

Village of Haines Junction

Bylaw 405-23

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

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 405-23, 2023 Amended 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 Amended Annual Operating Budget and the 2023 – 2026 Amended Capital/Projects Budget attached hereto are a fundamental part of this bylaw.

6. Bylaw Repeal

The following Bylaw is hereby repealed:

1. Bylaw 400-23, 2023 Annual Operating and Capital /Projects Budget Bylaw

7. Effective Date

This Bylaw will come into effect upon adoption.

8. Readings

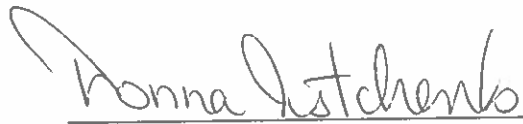
Read a first time this 6th day of December, 2023.

Read a second time this 20th day of December, 2023.

Read a third time and adopted this 20th day of December, 2023.



Vicky Maynes
Deputy Mayor



Donna Istchenko
Deputy Chief Administrative Officer

2023 Amended Annual Operating and Capital/Projects Budget Bylaw – Appendix “A”

Village of Haines Junction 2023 Amended Annual Operating Budget

O&M REVENUES	Projected Year End	Budget	Amended
LEGISLATIVE			
Taxes and Grants in Lieu	\$ 952,218.71	\$ 952,354.42	\$ 952,354.42
Tax Penalties	\$ 7,333.21	\$ 5,000.00	\$ 7,000.00
Carbon Tax Rebate	\$ 33,801.55	\$ 30,000.00	\$ 33,800.00
CMG Block Funding	\$ 2,068,070.00	\$ 2,068,070.00	\$ 2,068,070.00
Return on Investments	\$ 314,946.79	\$ 120,000.00	\$ 315,000.00
Total Legislative	\$ 3,376,370.26	\$ 3,175,424.42	\$ 3,376,224.42
ADMINISTRATION			
Grant Funding	\$ 24,889.00	\$ 25,493.00	\$ 25,493.00
Licenses and Fees	\$ 12,120.40	\$ 13,700.00	\$ 13,700.00
Interest Earned	\$ 887.16	\$ 900.00	\$ 900.00
Contract Services	\$ 17,000.00	\$ 15,000.00	\$ 17,000.00
Total Administration	\$ 54,896.56	\$ 55,093.00	\$ 57,093.00
PUBLIC WORKS			
Equipment Rental	\$ 10,944.74	\$ 8,000.00	\$ 11,000.00
Surplus Goods Sales	\$ 64,912.00	\$ 5,000.00	\$ 65,000.00
Grant Funding	\$ -	\$ 4,000.00	\$ 2,000.00
Total Public Works	\$ 75,856.74	\$ 17,000.00	\$ 78,000.00
WATER AND SEWER			
Services and Bulk Sales	\$ 291,962.88	\$ 291,500.00	\$ 291,500.00
Contract Services / Asset Sales	\$ 881.00	\$ 6,000.00	\$ 2,000.00
Grant Funding	\$ -	\$ 8,000.00	\$ 1,000.00
Total Water and Sewer	\$ 292,843.88	\$ 305,500.00	\$ 294,500.00
ROADS AND STREETS			
Contract Services / Asset Sales	\$ 5,063.23	\$ 4,500.00	\$ 4,900.00
Total Roads and Streets	\$ 5,063.23	\$ 4,500.00	\$ 4,900.00
LANDFILL AND RECYCLING			
User Fees	\$ 27,138.91	\$ 29,880.00	\$ 27,880.00
Grant Funding	\$ 43,882.00	\$ 46,482.00	\$ 44,482.00
Beverage Container Refunds	\$ 66,552.52	\$ 70,000.00	\$ 70,000.00
Programs (Food Cycler)	\$ 5,000.00	\$ -	\$ 6,600.00
Total Landfill and Recycling	\$ 142,573.43	\$ 146,362.00	\$ 148,962.00
ANIMAL CONTROL			
Licenses and Fines	\$ 1,242.00	\$ 2,000.00	\$ 2,000.00
Total Animal Control	\$ 1,242.00	\$ 2,000.00	\$ 2,000.00
FIRE DEPARTMENT			
User Fees	\$ 15,047.88	\$ 15,000.00	\$ 15,000.00
Lease Fees	\$ 25,440.96	\$ 25,886.23	\$ 25,886.23
Total Fire Department	\$ 40,488.84	\$ 40,886.23	\$ 40,886.23
FIRESMART			
Grant Funding	\$ 66,666.67	\$ 41,666.67	\$ 66,666.67
Total Firesmart	\$ 66,666.67	\$ 41,666.67	\$ 66,666.67
FACILITIES			
Rental Fees - Convention Centre	\$ 15,045.64	\$ 12,200.00	\$ 15,200.00
Rental Fees - Mezzanine	\$ 6,144.30	\$ 5,000.00	\$ 6,000.00
Rental Fees - Arena	\$ 3,704.76	\$ 2,500.00	\$ 3,500.00
Grant Funding	\$ -	\$ 1,333.00	\$ 1,333.00
Total Facilities	\$ 24,894.70	\$ 21,033.00	\$ 26,033.00
TOTAL O&M REVENUES	\$ 4,080,896.31	\$ 3,809,465.32	\$ 4,095,265.32

O&M EXPENSES

	Projected Year End	Budget	Amended
LEGISLATIVE			
Honoraria / Per Diems	\$69,511.30	\$73,725.00	\$70,725.00
Travel / Training	\$2,621.11	\$9,000.00	\$9,000.00
Grants and Hospitality	\$15,106.82	\$16,000.00	\$16,000.00
Supplies and Services	\$600.00	\$5,650.00	\$5,650.00
AYC Membership	\$20,680.70	\$20,680.70	\$20,680.70
Total Legislative	\$ 108,519.93	\$ 125,055.70	\$ 122,055.70
ADMINISTRATION			
Wages and Benefits	\$ 388,157.94	\$ 479,828.00	\$ 415,828.00
Contract Services	\$ 169,798.28	\$ 98,400.00	\$ 173,400.00
Equipment and Supplies	\$ 10,896.00	\$ 16,080.00	\$ 16,080.00
Utilities	\$ 32,138.56	\$ 33,400.00	\$ 33,400.00
Training, Travel, Memberships	\$ 3,766.30	\$ 7,500.00	\$ 7,500.00
Grants and Hospitality	\$ 27,014.69	\$ 28,493.00	\$ 28,493.00
Advertising	\$ 8,689.94	\$ 10,000.00	\$ 10,000.00
Bank Charges	\$ 5,599.26	\$ 5,200.00	\$ 5,200.00
Total Administration	\$ 646,060.97	\$ 678,901.00	\$ 689,901.00
PUBLIC WORKS			
Wages and Benefits	\$ 426,687.40	\$ 500,445.00	\$ 460,445.00
Contract Services	\$ 21,394.41	\$ 23,000.00	\$ 23,000.00
Equipment and Supplies	\$ 54,414.28	\$ 81,000.00	\$ 76,000.00
Maintenance	\$ 35,263.63	\$ 47,000.00	\$ 47,000.00
Utilities	\$ 22,800.09	\$ 26,200.00	\$ 26,200.00
Insurance	\$ 17,379.94	\$ 16,700.00	\$ 16,700.00
Training and Travel	\$ 3,522.34	\$ 7,000.00	\$ 7,000.00
Total Public Works	\$ 581,462.09	\$ 701,345.00	\$ 656,345.00
WATER AND SEWER			
Wages and Benefits	\$ 74,679.55	\$ 108,600.00	\$ 108,600.00
Contract Services	\$ 25,173.30	\$ 26,500.00	\$ 26,500.00
Equipment and Supplies	\$ 56,396.26	\$ 61,240.00	\$ 61,240.00
Maintenance	\$ 20,360.36	\$ 30,000.00	\$ 30,000.00
Utilities	\$ 111,776.72	\$ 119,800.00	\$ 119,800.00
Insurance	\$ 53,516.06	\$ 51,100.00	\$ 51,100.00
Training and Travel	\$ 5,236.00	\$ 12,000.00	\$ 12,000.00
Total Water and Sewer	\$ 347,138.25	\$ 409,240.00	\$ 409,240.00
ROADS AND STREETS			
Wages and Benefits	\$ 35,866.55	\$ 53,000.00	\$ 53,000.00
Contract Services	\$ 8,927.50	\$ 10,000.00	\$ 10,000.00
Equipment and Supplies	\$ 28,668.90	\$ 44,000.00	\$ 33,000.00
Maintenance	\$ 864.87	\$ 2,000.00	\$ 2,000.00
Utilities (streetlights)	\$ 36,045.37	\$ 37,275.00	\$ 37,275.00
Total Roads and Streets	\$ 110,373.19	\$ 146,275.00	\$ 135,275.00
LANDFILL AND RECYCLING			
Wages and Benefits	\$166,833.28	\$ 194,394.00	\$ 174,394.00
Contract Services	\$55,817.55	\$ 40,860.00	\$ 55,660.00
Equipment and Supplies	\$28,411.86	\$ 9,000.00	\$32,500.00
Maintenance	\$2,538.35	\$ 4,000.00	\$ 4,000.00
Utilities	\$14,262.91	\$ 14,980.00	\$ 14,980.00
Insurance	\$4,174.96	\$ 3,740.00	\$ 3,740.00
Training and Travel	\$0.00	\$ 4,000.00	\$ 4,000.00
Recycle Refunds Paid Out	\$41,794.45	\$ 42,000.00	\$ 42,000.00
Landfill Closure Fees	\$15,000.00	\$ 15,000.00	\$ 15,000.00
Total Landfill and Recycling	\$ 328,833.36	\$ 327,974.00	\$ 346,274.00
ANIMAL CONTROL			
Wages and Benefits	\$ 105.00	\$ 2,200.00	\$ 2,200.00
Maintenance	\$ -	\$ 150.00	\$ 150.00
Equipment and Supplies	\$ 310.15	\$ 260.00	\$ 260.00
Total Animal Control	\$ 415.15	\$ 2,610.00	\$ 2,610.00

	Projected Year End	Budget	Amended
FIRE DEPARTMENT			
Honoraria	\$ 38,924.02	\$ 48,965.00	\$ 48,965.00
Contract Services	\$ 19,134.89	\$ 20,000.00	\$ 20,000.00
Equipment and Supplies	\$ 9,177.46	\$ 12,500.00	\$ 12,500.00
Maintenance	\$ 16,540.47	\$ 23,000.00	\$ 23,000.00
Utilities	\$ 27,150.09	\$ 28,000.00	\$ 28,000.00
Insurance	\$ 14,369.01	\$ 14,105.00	\$ 14,105.00
Training and Travel	\$ 2,600.00	\$ 13,500.00	\$ 13,500.00
Total Fire Department	\$ 127,895.94	\$ 160,070.00	\$ 160,070.00
FIRESMART			
Contract Services	\$ 62,500.00	\$ 41,666.67	\$ 66,666.67
Total Firesmart	\$ 62,500.00	\$ 41,666.67	\$ 66,666.67
CONVENTION CENTRE			
Contract Services	\$ 30,517.50	\$ 34,000.00	\$ 34,000.00
Equipment and Supplies	\$ 15,340.30	\$ 16,000.00	\$ 16,000.00
Maintenance	\$ 12,831.38	\$ 19,000.00	\$ 19,000.00
Utilities	\$ 26,360.05	\$ 29,180.00	\$ 29,180.00
Insurance	\$ 40,314.76	\$ 38,450.00	\$ 38,450.00
Total Convention Centre	\$ 125,363.99	\$ 136,630.00	\$ 136,630.00
MEZZANINE			
Contract Services	\$ 9,775.00	\$ 11,500.00	\$ 11,500.00
Equipment and Supplies	\$ 742.02	\$ 700.00	\$ 700.00
Maintenance	\$ 941.56	\$ 2,500.00	\$ 2,500.00
Utilities	\$ 422.29	\$ 600.00	\$ 600.00
Total Mezzanine	\$ 11,880.87	\$ 15,300.00	\$ 15,300.00
COMMUNITY HALL, CURLING RINK, POOL			
Maintenance	\$ -	\$ 500.00	\$ 500.00
Utilities	\$ 2,721.56	\$ 1,480.00	\$ 2,780.00
Insurance	\$ 245.58	\$ 105.00	\$ 105.00
Total Community Hall, Curling Rink, Pool	\$ 2,967.14	\$ 2,085.00	\$ 3,385.00
ARENA			
Wages and Benefits	\$ 77,204.75	\$ 77,396.00	\$ 77,396.00
Contract Services	\$ 938.97	\$ 1,200.00	\$ 1,200.00
Equipment and Supplies	\$ 9,668.95	\$ 8,150.00	\$ 8,150.00
Maintenance	\$ 25,291.85	\$ 23,000.00	\$ 26,500.00
Utilities	\$ 90,591.46	\$ 95,780.00	\$ 92,280.00
Insurance	\$ 40,517.14	\$ 38,633.00	\$ 38,633.00
Training and Travel	\$ 1,149.00	\$ 2,000.00	\$ 2,000.00
Total Arena	\$ 245,362.12	\$ 246,159.00	\$ 246,159.00
TOTAL O&M EXPENSES	\$ 2,698,773.00	\$ 2,993,311.37	\$ 2,989,911.37
NET O&M SURPLUS	\$ 1,382,123.31	\$ 816,153.95	\$ 1,105,353.95
CAPITAL REVENUE	\$ 428,179.51	\$ 1,716,631.00	\$ 521,131.00
CAPITAL RESERVES		\$ 250,000.00	\$ -
CAPITAL / PROJECTS EXPENSES	\$ 1,339,737.93	\$ 2,432,631.00	\$ 1,510,431.00
NET CURRENT YEAR SURPLUS	\$ 470,564.89	\$ 350,153.95	\$ 116,053.95

2023 Amended Annual Operating and Capital/Projects Budget Bylaw – Appendix “B”

2023 -2026 Capital and Projects Budget - Amended									
Project Name	2023 -2026 Capital and Projects Budget - Amended				2023 Funding Source				2024-26 Funding Source
	2023	2024	2025	2026	Operating Funds	Reserves	Other Source	Description	
Recycling Centre & Landfill									
2020 Septic Tank upgrade (moved to 2024)		25,000							Operating Funds
2023 SWMP Class D implementation (moved to 2024)		200,000							Operating Funds
Convention Centre									
Stage Lighting Replacement (2022)	12,000	225,000					2,000	Gas Tax	Gas Tax
Audio Visual Equipment (web-conferencing)	22,000				22,000		10,000	JAM	
Historic Mural Upgrade	15,000	60,000			7,500		7,500	Yukon 125 Fund	Operating Funds
Genie Vertical Manlift	25,000				25,000				
Convention Centre/Arena									
2021 Arena Replace Single Walled Oil Tank		16,000							Operating Funds
2020 Seismic Renovations Convention Centre		900,000							Gas Tax
2020 Improve Entrance Security (locks and cameras)		45,000							Gas Tax
Arena Roof Repair	150,000						150,000	Gas Tax	
CC / Arena Heating System Assessment / Design	53,000				53,000				
Public Works Mobile Equipment									
Street sweeper attachment	35,000				35,000				
Skid Steer w/attachments	150,000				150,000				
Trailer	27,800				27,800				
Fire Department									
Fire Department Crew cab		82,000							Fire Dept Reserve
SCUBA Gear		45,000							Fire Dept Reserve
SCUBA Gear			47,000						Fire Dept Reserve
Repair Fire Hall Roof	150,000						150,000	Gas Tax	
Floor drainage		15,000							Operating Funds
Administration									
2020 Official Community Plan & Zoning Bylaw	21,631	30,000					21,631	Gas Tax	Gas Tax
IT New Phone System	8,000				8,000				
Asset Management Plan		100,000							
Emergency Response Plan	75,000						75,000		
Communications strategy	25,000				25,000				
Public Works									
2021 Develop a Removal of Abandoned Assets Plan for Water Tower, Uplift Station, Pool/Curling Rink		25,000							Operating Funds
Floor Drainage Public Works Shop		15,000							Operating Funds
Vehicle / Equipment Shelter	150,000				150,000				
Water and Sewer									
Water Automation Upgrades (carry fwd from 2022)	25,000						25,000	Gas Tax	
SCADA Emergency Repair and Resulting Upgrade	25,000				25,000				
Water License Lagoon Hydrogeological Assessment		50,000							Operating Funds
Truck fill station software	21,000				21,000				
Recreation and Parks/Greenspaces									
Trail Asphalt maintenance equipment	16,000				16,000				
Summer Recreation Programming / Equipment	75,000				75,000				
Arena Scoreboard	14,000				9,000		5,000	Minor Hockey Contribution	
Arena Emergency Plan	10,000				10,000				
Trail Assets (benches, garbage cans)		25,000							TCT
Rec Needs Assessment	75,000						75,000	Gas Tax	
Heritage Structure Project		30,000							Operating Funds
Reserve Allocations									
Reserve Allocation - Public Works Equipment	240,000				240,000				
Reserve Allocation - Fire Department Equipment	90,000				90,000				
	1,510,431	1,888,000	47,000	0	989,300	0	521,131		