

**TOWN OF COMOX**

**BYLAW NO. 2031**

**A BYLAW OF THE TOWN OF COMOX RESPECTING THE FINANCIAL PLAN FOR THE FIVE-YEAR PERIOD JANUARY 1, 2024 TO DECEMBER 31, 2028**

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**Please note:** This is a consolidated bylaw prepared for Convenience only and is not a certified copy.

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Consolidated to include the following bylaws:

<b>Bylaw No.</b>	<b>Adopted</b>	<b>Name</b>	<b>Purpose</b>
2031.01	May 14, 2025	Comox Financial Plan Amendment Bylaw No. 2031.01	Deleting Schedule "A" in its entirety and replacing with Schedule "A" attached to and forming part of this bylaw.

WHEREAS the *Community Charter* requires Municipal Councils to adopt a financial plan annually, by bylaw, before the annual property tax bylaw is adopted;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. **Title**

This bylaw may be cited for all purposes as the "Comox Financial Plan Bylaw No. 2031, 2024".

2. **SCHEDULES "A" and "B"**

- (1) SCHEDULE "A", attached hereto and made part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Comox for the years 2024 to 2028 inclusive.
- (2) SCHEDULE "B" attached hereto and made part of this Bylaw, is the 2024 Disclosure of Revenue Objectives and Policies as per Section 165 (3.1) of the Community Charter.

3. **Adoption**

READ A FIRST time this	1 <sup>st</sup> day of May, 2024
READ A SECOND time this	1 <sup>st</sup> day of May, 2024
READ A THIRD time this	1 <sup>st</sup> day of May, 2024
ADOPTED this	8 <sup>th</sup> day of May, 2024

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MAYOR

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CORPORATE OFFICER

*(Schedule A replaced, Bylaw 2031.01, May 14, 2025)*

**Schedule A - Summarized Five-Year Financial Plan**

**Town of Comox**

**2024 - 2028 Financial Plan**

	2024	2025	2026	2027	2028
	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Revenue</b>					
Municipal Property taxes	15,222,234	16,358,711	17,553,557	18,582,630	19,638,780
Sales of Services	13,409,905	13,576,597	13,950,210	14,294,938	14,129,953
Government Transfers	3,537,493	5,506,982	3,918,412	2,584,982	2,322,746
Investment Income	400,000	400,000	400,000	400,000	408,000
Developer Contributions	191,211	1,522,750	422,000	625,000	19,250
Other	153,000	155,400	157,850	160,350	163,560
<b>Total Revenues</b>	<b>32,913,843</b>	<b>37,520,440</b>	<b>36,402,029</b>	<b>36,647,900</b>	<b>36,682,289</b>
<b>Operating Expenses</b>					
<u>Fiscal</u>					
Interest payments on debt	168,126	108,640	91,200	65,440	42,034
Amortization expense	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Grants to Other Organizations	148,970	154,010	159,050	164,310	171,690
Total fiscal	3,617,096	3,562,650	3,550,250	3,529,750	3,513,724
<u>Functions</u>					
General Government	3,553,800	3,334,086	3,523,889	3,587,591	3,618,670
Protective Services	5,085,832	4,829,983	5,063,580	5,735,855	5,821,831
Solid Waste Management	2,143,083	2,167,611	2,224,102	2,084,761	2,138,402
Development Services	2,425,403	2,392,791	2,362,406	2,257,355	1,001,750
Transportation	2,210,484	2,330,082	2,281,751	2,426,082	2,282,857
Parks, Rec, Culture	6,088,839	5,829,749	5,877,979	5,973,890	6,031,629
Water Services	3,473,379	3,515,536	3,663,967	3,619,481	3,648,208
Sewer Services	3,559,437	3,613,277	3,769,747	3,950,001	4,103,989
Total Functions	28,540,257	28,013,115	28,767,421	29,635,016	28,647,336
<b>Total Operating Expenses</b>	<b>32,157,353</b>	<b>31,575,765</b>	<b>32,317,671</b>	<b>33,164,766</b>	<b>32,161,060</b>
<b>Revenue over expenses</b>	<b>756,490</b>	<b>5,944,675</b>	<b>4,084,358</b>	<b>3,483,134</b>	<b>4,521,229</b>
<b>Revenue over expenses</b>	<b>756,490</b>	<b>5,944,675</b>	<b>4,084,358</b>	<b>3,483,134</b>	<b>4,521,229</b>
<b>Add</b>					
Amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Transfers from reserves	13,663,542	7,006,150	6,358,500	7,136,250	5,611,513
Proceeds of debt (loans/leases)	1,109,520	0	0	15,000,000	0
<b>Total Additions</b>	<b>18,073,062</b>	<b>10,306,150</b>	<b>9,658,500</b>	<b>25,436,250</b>	<b>8,911,513</b>
<b>Deduct</b>					
Transfers to reserves	5,061,704	7,562,438	5,263,134	5,737,977	6,391,168
Principal repayment on debt	449,636	434,487	487,794	515,157	313,511
Other non-reporting expenses	0	0	0	0	0
Capital, General Municipal	12,164,599	7,680,900	4,599,930	18,234,350	6,044,563
Capital, Water Fund	262,613	330,000	2,795,000	1,715,500	139,000
Capital, Sewer Fund	891,000	243,000	597,000	2,716,400	544,500
<b>Total Deductions</b>	<b>18,829,552</b>	<b>16,250,825</b>	<b>13,742,858</b>	<b>28,919,384</b>	<b>13,432,742</b>
<b>Financial Plan Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Schedule B – Revenue Objectives and Policies**

### **Funding Sources**

#### **Objectives:**

1. Raise \$174,521,217 funding over this five-year Financial Plan to meet planned expenditures.
2. Increase both taxes and fees gradually over time to provide needed revenue.
3. Raise \$5,304,362 in Infrastructure Renewal Funds over this five-year Financial Plan to meet planned expenditures.
4. Increase the Infrastructure Renewal Fund levy on an annual basis over a period of 10 years as according to the direction of Council based on the Asset Management Plan.

#### **Policies:**

1. Seek government grants and partner funding when possible to avoid tax and fee increases.
2. Use reserves and surplus before external borrowing to minimize tax increases over the long-term.

**Table 1 – Funding Sources**

<b>Funding Source</b>	<b>5 Year Total</b>	<b>Proportion</b>
Municipal Property Taxes	\$ 87,355,912	48.58%
Sales of Services	69,361,603	38.57%
Government Transfers	17,645,904	9.81%
Investment Income	2,008,000	1.12%
Developer Contributions	2,664,000	1.48%
Other	790,160	0.44%
<b>Total Revenues</b>	<b>\$ 179,825,579</b>	<b>100.00%</b>

## **Schedule B – Revenue Objectives and Policies (cont.)**

### **Property Tax Distribution Among Classes**

#### **Objectives:**

1. The burden of tax increases shall be shared among all property classes with assessment.
2. Tax increases shall be less for property Class 6 (Business & Other) than other classes so that apart from new Class 6 development, the proportion from Class 6 declines gradually over time.

#### **Policies:**

1. In 2024, Class 6 property tax will be at least 2% less than the residential increase.
2. The Town shall consider the effect of the distribution of taxes and resultant tax rates on both property taxes and Payments in Lieu of Taxes (PILT) when setting tax rates.

**Table 2 – Proportion of Property Value**

<b>Taxes by Property Class</b>	<b>Proportion</b>
Class 1 Residential	84.69%
Class 2 Utilities	0.75%
Class 3 Supportive Housing	0.00%
Class 4 Major Industry	0.00%
Class 5 Light Industry	0.38%
Class 6 Business & Other	13.76%
Class 7 Managed Forest Land	0.00%
Class 8 Recreation / Non-profit	0.42%
Class 9 Farm	0.00%
<b>Total</b>	<b>100.00%</b>

### **Permissive Tax Exemptions**

#### **Objectives:**

1. The Town will continue its current program of permissive tax exemptions for property that is available for public use or that benefits the general public.
2. The Town will also continue its current program of downtown revitalization tax exemptions for qualifying residential developments within the downtown revitalization area.

#### **Policies:**

1. The Town will continue to consider grants of permissive tax exemptions annually.
2. The expected cost of permissive tax exemptions in 2024 is approximately \$243,000.
3. The Town will continue to review its downtown revitalization tax exemptions at least annually.