



THE CORPORATION OF THE VILLAGE OF BURNS LAKE

FIVE YEAR FINANCIAL PLAN BYLAW NO 973, 2017

A by-law of the Corporation of the Village of Burns Lake respecting the Five Year Financial Plan for the years 2017 to 2021.

The Council of the Corporation of the Village of Burns Lake in an open meeting assembled, enacts as follows:

Schedules "A", "B", "C", "D", & "E" attached hereto and made part of this by-law are hereby adopted and are the Five Year Financial Plan of the Corporation of the Village of Burns Lake for the years 2017 to 2021.

This by-law may be cited for all purposes as the "Corporation of the Village of Burns Lake Five Year Financial Plan By-Law # 973, 2017".

READ A FIRST TIME this 19th day of April, 2017.

READ A SECOND TIME this 19th day of April, 2017.

READ A THIRD TIME this 19th day of April, 2017.

ADOPTED this 10th day of May, 2017.

A handwritten signature in blue ink that reads "C. Beach".

MAYOR

A handwritten signature in blue ink, appearing to read "S. [unclear]".

CORPORATE OFFICER

Certified to be a true copy of the "Corporation of the Village of Burns Lake Five Year Financial Plan By-Law # 973, 2017".



Title: VILLAGE OF BURNS LAKE FINANCE POLICY

Purpose: Compliance with Section 165 (3.1) of the *Community Charter*. Continuity and consistency in budgeting and tax planning.

Total Revenues

Council recognizes that changes in one revenue source may affect decisions relating to other sources and the Village 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 services to the Village.

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.

Government transfers

The Village 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 consider utility frontage tax revenue. Further combined revenue from these sources will be sufficient to meet service delivery costs and debt servicing with the utility funds.

Return on investments

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

Other revenues

Other revenues including franchise fees 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.

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 Village services. Tax 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.

Date Approved: May 10, 2017

FIVE YEAR FINANCIAL PLAN 2017 TO 2021

THE CORPORATION OF THE VILLAGE OF BURNS LAKE
 BY-LAW NO. 973, 2017

SCHEDULE A

GENERAL OPERATING FUND

	YEAR	YEAR	YEAR	YEAR	YEAR
	2017	2018	2019	2020	2021
	YEAR	YEAR	YEAR	YEAR	YEAR
REVENUE					
REAL PROPERTY TAX					
Residential, Class 1	\$ 736,935				
Utility, Class 2	\$ 43,994				
Light Industry, Class 5	\$ 48,458				
Business, Class 6	\$ 525,377				
Recreation/Non Profit, Class 8	\$ 1,213				
TOTAL TAXATION	\$ 1,355,977	\$ 1,383,097	\$ 1,410,758	\$ 1,438,974	\$ 1,467,753
FRANCHISING FEE	\$ 162,035	\$ 165,276	\$ 168,581	\$ 171,953	\$ 175,392
GRANTS IN LIEU OF TAXES	\$ 26,351	\$ 26,878	\$ 27,416	\$ 27,964	\$ 28,523
SERVICE TO OTHER GOVERNMENTS	\$ 106,000	\$ 108,120	\$ 110,282	\$ 112,488	\$ 114,738
SALE OF SERVICES	\$ 137,000	\$ 139,740	\$ 142,535	\$ 145,385	\$ 148,293
OTHER REVENUE	\$ 250,994	\$ 476,014	\$ 986,014	\$ 456,014	\$ 365,014
UNCONDITIONAL GRANTS	\$ 479,000	\$ 479,000	\$ 479,000	\$ 479,000	\$ 479,000
CONDITIONAL GRANTS	\$ 428,697	\$ 314,357	\$ 320,644	\$ 327,057	\$ 333,598
TOM FORSYTH MEMORIAL ARENA	\$ 257,369	\$ 262,516	\$ 267,767	\$ 273,122	\$ 278,584
RECREATION & MULTIPURPOSE FACILITY	\$ 207,522	\$ 211,672	\$ 215,906	\$ 220,224	\$ 224,628
TOTAL OPERATING	\$ 3,410,945	\$ 3,566,670	\$ 4,128,903	\$ 3,652,181	\$ 3,615,524

FIVE YEAR FINANCIAL PLAN 2017 TO 2021

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

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SCHEDULE A (cont)

GENERAL OPERATING FUND

	2017	2018	2019	2020	2021
	YEAR	YEAR	YEAR	YEAR	YEAR
GENERAL GOVERNMENT SERVICES	\$ 709,187	\$ 692,771	\$ 706,626	\$ 720,759	\$ 735,174
PROTECTIVE SERVICES	\$ 266,429	\$ 271,758	\$ 277,193	\$ 282,737	\$ 288,391
TRANSPORTATION	\$ 685,516	\$ 699,226	\$ 713,211	\$ 727,475	\$ 742,025
ENVIRONMENTAL HEALTH	\$ 138,997	\$ 141,777	\$ 144,612	\$ 147,505	\$ 150,455
ECONOMIC DEVELOPMENT	\$ 222,650	\$ 227,103	\$ 231,645	\$ 236,278	\$ 241,004
RECREATION, PARKS AND CULTURAL	\$ 816,580	\$ 830,260	\$ 846,865	\$ 863,802	\$ 881,078
FISCAL SERVICES	\$ 152,231	\$ 155,276	\$ 158,381	\$ 161,549	\$ 164,780
AMORTIZATION EXPENSE	\$ 600,000	\$ 585,000	\$ 570,000	\$ 555,000	\$ 540,000
TOTAL OPERATING EXPENDITURES	\$ (3,591,590)	\$ (3,603,170)	\$ (3,648,533)	\$ (3,695,104)	\$ (3,742,906)
SURPLUS/DEFICIT	\$ (180,645)	\$ (36,500)	\$ 480,370	\$ (42,923)	\$ (127,382)
ADJUSTMENT FOR NON-CASH ITEMS	\$ 600,000	\$ 585,000	\$ 570,000	\$ 555,000	\$ 540,000
AMORTIZATION	\$ 600,000	\$ 585,000	\$ 570,000	\$ 555,000	\$ 540,000
TRANSFER FROM OWN FUNDS	\$ 196,150	\$ 354,000	\$ 334,000	\$ 134,000	\$ 134,000
TRANSFER TO RESERVE	\$ (292,885)	\$ (12,625)	\$ (84,720)	\$ (108,647)	\$ (191,393)
TOTAL TRANSFERS	\$ (96,735)	\$ 341,375	\$ 249,280	\$ 25,353	\$ (57,393)
CONTRIBUTIONS TO CAPITAL (2018 - 2021	\$ (322,620)	\$ (889,875)	\$ (1,299,650)	\$ (537,430)	\$ (355,225)
NET OF GRANTS)	\$ (322,620)	\$ (889,875)	\$ (1,299,650)	\$ (537,430)	\$ (355,225)
FINANCIAL PLAN BALANCE	\$0	\$0	\$0	\$0	\$0

FIVE YEAR FINANCIAL PLAN 2017 TO 2021

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SCHEDULE A (cont)

PROPORTIONS OF REVENUE & DISTRIBUTION OF PROPERTY TAXES

		REVENUE	
		2017	2017
% OF	YEAR	VALUE	TOTAL
% OF	PROPERTY	TAX	REVENUE
	REAL PROPERTY TAX		
	Residential, Class 1	\$ 736,935	54%
	Utility, Class 2	\$ 43,994	3%
	Light Industry, Class 5	\$ 48,458	4%
	Business, Class 6	\$ 525,377	39%
	Recreation/Non Profit, Class 8	\$ 1,213	0%
	TOTAL TAXATION	\$ 1,355,977	100%
	FRANCHISING FEE	\$ 162,035	4%
	GRANTS IN LIEU OF TAXES	\$ 26,351	1%
	SERVICE TO OTHER GOVERNMENTS	\$ 106,000	3%
	SALE OF SERVICES	\$ 137,000	4%
	OTHER REVENUE	\$ 250,994	7%
	UNCONDITIONAL GRANTS	\$ 479,000	13%
	CONDITIONAL GRANTS	\$ 428,697	12%
	TOM FORSYTH MEMORIAL ARENA	\$ 257,369	7%
	RECREATION	\$ 207,522	6%
	TRANSFER FROM OWN FUNDS	\$ 196,150	5%
	TOTAL OPERATING	\$ 3,607,095	100%

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SCHEDULE A (Cont)

THE USE OF PERMISSIVE TAX EXEMPTIONS		VALUE OF GENERAL PORTION OF TAX EXEMPTION	
		TAX	
		EXEMPTION	
The Pines	800 Center Street	\$	19,010
Kinnette Park - United Church	126 - 4th Ave	\$	159
United Church	136 - 4th Ave	\$	1,534
Pentecostal Church	766 Mulvaney Cres	\$	1,343
Pentecostal Church	724 Babine Road	\$	1,569
The Hospital	741 Center Street	\$	364,657
Catholic Church	224 & 248 Third Ave	\$	2,634
Vineyard Christian Fellowship	457 & 465 Hwy 16	\$	1,025
The Thrift Store	36 - 4th Ave	\$	440
Lakes District Film Society	441-Hwy 16 & 50 3rd Ave	\$	2,198
Canadian National Railway Co.	T5JOK2 Leased Gilgan Drive Roadway Access	\$	642
Canadian National Railway Co.	T5JOK2 Leased Dick Schmitt Park	\$	260
Canadian National Railway Co.	#RP1708 Leased Ditch Encroachment	\$	41
School District No. 91 - Library	585 Government St.	\$	6,635
Village of Burns Lake - Childcare	788 Center St.	\$	937
BL Christian Supportive Society	206 8th Avenue	\$	1,556
BL Christian Supportive Society	133 Francois Lake Drive	\$	1,768

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SCHEDULE B

WATER OPERATING FUND

	2017	2018	2019	2020	2021
REVENUE	YEAR	YEAR	YEAR	YEAR	YEAR
USER RATES	\$ 286,000	\$ 291,720	\$ 297,554	\$ 303,505	\$ 309,576
FRONTAGE TAX	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
GRANTS AND OTHER	\$ 2,112,491	\$ -	\$ -	\$ -	\$ -
TOTAL WATER REVENUE	\$ 2,538,491	\$ 433,738	\$ 439,573	\$ 445,525	\$ 451,597
EXPENDITURES					
ADMINISTRATION	\$ 189,806	\$ 193,602	\$ 197,474	\$ 201,424	\$ 205,452
PURIFICATION & TREATMENT	\$ 14,000	\$ 14,280	\$ 14,566	\$ 14,857	\$ 15,154
SERVICE & SUPPLY	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473
TRANSMISSION & PUMPING	\$ 103,000	\$ 105,060	\$ 107,161	\$ 109,304	\$ 111,491
HYDRANTS	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824
SCADA	\$ 11,000	\$ 11,220	\$ 11,444	\$ 11,673	\$ 11,907
ENGINEERING & MAPPING	\$ 16,000	\$ 16,320	\$ 16,646	\$ 16,979	\$ 17,319
AMORTIZATION	\$ 86,948	\$ 84,948	\$ 82,948	\$ 80,948	\$ 78,948
TOTAL WATER EXPENDITURES	\$ (460,754)	\$ (466,230)	\$ (471,856)	\$ (477,634)	\$ (483,568)
SURPLUS/DEFICIT	2,077,737	-32,492	-32,282	-32,108	-31,971
ADJUSTMENT FOR NON-CASH ITEMS					
AMORTIZATION	\$ 86,948	\$ 84,948	\$ 82,948	\$ 80,948	\$ 78,948

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SCHEDULE B (Cont)

TRANSFERS FROM OWN FUNDS	\$	583,431	\$	340,000	\$	-	\$	-
TRANSFER TO RESERVE	\$	(50,194)	\$	(52,456)	\$	(50,666)	\$	(48,840)
TOTAL TRANSFERS	\$	533,237	\$	287,544	\$	(50,666)	\$	(48,840)
CONTRIBUTIONS TO CAPITAL (2018 - 2021 NET OF GRANTS)	\$	(2,697,922)	\$	(340,000)	\$	-	\$	-
FINANCIAL PLAN BALANCE	\$		\$		\$		\$	

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SCHEDULE C SEWER OPERATING FUND					
REVENUE	YEAR	YEAR	YEAR	YEAR	YEAR
	2017	2018	2019	2020	2021
USER RATES	\$ 318,150	\$ 324,513	\$ 331,003	\$ 337,623	\$ 344,376
OTHER	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824
INTEREST ON INVESTMENT	\$ 150	\$ 153	\$ 156	\$ 159	\$ 162
FRONTAGE TAX	\$ 98,300	\$ 98,300	\$ 98,300	\$ 98,300	\$ 98,300
GRANTS AND OTHER	\$ 15,000	\$ -	\$ -	\$ -	\$ -
TOTAL SEWER REVENUE	\$ 441,600	\$ 433,166	\$ 439,863	\$ 446,695	\$ 453,662
EXPENDITURES					
ADMINISTRATION	\$ 133,856	\$ 136,533	\$ 139,264	\$ 142,049	\$ 144,890
COLLECTION	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061
LIFT STATION	\$ 14,000	\$ 14,280	\$ 14,566	\$ 14,857	\$ 15,154
TREATMENT & DISPOSAL	\$ 158,700	\$ 161,874	\$ 165,111	\$ 168,414	\$ 171,782
SCADA	\$ 8,600	\$ 8,772	\$ 8,947	\$ 9,126	\$ 9,309
INT. ON DEBENTURE & LONG TERM DEB	\$ 7,641	\$ 11,461	\$ 11,461	\$ 11,461	\$ 11,461
PRINCIPAL INSTALMENTS	\$ 12,061	\$ 12,061	\$ 12,061	\$ 12,061	\$ 12,061
ENGINEERING & MAPPING	\$ 11,892	\$ 12,130	\$ 12,372	\$ 12,620	\$ 12,872
MISCELLANEOUS	\$ 850	\$ 867	\$ 884	\$ 902	\$ 920
AMORTIZATION	\$ 83,541	\$ 81,541	\$ 79,541	\$ 77,541	\$ 75,541
TOTAL SEWER EXPENDITURES	\$ (456,141)	\$ (465,019)	\$ (470,218)	\$ (475,561)	\$ (481,051)
SURPLUS/DEFICIT	\$ (14,541)	\$ (31,853)	\$ (30,355)	\$ (28,867)	\$ (27,389)

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SCHEDULE C (Cont)

ADJUSTMENT FOR NON-CASH ITEMS	\$	83,541	\$	81,541	\$	79,541	\$	77,541	\$	75,541
AMORTIZATION										
TRANSFER FROM OWN FUNDS	\$	-	\$	-	\$	-	\$	-	\$	-
TRANSFER TO RESERVE	\$	(50,000)	\$	(49,688)	\$	(49,186)	\$	(48,674)	\$	(48,152)
TOTAL TRANSFERS	\$	(50,000)	\$	(49,688)	\$	(49,186)	\$	(48,674)	\$	(48,152)
CONTRIBUTIONS TO CAPITAL (2018-2021 NET OF GRANTS)	\$	(19,000)	\$	-	\$	-	\$	-	\$	-
FINANCIAL PLAN BALANCE	\$		\$		\$		\$		\$	

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SCHEDULE E

WATER CAPITAL FUND

PLANNED EXPENDITURES

DESCRIPTION	2017	2018	2019	2020	2021	TOTAL
WATER TREATMENT PLANT	66,000	2,000,000	-	-	-	2,066,000
WATER TOWER	2,624,422	-	-	-	-	2,624,422
OTHER	7,500	-	-	-	-	7,500
GENERAL UPGRADES	-	178,014	251,700	82,200	82,200	594,114
TOTAL	2,697,922	2,178,014	251,700	82,200	82,200	5,292,036
WATER OPERATING	20,000	-	-	-	-	20,000
LEASES/GRANTS/DEBENTURES	2,094,491	1,838,014	251,700	82,200	82,200	4,348,605
RESERVES	583,431	340,000	-	-	-	923,431
TOTAL	2,697,922	2,178,014	251,700	82,200	82,200	5,292,036

SOURCE OF FUNDS

REVENUE	DEBENTURES	GENERAL GRANTS/LEASES/	RESERVES	TOTAL
20,000	1,640,000	2,114,491	406,000	2,066,000
-	-	509,931	2,624,422	2,624,422
-	594,114	-	7,500	594,114
20,000	4,348,605	923,431	-	5,292,036

FIVE YEAR FINANCIAL PLAN 2017 TO 2021

THE CORPORATION OF THE VILLAGE OF BURNS LAKE
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SEWER CAPITAL FUND	PLANNED EXPENDITURES	DESCRIPTION	2017					2021						
			2017	2018	2019	2020	2021	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL		
	GENERAL UPGRADES		-	192,848	272,675	89,050	89,050	643,623	89,050	643,623				
	LIFT STATION UPGRADES		19,000	80,000	-	-	99,000	99,000	-	99,000				
	TOTAL		19,000	272,848	272,675	89,050	89,050	742,623	89,050	742,623				
	SOURCE OF FUNDS		4,000	-	-	-	4,000	4,000	-	4,000				
	SEWER OPERATING		4,000	-	-	-	4,000	4,000	-	4,000				
	LEASES/GRANTS		15,000	272,848	272,675	89,050	738,623	738,623	-	738,623				
	RESERVES		-	-	-	-	-	-	-	-				
	TOTAL		19,000	272,848	272,675	89,050	742,623	742,623	89,050	742,623				
	GENERAL UPGRADES		-	192,848	272,675	89,050	643,623	643,623	89,050	643,623				
	LIFT STATION UPGRADES		19,000	80,000	-	-	99,000	99,000	-	99,000				
	TOTAL		19,000	272,848	272,675	89,050	742,623	742,623	89,050	742,623				
	SOURCE OF FUNDS		4,000	-	-	-	4,000	4,000	-	4,000				
	SEWER OPERATING		4,000	-	-	-	4,000	4,000	-	4,000				
	LEASES/GRANTS		15,000	272,848	272,675	89,050	738,623	738,623	-	738,623				
	RESERVES		-	-	-	-	-	-	-	-				
	TOTAL		19,000	272,848	272,675	89,050	742,623	742,623	89,050	742,623				