
REVENUE TAX AND BUDGET

1. PURPOSE

- 1.1. To give Council direction in handling property taxes, fees and charges, capital asset management and stabilization funds.

2. PROPERTY TAXES

- 2.1. Objective: Council will strive to provide all taxpayers with stable and equitable taxation while providing high quality services.
- 2.2. Policy: Tax ratios and rates will be set to maintain tax stability between property classes while factoring in non-market growth.

3. FEES AND CHARGES

It is generally preferable to charge a user fee for services that are identifiable to specific users, instead of levying a general tax to all property owners.

- 3.1. Fees shall be established to recover 100% of the Cost of Services unless Council clearly sets fees using a different basis.
- 3.2. Fees required to recover Cost of Services may be reduced by government transfers allocated to the program.

4. CAPITAL ASSET MANAGEMENT

- 4.1. Council shall provide adequate capital funding by:
 - a) Transferring a minimum of 15% of municipal property tax revenue within Class 1 to Class 9 from the General Operating Fund to the Capital Fund;
 - b) Transferring all Class 4 – Heavy Industry municipal property tax revenue in excess of a 15% base revenue target for the class from the General Operating Fund to the Capital Fund; and
 - c) That the capital transfer be reviewed when an Asset Management Plan has been completed, determining the infrastructure deficit and deferred maintenance for all asset classes, by December 31, 2018.
- 4.2. In order to track progress, the actual transfers and target transfers will be included in the Five Year Financial Plan.

5. STABILIZATION FUNDS

- 5.1. Council shall establish and maintain fund balances as follows:
- a) General Operating Fund at no less than 10% of budgeted expenditures;
 - b) Water System Operating Fund(s) at no less than 10% of budgeted expenditures;
 - c) Sewer System Operating Fund(s) at no less than 10% of budgeted expenditures;
 - d) Sewer Capital Fund(s) at no less than nil;
 - e) Capital Fund(s) at no less than nil; and
 - f) Reserve Fund(s) in amounts sufficient to fund expenditures in accordance with the Long Term Capital Plan.
- 5.2. Council will strive to meet the target of the General Operating Fund by December 31, 2018.
- 5.3. Council will strive to only use the Un-appropriated Operating Fund balances when it exceeds the minimum 10% of budgeted expenditures or in extraordinary circumstances

APPROVAL HISTORY

WRITTEN BY: Finance	APPROVED BY: Council	DATE: October 6, 2010
	AMENDED BY: Council	DATE: August 17, 2016 DATE: April 19, 2023