



REQUEST FOR DECISION

File # 1700-03

Report To: **Mayor and Council**
From: **Shirley Collington, Director of Finance**
Subject: **Administration Report No. 0049/26**
Five-Year Financial Plan Bylaw No. 2629, 2026
Meeting: **Regular Council**
Meeting Date: **March 9, 2026**

RECOMMENDATION:

"THAT, Five-Year Financial Plan Bylaw No. 2629, 2026 be introduced and read for the first three times by title only."

CAO'S COMMENTS:

First readings of the Five-Year Financial Plan Bylaw are the next steps in meeting our requirements under the Community Charter for adopting our plan.

ALTERNATIVE RECOMMENDATION:

"THAT, Administration Report No. 0049/26 - Five-Year Financial Plan Bylaw No. 2629, 2026 be received for information."

KEY ISSUES(S)/ CONCEPTS DEFINED:

The City is required by the *Community Charter* Part 6 Section 165 (1) to adopt a Financial Plan annually by bylaw before the annual property tax bylaw is adopted.

RELEVANT POLICY:

The budget is one of the defining policy documents of Council.

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC PILLARS:

Vibrant Community – Invest in community safety, social, cultural, and recreational programs.

Relationships & Advocacy – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.

Economic Development – Enhance community economic development to provide opportunities and sustainability for Fort St. John.

Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.

Managing Assets – Build and manage assets that support the current and future needs of the community.

COMPLIANCE WITH STRATEGIC OBJECTIVES:

N/A

GENERAL:

Council provided direction to staff at a previous Committee of the Whole meeting regarding operating and capital budgets.

ORGANIZATIONAL:

N/A

FINANCIAL:

The financial plan establishes the budget for the 2026 financial year.

In addition to the budget numbers presented on February 23, 2026, is the North Peace Leisure Pool budget of \$5,210,090 and Amortization of \$15,725,000.

FOLLOW UP ACTION:

If first three readings are completed, this bylaw will be placed on the March 23, 2026, Council agenda for adoption.

COMMUNITY CONSULTATION:

The *Community Charter* Part 6 Section 166, requires that the City undertake a public consultation regarding the proposed financial plan. This occurred at the public meeting held on February 23, 2026.

COMMUNICATION:

N/A

DEPARTMENTS CONSULTED ON THIS REPORT:

N/A

ATTACHMENTS:

Five Year Financial Plan Bylaw 2629 2026

RESPECTFULLY SUBMITTED:

Shirley Collington, Director of Finance

CITY OF FORT ST. JOHN

BYLAW NO. 2629, 2026

A BYLAW OF THE CITY OF FORT ST. JOHN TO PROVIDE AN OPERATING FUNDS FIVE-YEAR FINANCIAL PLAN PURSUANT TO THE PROVISIONS OF THE *COMMUNITY CHARTER*

WHEREAS, Section 165 of the *Community Charter* requires Council, before the fifteenth of May in each year to cause to be prepared and adopted annually by bylaw, a Five-Year Financial Plan.

NOW THEREFORE, the Council of the City of Fort St. John in open meeting assembled, enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Five-Year Financial Plan Bylaw No. 2629, 2026".

ENACTMENT

2. THAT, the Five-Year Financial Plan hereto annexed and marked as Schedule "A" and Schedule "B" is hereby approved and authorized and shall stand as the estimates of Revenue and Expenditure for the years 2026 to 2030 until altered or amended by Council.

READ THE FIRST THREE TIMES THIS DAY OF _____, 2026

ADOPTED THIS DAY OF _____, 2026 BY 2/3 MAJORITY OF COUNCIL

LILIA HANSEN
MAYOR

BONNIE MCCUE
CORPORATE OFFICER



City of Fort St. John
Five-Year Financial Plan Bylaw

SCHEDULE A

	2026	2027	2028	2029	2030
REVENUE					
Taxation	\$ 40,484,475	\$ 41,008,475	\$ 41,228,480	\$ 41,499,480	\$ 41,907,683
Local Improvement & Frontage Charges	1,838,575	1,838,575	1,838,579	1,838,579	1,838,579
1% Taxes	370,750	372,250	378,800	384,300	389,900
Grants in Lieu of Taxes	2,441,844	2,471,844	2,497,844	2,525,844	2,341,844
Total Taxes	45,135,644	45,691,144	45,943,703	46,248,203	46,478,006
Services Provided to Other Governments	1,276,400	1,293,400	1,341,900	1,360,900	1,364,900
Sale of Services	1,917,000	1,937,000	1,962,000	1,982,000	2,002,000
Sale of Services - Water	8,097,000	8,347,000	8,552,000	8,752,000	8,857,000
Sale of Services - Sewer	5,856,000	5,911,000	5,966,000	6,021,000	6,076,000
Revenue - Other Sources	11,222,880	10,845,728	10,942,259	11,086,167	12,902,114
Grants - Operating	2,169,598	2,179,987	2,193,286	2,229,852	2,248,689
Grants - Capital	32,707,035	32,160,000	32,210,000	32,280,000	32,330,000
Return on Investments	3,295,000	3,270,000	3,220,000	2,670,000	2,620,000
Actuarial Adjustments	1,027,000	1,107,000	948,000	738,000	786,000
Transfer from Reserves	76,506,119	65,210,000	50,385,400	38,815,000	37,172,000
Collections for Other Governments	19,101,200	19,201,200	19,301,200	19,351,200	19,401,200
Total REVENUE	\$ 208,310,876	\$ 197,153,459	\$ 182,965,748	\$ 171,534,322	\$ 172,237,909
OPERATING EXPENSES					
General Government Services	18,696,661	18,879,242	18,543,213	18,624,383	18,503,171
Protective Services	21,090,119	21,930,812	22,638,660	23,242,662	23,761,202
Transit	3,596,000	3,682,000	3,763,000	3,854,000	4,069,200
Transportation	15,484,497	15,765,125	15,949,952	16,139,128	16,322,795
Public Health & Welfare	2,100,468	2,061,896	2,083,225	2,109,646	2,207,687
Environmental Development	1,037,918	1,060,541	1,083,756	1,107,650	1,132,198
Parks and Recreation	18,078,548	18,419,367	18,492,364	18,760,243	20,329,876
Water Utility	9,579,000	9,887,000	10,120,000	10,212,000	10,317,000
Sewer Utility	8,229,575	8,319,575	8,314,579	8,299,579	8,424,579
Collections for Other Governments	19,101,200	19,201,200	19,301,200	19,351,200	19,401,200
Transfers to Reserves	33,441,890	31,636,701	31,040,399	29,773,831	29,094,001
Total OPERATING EXPENSES	\$ 150,435,876	\$ 150,843,459	\$ 151,330,348	\$ 151,474,322	\$ 153,562,909
CAPITAL EXPENSES					
Component 1 - Road Infrastructure	22,300,000	16,500,000	20,050,000	18,225,000	17,075,000
Component 2 - Recreation/Civic Infrastructure	11,365,500	12,500,000	4,600,400	650,000	700,000
Component 3 - Water and Sewer Infrastructure	16,325,000	15,950,000	6,350,000	750,000	500,000
Component 4 - Equipment	4,432,500	370,000	120,000	285,000	200,000
Component 5 - Planning projects	3,452,000	990,000	515,000	150,000	200,000
Total CAPITAL EXPENSES	\$ 57,875,000	\$ 46,310,000	\$ 31,635,400	\$ 20,060,000	\$ 18,675,000

SCHEDULE B

STATEMENT OF OBJECTIVES AND POLICIES

In accordance with Section 165(3.1) of the *Community Charter*, the Municipal Council of the City of Fort St. John is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

- a) The proportion of total revenue that is proposed to come from each of the funding sources described in Section 165(7) of the *Community Charter*;
- b) The distribution of property taxes among the property classes; and
- c) 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 2026. Property taxes generally form the greatest proportion of revenue. Property taxation is the primary revenue source for the City, with the five-year financial plan showing this percentage as low as 21.67% and as high as 26.98%.

Excluding Government Transfers (most of which relates to revenues allocated to offset capital expenditures), user fees and charges (Sale of Services and Other Revenue) form the second largest portion of planned revenue. This revenue source is for services that can be measured and charged on a user pay basis. These services are mainly for water, sewer and solid waste, but also include recreation user fees and items such as building permits, business licenses, and transit.

OBJECTIVES

- Sustainable service levels and funding
- Predictable property taxes and fees
- Maintain physical assets in good state of repair

POLICIES

- The City will review all user fees annually
- The City has implemented Development Cost Charges and will review additional Development Cost Charges
- The City will continue to apply for grant funding to support projects and initiatives
- The City will initiate partnerships and other measures that will diversify revenues in order to provide services and opportunities to the community that may have not otherwise been possible

SCHEDULE B

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property Taxation	21.67%	\$ 45,135,644
Sale of Services (Fees & Charges)	8.23%	17,146,400
Government Transfers	16.74%	34,876,633
Interest Income	1.58%	3,295,000
Other Revenue	5.88%	12,249,880
Reserves	36.73%	76,506,119
Collection for other Govt's	9.17%	19,101,200
TOTAL	100%	\$ 208,310,876

DISTRIBUTION OF PROPERTY TAX RATES

Table 2 outlines the distribution of property taxes among the property classes. The Business and other class (6) and Residential class (1) provide the largest proportion of property tax revenue.

OBJECTIVES

- To maintain tax rate ratios to achieve fairness and equity for all property classes
- Consult with Major Industry with regards to the tax policy

POLICIES

- The City will monitor the shifts in assessments when setting the tax rates so as not to penalize a particular class
- The City will continue formulating a Tax Policy that is fair and equitable for all property classes

SCHEDULE B

Table 2: Distribution of Property Taxes

Property Class	% of Total Property Taxes	Dollar Value
Residential (1)	36.42%	\$ 16,440,000
Utilities (2)	0.52%	235,000
Major Industrial (4)	1.46%	657,000
Light Industrial (5)	1.74%	783,000
Business and Other (6)	45.82%	20,680,000
Recreation / Non-Profit (8)	0.46%	209,000
Farmland (9)	0.00%	475
Transit	3.28%	1,480,000
Local Area Service	4.07%	1,838,575
1% Taxes	0.82%	370,750
Grants in Lieu of Taxes	5.41%	2,441,844
TOTAL	100%	\$ 45,135,644

PERMISSIVE TAX EXEMPTIONS

The City changed its permissive tax exemption process effective for the 2021 taxation year in response to the City’s strategic goal of financial sustainability. This change balanced the social benefits that not-for-profit organizations add to the quality of life in the community with the acknowledgment that all property owners must contribute towards services that the City provides.