



# TOWN OF PORT MCNEILL

## BYLAW NO. 700, 2021

A BYLAW TO ADOPT THE FIVE-YEAR FINANCIAL PLAN  
FOR THE YEARS 2021-2025

The Council of the Town of Port McNeill in open meeting assembled enacts as follows:

1. That Schedule "A", Schedule "B", Schedule "C" and Schedule "D" attached hereto and made part of this bylaw is hereby declared to be the five-year financial plan for the Town of Port McNeill for the year commencing January 1, 2021 to the year ending December 31, 2025.
2. That this Bylaw shall be known and cited for all purposes as the **"Town of Port McNeill Financial Plan for the Years 2021-2025 Bylaw No. 700, 2021"**.

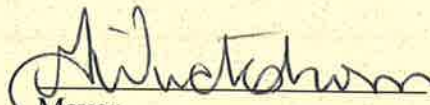
READ A FIRST TIME THIS 27<sup>th</sup> DAY OF APRIL 2021.

READ A SECOND TIME THIS 27<sup>th</sup> DAY OF APRIL 2021.

READ A THIRD TIME THIS 4<sup>th</sup> DAY OF MAY 2021.

RECONSIDERED AND ADOPTED THIS 4<sup>th</sup> DAY OF MAY 2021.

  
Corporate Officer

  
Mayor

*Certified a true copy of the  
"Town of Port McNeill Financial Plan for the  
Years 2021-2025 Bylaw No 700, 2021"  
As adopted.*

**Town of Port McNeill**  
**2021 Financial Plan Statement**  
**Schedule "A" of Bylaw 700, 2021**  
**General Operating Budget**

<b>Town of Port McNeill</b>					
<b>Five Year Financial Plan 2021 to 2025</b>					
<b>Revenues</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Corporate Revenue	21,000	21,000	21,000	21,000	21,000
Fire Department Revenue	10,000	10,000	10,000	10,000	10,000
Facility Rental	78,910	78,910	78,910	78,910	78,910
Pool Revenue	20,950	35,000	35,000	35,000	35,000
Campground Revenue	45,000	45,000	45,000	45,000	45,000
Airport Revenue	4,900	4,900	4,900	4,900	4,900
License & Permit Revenue	41,332	41,332	41,332	41,332	41,332
Cemetery Revenue	3,000	3,000	3,000	3,000	3,000
Public Works Revenue	2,500	2,500	2,500	2,500	2,500
Fiscal Revenues	104,000	106,000	112,000	116,000	120,000
Grants (operating)	3,829,400	716,500	716,500	716,500	716,500
Payments in Lieu of Taxes	54,475	54,589	54,678	54,770	54,863
Tax Revenues	1,528,510	1,559,080	1,590,262	1,622,067	1,654,508
Transfer From Surplus		53,679			
Transfer from Reserves	366,634				
Borrowing	452,760				
<b>Revenue Total</b>	<b>6,563,371</b>	<b>2,731,490</b>	<b>2,715,082</b>	<b>2,750,979</b>	<b>2,787,514</b>
<b>Expenses</b>					
Governance	96,196	90,201	91,489	92,803	94,143
Grants	45,200	45,200	45,200	45,200	45,200
Corporate Administration	424,018	400,258	404,692	409,215	413,828
Protective Services - Fire	147,075	139,276	132,276	132,276	132,276
Protective Services ESS/PEP	11,450	11,300	11,300	11,300	11,300
Cemetery	3,550	1,050	1,050	1,050	1,050
Health Unit	1,000	1,000	1,000	1,000	1,000
Bylaw Enforcement	28,910	28,910	29,910	30,910	31,910
Public Works					
PW General	290,502	313,228	319,068	325,024	331,100
PW Yard	59,350	25,700	25,700	25,700	25,700
PW Vehicles	53,675	40,000	40,000	40,000	40,000
PW Roads	186,922	222,300	223,828	225,387	226,976
Parks	68,532	91,303	92,867	94,462	96,090
Public Works Total	658,981	692,531	701,463	710,573	719,866
Recreation & Cultural Services					
Pool	179,367	155,154	157,177	169,241	161,345
Community Hall	23,050	18,700	18,700	18,700	18,700
Old School	102,150	102,460	103,235	104,026	104,832
Library	93,938	94,000	94,000	94,000	94,000
Museum/Visitor Centre/Recreation	89,206	26,900	26,900	26,900	26,900
Campground	46,450	31,150	31,150	31,150	31,150
Subtotal	534,160	428,364	431,162	444,017	436,927
RDMW Hotel Tax Transfer	35,000	35,000	35,000	35,000	35,000
Airport	35,200	11,000	8,000	8,000	8,000
Fiscal Expenditures	50,400	50,400	50,400	50,400	50,400
Transfer to Gas Tax Fund	153,000	153,000	153,000	153,000	165,000
Transfer to Surplus General	179,931	45,000	609,141	626,235	641,613
Transfer to Surplus Harbour	162,206				
<b>Expenses Total</b>	<b>2,566,277</b>	<b>2,132,490</b>	<b>2,705,083</b>	<b>2,750,979</b>	<b>2,787,513</b>
<b>Capital Projects</b>	<b>3,997,094</b>	<b>599,000</b>	<b>10,000</b>		
Surplus (Deficit)	0	0	0	(0)	0



# Town of Port McNeill

## 2021 Financial Plan Statement Schedule "B" of Bylaw 700, 2021

### Self-Sustaining Department Revenue & Expenditure Budgets

Department	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<u>Water</u>					
Revenue	299,220	305,204	311,308	317,535	323,885
Water Penalty Fee	3,000	3,000	3,000	3,000	3,000
Miscellaneous	1,000	1,000	1,000	1,000	1,000
Transfer from Reserves					
	303,220	309,204	315,308	321,535	327,885
Operating Expenditure	276,205	277,745	279,316	280,918	282,552
Operating Surplus (Deficit)	27,015	31,459	35,993	40,617	45,333
Capital Purchases					
Transfer to Water Surplus	27,015	31,459	35,993	40,617	45,333
Net Surplus (Deficit)	0	0	(0)	(0)	0
<u>Sewer</u>					
Revenue	384,050	391,731	399,566	407,557	415,708
Sewer Penalty Fee	3,690	3,690	3,690	3,690	3,690
Transfer from Sewer Surplus	70,000				
Transfer from Reserve	310,000				
	767,740	395,421	403,256	411,247	419,398
Operating Expenditure	219,716	220,917	222,143	223,393	224,667
Operating Surplus (Deficit)	548,024	174,504	181,113	187,854	194,731
Capital Purchases	537,000				
Transfer to Sewer Surplus	11,024	174,504	181,113	187,854	194,731
Net Surplus (Deficit)	(0)	(0)	(0)	0	(0)
<u>Solid Waste</u>					
Revenue	171,958	175,397	178,905	182,483	186,133
Recycling	42,100	42,100	42,100	42,100	42,100
Solid Waste Penalty Fee	2,500	2,500	2,500	2,500	2,500
	216,558	219,997	223,505	227,083	230,733
Expenditure	213,494	215,170	216,879	218,623	220,401
Operating Surplus (Deficit)	3,064	4,827	6,626	8,460	10,332
Transfer to Solid Waste Surplus	3,064	4,827	6,626	8,460	10,332
Net Surplus (Deficit)	(0)	0	(0)	0	(0)
<u>Harbour</u>					
Revenue	334,050	437,900	437,900	437,900	437,900
Transfer from Reserves	162,500				
Transfer from Operating Surplus	162,206	287,000			
	658,756	724,900	437,900	437,900	437,900
Operating Expenditure	395,756	399,876	404,079	408,365	412,738
Operating Surplus (Deficit)	263,000	325,024	33,821	29,535	25,162
Capital Expenditures	263,000	325,000			
Transfer to Harbour Surplus		24	33,821	29,535	25,162
Net Surplus (Deficit)	(0)	(0)	0	(0)	0

## Town of Port McNeill

### 2021 Financial Plan Statement Schedule "C" of Bylaw 700, 2021

*In accordance with Section 165(3.1) of the Community Charter, the Town of Port McNeill is required to include in the Five Year Financial Plan, information regarding each of the following:*

- 1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter.*
- 2. The distribution of property taxes among the property classes, and;*
- 3. The use of permissive tax exemptions.*

### Revenue

The following table one (1) shows the proportion of total revenue proposed to be raised from each funding source in 2021.

*Table 1*

<b>Sources of Funds</b>		
<b>Revenue Source</b>	<b>Value</b>	<b>% of Total</b>
Property Taxes	1,528,510	18%
Payments in Lieu of Taxes	54,475	1%
Water Utility	303,220	4%
Sewer Utility	387,740	4%
Solid Waste Utility	216,558	3%
Harbour Fees	334,050	4%
Grants	3,829,400	46%
Sale of Services	227,592	3%
Investment Revenue	104,000	1%
Transfer From Reserves	839,134	10%
Transfer From Surplus	70,000	1%
Borrowing	452,760	5%
<b>Total</b>	<b>8,347,439</b>	<b>100%</b>

- Town of Port McNeill is continually pursuing revenue sources to help reduce the burden on tax payers by looking for available grants and revenue generating programs to assist in offsetting costs to the taxpayers.

**Expenditures**

The following table two (2) shows the proportion of proposed expenditures for the current year of 2021.

*Table 2*

<b>Proposed Expenditures</b>		
<b>Category</b>	<b>Value</b>	<b>% of Total</b>
Operating	2,071,140	25%
Water Utility	276,205	3%
Sewer Utility	219,716	3%
Solid Waste Utility	213,494	3%
Harbour	395,756	5%
Transfer to Surplus	221,034	2%
Transfer to Reserve	153,000	1%
Capital Works & Purchases	4,797,094	58%
<b>Total</b>	<b>8,347,439</b>	<b>100%</b>

- Proposed transfer(s) between funds: \$162,206 to be transferred from the General Operating Fund to the Harbour Fund.
- Amount Required to Pay Interest & Principal on Municipal Debt: the amount required to pay the interest and principal on municipal debt is approximately \$135,855.
- Proposed transfers of Reserves: the amount being transferred from reserves is \$839,134.



## **Property Taxation**

The following table three (3) provides the distribution of property tax revenue among the property classes.

Table 3

<b>Property Tax Revenue</b>		
<b>Source</b>	<b>Amount</b>	<b>Percentage</b>
Residential	1,041,010	68%
Utility	1,625	0%
Light Industry 1	130,947	9%
Light Industry 2	31,495	2%
Major Industry	18,636	1%
Business/Other	287,412	19%
Managed Forest 1	14,353	1%
Managed Forest 2	2,513	0%
Recreation/Non-Profit	519	0%
<b>Total</b>	<b>1,528,510</b>	<b>100%</b>

- Over the five year period of this financial plan, Council will attempt to maintain the proportion of tax share as fairly as possible and will endeavour to be in proportion with the provincial ratios of rates.
- Also, Council will be continuously monitoring services provided to the municipality and ensure that costs from services provided are more fairly recovered from user fees and not continually subsidized by taxes.

### **Permissive Tax Exemptions:**

The Annual Municipal Report for the year ending December 31, 2020 contains a list of permissive exemptions granted for the taxation year and the amount of tax revenue forgone. The list demonstrates the policy that Council uses permissive tax exemptions as a means to support local organizations that benefit the community through the enhancement of citizen's quality of life.

Applications for permissive tax exemptions by charitable, philanthropic or other non-profit organizations will be considered by Council for land and/or improvements that are owned or held by such organizations or are ancillary to a statutory exemption under section 220 of the *Community Charter* and are used for a purpose directly related to the overall purpose of the organization.

**2021 Financial Plan Statement  
Schedule "D" of Bylaw 700.2021  
Capital Expenditures**

Admin Council	2021 CAPITAL PROJECTS	2021					2022		2023		2024		2025		2021 Tax or Utility Fees	Funded Reserves or Surplus	Related Reserve/Surplus Account	Funded Gas Tax	Financing	Guaranteed Funding Others	Funder Name
		2021	2022	2023	2024	2025	2021	2022	2023	2024	2025										
	Emergency Office Improvements	15,000	65,000				15,000							15,000							
	Town Office Renovation		14,000				14,000														
	High Bay development		10,000				10,000														
	Chamber Rens		10,000				10,000														
	Old School		5,000				5,000														
	Waterfront Park Development																				
	New Ice Park																				
	Fire - Pumped Truck (Replaced #3 by 2023)	652,760																			
	Fire - Pumped Truck (Replaced #2 by 2023)	70,000																			
	Fire - Truck (Replaced #1 by 2023)	2,400																			
	Fire - Truck (Replaced #4 by 2023)	15,000																			
	Fire - Truck (Replaced #5 by 2023)	10,000																			
	Fire - Truck (Replaced #6 by 2023)	3,800																			
	Fire - Truck (Replaced #7 by 2023)	4,000																			
	Fire - Truck (Replaced #8 by 2023)	4,000																			
	Fire - Truck (Replaced #9 by 2023)	4,000																			
	Fire - Truck (Replaced #10 by 2023)	4,000																			
	Fire - Truck (Replaced #11 by 2023)	4,000																			
	Fire - Truck (Replaced #12 by 2023)	4,000																			
	Fire - Truck (Replaced #13 by 2023)	4,000																			
	Fire - Truck (Replaced #14 by 2023)	4,000																			
	Fire - Truck (Replaced #15 by 2023)	4,000																			
	Fire - Truck (Replaced #16 by 2023)	4,000																			
	Fire - Truck (Replaced #17 by 2023)	4,000																			
	Fire - Truck (Replaced #18 by 2023)	4,000																			
	Fire - Truck (Replaced #19 by 2023)	4,000																			
	Fire - Truck (Replaced #20 by 2023)	4,000																			
	Fire - Truck (Replaced #21 by 2023)	4,000																			
	Fire - Truck (Replaced #22 by 2023)	4,000																			
	Fire - Truck (Replaced #23 by 2023)	4,000																			
	Fire - Truck (Replaced #24 by 2023)	4,000																			
	Fire - Truck (Replaced #25 by 2023)	4,000																			
	Fire - Truck (Replaced #26 by 2023)	4,000																			
	Fire - Truck (Replaced #27 by 2023)	4,000																			
	Fire - Truck (Replaced #28 by 2023)	4,000																			
	Fire - Truck (Replaced #29 by 2023)	4,000																			
	Fire - Truck (Replaced #30 by 2023)	4,000																			
	Fire - Truck (Replaced #31 by 2023)	4,000																			
	Fire - Truck (Replaced #32 by 2023)	4,000																			
	Fire - Truck (Replaced #33 by 2023)	4,000																			
	Fire - Truck (Replaced #34 by 2023)	4,000																			
	Fire - Truck (Replaced #35 by 2023)	4,000																			
	Fire - Truck (Replaced #36 by 2023)	4,000																			
	Fire - Truck (Replaced #37 by 2023)	4,000																			
	Fire - Truck (Replaced #38 by 2023)	4,000																			
	Fire - Truck (Replaced #39 by 2023)	4,000																			
	Fire - Truck (Replaced #40 by 2023)	4,000																			
	Fire - Truck (Replaced #41 by 2023)	4,000																			
	Fire - Truck (Replaced #42 by 2023)	4,000																			
	Fire - Truck (Replaced #43 by 2023)	4,000																			
	Fire - Truck (Replaced #44 by 2023)	4,000																			
	Fire - Truck (Replaced #45 by 2023)	4,000																			
	Fire - Truck (Replaced #46 by 2023)	4,000																			
	Fire - Truck (Replaced #47 by 2023)	4,000																			
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	Fire - Truck (Replaced #65 by 2023)	4,000																			
	Fire - Truck (Replaced #66 by 2023)	4,000																			
	Fire - Truck (Replaced #67 by 2023)	4,000																			
	Fire - Truck (Replaced #68 by 2023)	4,000																			
	Fire - Truck (Replaced #69 by 2023)	4,000																			
	Fire - Truck (Replaced #70 by 2023)	4,000																			
	Fire - Truck (Replaced #71 by 2023)	4,000																			
	Fire - Truck (Replaced #72 by 2023)	4,000																			
	Fire - Truck (Replaced #73 by 2023)	4,000																			
	Fire - Truck (Replaced #74 by 2023)	4,000																			
	Fire - Truck (Replaced #75 by 2023)	4,000																			
	Fire - Truck (Replaced #76 by 2023)	4,000																			
	Fire - Truck (Replaced #77 by 2023)	4,000																			
	Fire - Truck (Replaced #78 by 2023)	4,000																			
	Fire - Truck (Replaced #79 by 2023)	4,000																			
	Fire - Truck (Replaced #80 by 2023)	4,0																			