



## DISTRICT OF HIGHLANDS

### BYLAW NO. 316

BEING A BYLAW OF THE DISTRICT OF HIGHLANDS TO ADOPT THE FIVE YEAR FINANCIAL PLAN  
FOR THE YEARS 2009 TO 2013

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**NOW THEREFORE** The Council of the District of Highlands, in open meeting assembled, enacts as follows:

1. Schedule "A" attached to and forming part of this Bylaw is declared to be the Five Year Financial Plan of the District of Highlands for the five year period ending December 31<sup>st</sup>, 2013.
2. Schedule "B" attached to and forming part of this Bylaw is declared to be the Statement of Objectives and Policies of the District of Highlands for the purposes of this Bylaw.
3. This Bylaw may be cited for all purposes as the "Five Year Financial Plan Bylaw No. 316, 2009".

READ A FIRST TIME THIS	4 <sup>TH</sup>	DAY OF	May, 2009
READ A SECOND TIME THIS	4 <sup>TH</sup>	DAY OF	May, 2009
READ A THIRD TIME THIS	4 <sup>TH</sup>	DAY OF	May, 2009
RECONSIDERED AND ADOPTED THIS	11 <sup>th</sup>	DAY OF	May, 2009

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MAYOR

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A/ CORPORATE OFFICER

Certified a true and correct copy of the District of Highlands  
Five Year Financial Plan Bylaw No. 316, 2009.

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CORPORATE OFFICER

## SCHEDULE "A"

## FIVE (5) YEAR FINANCIAL PLAN

REVENUE	2009	2010	2011	2012	2013
Property Taxes	\$949,000	\$954,000	\$964,000	\$974,000	\$984,000
Fire Taxes	\$271,500	\$272,700	\$275,400	\$278,150	\$280,900
1% Utility Tax/Grants in Lieu	\$24,942	\$26,400	\$28,100	\$29,800	\$31,400
Sale of Services & Other Revenue	\$327,900	\$152,900	\$152,900	\$152,900	\$152,900
Government Grants	\$1,224,286	\$267,442	\$468,435	\$468,435	\$468,435
Transfers From Own Funds	\$156,606	\$253,283	\$60,155	\$53,055	\$45,955
Collections for Other Governments	\$1,617,923	\$1,618,600	\$1,618,600	\$1,618,600	\$1,618,600
<b>TOTAL MUNICIPAL REVENUE</b>	<b>\$4,572,157</b>	<b>\$3,545,325</b>	<b>\$3,567,590</b>	<b>\$3,574,940</b>	<b>\$3,582,190</b>

EXPENDITURES	2009	2010	2011	2012	2013
Legislative Services (Council)	\$78,800	\$78,000	\$87,000	\$78,000	\$78,000
Administrative Services	\$345,150	\$355,560	\$362,360	\$369,360	\$376,560
Financial Services	\$146,500	\$150,000	\$154,500	\$159,000	\$162,500
Office Building	\$16,250	\$16,250	\$16,250	\$16,250	\$16,250
Fire	\$203,360	\$205,860	\$183,750	\$183,750	\$175,250
Other Protective Services	\$189,100	\$176,800	\$179,250	\$181,700	\$184,250
Roads and Streets	\$232,700	\$217,500	\$217,500	\$217,500	\$217,500
Development Services	\$266,297	\$105,150	\$107,400	\$109,800	\$112,300
Recreation and Culture	\$298,503	\$298,380	\$298,380	\$298,380	\$298,380
Transfers to Own Funds	\$665,362	\$208,225	\$227,600	\$227,600	\$227,600
Transfers to Other Governments	\$1,617,923	\$1,618,600	\$1,618,600	\$1,618,600	\$1,618,600
Capital Expenditures	\$512,212	\$115,000	\$115,000	\$115,000	\$115,000
<b>TOTAL EXPENDITURES</b>	<b>\$4,572,157</b>	<b>\$3,545,325</b>	<b>\$3,567,590</b>	<b>\$3,574,940</b>	<b>\$3,582,190</b>

## **SCHEDULE "B"**

In accordance with Section 165(3.1) of the *Community Charter*, the District of Highlands is required to include in the Five Year Financial Plan, objectives and policies 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.

### **Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2009. Property taxes easily account for the greatest proportion of revenue. The services covered by property taxation encompass such as general administration, road maintenance, fire protection, and bylaw enforcement. Because the District Services that are provided are relatively minimal there is no significant impact that can be made relative to off setting taxes with additional fee based charges. The significant exception to this is the provision of Building Inspection and Subdivision Approval Services where the fees charged in the permitting process accomplish almost complete cost recovery.

Unconditional provincial government grants form the second largest funding source in the District's budget.

### **Objective**

- Over the next five years, it is anticipated that there will not be any significant change to the revenue structure.

### **Policies**

- The District will continue to maintain a high degree of cost recovery of the Building and Subdivision Services it provides.
- The District will be looking into other fee for service based functions, in particular Soil Deposition and Removal to ensure that community decreases the cost implications of this higher impact activity.

**Table 1: Sources of Revenue**

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	27%	\$1,220,500
User Fees and charges	3%	\$127,900
Other sources	5%	\$224,942
Appropriation of Reserves	3%	\$156,606
Government grants	27%	\$1,224,286
Collections for other Gov'ts	35%	\$1,617,923
<b>Total</b>	<b>100%</b>	<b>\$4,572,157</b>

### Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base.

### Objectives

- There has been a long standing objective towards keeping tax increases to zero. In order to accomplish this goal throughout the different property classes tax rates are adjusted in accordance with market changes to assessments while benefitting financially from new assessment.

### Policies

- Unless significant changes occur to certain property classes it is likely that the status quo will be maintained in relation to how tax levels are handled throughout the property classes

**Table 2: Distribution of Property Tax Rates**

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	87%	\$1,077,067
Utilities (2)	<1%	\$1,907
Light Industrial (5)	<1%	\$9,384
Business and Other (6)	8%	\$103,894
Private Managed Forest (7)	<1%	\$4,963
Recreation/Non-profit (8)	2%	\$22,231
Farmland (9)	<1%	\$1,554
<b>Total</b>	<b>100%</b>	<b>\$1,221,000</b>

### Permissive Tax Exemptions

The District has not issued property tax exemptions. This results because there is no eligible property in Highlands to which the exemptions could apply, from both the zoning and use perspectives.