

## Village of Haines Junction

### Bylaw 400-23

#### A Bylaw to Create the Annual Operating and Capital/Projects Budgets for 2023.

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**WHEREAS** Section 238 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw cause an annual operating budget for the current year and an annual capital budget for the current year and the capital expenditure program for the next three financial years to be prepared and adopted; and;

**WHEREAS** Section 239(1) of the *Municipal Act* states that no expenditure shall be made that is not provided for in the Annual Operating Budget and Section 239(2) provides that Council may establish by bylaw a procedure to authorize and verify expenditures that vary from the annual operating or capital/projects budget expenditure programs;

**NOW, THEREFORE**, the Council of the municipality of the Village of Haines Junction in open meeting assembled **HEREBY ENACTS AS FOLLOWS:**

#### 1. Short Title

This Bylaw may be known as Bylaw 400-23, 2023 Annual Operating and Capital/Projects Budget Bylaw.

#### 2. Section 239 Procedure

No expenditure may be made that is not provided for in the 2023 annual Operating or Capital/Projects Budget unless such expenditure is approved:

- 1) by resolution of council to a maximum expenditure of \$500,000.00 upon receiving a report in a public meeting explaining the process of approving the expenditure and the rationale for the proposed expenditure; or
- 2) by bylaw for expenditures in excess of \$500,000.00.

#### 3. Umbrella Budget Bylaw

Expenditures authorized in accordance with section 2(1) of this bylaw that result in an increase in total expenditures above what was approved in the 2023 Operating budget or Capital/Projects budget shall be brought forward for final approval through an umbrella bylaw at year end.

#### 4. Chief Administrative Officer Re-Allocation Limits

The Chief Administrative Officer is hereby authorized to re-allocate funds among the line items in Appendix "A" to a maximum expenditure of \$25,000.00; and such allocation decision will be reported to Council at the next Council Meeting.

#### 5. Appendices

Appendices A and B showing the 2023 Annual Operating Budget and the 2023 – 2026 Capital/Projects Budget attached hereto are a fundamental part of this bylaw.

**6. Bylaw Repeal**

The following Bylaw is hereby repealed:

1. Bylaw 396-22, 2022 Annual Operating and Capital /Projects Budget Bylaw

**7. Effective Date**

This Bylaw will come into effect January 1, 2023.

**8. Readings**

Read a first time this 8<sup>th</sup> day of March, 2023.

Read a second time this 22<sup>nd</sup> day of March, 2023.

Read of third time and adopted this 22<sup>nd</sup> day of March, 2023.



Bruce Tomlin  
Mayor



Donna Istchenko  
Deputy Chief Administrative Officer



**Appendix "A" - Village of Haines Junction 2023 Annual Operating Budget**

<b>O&amp;M REVENUES</b>	<b>2022 Actual*</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>LEGISLATIVE</b>			
Taxes and Grants in Lieu	\$ 976,368.50	\$ 976,368.71	\$ 952,354.42
Tax Penalties	\$ 7,395.06	\$ 5,000.00	\$ 5,000.00
Carbon Tax Rebate	\$ 28,854.85	\$ 15,000.00	\$ 30,000.00
CMG Block Funding	\$ 1,958,907.00	\$ 1,958,907.00	\$ 2,068,070.00
Return on Investments	\$ 95,043.95	\$ 30,000.00	\$ 120,000.00
<b>Total Legislative</b>	<b>\$ 3,066,569.36</b>	<b>\$ 2,985,275.71</b>	<b>\$ 3,175,424.42</b>
<b>ADMINISTRATION</b>			
Grant Funding	\$ 22,597.00	\$ 25,297.00	\$ 25,493.00
Licenses and Fees	\$ 11,873.19	\$ 13,700.00	\$ 13,700.00
Interest Earned	\$ 866.89	\$ 800.00	\$ 900.00
Contract Services	\$ 18,164.80	\$ 15,000.00	\$ 15,000.00
<b>Total Administration</b>	<b>\$ 53,501.88</b>	<b>\$ 54,797.00</b>	<b>\$ 55,093.00</b>
<b>PUBLIC WORKS</b>			
Equipment Rental	\$ 8,703.80	\$ 8,000.00	\$ 8,000.00
Surplus Goods Sales	\$ -	\$ 5,000.00	\$ 5,000.00
Grant Funding	\$ 133.33	\$ 4,000.00	\$ 4,000.00
<b>Total Public Works</b>	<b>\$ 8,837.13</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>
<b>WATER AND SEWER</b>			
Services and Bulk Sales	\$ 290,756.60	\$ 272,900.00	\$ 291,500.00
Contract Services / Asset Sales	\$ 726.00	\$ 6,000.00	\$ 6,000.00
Grant Funding	\$ 998.00	\$ 8,000.00	\$ 8,000.00
<b>Total Water and Sewer</b>	<b>\$ 292,480.60</b>	<b>\$ 286,900.00</b>	<b>\$ 305,500.00</b>
<b>ROADS AND STREETS</b>			
Contract Services / Asset Sales	\$ 4,985.94	\$ 4,500.00	\$ 4,500.00
<b>Total Roads and Streets</b>	<b>\$ 4,985.94</b>	<b>\$ 4,500.00</b>	<b>\$ 4,500.00</b>
<b>LANDFILL AND RECYCLING</b>			
User Fees	\$ 28,231.35	\$ 29,880.00	\$ 29,880.00
Grant Funding	\$ 40,583.80	\$ 43,175.00	\$ 46,482.00
Beverage Container Refunds	\$ 69,777.71	\$ 60,000.00	\$ 70,000.00
<b>Total Landfill and Recycling</b>	<b>\$ 138,592.86</b>	<b>\$ 133,055.00</b>	<b>\$ 146,362.00</b>
<b>ANIMAL CONTROL</b>			
Licenses and Fines	\$ 950.00	\$ 2,000.00	\$ 2,000.00
<b>Total Animal Control</b>	<b>\$ 950.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
<b>FIRE DEPARTMENT</b>			
User Fees	\$ 14,788.14	\$ 15,000.00	\$ 15,000.00
Lease Fees	\$ 25,193.96	\$ 25,132.21	\$ 25,886.23
<b>Total Fire Department</b>	<b>\$ 39,982.10</b>	<b>\$ 40,132.21</b>	<b>\$ 40,886.23</b>
<b>FIRESMART</b>			
Grant Funding	\$ 22,050.00	\$ 25,000.00	\$ 41,666.67
<b>Total Firesmart</b>	<b>\$ 22,050.00</b>	<b>\$ 25,000.00</b>	<b>\$ 41,666.67</b>
<b>FACILITIES</b>			
Rental Fees - Convention Centre	\$ 12,593.40	\$ 12,200.00	\$ 12,200.00
Rental Fees - Mezzanine	\$ 5,171.43	\$ 6,000.00	\$ 5,000.00
Rental Fees - Arena	\$ 795.24	\$ 2,500.00	\$ 2,500.00
Grant Funding	\$ 133.34	\$ 1,333.00	\$ 1,333.00
<b>Total Facilities</b>	<b>\$ 18,693.41</b>	<b>\$ 22,033.00</b>	<b>\$ 21,033.00</b>
<b>TOTAL O&amp;M REVENUES</b>	<b>\$ 3,646,643.28</b>	<b>\$ 3,570,692.92</b>	<b>\$ 3,809,465.32</b>

O&M EXPENSES	2022 Actual*	2022 Budget	2023 Budget
<b>LEGISLATIVE</b>			
Honoraria / Per Diems	\$ 67,813.67	\$ 68,630.00	\$ 73,725.00
Travel / Training	\$ 1,752.61	\$ 11,000.00	\$ 9,000.00
Grants and Hospitality	\$ 13,363.60	\$ 12,000.00	\$ 16,000.00
Supplies and Services	\$ 14,155.43	\$ 10,625.00	\$ 5,650.00
AYC Membership	\$ 19,589.07	\$ 19,589.00	\$ 20,680.70
<b>Total Legislative</b>	<b>\$ 116,674.38</b>	<b>\$ 121,844.00</b>	<b>\$ 125,055.70</b>
<b>ADMINISTRATION</b>			
Wages and Benefits	\$ 376,076.32	\$ 359,623.00	\$ 479,828.00
Contract Services	\$ 75,245.78	\$ 88,167.00	\$ 98,400.00
Equipment and Supplies	\$ 13,918.47	\$ 16,425.00	\$ 16,080.00
Utilities	\$ 29,290.13	\$ 29,315.00	\$ 33,400.00
Training, Travel, Memberships	\$ 3,077.01	\$ 7,500.00	\$ 7,500.00
Grants and Hospitality	\$ 26,936.30	\$ 25,997.00	\$ 28,493.00
Advertising	\$ 8,475.57	\$ 10,000.00	\$ 10,000.00
Bank Charges	\$ 4,750.85	\$ 4,260.00	\$ 5,200.00
<b>Total Administration</b>	<b>\$ 537,770.43</b>	<b>\$ 541,287.00</b>	<b>\$ 678,901.00</b>
<b>PUBLIC WORKS</b>			
Wages and Benefits	\$ 424,107.13	\$ 384,546.00	\$ 500,445.00
Contract Services	\$ 16,747.57	\$ 23,000.00	\$ 23,000.00
Equipment and Supplies	\$ 64,825.37	\$ 69,000.00	\$ 81,000.00
Maintenance	\$ 39,783.20	\$ 49,000.00	\$ 47,000.00
Utilities	\$ 26,882.06	\$ 14,350.00	\$ 26,200.00
Insurance	\$ 14,069.45	\$ 14,420.80	\$ 16,700.00
Training and Travel	\$ 1,092.78	\$ 6,000.00	\$ 7,000.00
<b>Total Public Works</b>	<b>\$ 587,507.56</b>	<b>\$ 560,316.80</b>	<b>\$ 701,345.00</b>
<b>WATER AND SEWER</b>			
Wages and Benefits	\$ 84,990.48	\$ 108,630.00	\$ 108,600.00
Contract Services	\$ 28,140.39	\$ 26,500.00	\$ 26,500.00
Equipment and Supplies	\$ 55,781.14	\$ 64,240.00	\$ 61,240.00
Maintenance	\$ 15,793.36	\$ 24,000.00	\$ 30,000.00
Utilities	\$ 97,816.03	\$ 95,650.00	\$ 119,800.00
Insurance	\$ 41,788.39	\$ 44,365.46	\$ 51,100.00
Training and Travel	\$ 1,386.00	\$ 12,000.00	\$ 12,000.00
<b>Total Water and Sewer</b>	<b>\$ 325,695.79</b>	<b>\$ 375,385.46</b>	<b>\$ 409,240.00</b>
<b>ROADS AND STREETS</b>			
Wages and Benefits	\$ 24,459.04	\$ 53,000.00	\$ 53,000.00
Contract Services	\$ 12,068.51	\$ 10,000.00	\$ 10,000.00
Equipment and Supplies	\$ 17,900.11	\$ 41,500.00	\$ 44,000.00
Maintenance	\$ 1,409.43	\$ 2,000.00	\$ 2,000.00
Utilities (streetlights)	\$ 35,882.64	\$ 37,275.00	\$ 37,275.00
<b>Total Roads and Streets</b>	<b>\$ 91,719.73</b>	<b>\$ 143,775.00</b>	<b>\$ 146,275.00</b>
<b>LANDFILL AND RECYCLING</b>			
Wages and Benefits	\$ 152,183.23	\$ 194,053.00	\$ 194,394.00
Contract Services	\$ 34,701.38	\$ 36,830.00	\$ 40,860.00
Equipment and Supplies	\$ 2,238.15	\$ 9,000.00	\$ 9,000.00
Maintenance	\$ 3,563.39	\$ 4,000.00	\$ 4,000.00
Utilities	\$ 13,968.80	\$ 10,820.00	\$ 14,980.00
Insurance	\$ 2,112.35	\$ 2,122.59	\$ 3,740.00
Training and Travel	\$ 1,998.73	\$ 2,000.00	\$ 4,000.00
Recycle Refunds Paid Out	\$ 39,083.85	\$ 42,000.00	\$ 42,000.00
Landfill Closure Fees	TBD	\$ 15,000.00	\$ 15,000.00
<b>Total Landfill and Recycling</b>	<b>\$ 249,849.88</b>	<b>\$ 315,825.59</b>	<b>\$ 327,974.00</b>



**Appendix "B" 2023 - 2026 Capital and Projects Budget**

Project Name					2023 Funding Source			
	2023	2024	2025	2026	Operating Fund	Reserves	Other Source	Description
<b>Recycling Centre &amp; Landfill</b>								
2020 Septic Tank upgrade	25,000				25,000			
2023 SWMP Class D implementation	50,000						50,000	Government Funding
Landfill Organics	75,000						75,000	Government Funding
<b>Convention Centre</b>								
Stage Lighting Replacement (2022)	160,000						150,000	Gas Tax
Audio Visual Equipment (web-conferencing)	7,000				7,000		10,000	JAM
<b>Convention Centre/Arena</b>								
2021 Arena Replace Single Walled Oil Tank	16,000				16,000			
2020 Seismic Renovations Convention Centre	900,000						900,000	Gas Tax
2020 Improve Entrance Security	45,000				45,000			
Arena Roof Repair	100,000						100,000	Gas Tax
CC / Arena Heating System Assessment	9,000				9,000			
<b>Public Works Mobile Equipment</b>								
Street sweeper attachment	35,000					35,000		PW Equipment Reserve
Skid Steer w/attachments	150,000					150,000		PW Equipment Reserve
<b>Fire Department</b>								
Fire Department Crew cab		82,000						Fire Dept Reserve
SCUBA Gear	45,000					45,000		Fire Dept Reserve
SCUBA Gear		47,000						Fire Dept Reserve
Repair Fire Hall Roof	100,000						100,000	Gas Tax
Floor drainage	15,000				15,000			
<b>Administration</b>								
2020 Official Community Plan & Zoning Bylaw	11,631						11,631	Gas Tax
Transitional Employee Housing			350,000					
IT New Phone System	8,000				8,000			
Asset Management Plan	100,000						100,000	Gas Tax
Emergency Response Plan	75,000						75,000	Government Funding
Communications strategy	25,000				25,000			
<b>Public Works</b>								
2020 Covered Storage		65,000			65,000			
2021 Develop a Removal of Abandoned Assets Plan for Water Tower, Lift Station, Pool/Curling Rink	25,000				25,000			
Floor Drainage Public Works Shop	15,000				15,000			
<b>Water and Sewer</b>								
Water Automation Upgrades (carry fwd from 2022)	25,000						25,000	Gas Tax
SCADA Emergency Repair and Resulting Upgrade	70,000				70,000			
Water License Lagoon Hydrogeological Assessment	50,000				50,000			
Truck fill station software	30,000				30,000			
<b>Recreation and Parks/Greenspaces</b>								
Trail Asphalt maintenance equipment	12,000				12,000			
Summer Recreation Programming / Equipment	75,000				75,000			
Arena Scoreboard	14,000				9,000		5,000	Community Contribution
Trail Assets (benches, garbage cans)	25,000						25,000	TCT Grant
Rec Needs Assessment	75,000						75,000	Gas Tax
Heritage Structure Project	30,000				15,000		15,000	Community Contribution
<b>Community Map Art Project</b>	20,000					20,000		Art Reserve
	<b>2,417,631</b>	<b>194,000</b>	<b>350,000</b>	<b>0</b>	<b>516,000</b>	<b>250,000</b>	<b>1,716,631</b>	
<b>Reserve Allocations</b>								
Reserve Allocation - Public Works Equipment	240,000					240,000		Transfer from Infrastructure Reserve
Reserve Allocation - Fire Department Equipment	90,000					90,000		
	<b>330,000</b>					<b>330,000</b>		