



The Corporation of the City of Courtenay

Bylaw No. 3211

A bylaw for the City of Courtenay Five-Year Financial Plan for the Period 2026 to 2030

WHEREAS

- A. Section 165 of the *Community Charter* requires that every municipality must have a five-year financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted and that the financial plan must set out the objectives, and policies of the municipality for the planning period in relation to the funding sources, the proportion of total revenue from the funding sources, the distribution of property value taxes among the property classes and the use of permissive tax exemptions;
- B. Section 166 of the *Community Charter* requires that, before adopting a bylaw under section 165, a Council must undertake a process of public consultation regarding the proposed financial plan; and
- C. Council for the City of Courtenay has complied with section 166 of the *Community Charter*.

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

- A. 2026 – 2030 Financial Plan Bylaw No. 3211, 2026 that authorizes all revenue and expenditures for the period 2026 – 2030

Citation

1. This Bylaw shall be cited as “**2026 – 2030 Financial Plan Bylaw No. 3211, 2026**”.

Application

2. The attached schedules A and B form part of this Bylaw.

Severability

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time this [day] day of [month], [year]

Read a second time this [day] day of [month], [year]

Read a third time this [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer

Schedule A

Revenue	2026	2027	2028	2029	2030
Property Taxation	\$ (39,544,200)	\$ (45,365,000)	\$ (52,032,200)	\$ (53,889,800)	\$ (55,668,300)
Frontage and Parcel Taxes	(4,459,600)	(4,814,200)	(5,220,800)	(5,705,300)	(6,090,000)
Fees and Charges	(28,975,100)	(30,948,100)	(33,060,700)	(35,491,000)	(37,754,900)
Government Transfers	(5,695,200)	(15,108,700)	(5,423,800)	(6,832,300)	(7,554,800)
Other Revenue	(4,739,100)	(8,966,900)	(11,624,100)	(5,351,600)	(4,572,100)
Total Revenue	\$ (83,413,200)	\$ (105,202,900)	\$ (107,361,600)	\$ (107,270,000)	\$ (111,640,100)
Expenses					
General Government Expenses	\$ 6,049,900	\$ 5,557,200	\$ 5,866,600	\$ 6,072,400	\$ 6,473,400
Fire Services	3,618,800	3,941,500	4,537,600	4,942,000	5,261,000
Police Services	10,243,700	10,560,800	10,895,000	11,244,200	11,607,800
Engineering Services	2,721,100	1,709,300	1,765,100	1,859,500	1,859,500
Operational Services	9,756,000	10,173,300	10,781,500	11,406,800	11,732,800
Solid Waste Services	4,025,700	4,142,200	4,286,600	4,501,600	4,733,400
Development Services	3,726,000	3,128,300	3,323,300	3,437,100	3,412,600
Recreational and Cultural Services	10,926,400	10,179,500	10,601,400	10,842,400	11,225,700
Sewer Services	9,784,200	9,835,500	10,105,700	10,410,700	10,725,100
Water Services	11,074,800	11,806,300	12,693,800	13,633,800	14,195,500
Financial Services	3,998,700	4,171,700	4,030,900	4,182,000	4,433,200
Gaming Expenses	492,500	492,500	492,500	475,500	475,500
Debt Interest	1,459,600	2,331,600	3,572,300	4,522,300	4,526,200
Amortization	7,584,845	7,584,845	7,584,845	7,584,845	7,584,845
Total Expenses	\$ 85,462,245	\$ 85,614,545	\$ 90,537,145	\$ 95,115,145	\$ 98,246,545
Operating Deficit / (Surplus)	\$ 2,049,045	\$ (19,588,355)	\$ (16,824,455)	\$ (12,154,855)	\$ (13,393,555)
Transfers and Acquisitions					
Equity in Capital Assets	\$ (7,584,845)	\$ (7,584,845)	\$ (7,584,845)	\$ (7,584,845)	\$ (7,584,845)
Principal Payments	1,118,800	1,854,300	2,089,600	3,302,100	3,280,300
Capital Acquisitions	43,088,000	47,142,500	64,382,300	12,261,500	10,167,000
Borrowing	(23,500,000)	(14,521,700)	(46,000,000)	-	(1,000,000)
Transfer to Reserve	8,213,000	9,531,400	12,064,300	13,763,200	15,982,800
Transfer from Reserve	(23,384,000)	(16,833,300)	(8,126,900)	(9,587,100)	(7,451,700)
Total Transfers and Acquisitions	\$ (2,049,045)	\$ 19,588,355	\$ 16,824,455	\$ 12,154,855	\$ 13,393,555
(Surplus) / Deficit	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule B

Objectives and Policies for Schedule “B”

In accordance with section 165 (3.1) of the *Community Charter*, the City of Courtenay is required to include in the Five-Year Financial Plan, objectives, and policies regarding each of the following

- The proportion of total revenue that is proposed to come from that funding source
- the distribution of property value taxes among the property classes that may be subject to the taxes
- the provision of development potential relief under section 198.1 of the *Community Charter*
- the use of permissive tax exemptions

Proportion of Revenue by Source

Property Tax

- The City of Courtenay will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

Frontage & Parcel Tax

- Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

Fees & Charges

- Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary with the nature of the service provided.

Transfers from other Governments and Agencies

- The City will ensure that all government transfers are used in accordance with the terms and conditions attached to the funding and that all reporting requirements are met.
- Unconditional government transfers will be considered as general revenue in the financial plan

Other Sources of Revenue

- The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.

Proceeds of Borrowing

- Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time.

Proportions of Total Revenue by Source

Revenue Source	2025		2026	
	Amount	% of Total	Amount	% of Total
Property Tax	\$ 37,068,000	40.0%	\$ 39,544,200	37.0%
Frontage and Parcel	4,155,700	4.5%	\$ 4,459,600	4.2%
Fees and Charges	26,776,900	28.9%	\$ 28,975,100	27.1%
Transfers from Other Govt	8,505,400	9.2%	\$ 5,695,200	5.3%
Other Sources	4,800,200	5.2%	\$ 4,739,100	4.4%
Borrowing	11,350,000	12.2%	23,500,000	22.0%
Total	\$ 92,656,200	100.0%	\$ 106,913,200	100.0%

2026 Distribution of Property Tax Revenue by Class

Property Class	Tax Revenue	% of Total Tax	Property	
			Assessment \$ Value	% of Total Assessment
1 Residential	\$ 26,086,289	66.0%	\$ 9,204,663,712	89.1%
2 Utilities	140,848	0.4%	3,522,600	0.0%
3 Supportive Hous	-	0.0%	-	0.0%
5 Light Industry	131,978	0.3%	12,991,400	0.1%
6 Commercial	13,151,497	33.3%	1,107,251,682	10.7%
8 Recreational	32,687	0.1%	5,850,700	0.1%
9 Farm	901	0.0%	669,505	0.0%
Total	\$ 39,544,200	100.0%	\$ 10,334,949,599	100.0%

Permissive Tax Exemptions

- A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants.
- The cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.
- The Annual Municipal Report for 2025 contains a list of permissive exemptions granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions, historical societies, service societies and recreational organizations.