

CITY OF PRINCE RUPERT



2011 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3309, 2011

A BYLAW FOR THE CITY OF PRINCE RUPERT RESPECTING THE FIVE YEAR
FINANCIAL PLAN FOR THE PERIOD 2011 - 2015

The Council of the City of Prince Rupert in open meeting assembled enacts as follows:

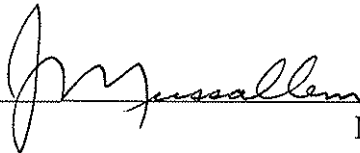
1. **Schedule "A"** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of City of Prince Rupert for the period ending December 31st, 2015.
2. This Bylaw may be cited as **"2011 Five Year Financial Plan Bylaw No. 3309, 2011"**.

READ A FIRST TIME this 26th day of April, 2011.

READ A SECOND TIME this 26th day of April, 2011.

READ A THIRD TIME this 26th day of April, 2011.

FINALLY CONSIDERED AND ADOPTED this 9th day of May, 2011.



Mayor



Corporate Administrator

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

The Community Charter requires certain information to be presented as part of the Five Year Financial Plan. The Section citations reference the Community Charter:

1) Portion of Funding from Revenue Sources (Section 165 (3.1)a)

Table 1 shows the proportion and value of the total revenue proposed to be raised from each funding source in 2011. Property value taxes form the greatest percentage of the revenue of the municipality. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries and street-lighting. For these reasons, property value taxation will continue to be the major source of municipal revenue.

User fees and charges form the second largest portion of planned revenue. Some municipal services, such as: water, sewer, and solid waste utilities; recreation and transit usage, can be measured and charged for on a user-pay basis. This basis attempts to fairly apportion the value of a municipal service to those who make use of it.

Table 1

Funding Source	Percent (%) of Total Revenue	Dollar Value
Municipal Property Taxes	37%	\$ 13,998,000
Parcel Taxes	0%	\$ 61,000
Payments in Lieu of Taxes & Revenue Taxes	7%	\$ 2,812,000
User Fees & Charges	35%	\$ 13,006,000
Reserves & Operating Surpluses	14%	\$ 5,091,000
Conditional Grants	7%	\$ 2,640,000
Proceeds from Borrowing	0%	0
Total	100%	\$ 37,608,000

Objective

- Council will attempt to increase the proportion of City revenue that is derived from sources other than property taxes.

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

Policy

- Council has begun to review the fees charged for various services to ensure that the users of the service are paying a fair portion of the operating and capital cost of the service;
- Council will supplement infrastructure expenditures by aggressively pursuing federal and provincial grants; and,
- Council will encourage staff to develop new revenue sources.

2) Distribution of Property Value Taxes (Section 165 (3.1)(b))

The City of Prince Rupert determines the current tax rate for each property class by adjusting the prior year's tax rate by the BC Assessment generated statistic for *Change in Property Assessment Market Value* for that property classification. The adjusted tax rate is then increased or decreased by the percentage tax increase that Council has set for the current Financial Year.

By providing this consistency, taxpayers in the various classes have stability and confidence in knowing how their future tax bills will be calculated. The City also is required to follow the Provincial Regulation which sets the maximum rates for Port Property Taxes at \$27.50/\$1,000 for property and buildings that are listed in the Regulation.

Table 2 shows the current property tax revenues of each classification.

Table 2

Property Class	% Of Tax Revenue	Dollar Value
Residential	45%	6,290,000
Utility	1%	150,000
Major Industry	0%	8,000
Port Property Tax Act	19%	2,706,000
Light Industry	3%	450,000
Business	31%	4,377,000
Recreation Non-profit	0%	17,000
Total	100%	13,998,000

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

- Council will review user fees to ensure that they are appropriate;

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

- Council will rely primarily on new development and grant opportunities to fund infrastructure and new amenities;
- Council will encourage economic development by providing the stability of using a consistent methodology for calculating property tax levies;
- Council will review its existing permissive property tax exemption practices; and,
- Council will continue to financially support an Economic Development Office.

3) Use of Permissive Tax Exemptions (Section 165 (3.1)(c))

Each year the City of Prince Rupert approves partial or full permissive tax exemptions for properties within the community.

Objectives

- Council will continue to provide permissive tax exemptions
- Council will consider expanding the permissive tax exemptions to include green development for the purpose of meeting our Climate Action Commitments.

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose if the exemption is granted; and,
 - c. City of Prince Rupert Property Revitalization Bylaw 3300, 2010.

The properties on the following schedule received partial or full permissive tax exemptions for 2011. The approximate amount of Municipal Tax exempted was \$355,163.

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011



CITY OF PRINCE RUPERT
Notice of Permissive Tax Exemptions 2011

Pursuant to Section 227 of the *Community Charter*, Public Notice is hereby given that Prince Rupert City Council is considering adopting proposal "Year 2010 Tax Exemption Bylaw No. _____". This Bylaw, if adopted by Council, would grant permissive exemptions from municipal property taxes for one year (the year 2011) to the following properties. This list includes lands around buildings for public worship, hospitals or private schools. An estimate of the taxes that would be imposed were the property not exempted is shown on the right hand side.

Legal Description	Owner/Occupier Identity	Exemption Amt.
Parcel A, Blk 1, Sec 5, Range 5, Plan 923, DL 251, LD 14	Anglican Church Cathedral	\$216.17
Lot 1 Blk 32, Sec 9, Range 5, Plan PRP43461, LD 14	BC Society for the Prevention of Cruelty to Animals	\$401.35
Lot 1, Blk 32, Sec 9, Range 5, Plan PRP43463, LD 14	BC Society for the Prevention of Cruelty to Animals	\$903.04
Lot A, Blk 32, Sec 9, Range 5, Plan PRP43462, LD 14	BC Society for the Prevention of Cruelty to Animals	\$16,541.38
Lots 25-30, Blk 35, Sec 8, Range 5, Plan 923, DL 251, LD 14	Berhol First Baptist Church	\$250.11
Lot 1, Range 5, Plan 10626, DL 251, LD 14	Church of Jesus Christ of Latter Day Saints Church	\$313.00
Lot A, Blk 16, Sec 1, Range 5, Plan 923, DL 251, LD 14	Cultural Dance Centre & Carving House	\$14,477.29
Lot A, Range 5, Plan 7641, DL 251, LD 14	Fellowship Baptist Church	\$194.37
Parcel A, Blk 1, Sec 6, Range 5, Plan 923, DL 251, LD 14	First Presbyterian Church	\$470.93
Parcel A, Blk 32, Sec 1, Plan 923, DL 251, LD 14	Friendship House Association of Prince Rupert	\$18,730.98
Lot B, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14	The Salvation Army	\$597.41
Lot 16 W 1/2 15, Blk 11, Sec 6, Range 5, Plan 923, DL 251, LD 14	Harvest Time United Pentecostal Church	\$150.42
Lot A, Blk 3, Sec 6, Range 5, Plan 923, DL 1992, LD 14	Indo-Canadian Sikh Association Temple	\$175.44
Lot A, Range 5, Plan 11953, DL 251, LD 14	Jehovah's Witnesses Kingdom Hall	\$436.63
Lot 44, Blk 16, Sec 1, Range 5, Plan 923, DL 251, LD 14	Jehovah's Witnesses Kingdom Hall Parking Lot	\$179.01
Part Lot 1, Blk Wft G, Plan 7176 Except Plan PRP42647	Jim Pattison Ind. Ltd (Canisico Municipal Boat Launch Facility)	\$7,797.67
Lot A, Range 5, Plan 8006, DL 251, LD 14	Kaien Island Daycare Services Family Resource Centre	\$6,389.36
Lots 7-10, Blk 10, Sec 6, Range 5, Plan 923, DL 251, LD 14	Kaien Senior Citizen Housing	\$5,401.82
Lot 20-22, Blk 9, Sec 5, Range 5, Plan 923, DL 251, LD 14	Mennonite Brethren Church	\$329.43
Lot 22-24, Blk 11, Sec 2, Range 5, Plan 923, DL 1992, LD 14	New Life United Pentecostal Church	\$169.00
Lot PT 2, Range 5, Plan 6241, DL 1992, LD 14	North Coast Transition Society	\$2,386.62
Lot 1, Range 5, Plan EPS64, DL 251, LD 14	Northern British Columbia Museum Assoc. -Museum area	\$42,770.43
Lot 1, Range 5, Plan EPS64, DL 251, LD 15	Northern British Columbia Museum Assoc. -Gift Shop	\$2,461.40
Lot 1, Range 5, Plan EPS64, DL 251, LD 16	Northern British Columbia Museum Assoc. -Visitors Info Centre	\$1,034.20
Lot 1, Range 5, Plan EPS64, DL 251, LD 17	Northern British Columbia Museum Assoc. -PR Chamber of Commerce	\$1,116.94
Parcel Assign 28, Plan 5631, Except Plan 6006, DL 251, LD 14	Performing Arts Centre & Other	\$133,484.93
Lot 1, Blk 2, Sec 7, Range 5, Plan 923, DL 251, LD 14	Prince Rupert Association for Community Living	\$952.93
Parcel A, Blk 39, Sec 8, Range 5, Plan 923, DL 251, LD 14	Prince Rupert Church of Christ Church	\$292.63
Lot 2 PT, Sec 2, Range 5, Plan 6241, DL 1992, LD 14	Prince Rupert Community Enrichment Society	\$3,260.73
Lots 15-16, Blk 32, Sec 1, Range 5, Plan 923, DL 251, LD 14	Prince Rupert Community Enrichment Society	\$2,840.57
Lot C, Range 5, Plan 4693, Except Plan PRP44107, DL 251, LD 14	Prince Rupert Curling Club	\$5,166.62
Blk 4, Range 5, Plan 1594, DL 251, LD 14	Prince Rupert Golf Club	\$20,560.34
Blk PT 4, Range 5, Plan 1594, DL 251, LD 14	Prince Rupert Golf Club	\$1,136.23
Lot A, Blk Wft E, Range 5, Plan PRP13592, DL 251, LD 14	Prince Rupert Heritage Committee #1 Pacific Place	\$7,116.81
Lot 2, Blk 11, Range 5, Plan 923, DL 1992, LD 14	Prince Rupert Loyal Order of Moose/Moose Lodge	\$7,790.50
Lot A, Blk 4, Range 5, Plan 5535, DL 251, LD 14	Prince Rupert Marine Rescue Society & Prince Rupert Search & Rescue Society	\$1,365.31
Lot 13-14, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14	Prince Rupert Native Revival Centre	\$500.23
Lot 1, Range 5, Plan 11720, DL 251, LD 14	Prince Rupert Pentecostal Tabernacle	\$226.53
Lot A, Range 5, Plan 9409, DL 251, LD 14	Prince Rupert Racquet Association Centre	\$2,795.55
License# 705501 & B06202, Range 5, Plan 1456, DL 251, LD 14	Prince Rupert Rod & Gun Club Facility	\$3,955.36
Lot A, Range 5, Plan 7303, DL 251 & 1992, LD 14	Prince Rupert School District 52	\$8,326.77
Lot 19, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14	Prince Rupert Senior Centre Association Facility	\$3,002.57
Lot 1, Range 5, Plan 4083, LD14	Prince Rupert Senior Citizens Housing Society	\$6,973.26
Parcel A, Blk 39, Sec 8, Range 5, Plan 923, DL 251, LD 14	Prince Rupert Sikh Missionary Society Temple	\$338.37
Lot 4, Range 5, Plan 9689, DL 251, LD 14	Prince Rupert Urban Aboriginal Justice Program	\$3,548.36
Lots 5-12, Blk 12, Sec 5, Plan 923, DL 251, LD 14	Roman Catholic Annunciation School	\$1,234.84
Lots 19-20, Blk 12, Sec 5, Plan 923, DL 251, LD 14	Roman Catholic Annunciation School Basketball Court	\$761.06
Lots 1 & 2, Blk 11, Sec 5, Range 5, Plan 923, DL 251, LD 14	Roman Catholic Annunciation School Gym	\$761.06
Lots A+B+15-18, Blk 12, Sec 5, Plan 3466, DL 251, LD 14	Roman Catholic Annunciation School Playground	\$1,179.10
Lots 1-4, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14	Roman Catholic Episcopal Church	\$354.80
Lot 1, Range 5, Plan 9926, DL 1992, LD 14	Royal Canadian Legion Prince Rupert #27	\$10,284.61
Block PT 4, Range 5, Plan 1594, DL 251, LD 14	Salmon Hatchery Facility	\$2,246.85
Lots 24-25, Blk 7, Sec 5, Range 5, Plan 923, DL 251, LD 14	St. Paul's Lutheran Church	\$202.59
Lot 23, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14	United Church of Canada	\$253.33
Lot 21, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14	United Church of Canada Parking	\$177.94
Lot 22, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14	United Church of Canada Parking	\$177.94
Estimated Total Permissive Property Tax Exemptions		\$355,163.12

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan

April 26, 2011

4) Proposed Expenditures (Section 165(4)(a))

The proposed expenditures for the current year by Fund are:

Proposed Expenditures	Amount
Operating Fund	\$ 27,174,000
Sewer Utility Fund	\$ 5,403,000
Water Utility Fund	\$ 2,153,000
Solid Waste Utility Fund	\$ 2,284,000
Total	\$ 37,014,000

5) Proposed Transfers Between Funds (Section 165(4)(c))

Nil

6) Amount Required to Pay Interest & Principal on Municipal Debt (Section 165(6)(a))

The amount required to pay interest and principal on municipal debt is approximately \$1,042,000.

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

7) Amount Required for Capital Purposes (Section 165(6)(b))

Capital Purchases

2011 Capital Purchases are:

Description	2011
	\$
<u>Water Utility</u>	
Pickup Truck	30,000
Cargo Van	30,000
<u>Sewer Utility</u>	
Portable Camera	15,000
<u>Public Works</u>	
Sweeper	260,000
Diesel Truck 4 cyl cab version	75,000
Truck - Watson Island	30,000
<u>RCMP</u>	
Surveillance Cameras (installation)	110,000
Storage Lockers	15,000
<u>Ferry</u>	
Dock Engineering Study	15,000
Dock Repairs 2011	50,000
Provision for 2015 Ferry Retrofit	100,000
<u>Fire Protection</u>	
Air packs	40,000
Firehall Generator (partial funding JEPP Grant)	43,000
Firehall Radios (partial funding JEPP Grant)	10,000
<u>Information Technology</u>	
Ongoing technology upgrades	30,000
Vehicle Replacement (1991 vintage)	15,000
<u>Recreation Complex</u>	
Replace Hot Water Storage Tanks	120,000
Replace main recreation complex sign	60,000
<u>Golf Course</u>	
Equipment	40,000
<u>Purchase of Land/Building</u>	25,000
Total	1,113,000

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

Capital Works

2011 Capital Works are:

Fund	Description	2011
Operating		\$
RCMP Cell Retrofit	Upgrade cell block for prisoner & custodian protection	1,100,000
Cemetery	Cemetery Road Expansion	141,000
Duncan Road Extension	Build road in industrial park	1,000,000
"Dimmer" Street Lights	Green Initiative to reduce electrical consumption	148,000
Bus Shelters	Bus shelters to reduce balance of PTI funds	26,000
Scheduled Roof Repairs	Major Roofing maintainance	150,000
Cardio Workout HVAC System	improve air quality of cardio work out area	60,000
		2,625,000
Solid Waste Utility		
Capital Solid Waste Project	Expand landfill	432,000
		432,000
Water Utility		
Capital Water Project	Water line replacement	500,000
Water Supply Strategic Plan	Develop a water supply plan	75,000
		575,000
Sewer Utility		
Capital Sewer Project	Sewer line replacement	250,000
Hays Creek Sewer Main	Replace sewer mainline	4,000,000
Liquid Waste Management Plan	Commission Stage III	97,000
		4,347,000
Aggregate		7,979,000

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

8) The Amount Required for a Deficiency (Section 165(6)(c) & Section (165(9))

Nil

9) The Amount Required for Other Municipal Purposes (Section 165(6)(d))

Nil

10) Proposed Transfers of Reserves (Section 165(8)(a))

The Financial Plan proposes the following transfers:

Transfers of Reserves	Amount
From:	
Equipment Reserve	\$ 628,000
Land Reserve	\$ 25,000
General Reserve	\$ 2,080,000
	\$ 2,733,000
To:	
Ferry Reserve	\$ 100,000
Operating Fund Capital Works & Capital Purchases	\$ 2,633,000
	\$ 2,733,000

11) Proposed Transfers of Accumulated Surplus (Section 165(8)(b))

A number of projects were not completed in 2010. The resulting Accumulated Surplus funds will be used to fund the completion of the projects in 2011. Additionally Operating Fund surplus will be used to fund the costs associated with Watson Island. Proposed Surplus Transfers are:

Transfers of Accumulated Surplus	Amount
Sewer Fund	\$ 1,800,000
Operating Fund	\$ 618,000
Total	\$ 2,418,000

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

12) Operating Fund Departmental Budgets

OPERATING	2011	2012	2013	2014	2015
	\$	\$	\$	\$	\$
Revenues by Department					
Airport Ferry	985,000	1,015,000	1,046,000	1,077,000	1,109,000
Cemetery	40,000	47,000	47,000	47,000	47,000
Corporate Administration	5,000	5,000	5,000	5,000	0
Development Services	380,000	385,000	390,000	395,000	395,000
Finance	8,000	8,000	8,000	8,000	8,000
FD Fire Protective Services	4,000	4,000	4,000	4,000	4,000
FD 911	200,000	209,000	200,000	200,000	200,000
Fiscal Revenues	5,606,000	5,662,000	5,719,000	5,776,000	5,834,000
Information Technology	2,000	2,000	2,000	2,000	2,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Revenues	14,000	14,000	14,000	15,000	16,000
RCMP	102,000	131,000	131,000	131,000	131,000
Rec. Centre Arena	160,000	164,000	168,000	172,000	176,000
Rec. Centre Civic Centre	203,000	200,000	206,000	212,000	218,000
Rec. Centre Community Services	18,000	18,000	18,000	18,000	18,000
Rec. Centre Pool	359,000	385,000	397,000	409,000	421,000
Transit	342,000	363,000	374,000	385,000	397,000
Victim Services	54,000	54,000	54,000	54,000	54,000
Watson Island	1,107,000				
	9,594,000	8,662,000	8,788,000	8,915,000	9,035,000
Property Taxes (existing levy)	13,737,000	13,998,000	14,374,000	14,882,000	15,427,000
Increase Tax Levy & Tax on New Properties	261,000	376,000	508,000	545,000	561,000
Appropriated Surplus Watson Island	118,000				
Total Operating Fund Revenues	23,710,000	23,036,000	23,670,000	24,342,000	25,023,000

OPERATING	2011	2012	2013	2014	2015
	\$	\$	\$	\$	\$
Expenditures by Department					
Airport Ferry	1,789,000	1,865,000	1,908,000	1,990,000	2,075,000
Cemetery	208,000	212,000	216,000	220,000	224,000
Civic Properties	326,000	331,000	336,000	341,000	346,000
Corporate Administration	508,000	523,000	538,000	553,000	569,000
Development Services	627,000	640,000	662,000	684,000	706,000
FD 911	441,000	455,000	470,000	487,000	504,000
FD Fire Protective Services	2,133,000	2,182,000	2,233,000	2,286,000	2,341,000
FD Emergency Measures	30,000	31,000	32,000	33,000	34,000
Finance	767,000	821,000	850,000	879,000	909,000
Finance Cost Allocation	(363,000)	(350,000)	(350,000)	(350,000)	(350,000)
Fiscal Expenditures	2,248,000	2,270,000	2,293,000	2,316,000	2,339,000
Governance	274,000	283,000	292,000	302,000	312,000
Contributions to Support Other Organizations	1,546,000	1,632,000	1,648,000	1,648,000	1,648,000
Information Technology	352,000	360,000	369,000	378,000	387,000
Parks	861,000	879,000	897,000	916,000	935,000
PW Engineering	510,000	591,000	611,000	632,000	654,000
PW Common Costs	3,069,000	3,135,000	3,215,000	3,296,000	3,379,000
Allocation of PW Common Cost	(3,003,000)	(3,087,000)	(3,173,000)	(3,262,000)	(3,353,000)
PW Vehicles	997,000	1,018,000	1,039,000	1,060,000	1,082,000
Allocation of PW Vehicles	(985,000)	(995,000)	(1,005,000)	(1,015,000)	(1,025,000)
RCMP	4,405,000	4,581,000	4,764,000	4,955,000	5,138,000
Rec. Centre Arena	273,000	279,000	287,000	295,000	304,000
Rec. Centre Civic Centre	1,338,000	1,368,000	1,404,000	1,440,000	1,478,000
Rec. Centre Community Services	5,000	5,000	5,000	5,000	5,000
Rec. Centre Pool	1,063,000	1,021,000	1,053,000	1,085,000	1,118,000
Roads	2,027,000	2,070,000	2,113,000	2,158,000	2,203,000
Transit	727,000	796,000	834,000	874,000	916,000
Victim Services	108,000	110,000	112,000	114,000	116,000
Watson Island	1,225,000				
Transfer to Reserves	5,000	5,000	5,000	5,000	5,000
Provision for Capital Works					
Provision for Capital Purchases	199,000	5,000	12,000	17,000	24,000
Total Operating Fund Expenditures	23,710,000	23,036,000	23,670,000	24,342,000	25,023,000
Surplus(Deficit)					

Schedule "A"

CITY OF PRINCE RUPERT

2011 Five Year Financial Plan
April 26, 2011

13) Utility Fund Revenue & Expenditure Budgets

Utilities	2011	2012	2013	2014	2015
	\$	\$	\$	\$	\$
Sewer					
Revenues (net of capital purchases & works)	1,602,000	1,216,000	1,275,000	1,236,000	1,199,000
Expenditures	1,041,000	1,056,000	1,071,000	1,087,000	1,103,000
Surplus	561,000	160,000	204,000	149,000	96,000
Water					
Revenues (net of capital purchases & works)	1,630,000	1,640,000	1,686,000	1,633,000	1,681,000
Expenditures	1,518,000	1,536,000	1,558,000	1,581,000	1,604,000
Surplus	112,000	104,000	128,000	52,000	77,000
Solid Waste					
Revenues (net of capital purchases & works)	1,773,000	1,810,000	1,866,000	1,924,000	1,983,000
Expenditures	1,852,000	1,883,000	1,914,000	1,946,000	1,978,000
Surplus (Deficit)	(79,000)	(73,000)	(48,000)	(22,000)	5,000