,065	\$ 4,146	\$ 4,229	\$ 4,314	\$ 4,400
Cemetery Reserve Transfer to General Operating Fur	4,065	4,146	4,229	4,314	4,400
Fire EP Expenditures	61,812	63,048	64,309	65,595	66,907
Fire EP Revenues over Expenditures	-61,812	-63,048	-64,309	-65,595	-66,907
Fire EP Transfer to Fire dept maintenance	-61,812	-63,048	-64,309	-65,595	-66,907
Current Consolidated Surplus	-8,329,699	1,697,813	1,093,467	1,054,234	1,103,645
General Revenue Fund	490,807	440,955	461,531	442,783	498,004
Water Utility Fund	476,858	486,901	483,847	486,669	432,148
Sewer Utility Fund	299,310	275,262	238,268	269,272	270,465
Subtotal Operating Funds	1,266,975	1,203,118	1,183,646	1,198,725	1,200,616
General Appropriated Fund	1,895,253	1,910,660	1,934,175	1,965,961	2,006,182
Operating Fund Surplus	3,162,228	3,113,778	3,117,821	3,164,685	3,206,798
General Capital Reserve Fund	3,047,314	4,112,024	4,556,961	4,706,180	4,706,871
Water Capital Reserve Fund	837,846	738,846	840,866	1,043,926	1,148,048
Sewer Capital Reserve Fund	3,656,244	4,706,844	5,524,760	6,460,808	7,704,105
Capital Fund Surplus	7,541,404	9,557,714	10,922,587	12,210,914	13,559,024
Equipment Pool Reserve Fund	594,097	725,108	858,739	995,043	1,134,073
Other Statutory Reserve Funds	283,646	287,994	292,430	296,955	301,569
Statutory Reserve Fund Surplus	877,743	1,013,103	1,151,169	1,291,998	1,435,642
Accumulated Surplus before Investment in TCA	11,581,375	13,684,595	15,191,578	16,667,598	18,201,464

SCHEDULE B - REVENUE DISCLOSURE REQUIREMENTS

Total Revenues:

Council recognizes that changes in one revenue source may affect decisions relating to other sources and that City revenues are derived from the following sources:

- a. Municipal property taxes
- b. Grants in lieu of taxes
- c. User fees and charges
- d. Government transfers
- e. Utility fees and charges
- f. Return on investments
- g. Other revenues

Municipal Property taxes

Council will approve Municipal property tax rates annually by considering changes in the assessment base, inflationary factors and economic conditions and costs of providing ongoing and new City services.

Grants in lieu of taxes

Grants in lieu of taxes will be determined in accordance with the applicable Statutes and Acts regulating these revenues.

Parcel taxes

Parcel taxes will be levied in accordance with the Community Charter if and when a service is established that requires this type of tax to be imposed.

User fees and charges

Authority to impose various fees and charges will be in accordance with regulations under the Community Charter and any other regulating Acts. A comprehensive review of the City's fees and charges will be completed every three years to ensure the City's objectives are being addressed.

Government transfers

The City will ensure that all government transfers are used in accordance with the terms and conditions attached to the funding and that all reporting requirements are met. Unconditional government transfers will be considered as general revenue in the financial plan.

Utility fees and charges

Utility fees and charges will be levied at rates that will be sufficient to meet service delivery costs and debt servicing within the utility funds.

Return on investments

Return on investment revenue will be considered general revenue. Investment revenue generated from restricted reserves will remain within the specified reserve.

Other revenues

Other revenues including franchise fee and gaming revenue will be considered as general revenue in the financial plan and any restriction placed on these revenues will be determined annually.

Borrowing proceeds

Proceeds from borrowing will be used within the guidelines of the bylaw established to borrow the funds. The maximum amount of accumulated borrowings will be in accordance with the regulations outlined in the Community Charter and the City's Debt Management Policy.

Distribution of property taxes among the property classes

Annually, before approving the annual tax rates, Council will consider the amount of tax revenue required in relation to other sources of revenue in funding the cost of ongoing and new City services. Tax revenue and ratios between classes will be reviewed with consideration given to changes in the assessment base as a whole as well as changes to the components that make up the base.

Permissive tax exemptions

Permissive tax exemptions will be provided in accordance with the guidelines and regulations contained in the Community Charter.

The objectives and policies as stated above are put forward and are broad in nature to assist Council in their decision making process. Rate capping and ratio limitations on property tax were intentionally excluded so as not to restrict Council's ability to make future decisions. The assessment base, components of the base, priority and provision of services, as well as the various components of total revenues are all factors that are interrelated. Setting the annual tax rates after due consideration is given to each of these factors will ensure the process generates the best result.